

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
VANCE AIR FORCE BASE**

**VANCE AIR FORCE BASE INSTRUCTION
10-300**

19 FEBRUARY 2015



Operations

**INSTALLATION AUGMENTATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 71 FTW/CCC

Certified by: 71 FTW/CV
(Col John J. Menozzi)

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This instruction implements the Vance Air Force Base Augmentation Program in accordance with Air Force Policy Directive (AFPD) 10-2 Readiness, 6 November 2012 and Air Force Pamphlet 10-243 (AFPAM) 10-243 Augmentation Duty, 1 August 2002. It applies to all units assigned, attached, or associated with the 71st Flying Training Wing (FTW). Ensure 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) and the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the VAFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

This instruction has been substantially revised and must be reviewed in its entirety.

1. Mission: The Vance Air Force Base Installation Augmentation Program (IAP) outlines the quotas, training, duties, and responsibilities for 71 FTW units in preparing Vance Air Force Base for installation-level exercises, contingencies, wartime, or emergency situations.

2. Responsibilities:

2.1. The 71 FTW/CC has determined an installation augmentation program is required. An Augmentation Review Board (ARB) should convene annually or as needed to validate and approve IAP requests and requirements. The ARB will consist of the Chairperson (71 FTW/CV), as appointed by the 71 FTW/CC, group commanders, director of staff, the 71 FTW/CCC, and the wing IAP manager. The chairperson may appoint additional advisors to attend the ARB as required. Currently, augmentee personnel are needed to support the 71st Security Forces (SF), Emergency Management Support Team (EMST) and Silver Talon Honor Guard (STHG).

2.2. The ARB Chairperson will:

2.2.1. Oversee management of the IAP.

2.2.2. Direct the ARB and the IAP working group as needed.

2.2.3. Appoint a Wing IAP Manager (WIAPM) to monitor manning, training and execution. (**Note:** The 71 FSS/FSM Flight Chief should be considered for this position, but not required.)

2.2.4. In conjunction with the ARB, approve exemptions and task quotas. Task groups to fill validated positions from within their group based on the quotas assigned by the ARB.

2.2.5. Approve procedures for tasking augmentees. IAP tasking will be managed at the group (or equivalent) level to sustain maximum flexibility. Wing Staff agencies are considered as a separate group.

2.2.6. Certify this instruction.

2.3. The Wing IAP Manager will:

2.3.1. Conduct day-to-day management of the Installation Augmentation Program and standardize and evaluate the program. Prepare slides and brief ARB, compile meeting minutes and provide administrative support to the ARB and IAP working group.

2.3.2. Validate IAP requirements and wing manpower strength reports for the ARB and working group meeting.

2.3.3. Assemble the IAP working group as needed.

2.4. The IAP Working Group will:

2.4.1. Consists of the Command Chief, Group Chiefs, Augmented Program Managers (APMs), and WIAPM.

2.4.2. Meet in part or whole prior to ARB meeting to gather data and prepare courses of action for ARB to consider. Meets after the ARB to implement decisions of the ARB, with or without the direct request of the ARB chair.

2.4.3. Compile, analyze and present metrics, exemptions, quotas and recommended changes to this instruction for consideration by the ARB.

2.5. The APM (Supported unit) will:

2.5.1. Develop requirements for their program and track the status of assigned augmentees.

2.5.2. Train augmentees, document training and provide a copy of documentation to WIAPM. Develop a training program sufficient to sustain augmentees for the supported mission. Augmentees should be trained within 45 days after appointment. If training cannot be accomplished within time constraints, the reason for delay and expected training plan should be documented.

2.5.3. Provide augmentees and GARs with training dates as far in advance as possible. Supporting units should be prepared to attend just-in-time training. Training dates can also be posted on the IAP site on the Vance Homepage.

2.5.4. Notify the WIAPM if a member fails to attend training. If failure to attend training will delay the training process and the member has not been trained within 45 days, the WIAPM will notify the supported unit commander.

2.6. GAR (Supporting unit) will:

2.6.1. Maintain Appointment/Removal letters and provide copies to the APM and WIAPM

2.6.2. Ensure sufficient augmentees from their group are appointed in writing, (see Attachments 3 & 4) and trained to meet their assigned quotas. GARs should coordinate with group superintendents on all IAP matters.

2.6.3. Coordinates with the augmentee's supervisor to ensure training is attended. Absences **will** only be approved by Group Superintendents or higher.

3. How individuals are tasked.

3.1. Establishing a need for augmentation. If a squadron determines it needs augmentation to complete its mission, a request will be made through the respective group commander and IAP Working Group to the ARB. The request must include, as a minimum, justification for augmentation, duty description, number of augmentees requested, individual requirements/limitations, environmental factors, required equipment, and required training.

3.2. The ARB tasks the wing. Based on recommendations from the augmentation working group, the ARB approves the "fair-share" distribution of quotas for each group. The ARB may accept recommendations from the augmentation working group or reject portions or change them as deemed appropriate. The decision of the ARB with regard to the number of augmented positions and augmenting unit assignments is final until the next ARB is convened.

3.3. The WIAPM implements ARB taskings. Once the ARB approves the augmentation taskings, the WIAPM will notify the affected units (both supported and supporting) through the group superintendents and GARs.

4. Augmentee Requirements.

4.1. All E-6's and below assigned to the 71 FTW are eligible for augmentation duty. The ARB retains the right to expand the pool of eligibles at any time, based on unique requirements. Furthermore, tenant squadrons may allow members to volunteer for augmentation duty, but will not be tasked based on this instruction.

4.2. The base resource pool will be determined by comparing actual number of personnel assigned to each group.

4.3. An augmentee's replacement must be trained before his/her predecessor is release from the IAP. Augmentees must notify APM and GARs upon receipt of assignment or separation notification.

5. Exemptions.

5.1. Are approved and reviewed on a case-by-case basis by the ARB and will not be included in the base resource pool.

5.2. Once a position is identified as "exempt" from the resource pool, that position will not be utilized for any augmentation duty unless the reason for the exemption no longer applies. Exceptions will be presented to the ARB with justification based upon mission requirements.

6. Augmentee Activation/Recall.

6.1. Emergency activation/recall of augmentees.

6.1.1. The 71 FTW/CC, 71 FTW/CV or the Emergency Operations Center (EOC) director can direct recall of augmentees. When the EOC director initiates a recall, the Wing CC or CV should be notified as soon as possible, not later than the first incident status update.

6.1.2. Every augmentee will report to their designated location with their equipment.

6.1.3. The APM will forward augmentee's work schedule to augmentee's supervisor, their group superintendent and GARs.

6.2. Emergency Recall procedure's ([Attachment 5](#)).

6.2.1. The Crisis Action Team (CAT) or EOC director determine the need to recall augmentees. The EOC or CAT recorder notifies the command post controller.

6.2.2. The Command Post controller initiates the base-wide Network Alert System (NAS) and the Telephone Alert System (TAS).

6.2.3. UCCs (if activated) notify unit commanders, GARs and augmentees.

6.2.4. The Recorder (EOC or CAT initiator) logs recall actions into Defense Communication On-Line (DCO).

6.2.5. GARs coordinate recall progression/status for their augmentees and report progress to unit UCCs/EOC/CAT.

6.2.6. GARs will keep their unit commanders and the augmentee's supervisor updated on the status of recalled augmentees.

6.2.7. APMs provide periodic updates to the EOC/CAT through DCO or by phone approximately every 15-30 minutes until the recall is complete.

6.2.8. DCO should be used to record augmentee recall completion.

6.3. Non-emergency activation of augmentees.

6.3.1. Requests are designed to support major routine events on the installation, expected contingencies or periods of known critical manpower shortages. Requests are made from the supported unit commander through the 71 MSG/CC to the 71 FTW/CC or 71 FTW/CV.

6.3.2. Requests should be planned in advance, have a solid start date and estimated end date, show maximum use of the unit's internal manpower and discuss the impact to the mission of the supported unit.

6.3.3. APM will forward augmentee's work schedule to augmentee's supervisor, superintendent and GARs.

6.4. Non-emergency Recall procedures. (**Attachment 6**)

6.4.1. Request is made from the supported unit commander through the 71 MSG/CC to the 71 FTW/CC or 71 FTW/CV. Upon approval APM notifies the Command Post.

6.4.2. The Command Post controller initiates base-wide NAS and TAS.

6.4.3. GARs will coordinate recall status with supported APM and provide updates to the augmentee's unit commander.

6.4.4. APMs provide periodic updates to GARs until the recall is complete.

CLARK J. QUINN, Colonel, USAF
Commander, 71st Flying Training Wing

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

Air Force Policy Directive (AFPD) 10-2, *Readiness*, 6 November 2012

Air Force Pamphlet 10-243 (AFPAM) 10-243, *Augmentation Duty*, 1 August 2002

Adopted Forms

AF Form 847, Recommendation of Change Publication

Abbreviations and Acronyms

APM—Augmentation Program Manager

ARB—Augmentation Review Board

CAT—Crisis Action Team

DCO—Defense Communication On-Line

EOC—Emergency Operations Center

FTW—Flying Training Wing

GAR—Group Augmentee Representative

IAP—Installation Augmentee Program

NAS—Network Alert System

EMST—Emergency Management Support Team

SFS—Security Forces Squadron

STHG—Silver Talon Honor Guard

TAS—Telephone Alert System

UCC—Unit Control Center

WIAPM—Wing Installation Augmentee Program Manager

Attachment 2

GROUP INSTALLATION AUGMENTEE PROGRAM REPRESENTATIVE APPOINTMENT



“FOR OFFICIAL USE ONLY”

**DEPARTMENT OF THE AIR FORCE
71ST FLYING TRAINING WING
VANCE AIR FORCE BASE OKLAHOMA**

MEMORANDUM FOR 71 FTW/IAP PROGRAM MANAGER

FROM: <<Group>>/CC

SUBJECT: <<Group>> Installation Augmentee Program Representative Appointment

1. The following individuals have been designated as my representative for the <<Group>> effective <<date>>:

	Rank	Name (First MI. Last)	Sq/Off Sym	Duty Phone	Home Phone
Primary					
Alternate					

2. This letter supersedes previous letters, same subject.

X

FIRST M. LAST, Rank, USAF
Commander

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.”

Attachment 3

71ST SECURITY FORCES SQUADRON AUGMENTATION DUTY APPOINTMENT



"FOR OFFICIAL USE ONLY"

DEPARTMENT OF THE AIR FORCE
71ST FLYING TRAINING WING
VANCE AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR 71 SFS/CC

FROM: <<Squadron or Group>>/CC

SUBJECT: Augmentation Duty Appointment

1. The following individuals have been designated as augmentees for the 71st Security Forces Squadron effective <<date>>:

Aug #	Rank	Name (First MI. Last)	Sq/Off Sym	Duty Phone	Home Phone
1					
2					

2. Please contact my point of contact, <<Rank First Last>> at DSN ext. <<number>> to schedule any required training.

3. This letter supersedes previous letters, same subject.

X

FIRST M. LAST, Rank, USAF
 Commander

cc:

<<Group>>/IAP Program Representative
 71 FTW/IAP Program Manager

"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties."

Attachment 4

SILVER TALON HONOR GUARD AUGMENTATION DUTY APPOINTMENT



“FOR OFFICIAL USE ONLY”

DEPARTMENT OF THE AIR FORCE
71ST FLYING TRAINING WING
VANCE AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR 71 FSS/CC

FROM: <<Squadron or Group>>/CC

SUBJECT: Augmentation Duty Appointment

1. The following individuals have been designated as augmentees for the Silver Talon Honor Guard effective <<date>>:

Aug #	Rank	Name (First MI. Last)	Sq/Off Sym	Duty Phone	Home Phone
1					
2					

2. Please contact my point of contact, <<Rank First Last>> at DSN ext. <<number>> to schedule any required training.

3. This letter supersedes previous letters, same subject.

X

FIRST M. LAST, Rank, USAF
 Commander

cc:
 <<Group>>/IAP Program Representative
 71 FTW/IAP Program Manager

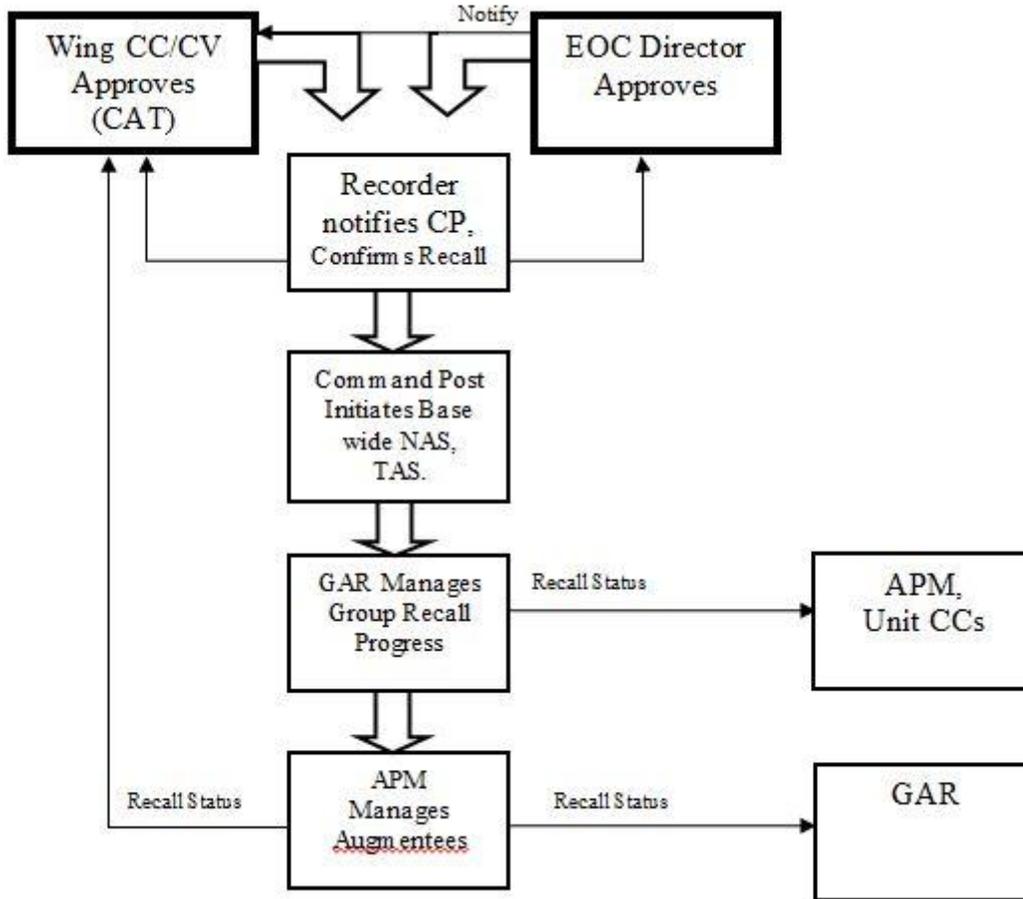
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Attachment 5

IAP TEAM ACTIVATION (EMERGENCY RESPONSE)

IAP TEAM ACTIVATION

(Emergency Response)



Attachment 6

IAP TEAM ACTIVATION (NON-EMERGENCY)

IAP TEAM ACTIVATION

(Non-emergency)

