

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

**TRAVIS AIR FORCE BASE  
INSTRUCTION 10-203**

**8 DECEMBER 2008**



**Operations**

**WING AUGMENTATION DUTY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 10-2, *Readiness*. It describes local policy, procedures, and responsibilities for the Augmentation Duty Program at Travis Air Force Base, utilizing guidance outlined in Air Force Pamphlet 10-243; *Wing Augmentation Duty Program*. The Augmentation Duty Program (ADP) is designed to meet the temporary personnel shortages of local commanders caused by situations or conditions that require the realignment of existing personnel resources during exercise, contingency, emergency, or wartime conditions. The Augmentation Duty Review Board (ADRB) approves and prioritizes requirements. This publication applies to all officer and enlisted personnel assigned to Travis AFB.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

**1. Mission.**

1.1. Augmentation is defined as Travis wide realignment of personnel, in other than their assigned Air Force Specialty Code (AFSC), and outside their unit of assignment.

1.2. The Augmentation Duty Program identifies, places, codes, and trains personnel to meet augmentee needs for installation-level exercise, contingency, emergency, or wartime conditions.

**2. Responsibilities.**

2.1. Augmentation Duty Review Board, as a function of the Installation Readiness Board.

2.1.1. Board Members:

2.1.1.1. The chairperson (60 AMW/CV), 60 AMW/DS, 60 MDG/CC or CD, 60 MSG/CC or CD, 60 OG/CC or CD, and the 60 MXG/CC or CD.

2.1.2. Board Advisors:

2.1.2.1. 60 MSS/MOF (Manpower Flight) or designated representative, representative from the 60 MSG and a representative from each augmentee user (augmented function). The chairperson may appoint additional advisors as needed.

2.1.3. The ADRB will ensure all local, validated augmentation needs are met, ensure training is conducted by users, meet at least annually, or more often as needed, to prioritize requirements and identify available resources, approve augmentation requirements and exemptions, and task groups to fill augmentation requirements.

2.2. The 60 MSG will:

2.2.1. Maintain control of all administrative functions associated with the augmentation duty program, including maintaining TABFI 10-203. The MSG/CAG will keep the ADRB meeting minutes and publish and distribute them to all applicable group commanders and ADP coordinators within 10 business days after the ARB meeting.

2.2.2. Present requests for new augmentee requirements to the ARB, after they have been validated and quantified by 60 MSS/MOF.

2.2.3. Provide updated augments roster, to the Installation Control Center (ICC), Emergency Operations Center (EOC), Group Control Center's, Group Augmentation Coordinators, and Installation Deployment Readiness Center (IDRC) on a quarterly basis.

2.3. The 60 MSS/MOF will:

2.3.1. Review user requests for augmentation.

2.3.2. Validate manpower requirements to include number of personnel, skill requirements, and grade requirements based on projected workload using 60 MSS/DPM Monthly Grade Roster. Suggest options to keep personnel requirements as low as possible.

2.3.3. Identify future manpower changes/initiatives that may impact sourcing the requirements.

2.3.4. Make recommendation for ADRB.

2.3.5. Forward augmentation requests and calculations to 60 MSG/CAG.

2.3.6. The Military Personnel Flight (MPF) will provide monthly-automated Grade Rosters for users (60 MSS/MOF) and tasked groups to help commanders manage resources.

2.5. Supported Commanders will:

2.5.1. Appoint an augmentation duty coordinator.

2.5.2. Coordinate with the 60 MSG/CAG and 60 MSS/MOF to validate augments requirements. Before supported organizations request augmentation, every effort will be made to source internally before asking for external wing support.

2.5.3. Ensure augments are issued all additional equipment required to perform augmentation

duties, including personal protective equipment and clothing, and incur all associated costs.

2.5.4. Provide annual training opportunities to ensure augmentee's are current with applicable augmentation duties.

2.6. Determine augments duties.

2.6.1. Organizations needing augmentation support will train augmentees and report current training numbers to MSG/CAG for tracking of currency; units will incur all costs associated with training that augmentee's receive.

2.6.2. Develop and maintain an augmentation duty roster and training record (electronic or hard copy) on each augmentee upon appointment.

2.6.3. Group and unit monitors will provide an updated roster to 60 MSG/CAG on a monthly basis, or as changes occur with augmentees.

2.6.4. Supported organizations receiving augmentation during; exercises, inspections, contingencies, emergencies, or wartime conditions, will brief all augmentees on the critical information (CI) and countermeasures associated with the existing situation or conditions IAW AFI 10-701, *Operations Security*.

2.7. Supporting Commanders will:

2.7.1. Release augments for training and when the augmentation program is activated.

2.7.2. Notify the activation authority when an identified augmentee is scheduled for deployment, PCS/PCA. Provide the MSG/CAG a replacement name, contact info, clearance, and limiting factors if there are any. (See **Attachment 2**)

2.7.3. Replace departed/departing augmentees when required by activation authority.

### **3. Establishing and implementing augmentation requirements.**

3.1. Units requesting augmentation will need to submit a letter, signed by the unit commander, addressed to the 60 MSG/CAG, detailing the request. The letter must contain the following information: a description of the augmentee duty and how it fits into the parameters of the augmentation duty program, justification of the augmentation request, how many augmentees are requested, and any special rank, skill, or security clearance requirements.

3.1.1. Augmentation duty requests will be forwarded from the 60 MSG/CAG to 60 MSS/MOF for workload validation and calculation of augmentee requirements.

3.1.2. 60 MSS/MOF will determine each participating base organizations augmentee requirement by determining their fare share of the augmentee workload based on the most current 60 MSS/DPM Monthly Grade Roster.

3.1.3. 60 MSS/MOF will forward the request, with recommended manpower requirements for all participating base organizations to the 60 MSG/CAG for submission to the ADRB.

3.1.4. Replacements will be identified and trained NLT 30 days prior to the scheduled departure date of an augments.

3.2. Augments will not deploy in their augmentation duties; however, they may be dispatched from their home station to assist with off-base (or off-installation) emergencies whenever the use of DOD personnel is properly authorized.

#### **4. ADP Activation Authorities.**

4.1. 60 AMW/XP ICC Executive Officers/Administrative Support: In response to real world events, activation of the ICC is authority for 60 AMW/XP to activate ICC augmenters as necessary via direct telecom, from a single shift to 24/7 operations. Selected augmenters will be directed to inform their supervisors that they have been activated. An approved list of ICC augmenters will be reviewed with group ADP coordinators in advance of an exercise or inspection activity to identify those who will provide support to the ICC. Once the ICC is operational, any further exercise augmentee requirements, to include 24-hour manning, will be addressed directly to the group ADP monitors, as appropriate.

4.2. 60 SVS, Search and Recovery Team (SART):

4.2.1. Activation authority for the SART is the Incident Commander (IC) who will notify the Services EOC rep who will in-turn notify the SART POC, who in turn will notify augmenters via GCC's and group ADP coordinators using the current roster associated with SART.

4.3. 60 SFS, Security Forces Augmentation:

4.3.1. The Threat Working Group will address the need for additional force protection measures, and the 60 AMW/CC will direct the activation of SF augmenters as required to provide SFS sufficient manpower to effectively maintain resource protection, personnel safety, and installation security in the event of manpower intensive taskings to include, but not limited to, OPLAN 8010, alternate TACC activation, natural disasters, and force protection condition measures. Notification to the GCCs and group ADP coordinators to recall Security Forces Augmenters will be done via email, phone calls to the group ADP monitors, and runners if needed. The notification will include the number of augmentees required by SFS from each group based on the agreed upon fare share numbers at the ADRB.

4.3.2. 60 SFS will provide basic law enforcement and installation security training to all augmentee's IAW AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*.

4.3.3. Units coordinators will ensure personnel are trained on the M-16 by scheduling appointments through CATM.

4.3.4. Units will ensure personnel are trained on the operation of government vehicles to include the operation of government vehicles on the flight line.

4.3.5. 60 SFS will provide and track Restricted Area Badges (RAB) for personnel not provided at their primary unit pending whether or not they qualify for a security clearance. 60 SFS will maintain RAB and issue to augmentee's in the event of needed support for SFS.

4.4. 60 APS, Pallet Build-up:

4.4.1. The Installation Deployment Officer (IDO) will make the decision to activate the pallet build-up augmenters. 60 AMW/IDO will notify the 60 APS UCC to recall pallet build-up augmenters via GCC's and group ADP coordinators.

4.5. 60 LRS, Installation Deployment Readiness Center:

4.5. 60 AMW Installation Deployment Officer (IDO) will make the decision to activate the deployment control center in support of local generated exercises, wartime, emergency, and humanitarian operations. 60 AMW/IDO will notify the ICC with the ICC with the required

number of augmentees in appropriate supporting positions.

**5. Prescribed Forms:** AF IMT 847, *Recommendation for Change of Publication*.

STEVEN J. ARQUIETTE, Colonel, USAF  
Commander, 60th Air Mobility Wing (AMC)

## **Attachment 1**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### **References**

AFPD 10-2, *Readiness*

AFPAM 10-243, *Augmentation Duty*

AFMAN 33-363, *Records Disposition Schedule*

AFI 10-701, *Operations Security (OPSEC)*

AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*

#### **Abbreviations and Acronyms**

**ADP**-Augmentation Duty Program

**ADRB**-Augmentation Duty Review Board

**AFMAN**-Air Force Manual

**AFPAM**-Air Force Pamphlet

**AFRIMS**-Air Force Records Information Management System

**AFSC**- Air Force Specialty Code

**CAT**-Crisis Action Team

**DCC**-Deployment Control Center

**DCG**-Disaster Control Group

**EOC**-Emergency Operations Center, formerly known as the DCG

**IAW**-In Accordance With

**IC**-Incident Commander

**ICC**-The Installation Control Center, formerly known as the CAT.

**ICCCOM**-Installation Control Center Commander or designated director, formerly known as CATCOM.

**IDO**-Installation Deployment Officer

**IDR**-Installation Deployment Readiness Center, formerly known as the DCC.

**MPF**-Military Personnel Flight

**OPR**-Office of Primary Responsibility

**RAB**-Restricted Area Badges

**SART**-Search and Recovery Team

## *Terms*

**Augmenter**—Personnel used in other than their assigned duties during exercise, contingency, emergency, or wartime conditions in a particular assigned task. Assigned duties are those, which are required by AFSC and are performed routinely. For example, an augmentee could be a personnel specialist performing security forces duty during exercises.

**Augmentation Duty Coordinator**—The individual appointed within a unit that will receive augmentees approved by the ADRB, and is responsible for monitoring, managing, and training augmentees, and reporting the status of their programs to the ADRB.

**Augmentation Duty Requirement** — A validated manpower requirement during exercise, contingency, emergency, or wartime conditions to be filled by available personnel resources.

**Augmentation Duty Program**—A mandatory program designed to meet the temporary personnel shortages of local commanders caused by situations or conditions that require the realignment of existing personnel resources during exercise, contingency, emergency, or wartime conditions.

**Tasking** —A requirement for augmentation, validated by manpower.

**User**—An agency that has a validated manpower requirement to be augmented by another unit in order to meet responsibilities during an exercise, contingency, emergency, or wartime conditions.

**Attachment 2**  
**AUGMENTATION DUTY PROGRAM LETTER**

**Figure A2.1. Example of Augmentation Duty Program Letter**

DEPARTMENT OF THE AIR FORCE  
<your unit>



MEMORANDUM FOR 60 MSG/CAG  
FROM: <your unit>  
SUBJECT: <user> Augmentees

1. The following individuals are appointed as <user> augmentees for the <your unit>:

<u>Name/Rank</u>	<u>Office Symbol</u>	<u>Duty Phone</u>	<u>Cell Phone</u>	<u>*(SSN)</u>	<u>Member Signature</u>
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2. If you have any questions you can contact <name> at 4-XXXX.

Unit CC signature block

\*SSN only needed if member is assigned to the ICC\*

### Attachment 3

#### <USER> AUGMENTATION DUTY PROGRAM

**A3.1. OVERVIEW:** To provide <user> sufficient manpower to <description of duties required>

A3.1.1. Users:

A3.1.2. Tasked Groups:

A3.1.3. Number of personnel required:

A3.1.4. 60 AMW/MO will determine each group's fair share by fair share percentage and requirements.

#### **A3.2. REQUIREMENTS:**

**A3.2.1.** Personnel must meet the requirements listed below in order to be assigned as an <user> augmentee

#### **A3.3. TRAINING:**

A3.3.1 <user> will provide basic training to all augmentees IAW AFI xx-xxx.

A3.3.2 Units **will** ensure personnel are trained.

**Table A3.1. EXAMPLE CLOTHING AND EQUIPMENT LISTING**

ITEM	QUANTITY
<b>A-3 BAG</b>	<b>1</b>
<b>WEB BELT</b>	<b>1</b>
<b>LBE OR TACTICAL VEST</b>	<b>1</b>
<b>HELMET</b>	<b>1</b>
<b>FLAK VEST OR SECOND CHANCE BODY ARMOR</b>	<b>1</b>
<b>*GAS MASK</b>	<b>1</b>
<b>*INCLEMENT WEATHER GEAR</b>	<b>1</b>
<b>*RESTRICTED AREA BADGE</b>	<b>1</b>
<b>*DOD GOVERNMENT DRIVER'S LICENSE</b>	<b>1</b>
<b>*FLIGHTLINE DRIVER'S LICENSE</b>	<b>1</b>
<b>Note 1:</b> Items without asterisks will be issued by <user>, as needed.	
<b>Note 2:</b> Items with asterisks will be issued by the augmentee's unit	