

**BY ORDER OF THE COMMANDER
21ST SPACE WING**

**21ST SPACE WING INSTRUCTION
10-243**



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Operations

AUGMENTATION DUTY

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(Lt Col Summer S. Lewis)

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This instruction implements Air Force Pamphlet 10-243, *Augmentation Duty*. This instruction establishes procedures and defines responsibilities for the administration of the Augmentation Program at Peterson Air Force Base (Peterson AFB). The Augmentation Program is designed to support Peterson AFB in identifying, training, and tracking personnel to meet short-term augmentation needs for installation-level exercises, contingencies, and emergency or wartime situations. It applies to all Department of Defense and Air Force personnel who are assigned, attached or associated with the 21st Space Wing (21 SW). This publication does not apply to the Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF 847, *Recommendation of Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in the publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS). This publication may not be supplemented.

SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. Format statements have been changed or added to align with AFPAM 10-243, *Augmentation Duty*, and 21 SW/CC guidance. The Deployment Buildup Team requirement was deleted. The Search and Recovery Team requirement was added. Changes were made to the fair share population equation and

mission partner support requirements. Security Forces requirements were updated. General program administration requirements were updated. Other Considerations section was revised and updated.

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1. Program Mission:

1.1. The Augmentation Program provides an installation wide pool of personnel to meet three distinct missions—traditional augmentation requirements and sourcing of personnel to support the Peterson Gate Entry Control, Fitness Testing, Drug Demand Reduction and Honor Guard programs. Traditional Augmentation refers to the need to provide trained personnel to meet short-term augmentation needs due to contingencies, wartime, emergency situations, exercises and surge deployment shortfalls. The Gate Entrance Control program is commonly referred to as the ID Checker Program and provides additional personnel at all gates in the morning to facilitate timely entrance to the base during peak morning hours. The Honor Guard provides military personnel to support official ceremonies and to honor deceased Veterans. The term, augmentation, means that personnel will be utilized in areas other than their assigned duties. Augmentation, in this respect, is not justification for requesting changes to the Unit Manpower Document (UMD), reclama of an operations plan, or a deployment tasking.

1.2. Functions. The Augmentation Program is in place to manage augmentation of the following units at Peterson AFB (PAFB) and Cheyenne Mountain AFS (CMAFS).

1.2.1. Security Forces (21 SF and 721 SF)

1.2.2. Search and Recovery (S&R) 21 FSS

2. Roles and Responsibilities:

2.1. Wing Commander (21 SW/CC). The host installation commander is responsible for determining if an augmentation program is required. It is then a local decision on how it will be administered.

2.2. Vice Wing Commander (21 SW/CV). The Vice Commander is the Installation Augmentation Program OPR and is responsible for the overall direction of the program. This person will establish and serve as the chair of the Augmentation Review Board (ARB), decide when to have ARB meetings (if more than semiannually), and appoint, in writing, the Base Program Manager and Functional Managers. The Vice Wing Commander is the approval authority for all augmentation call-ups.

2.3. Augmentation Review Board (ARB). The ARB ensures all local augmentation needs are identified and met, and that local training programs are established to meet those needs. The board has overall responsibility for tasking installation units to meet augmentation requirements.

2.3.1. At a minimum, the ARB will review the number of augmentee requirements and the number of augmentees identified and/or trained. The ARB will review augmentee utilization (shows/no-shows) during the previous reporting period.

2.3.2. The ARB will meet at least annually or as directed by the Program OPR. Attendance is mandatory.

2.3.3. The ARB consists of the following personnel:

2.3.3.1. Chair: 21 SW/CV

2.3.3.2. Members: All 21 SW Group Commanders (or Deputies) located on Peterson AFB and Cheyenne Mountain AF Station, Participating Mission Partner Commanders (or Deputies), HQ AFSPC/CCQ, 21 SW/ DS, and 21 SW/CCC

2.3.3.3. Advisors (non-voting members):

2.3.3.3.1. The 21st Force Support Squadron (FSS) Commander

2.3.3.3.2. The 21st Security Forces Squadron (SFS) Commander

2.3.3.3.3. The 21st Logistics Readiness Squadron (LRS) Commander

2.3.3.3.4. The 21st Space Wing Augmentation Program Manager

2.3.3.3.5. The 721st Security Forces Squadron (SFS) Commander

2.3.3.3.6. The 21 FSS/FSM Manpower and Organization

2.3.3.3.7. The 21st Space Wing Installation Deployment Officer

2.3.3.3.8. The 21st Space Wing Plans (XP)

2.4. Augmentation Working Group (AWG): The AWG's function is to facilitate the exchange of data, resolve program and personnel issues prior to an ARB, and maintain the overall program to ensure effectiveness. The AWG is designated to evaluate and update this instruction and any supporting documents for the augmentation program, and responsible for providing recommendations to the ARB. The AWG receives guidance from the ARB and the Program Manager.

2.4.1. The 21 SW/CCC is the AWG Chair. All actions proposed by the AWG will be forwarded to the 21 SW/CV via the AWG Chair.

2.4.2. Membership of the AWG will include all Functional Managers, 21 FSS/FSM, Group Superintendents, and Mission Partner Program Managers.

2.4.3. The AWG will meet at least semiannually and as directed by the Program Manager.

2.5. The Program Manager is the installation focal point for the Augmentation Program, and will be appointed in writing by the 21 SW/CV. The Program Manager will:

2.5.1. Schedule ARB and AWG meetings.

2.5.2. Provide agendas, minutes, and other documents to ARB and AWG members.

2.5.3. Brief the Program OPR on all actions and recommendations of the AWG.

2.5.4. Maintain a database to track Augmentation Program taskings and augmentee status (number filled and number trained). Tracking individual names of augmentees is the responsibility of the Functional Managers and Group/Unit Managers.

2.5.5. As required, brief the status of the augmentation teams to senior leadership during the monthly ART/SORTs meeting.

2.6. Manpower Office, 21 FSS/FSM is responsible for using approved management engineering methods outlined in AFMAN 38-208 *Air Force Management Engineering Program (MEP) Processes* to validate augmentation requirements, establish an equitable Fair Share Allocation, and distribution of allocations by supported function. Manpower will utilize procedures contained in **Paragraph 3.1.2** of this instruction to develop Fair Share allocations.

2.7. Functional Managers and alternates are appointed, in writing, by the 21 SW/CV. They are responsible for managing and activating a particular augmentation function. A copy of the appointment letter must be given to the Program Manager. Functional Managers will:

2.7.1. Act as process owner for augmented units and provide oversight of their assigned function.

2.7.2. Ensure establishment of a comprehensive training program and a database to track all augmentees and their training status. Provide the Program Manager and Group and Mission Partner Managers a training status report monthly.

2.7.3. Coordinate augmentation needs with Group/Mission Partner Managers.

2.7.4. Ensure procedures are developed for augmentee recall and for equitable scheduling of augmentees.

2.7.5. Keep the Program Manager and Group/Mission Partner Managers informed of changes to status or assignment as Functional Managers.

2.7.6. Augmented units should fund for required training, functional equipment and safety gear. Uniform items (e.g., cold weather gear, gloves, APECS, etc.) will be augmentee responsibility.

2.7.7. Make every effort to forecast requirements for augmentation based on known schedules for upcoming exercises and deployment surge manning needs.

2.7.8. Additional responsibilities for the Security Forces Functional Managers are listed in paragraph 4 of this instruction.

2.8. Group and Mission Partner Managers (Group Superintendents or designated personnel) will be appointed, in writing, by their respective commanders, with a letter forwarded to the Program Manager. An alternate for this position will be required as this position is critical for activation of Augmentation personnel. Group and Mission Partner Managers will:

2.8.1. Appoint, in writing and in conjunction with Squadron Commander's approval, Managers in units tasked to supply personnel to meet augmentation allocations.

2.8.2. Upon notification from 21 SW/CCC, Group and Mission Partner Managers will initiate recall of Augmentation personnel through assigned Unit POCs.

2.8.3. Be responsible for filling all taskings within their organizations.

2.8.4. Work with Commanders and Group POCS to ensure tasked augmentees report to their respective augmented work centers.

2.8.5. Determine and execute distribution of augmentation taskings among their units. Groups and Squadrons must be capable of filling assigned Fair Share allocations. They are encouraged to train and appoint at least 150% percent of their allocation in order to provide for leaves, deployments, sick call, etc.

2.8.6. Functional Manager's will maintain a database to track all assigned augmentees, to include their names, training status, estimated departure date from the Peterson Complex (if known/projected), and DOS.

2.8.7. Maintain an Augmentee Appointment Memorandum for each assigned requirement (**Attachment 3**). If delegated to subordinate unit monitors, Group Manager must be able to produce memorandum upon request.

2.8.8. Ensure vacancies within their fair share allocation are filled within 60 days.

2.9. Squadron Commanders and Det Commanders will:

2.9.1. Appoint, in writing, a unit monitor to manage each squadron's appointed augmentees as required by the Group/Det Manager.

2.9.2. Appoint, in writing, augmentees that will be able to fulfill the length of the appointment. Each augmentee will receive an appointment letter signed by the owning commander. The letter must, as a minimum, indicate the individuals appointed functional team, duration of assignment, and recall procedures. (See **Attachment 6**)

2.9.3. Complete an augmentee appointment memo (**Attachment 3**) for each individual and forward to the responsible Group/Mission Partner Manager. Multiple individuals may be combined on one letter, but all information is required.

2.9.4. Functional Managers ensure substitutions are made to replace primary augmentees who will be PCSing, separating, or who have otherwise been determined unavailable for augmentee duty. This should be accomplished 60 days prior to unavailability. If substitutions are not possible, units should notify their group/Mission Partner Manager 60 days prior to unavailability.

2.9.5. Functional Managers ensure weapons qualifications (Cat A) are maintained for personnel assigned to the Security Forces teams.

2.9.6. Ensure all personnel assigned to a Security Forces team possess a secure area badge for CMAFB (area 20).

2.9.7. Only appoint personnel who possess at minimum a SECRET clearance to the augmentation team.

2.9.8. Ensure personnel assigned to SF and S&R augmentation duty are physically fit. Due to the nature of these functions, augmentees cannot be on a medical profile that prohibits them from physical activities.

2.9.9. Create and maintain a recall roster for all augmentees in their unit and upon direction begin recall of personnel.

2.10. Augmentees will adhere to the following:

2.10.1. Unit/Det Manager will coordinate for all leave, TDY, or other situations rendering augmentees unavailable to perform duties. Unit Managers will coordinate with Functional Managers in turn.

2.10.2. Attend required training and complete training requirements as outlined by the Functional Manager. Immediately notify Unit and Group/Det Managers of all training issues.

2.10.3. Respond to activation recalls in a timely manner. See [Paragraph 3.2.4](#) of this instruction.

3. Using the Augmentation Program:

3.1. Administration:

3.1.1. Augmentation taskings will be equitable. 21 SW Groups will receive their taskings via a fair-share allocation process that ensures no single unit is unfairly taxed to support the program.

3.1.1.1. Mission Partner Organizations on both Peterson AFB and Cheyenne Mountain AFB are required to support the program through approved Support Agreements (SA). Augmentation support levels may be identified in those documents. If specific requirements are not identified in a SA, then two methods can be used to establish support levels; calculations described in [Paragraph 3.1.2.1](#) of this instruction or a negotiated support level. Support levels will be determined by the Augmentation Review Board.

3.1.1.2. For units where SAs do not require support of the program, voluntary participation is highly encouraged.

3.1.2. Fair Share Calculation

3.1.2.1. Fair Share Calculations will be re-accomplished at least annually, NLT 30 Sep, to verify that manning numbers are still relevant. Should any major mission or manning changes occur, a new Fair Share can be recalculated at the direction of the ARB.

3.1.2.2. Total authorized (funded) manpower end-strengths from 4th quarter data will be used to establish an available pool for each Group or Mission Partner. All Field Grade Officers, Company Grade Officers, CMSgts, SMSgts, First Sergeants, and Civil Service positions will be removed from the initial baseline. The resulting pool numbers will be multiplied by 85% to account for fluctuations in assigned personnel. Potential worse-case AEF deployments will be accounted for by further reducing the pool by 50%. The net reductions for personnel manning and AEF worse-case deployments will result in a reduction of the initial baseline pool to 42.5%.

EXAMPLE:

Table 1. Fair Share Available Pool.

UMD Funded Authorization	175
Officers, CMSgts, SMSgts, 1st Shirt (5) - 5	
Civilians (12)	-12
<u>Initial Pool</u>	<u>158</u>
<u>Personnel Manning (85%)</u>	<u>x .85</u>
	134
<u>AEF Worse-Case (50%)</u>	<u>x .50</u>
<u>Final Available Pool</u>	<u>67</u>

3.1.2.3. The final available pool figures for units/groups will be added together and divided by the total validated augmentation requirements for the program. This number will be used as a Fair Share Percentage and applied against each unit/group's available pool. The resultant figure will be that organization's Fair Share Allocation. The following example illustrates the Fair Share Allocation process. **EXAMPLE:**

Table 2. Fair Share Distribution.

Group X available pool	154
Group Y available pool	125
<u>Group Z available pool</u>	<u>67</u>
Total Available	346
<u>Total Augmentation Requirent</u>	<u>55</u>
Fair Share Percentage = $55/346 = 15.9\%$	
Group X available pool	$154 \times 15.9\% = 24.49 = 24$ (Fair Share Allocation)
Group Y available pool	$125 \times 15.9\% = 19.88 = 20$
<u>Group Z available pool</u>	<u>$67 \times 15.9\% = 10.65 = 11$</u>
Total Augmentation Requirement	55

3.1.2.4. Except under real-world emergencies, no group will be tasked to provide more than their Fair Share Allocation without ARB approval.

3.1.3. Augmentation requirements will be based on an established and validated need, coordinated by 21 SW/CCC and approved by 21 SW/CV.

3.1.3.1. Functional Managers will establish the need for augmentation requirements IAW **Attachment 2**. Requests will be submitted to 21 FSS/FSM for validation.

3.1.3.2. All augmentation requirements will be validated by the Manpower Office. Once a request is finalized, Manpower will forward the request to the Program OPR through the Program Manager. The Program OPR will coordinate with 21 SW/CCC and the Augmentation Working Group to determine whether the request should be presented to the ARB for approval or disapproval.

3.1.4. Changes in team requirements or addition/deletion of an augmentation team will require establishment of a new fair share allocation.

3.1.5. Augmentees will not be removed from the program without squadron commander approval and group manager coordination. Tasked units will provide a replacement when an augmentee is within two months of separation, retirement, or PCS, and will provide appointments letters for replacements 60 days prior. Variations will be worked on a case by case basis. It is highly encouraged to add augmentation membership to all out processing checklists.

3.1.6. Augmentees may be used during local exercises, contingency/wartime operations, or surge manning requirements due to deployments. Call-ups may be determined and pre-approved by the Program OPR. Length of augmentation will not exceed the length of the temporary situation.

3.2. Call-up/recall procedures are as follows:

3.2.1. Functional Managers will flow augmentation call-up requests through their chain of command to the 21 SW/CV (OPR). Call Up's should automatically be made in BRAVO, then released on 6 ring by 21 SFS/S3T or 721 SFS/S3T. Short notice activations may necessitate verbal approval from 21 SW/CV.

3.2.2. The 21 SW/CV will review request for augmentation and once approved notify 21 SW/CCC to contact Group Managers and Mission Partner POCs to begin recall of required teams.

3.2.3. Group and Mission Partner Managers will direct Unit Managers to implement recall of assigned Augmentation Team personnel. During activation of SF augmentees, units will direct the recall of all primary SF augmentees who will immediately report to 21 SFS or 721 SFS. 21 SF and 721 SF will review current qualifications of personnel and only arm qualified individuals. Excess or personnel not fully certified will be released to their unit for normal duty.

3.2.4. Recalling augmentees for training purposes must be pre-scheduled through the owning Group/Unit Managers.

3.2.5. When performing augmentee duties for standard wing/unit recalls, personnel will report first to their respective squadrons for strength reporting and then immediately report to their augmentee work centers. Once personnel arrive at their augmentee work centers, they will sign in on a work center roster and await instructions regarding shift assignment and duty hours. Functional Managers may coordinate separate reporting instructions with owning units and augmentees prior to use.

3.2.6. During an exercise or real-world situation, shortfalls will be directly reported to the Group/Mission Partner Manager and the 21 SW/CCC.

4. Security Forces Augmentation:

4.1. The 21 SFS/S3T and 721 SFS/S3T are identified as the Functional Manager on behalf of the 21 SFS/CC. Common Functional Manager roles and responsibilities are identified in [Paragraph 2.7](#). This section covers specific training, weapons qualification, and equipment requirements for SF augmentees.

4.2. Training: The 21 and 721 SFSs have developed a comprehensive training program to ensure that augmentees are properly trained to conduct security operations. The classroom curriculum is outlined in [Attachment 4](#) of this instruction.

4.2.1. Training is required both for initial assignment to the SF Augmentation Team and then annually for as long as the individual is appointed. Training will be two phased, comprised of classroom instruction immediately followed up by one week of activation with the Security Forces Squadron. Activation training will consist of one week Mon-Fri, weekends off, with specified training outline during OJT to reflect shifts and phases. Augmentees will report to the on-duty day shift/mid shift at 0445/1645 (dependent on shift individual is tasked to work) show time and will work an 8 hour duty day until 1400/0200; contingent upon situations and relief. Training will be documented on AF Form 797, *Job Qualification Standard Continuation/Command JQS*. Personnel will be released to their units once the activation is complete.

4.2.1.1. Initial on the job training will consist of five days of qualification training to provide augmentees basic Tactics, Techniques and Procedures (TTP) to ensure personal and public safety. This training is targeted towards higher FPCON initiated recalls. During higher FPCONs augmentees will be partnered with security forces personnel. Following the five days of OJT the personnel will be returned to their duty sections.

4.2.1.2. An additional five days of qualification training may be required for personnel activated to provide longer term manpower backfills during periods of extended Security Forces deployments and/or over lap periods when multiple bundles of personnel are deployed simultaneously. Augmentees will be provided advanced security forces TTPs. This training is targeted towards augmentees who will have to perform law enforcement and security functions without an SF partner. This training is to ensure personal and public safety, and the legal execution of security forces skillsets. This extended training will normally be conducted immediately prior to activation. Once the activation is complete – personnel will be released to their units.

4.2.2. Group Managers will coordinate initial and annual training with the 21 SFS and 721 SFS Functional Manager. Augmentees will not schedule individual training.

4.2.2.1. SF Augmentation Team will turn in all issued equipment after OJT week.

4.3. Weapons Qualification:

4.3.1. All SF augmentees are required to be CAT A weapons certified annually IAW AFI 36-2654, *Combat Arms Program*, **Paragraph 2.7.2**. Augmentees require M-16/M-4 (dependent on the weapon system issued by 21 LRS) qualification only.

4.3.2. Weapons qualification will be coordinated by the home unit Unit Deployment Manager (UDM). Upon completion of qualification, copies of the AF Form 522, *Ground Weapons Training Data and USAF Firearms*, will be maintained by 21 SFS and the augmentee's Unit Deployment Manager.

4.4. Equipment Issue:

4.4.1. The SFS will provide all SF specific equipment to each individual upon call-up. Augmentees are responsible for the remainder of the equipment, to include cold/wet weather gear. Required equipment for SF Augmentation duty is listed on **Attachment 5**.

4.4.2. All equipment will be turned into the issuing SFS at the completion of duty as a result of call-up or recall. Equipment will not be signed out for the full duration of an augmentee's appointment. All personnel will be required to out process with 21 SFS or 721 SFS prior to being released back to parent units at the end of a call-up period.

5. Search and Recovery Augmentation:

5.1. The mission for search and recovery is to provide a trained team ready to perform human remains recovery as a result of a mass casualty event. Search and Recovery is part of the National Incident Management System and detrimental to the recovery phase of contingency or emergency operations. AFI 34-501 Chapter 6 provides guidance for search and recovery team selection, training and management.

5.2. The Mortuary Officer will conduct the initial site assessment with the Incident Commander to determine the number of search and recovery teams required to perform remains recovery procedures. If necessary, the 21 FSS/CC will request augmentation activation through the EOC Director. The EOC Director will seek approval from 21 SW/CV. Augmentation activation procedures will be followed as stated in [para 3.2.2](#) of this instruction. This will a just in time requirement and may include company grade officers in the available pool.

5.3. Training for search and recovery duty will be conducted just in time by the 21 FSS/FSOX staff and Disaster Mental Health within three hours of augmentee report time.

5.4. The 21 FSS/FSOX will provide all required safety equipment and PPE to team members before deployment to an incident scene.

5.5. The 21 FSS/FSOX is the Functional Manager on behalf of the 21 FSS/CC and will track augmentee assignment to ensure all medical clearances are approved and documented.

5.6. Per the direction of 21 SW/CV, augmentation for search and recovery will be tasked to the officer corps if the need is greater than the current augmentation capability. Search and Recovery will be augmented on an as needed just-in-time basis, therefore appointment by letter is not required. This task will be coordinated and tasked from the CAT Director to all units on Peterson AFB. Officers selected will report to Bld 670, 21 FSS/FSOX for just-in-time training and equipment issue.

5.7. All team members will turn in issued safety and PP equipment to Bld 670, 21 FSS/FSOX upon completion of search and recovery operations.

6. Other Considerations: Gate Entry Control

6.1. The purpose of the ID Checker Program is to expedite entry onto Peterson AFB during peak entry times through the use of additional military personnel to verify ID cards at each gate. This program was designed to improve traffic flow and help alleviate traffic jams during morning rush hours.

6.2. Units on PAFB are assigned to one of three manning teams, each responsible for providing personnel for a 1-week period. The teams will rotate on a weekly basis. 21 SFS will establish an annual schedule for team assignments.

6.3. Team assignments will be reviewed annually by the ARB and adjusted as needed to maintain equitable distribution. Team leads will coordinate with SFS and assigned units to meet requirements. Team leads are as follows:

6.4. HQ AFSPC

6.5. The 21 MSG

6.6. The 21 OG

6.7. Each unit tasked to support the program is required to assign a POC to coordinate all personnel assignments. Notify 21 SFS with contact information for the unit POC.

6.8. A total of 17 ID checkers are required. The North gate requires 10 people, the West gate requires 4, and the East gate requires 3. ID checkers will work Monday through Friday (except federal holidays and HQ AFSPC family days). All personnel will report as directed by the program manager. ID checkers will receive a briefing on proper entry procedures and valid entry credentials. All personnel will be released by supervising officials at each post no later than 0800 hrs. If there is a 2- hour delay due to inclement weather, all personnel are to report two hours later than the directed start time by the program manager. It is imperative ID checkers bring foul weather/cold weather gear and a flashlight.

7. Other Considerations: Honor Guard Program

7.1. The Honor Guard program is managed by 21 FSS/FSO with personnel provided from the 21 SW, 50 SW, and HQ AFSPC.

7.2. Number of assigned enlisted personnel (E-6 and below) from the affected units will be pulled from the MILPDS on an annual basis and utilized to develop a Fair Share quota. The following example illustrates a team requirement for 20 Honor Guard personnel.

EXAMPLE:

Table 3. Title: Honor Guard Fair Share.

Unit	Assigned	Percent of Total	Quota
21 SW	1200	46.159	9
50 SW	1000	38.46	8
HQ AFSPC	400	15.38	3
TOTAL	2600		20

7.3. Specific operating instructions for the Honor Guard can be found in **AFI 34-501 Ch 8 Mortuary Affairs Program**. The Honor Guard is managed by 21 FSS/FSO.

8. Other Considerations: Fitness Assessment Cell Program

8.1. The 21 SW/CC appoints FAC augmentees in writing. Augmentees will report to the Peterson AFB FAC as until formally relieved of this duty. The Force Support Squadron's 3F1 NCOs (hereby referred to as FAC Manager) oversee and manage FAC operations during augmentee assignments at the FAC. Augmentee supervisory chain will be through the 21st Force Support Squadron Commander.

8.2. While assigned as a FAC augmentee, all leave will be coordinated through the FAC lead and formally approved by the 21 FSS/FSV Flight Commander (enlisted) or 21 FSS/CC (officer).

8.3. Augmentees may not administer FAs or input FA scores in the Air Force Fitness Management System for members of the unit they are assigned. Augmentees will administer all FAs with the utmost integrity, in accordance with AFI 36-2905, Fitness Program, and other guiding regulations as applicable. If at any point and augmentee has concerns about the integrity of an FA or any part of the FA procedure, notify the FAC lead immediately.

8.4. Duties in the Air Force Fitness Program will require access to sensitive and protected Privacy Act Information regarding Air Force members. That information includes, but is not limited to, fitness assessment scorecards, fitness screening questionnaires, SharePoint documents, social security numbers, and medical information. Augmentees will not reveal or disclose any personal information maintained within the FAC's case files or other information received as part of duties associated with the Air Force Fitness Program, unless otherwise permitted or requested to do so by appropriate authority IAW AFI 36-2905, or any other lawful authority. The Privacy Act of 1974 applies to all personal information maintained at the FAC.

9. Other Considerations: Drug Demand Reduction Program

9.1. IAW AFI 90-507, Military Drug Demand Reduction Program, unit commanders are responsible for providing observers when requested by the Drug Demand Reduction Program Manager.

9.2. Units tasked for observer duty are required to provide **two males** and one **female**, daily, in the grade of E-5 or above. If a unit cannot fulfill their scheduled commitment, it is the responsibility of the scheduled unit to contact the Diamond Council for assistance.

9.3. Selected observers must not have a history of derogatory behavior (fraud, dishonest or drug conviction) to include LORs, UIFs, Control Roster or nonjudicial punishment. Observers must not be within 6 months of retirement or separation or on a medical profile (physically obstruction or mental health) that would prevent them from performing observer duties. On active duty testing days, observers are required from 0800-1130. On Civilian testing days, observers are required from 0900-1200.

9.4. Observers must report to the Drug Testing office, located at the 21st Medical Group Annex (formerly the Enlisted Club), Bldg. 725 across the street from the base Tennis Courts, NLT 0800 for accountability and training.

9.5. The Peterson AFB Drug Demand and Reduction Program Manager will publish a 12 month schedule and send to all unit commanders and first sergeants so each unit is aware of the month and weeks they must provide observers.

TODD R. MOORE, Colonel, USAF
Commander

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

AFPAM 10-243, *Augmentation Duty*, 1 August 2002
AFI 36-2654, *Combat Arms Program*, 13 January 2016
AFI 10-403, *Deployment Planning and Execution Deployment*, 13 January 2008
AFI 34-501, *Mortuary Affairs Program*, 18 Aug 2015
AFI 36-2905, *Fitness Program*, 21 Oct 2013
AFI 90-507, *Military Drug Demand Reduction Program*, 22 Sep 2014
AFMAN 33-363, *Management of Records*, 01 Mar 2008
AFMAN 38-208, *Air Force Management Engineering Program*, 29 Mar 2002
PAFB Integrated Defense Plan, 1 Apr 2017
PAFB Emergency Management Plan 10-2, 10 Dec 2016
PAFB Mortuary Plan 34-501, 1 Sep 2017

Prescribed Forms

None

Adopted Forms

AF 847, *Recommendation of Change of Publication*
AF Form 522, *USAF Ground Weapons Training Data*
AF Form 797, *Job Qualification Standard Continuation/Command JQS*
AF Form 55, *Employee Safety and Health Record*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFSC—Air Force Specialty Code
ARB—Augmentation Review Board
AWG—Augmentation Working Group
CES—Civil Engineering Squadron
DCC—Deployment Control Center
DDR—Drug Demand Reduction Program
DECON—Decontamination Team
DOS—Date of Separation

DS—Director of Staff

EDD—Estimated Departure Date

FSS—Force Support Squadron

FAC—Fitness Assessment Cell

IAW—In Accordance With

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PDF—Personnel Deployment Function

SAR—Search and Recovery

SF—Security Forces

SFS—Security Forces Squadron

UMD—Unit Manpower Document

UTC—Unit Type Code

XP—Wing Plans Office

Attachment 2

SAMPLE AUGMENTATION REQUIREMENT/SHORTFALL/EXEMPTION REQUEST

A2.1. Used by Functional Managers requesting more augmentation or Group/Unit Managers in requesting shortfalls/exemptions. May also be written in memorandum format.

Figure A2.1. Sample Augmentation Requirement/Shortfall Exemption Request.

1. OPR:

2. AUGMENTATION DUTY:

3. DESCRIPTION:

4. REQUIREMENTS:

5. JUSTIFICATION:

6. REQUIRED COORDINATION:

Unit/Det Commander: Concur/Nonconcur

Group Commander: Concur/Nonconcur

Functional Manager: Concur/Nonconcur

(shortfalls/exemptions only)

Manpower Office: Concur/Nonconcur

Comments:

7. AUGMENTATION REVIEW BOARD ACTION: Approve/Disapprove

Chair, Augmentation Review Board Date

Attachment 3

AUGMENTEE APPOINTMENT/REPLACEMENT MEMORANDUM

A3.1. Used by Group/Det/Unit Manager to indicate personnel appointed to one of the Augmentation Teams.)

Figure A3.1. Sample Augmentee Appointment/Replacement Memorandum

(For Official Use Only When Filled In)

MEMORANDUM FOR (Functional Manager's Office Symbol)

FROM: (Group/Unit Manager's Office Symbol)

SUBJECT: Assignment to Augmentation Program

1. The following individual is being assigned to serve as an augmentee for the XXXXX Team. The newly assigned individual will serve for a period of 12 months and has Time On Station retainability.

2. The newly assigned person's information is below.

Last Name, First Name, MI:

Rank:

Unit/Office Symbol:

Duty Phone:

3. The above individual is replacing the following person, (If required)

Last Name, First Name, MI:

Rank:

Reason for replacement:

Squadron Commander's Signature Block

Attachment 4

SECURITY FORCES REQUIRED TRAINING ITEMS

Figure A4.1. Security Forces Required Training Items.

Security Forces Code of Conduct
Security Forces Duties and Responsibilities
Guardmount/Post Assumption/Post Briefings
Legal Considerations and Jurisdictions
Rules of Engagement
Use of Force
Weapons Safety
Weapons Retention
DUI Procedures
Bloodborne Pathogens
Installation Entry Control
Handcuffing/Challenging Individuals
Searching Individuals – Standing and Prone
Apprehension and Detainment
Vehicles Inspections and Challenges
Communication Procedures
Duress & Exercise Procedures
Force Protection Condition
Restricted/Controlled Areas & Badges
Reporting and Altering Systems
Responding to Alarms
Aircraft Anti-Theft/Hijacking Procedures
Cover and Concealment Tactics
Hand and Arm Signals
CMAFS Ops specific familiarization and training
Annual Weapons Certification: M16 Qualify CAT B –
owning unit responsibility

Attachment 5

SECURITY FORCES REQUIRED EQUIPMENT

Figure A5.1. The 21 SFS will issue the following items to each augmentee:

A-Bag
Whistle
Handcuffs with 1 key
Handcuff case
Web Belt
Radio Case
Elbow Flashlight or Maglight
Omega Tactical Vest
Second Chance Vest
Kevlar Helmet
Personal Protective Equipment to include case and gloves

Figure A5.2. The parent unit will be responsible for the following items.

Airman's Manual
Cold Weather Gear
Gortex Jacket or Field Jacket
Gloves
Knit cap
Gas Mask

Attachment 6**AUGMENTEE RECALL PROCEDURES**

- A6.1. Used by Group/Det/Unit Manager to initiate recall of personnel appointed to the Augmentation Teams.)**
- A6.2. Functional Managers flow request through chain to the 21 SW/CV (OPR)**
- A6.3. Via memorandum format or e-mail if time dictates**
- A6.4. The 21 SW/CV notifies 21 SW/CCC to contact Group/Det Mgrs**
- A6.5. Group/Det Mgrs work with unit managers to fill tasking**
- A6.6. Unit/Det Mgrs Contact Augmentees & Relay Details. Augmentees will report directly to functionals at designated times.**