

**BY ORDER OF THE COMMANDER  
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION  
10-243**



**16 JANUARY 2024**

**Operations**

**AUGMENTATION DUTY PROGRAM**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*. This instruction outlines the purpose, procedures, and responsibilities for using the READY Augmentation program. It applies to all personnel assigned to the 374th Airlift Wing (374 AW) organizations on Yokota Air Base (YAB), Japan, and tenant organizations when utilized. Organizations subject to this instruction may create supplements which correspond and further support these policies. The Privacy Act of 1974 affects this publication. The authority to collect and maintain the data prescribed in this instruction is Title 10 United States Code (U.S.C.), Section 9013. System of Records Notice Numbers, F036 HQ AFPC, *Military Personnel Records Systems*, and F036 HQ AFPC, *Personnel Data System (PDS)*, apply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through their appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include updates to local procedures and functional names and office symbols throughout publication. There are significant changes because the Air Force guidance on this program has

changed to AFPAM 10-243, *Augmentation Duty*. Updates to Augmentation Review Board (ARB) positions and approval process of augmentation request between Ad-hoc augmentation requests and approved augmentation program requests. This instruction should be reviewed in its entirety.

	1.	Scope.....	3
	2.	Responsibilities.....	3
	3.	Procedures.....	6
Figure	1.	Augmentation Flow Chart.....	7
	4.	Augmentation Program Call-up Procedures. ....	8
	5.	ARB Approved Programs.....	8
Table	1.	HG Quarterly Schedule by Groups.....	8
Table	2.	SFS Augmentees by Units.....	11
	6.	Approved Augmentation Exemptions for the 374 AW. ....	13
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>			<b>16</b>
<b>Attachment 2—AD HOC AUGMENTATION REQUIREMENT REQUEST WORKSHEET</b>			<b>19</b>

## **1. Scope.**

1.1. Augmentation is defined as base-level realignment of personnel in duties typically outside of their assigned Air Force Specialty Code (AFSC), and typically outside their unit of assignment, to meet the installation's exercise, contingency, wartime, emergency or special mission requirements.

1.2. The 374 AW/CC will establish an Augmentation Review Board (ARB) to manage local augmentation requirements.

1.3. The 374 AW/CD is appointed the augmentation OPR and ARB chairperson. He/she provides the 374 AW/CC with advice on decisions to meet the temporary exercise, contingency, wartime, or emergency requirements of the 374 AW.

## **2. Responsibilities.**

2.1. The 374 AW/CC will:

2.1.1. Encourage tenant units and all non-Air Force organizations (i.e., DoD, other Services, etc.) residing on the installation to participate in the host installation augmentation program.

2.1.2. Establish an Augmentation Review Board (ARB) to manage local augmentation procedures.

2.1.3. Be responsible for the activation of the Augmentation Duty Program (ADP).

2.1.4. Appoint 2 Senior Non-commissioned Officers (SNCO) to serve 12 months with a 6 month overlap appointment of one another as the Installation Augmentation Program Manager (IAPM) with recommendation from the 374 AW/CCC and the Group Superintendents.

2.2. The ARB will:

2.2.1. Be responsible for ensuring all local augmentation requirements are identified and met, and local training programs are established to meet those needs. The board should convene at least annually or more often, as directed by the chairperson, to revalidate requirements and prioritize exercise, contingency, wartime, or other emergency augmentation needs, and identify available resources to fill them. The board validates and approves augmentation requirements and exemptions based on the servicing installation Manpower & Organization (MO) representative's advice. The ARB has overall responsibility for tasking installation units to meet augmentation requirements.

2.2.2. Validate known augmentation requests associated with established plans (eg., Disease Containment Plan, Base Hardening, etc.) or special mission requirements (eg., Honor Guard). Henceforth, these validated augmentation requests will be known as "ARB Approved Programs".

2.2.3. Consist of the following board members and advisors:

- 2.2.3.1. Board members include: 374 AW/CD, 374 AW/CCC, Gp/CCs and Gp/CCCs (or a designated representative) and 374 AW/XP. The ARB chairperson will be the Wg/CD or a designated representative. The ARB chairperson may designate other members as required (eg., associate/tenant unit commanders and staff functions if personnel are used in the ADP).
- 2.2.3.2. Board advisors at a minimum, will consist of the servicing MO representative (requirements and shortfall/reclama advisors) and a designated military/civilian personnel availability advisor. The chairperson may appoint additional advisors to attend the ARB as required.
- 2.2.4. Meet annually (at a minimum) to review the Augmentation Program.
- 2.3. Installation Augmentation Program Manager (IAPM):
  - 2.3.1. Point of contact (POC) for the AP and chairs the Augmentation Duty Working Group (ADWG).
  - 2.3.2. Implements AFPAM 10-243 and this instruction.
  - 2.3.3. Executes ARB meetings, including scheduling, visual aids/briefings, agendas, and minutes.
  - 2.3.4. Briefs the augmentation program OPR on all actions and recommendations of the ARB as required.
  - 2.3.5. Maintains listing of all augmentees (eg., SharePoint, etc.) and provides a report to the 374 AW/CD and 374 AW/XP on a quarterly basis, or as necessary. Report will include name, rank, training status (either fully trained or not trained), team assignment, unit, date assigned to augmentation duty, and Date Eligible for Return from Overseas (DEROS).
  - 2.3.6. Ensures all requirements and exemptions are properly documented and validated by the installation MO office before being sent to the ARB for action.
    - 2.3.6.1. Verifies the installation MO office's "fair share" algorithm to advise the ARB on demographics for each augmentation request.
  - 2.3.7. Monitors availability status of augmentees and ensure 100 percent report for wartime contingency support or emergency situations as required. Augmenters will not have projected, approved leave or plan on taking leave (excluding emergency leave) while performing augmentation duty.
  - 2.3.8. Provide the names of augmentees for their respective unit with appointment letters to the IAPM.
- 2.4. Wing Plans and Programs Office (374 AW/XP) will:
  - 2.4.1. Maintain and update 374 AWI 10-243 following ARB inputs annually.
  - 2.4.2. Coordinate Ad-Hoc Augmentation requests with 374 AW/CD for approval. Relay this approval to IAPM who will then oversee execution.
- 2.5. The Manpower Advisor (374th Force Support Squadron Manpower and Organization, [374 FSS/FSM]) will:

2.5.1. Provide a fair share analysis utilizing Unit Manpower Document (UMD) data. The fair share analysis will include all participating units as approved by the ARB and be based on funded 1st and 2nd Lieutenants, Master Sergeant (E-7) and below authorizations broken down by Personnel Accounting System (PAS) code. Non-participating units and Air Force Specialties as identified in section 6 of this governing directive are excluded from the fair share analysis. **Note:** Any modifications to the participating, non-participating units or AF specialties excluded from the fair share analysis must be approved by the ARB.

2.6. Unit Senior Enlisted Leaders will:

2.6.1. Ensure personnel identified meet eligibility requirements to perform augmentation duty IAW AFPAM 10-243, Section C, paragraph 5. As not all permanent medical conditions disqualify an individual from augmentation duty, disqualifications should be outlined in the exemption request. In addition, supporting units will reassign/replace temporarily disqualified personnel IAW the individual's waiver.

2.6.2. Ensure augmentees attend scheduled training as soon as possible after appointment.

2.6.3. Monitor availability status of augmentees and ensure 100 percent report for wartime contingency support or emergency situations as required. Augmenters will not have projected, approved leave or plan on taking leave (excluding emergency leave) while performing augmentation duty.

2.6.4. Provide the names of augmentees for their respective unit with appointment letters to the IAPM.

2.7. Units receiving augmentation will:

2.7.1. Establish and clearly define augmentee duties to each member.

2.7.2. Maintain an augmentation tracker (eg., SharePoint, other database, etc.) with appropriate documentation for each augmentee.

2.7.3. Create and distribute reporting instructions and requirements to augmentees upon notification of activation for duty.

2.7.4. Fund required training, unique equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel toed boots, leather work gloves, reflective belts, etc.).

2.7.5. Establish a training program. Track all required training and coordinate training with supporting unit superintendent. Notify supporting unit superintendent of training no-shows and report no-shows through the respective group and wing augmentation monitors.

2.7.6. Coordinate with the IAPM to replace any personnel who are no longer available for augmentation duty due to TDY, PCS, medical conditions, changing mission requirements, or any other unforeseen circumstance.

2.7.7. Ensure augmentees are fully utilized in required support duties or returned to units.

2.7.8. Units requesting augmentation should make every effort to reorganize internally to preclude the need for augmentation. Augmentation should be requested only after all internal options have been exhausted.

## 2.8. Augmentees will:

2.8.1. Ensure compliance with training requirements, maintain proficiency for assigned augmentation duties, and report any problems regarding ability or availability to perform augmentation duties to their unit supervisor. Childcare, projected leave, and appointment issues should be addressed with their supervisor at the time of appointment for augmentation. Augmentee should understand the mission demands of the supported unit might make it impossible to accommodate special needs.

2.8.2. Return issued supply/equipment items to the supported unit at the end of the augmentation duty.

2.8.3. Coordinate with their assigned unit superintendent as well as their supervisor during augmentation duty to ensure that all parties are aware of upcoming TDY, PCS, or leave requests.

## 3. Procedures.

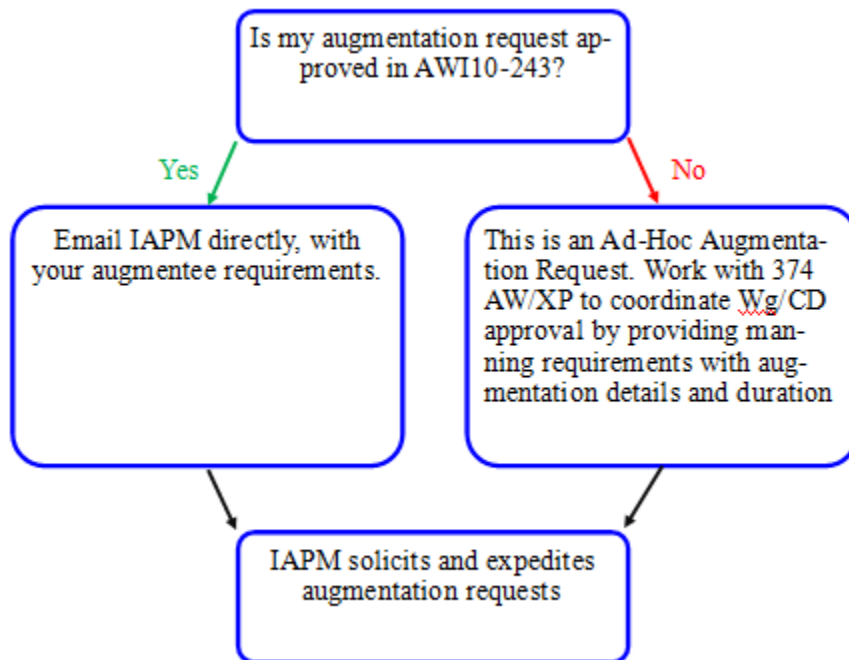
3.1. On behalf of the 374 AW/CD (ARB Chair), the 374 AW/IAPM will send out solicitation for augmentation requests and exemptions and announce ARB date.

3.1.1. The ARB should convene no sooner than 30 days after the solicitation notice.

3.2. Augmentation requests can be broken down into two categories: ARB Approved Programs and Ad-Hoc Augmentation Requests.

3.2.1. Deviation from ARB approved programs listed in this AWI require coordination with 374 AW/CD.

3.2.2. All Ad-Hoc Augmentation requests will require approval from 374 AW/CD. See example figure below:

**Figure 1. Augmentation Flow Chart.**

3.3. Units are permitted to eliminate augmentation requests at any point. Units will inform the IAPM of any eliminated augmentee requirements.

3.3.1. The 374 AW/CD (ARB Chair) prioritizes augmentation requests in order of greatest mission impact. Units requesting augmentation should ensure that group level leadership is aware of any augmentation requests made through the IAPM or 374AW/XP.

3.3.2. Requests can be forwarded at any time, but no later than 30 days prior to the next scheduled ARB. IAPM will collect/review the augmentation requests and distribute to the ARB members prior to the next scheduled ARB.

3.4. The ARB will define the total quantity and rank demographics of all ARB approved augmentation requests as well as an estimated duration for each augmentation program. See [paragraph 6](#) for locally approved exemptions.

3.4.1. Units will internally realign assigned personnel to meet temporary exercise, contingency, wartime, or emergency requirements prior to requesting augmentation.

3.4.2. The IAPM will publish minutes for the 374 AW/CD signatures no later than 10 days after convening.

3.4.3. 374 AW/XP will update 374 AWI 10-243 with ARB findings no later than 30 calendar days after the ARB convenes.

#### 4. Augmentation Program Call-up Procedures.

4.1. When a unit deems it necessary to utilize augmentees, the requesting organization will submit their request IAW **paragraph 3** of this document. Use the attached template to assist with formatting your request (see **Attachment 2**). The requesting organization should include the number of personnel required, estimated duration, beginning date of augmentee duty, and justification (see **Attachment 2**).

4.2. The IAPM will coordinate with Gp/CCCs to fill augmentation requirements. The IAPM will then build an augmentee roster and forward that information to the augmentation requestor. The IAPM acts as the link between the groups that determine who will be performing augmentee duty and the requestor who needs the augmentees.

#### 5. ARB Approved Programs.

5.1. The following augmentation requests are approved by the ARB and need to be revalidated annually by the ARB:

##### 5.1.1. Honor Guard (HG).

5.1.1.1. Yokota Air Base Instruction 34-501, *Yokota Air Base Honor Guard Program*, 23 December 2020, the Honor Guard Program supports all details on YAB and surrounding Japanese Air Self Defense Force (JASDF) and Japanese Ground Self Defense Force (JGSDF) bases if requested. The Air Force will ensure that, upon request, a funeral honors detail is provided for all eligible members. Base Honor Guards will support protocol and ceremonial functions for military and civilians, time and resources permitting.

5.1.1.1.1. **No. of Personnel Augmented** : 24.

5.1.1.1.2. **Estimated Duration**: 15 months (3 mos probation period + 1 yr).

5.1.1.1.3. **Program Requirements**: E-3 (*must be a 5-level*) through E-6 or E-7 & O-1 through O-4 (*for leadership positions when available*).

**Table 1. HG Quarterly Schedule by Groups.**

<b>Qtrly Schedule</b>	<b>Jan (1Q)</b>	<b>Apr (2Q)</b>	<b>Jul (3Q)</b>	<b>Oct (4Q)</b>
374 OG	1		1	
374 MXG	1	2	1	2
374 MSG	2	2	2	3
374 MDG		1	1	1
374 WSA	1	1		
730 AMS	1		1	



### 5.1.2. Emergency Management Support Team (EMST).

5.1.2.1. AFI 10-2501, *Emergency Management Program*, 10 March 2020, the EMST is a trained team that augments the Readiness & Emergency Management (R&EM) Flight during emergency response or natural disaster operations. Commanders and supervisors of EMST members must understand when recalled, the EMST becomes the member's primary duty. The EMST is comprised of specialized teams to meet installation mission requirements. The OPR for these teams will be the 374th Civil Engineer Squadron (CES). 374 CES and 374th Medical Group (374 MDG) have an agreement in place to supply personnel directly from the MDG that do not have duties that would conflict with their assignment as an EMST member. 374 CES has adequate manpower to fill the CBRN Recon requirement from within, with the exception of 2-4 MDG personnel from the Bioenvironmental Flight.

5.1.2.1.1. **No. of Personnel Augmented** : 8.

5.1.2.1.2. **Estimated Duration:** Duration of emergency/disaster response.

5.1.2.1.3. **Program Requirements:** Must be appointed by their unit commander, have normal color vision, at least one year remaining on station, and a SECRET security clearance. Assigned personnel will be trained on a quarterly basis or as needed.

### 5.1.3. Contamination Control Area (CCA).

5.1.3.1. IAW AFI 10-2501, the CCA teams are comprised of unit personnel that perform contamination control measures specific to the incident. The 374 CES and 374 MDG have an agreement in place to supply personnel directly from the 374 MDG that do not have duties that would conflict with their assigned position. Additionally, the members the 374 MDG provides for EMST will fulfill both the roles of an EMST and CCA. Furthermore, the installation commander decides whether Contamination Control Teams (CCTs) are established. Criteria for the decision are threat, contamination type, installation capabilities, mission impact, and if decontamination will reduce protective measures. Units that must have threat- based CCTs include 374th Logistics Readiness Squadron (374 LRS), Maintenance, Munitions, Medical, and Civil Engineers. CCTs are required to perform decontamination on assets under the control of their functional area for both peacetime incidents and wartime operations.

5.1.3.1.1. **No. of Personnel Augmented** : 8.

5.1.3.1.2. **Estimated Duration:** Annual Support.

5.1.3.1.3. **Program Requirements:** Each unit should have a minimum of 8 personnel identified as CCT augmentees (4-day, 4-night shift).

### 5.1.4. Rapid Airfield Damage Repair (RADR).

5.1.4.1. In the event of damage to the airfield, 374 CES will be called upon to perform and execute RADR. YAB will be equipped with 5 Large Kit Capability which, according to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 24 August 2023, calls for 202 CE personnel to maximize effectiveness. Current authorized strength is 132 (180 w/ Fire Dept. and Emergency Mgmt. personnel). Shortfalls of manning will be augmented by incoming CE forces on the TPFDD. CES technically needs 133 competent augmentees until these forces arrive. Of those augmentees, at least 90 should have real-world experience operating heavy equipment (i.e., Loaders, Tractor-Trailers, 5K Forklifts). All other augmentees (43) can come from any AFSC, with the understanding that the member must be able to perform manual labor. It is acknowledged that, after an attack, the base might not have 90 personnel with heavy equipment experience that can backfill RADR operations. It is understood that the 374 CES will only receive that which is available; however, it is important that no more than 43 of the augmentees arrive without the real-world heavy equipment experience. An excess of inexperienced personnel may inadvertently hinder operations.

5.1.4.1.1. **No. of Personnel Augmented:** 133 (minus LRS).

5.1.4.1.2. **Estimated Duration:** Pending Airfield Status.

5.1.4.1.3. **Program Requirements:** Augmentees will include personnel from Ground Transportation and those able to operate various vehicles as required. All other augmentees can come from any AFSC.

#### 5.1.5. Mobility Machine.

5.1.5.1. 374 LRS requires augmentees to support real world Maximum Simultaneous Deployment Capability operations as well as regular mobility exercises/inspections. Currently, LRS sources all augmentee positions internally from the unit; however, additional augmentees may be required if mission requirements exceed capabilities.

5.1.5.1.1. **No. of Personnel Augmented:** 56 personnel.

5.1.5.1.2. **Estimated Duration:** N/A.

5.1.5.1.3. **Program Requirements:** N/A.

#### 5.1.6. Security Forces Squadron (SFS).

5.1.6.1. Due to the critical nature of the augmentation positions, these Airmen will receive mandatory training prior to being utilized in the program. Personnel assigned to this augmentation detail will be utilized only for sustained Force Protection Condition (FPCON) Alpha through Delta contingency postings or in localized emergent situations deemed necessary by the 374 AW/CC or 374 AW/CD.

5.1.6.1.1. **No. of Personnel Augmented:** 83 personnel.

5.1.6.1.2. **Estimated Duration:** N/A.

5.1.6.1.3. **Program Requirements:** Personnel appointed as SFS augmentees must have at least one-year retainability on station. Once individuals are appointed as SFS augmentees and the unit is above their minimum support requirements, they will remain for one year or until they PCS, whichever date is earliest. Extension of augmentee responsibilities beyond one year is at the individual unit's discretion. The required number of SFS augmentees is 83 personnel. Unit demographics are laid out below:

**Table 2. SFS Augmentees by Units.**

36 AS	374 OSS	374 CES	374 CONS	374 CS	374 FSS	374 LRS	374 MXG	374 MXS	374 AMXS	374 WSA
2	1	9	1	11	5	15	3	18	14	4

5.1.6.2. MDG personnel will not be assigned to the SFS augmentation program due to limitations set by the Geneva Conventions. Protected personnel (i.e., medical staff) can be armed with small arms for defensive purposes only and are permitted to fire only when they or their patients are under direct attack. Deliberate arming of medical personnel for any purpose other than previously stated could cause the medical unit to lose its protected status under the Geneva Conventions.

#### 5.1.7. Fitness Assessment Cell (FAC).

5.1.7.1. All units on the installation will assist with fitness assessments (FA) via the FAC augmentation program. However, units that conduct their own FA will be exempt from this requirement. Units will provide a total of three augmentees per day, with one augmentee being a female, on a rotational basis. FAC augmentees will be assigned to augment the FAC for 30 consecutive days to ensure efficiency and consistency with testing operations.

5.1.7.1.1. **No. of Personnel Augmented:** 3 prsnl (1 Female) from each unit.

5.1.7.1.2. **Estimated Duration:** 30 Consecutive Days.

5.1.7.1.3. **Program Requirements:** Each augmentee must have a current PTL-B and CPR certification on file with the FAC prior to conducting augmentee duties. Units that have opted for internal testing will not be obligated to supply augmentees to the FAC.

#### 5.1.8. Installation Drug Testing Program Administrative Manager (DTPAM).

5.1.8.1. Serves as the primary focal point for administering the installation drug testing program and is responsible for day-to-day urine specimen collection activities, to include the actual urine collection process.

5.1.8.2. Ensures Drug Demand Reduction Program (DDRP) is conducted in accordance with this instruction, Department of Defense Instruction (DoDI) 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, DoDI 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)*, and the installation DDRP operating instructions.

5.1.8.3. An annual schedule is completed by the DTPAM, assigning group observer slots for the upcoming year. The Group Augmentation Manager's (GAM's) will task Squadron Superintendents, based on fair-share numbers who in-turn will assign members and report their by-name submissions. The GAM's will report the names and applicable information to the DTPAM.

5.1.8.4. Observers must be Staff Sergeant (E-5) and above, to include officers, and meet the criteria as outlined in Department of the Air Force Manual (DAFMAN) 44-197, *Military Drug Demand Reduction Program*. If members are unable to provide a specimen during regular hours, observers may have to stay longer than required. DDR staff are only made aware of the testing schedule by 0700 of the same day.

5.1.8.4.1. **No. of Personnel Augmented:** Members assigned by the DTPAM annually.

5.1.8.4.2. **Estimated Duration:** Observers will report to the DDRP office each morning they are assigned to determine if they will be required for that day. If utilized, observers will be on duty from 0830-1100, Monday through Friday for random testing (unless otherwise directed).

5.1.8.4.3. **Program Requirements:** Observers must be Staff Sergeant (E-5) and above, to include officers, and meet the criteria as outlined in DAFMAN 44-197.

#### 5.1.9. First Term Airman Course (FTAC) Team Leader.

5.1.9.1. The FTAC Team Leader is an integral player in the development of today's expeditionary Airman. As such, it is paramount that the position be filled with exceptional Airmen and the rotation cycle is not broken. Nominees will be in the rank of Staff Sergeant (E-5). Additionally, the individual must personify professionalism, not have any derogatory information in their PIF, and be comfortable speaking in public. This position also requires the candidate be an outstanding role model for our young Airmen by adhering to uniform standards and customs and courtesies.

5.1.9.1.1. **No. of Personnel Augmented:** 1 (SSgt).

5.1.9.1.2. **Estimated Duration:** 90 Days (Quarterly Rotation).

5.1.9.1.3. **Program Requirements:** Individual must personify professionalism, not have any derogatory information in their PIF, and be comfortable speaking in public. This position also requires the candidate be an outstanding role model for our young Airmen by adhering to uniform standards and customs and courtesies.

#### 5.1.10. Public Health Emergency (PHE) Isolation Towers.

5.1.10.1. The 374 AW requires augmentation support for PHE Isolation Tower operations during real world pandemic or any events requiring isolation tower usage (e.x., Transient, evacuee support).

5.1.10.2. PHE Isolation Tower Augmentees will oversee the bed down of personnel needing isolation as well as conducting all administrative actions and room supply replenishment.

5.1.10.3. Tower Augmentation will be driven off the baseline of 16 personnel supporting 50 filled bed spaces or 75% capacity of current room availability. Any increase of bed spaces will trigger a surge for support.

5.1.10.3.1. **No. of Personnel Augmented:** 16 to 48 Augmentees pending tower surge capacity.

5.1.10.3.2. **Estimated Duration:** Termination of quarters use or depletion of surge.

5.1.10.3.3. **Program Demographics:** Nominees will be in the rank of Master Sergeant (E-7) through Airman Basic (E-1).

## 6. Approved Augmentation Exemptions for the 374 AW.

6.1. The following O-1 through O-2 and E-7 and below exemptions are approved by the ARB but should be reviewed and can be elevated for the reevaluation by any ARB member. **Note:** Unless specifically stated in an AFI that Airmen are exempt from additional duties and/or details, augmentees may be requested from the following units and agencies for short-term additional duty work (base clean-up, snow removal, etc.) at the discretion of the 374 AW/CC.

### 6.1.1. The 374 AW Staff Agency.

#### 6.1.1.1. Command Post (CP) (1C3X1).

6.1.1.1.1. Per AFMAN 10-207, *Command Posts*, [paragraph 3.5](#), due to the 24-hours a day, 7 days a week manning requirement for Command-and-Control facilities, Command Post controllers working rotating shifts (e.g., console controller duty) will not perform additional duties/details beyond the scope of Command-and-Control functions (e.g., base clean up, snow removal, augmentee duties) outside of the Command Post (T-3). This provision does not apply to personnel assigned to overhead positions who work less than six shifts a month. Command Post personnel who reside in the dormitory are not exempt from performing bay orderly functions in the dorm common areas.

### 6.1.2. The 374th Mission Support Group (374 MSG).

6.1.2.1. Per AFI 10-2501. See Table 5.1., First and Emergency Responder duties have priority over other assigned duties. Do not assign First or Emergency Responders as augmentees or to additional duties that will conflict with their primary duties. (T-1). DAFI 32-2001, paragraph 3.1.9. Base Fire Marshals will ensure F&ES emergency responder duties have priority over other assigned duties (T-3). Responders are not assigned to augmented or additional duties that will conflict with their emergency duties. Paragraph 3.1.9.1.. Ensure F&ES personnel are not included in programs such as Security Forces augmentation program, escort programs, Resource Augmentation Duty program, Drug Demand Reduction program, Bay Orderly, and other squadron duties requiring constant maintenance-monitoring. (T-3).

#### 6.1.2.2. First Responders and Emergency Responders.

6.1.2.2.1. Per AFI 10-2501, First and Emergency Responder duties have priority over other assigned duties. Do not assign First or Emergency Responders as augmentees or to additional duties that will conflict with their primary duties. (T-2).

#### 6.1.2.3. Security Forces (SFS) Personnel (3P0XX).

6.1.2.3.1. Per AFMAN 31-101 Volume 1, *Integrated Defense (ID) Planning (FOUO)*, paragraph 1.5., all Airmen have a responsibility in integrated defense. Security forces will identify units and personnel specifically tasked with defense responsibilities and define their roles in Integrated Defense Planning (including augmentees). This instruction outlines minimum requirements for security and support forces dedicated to protection level resources and identifies required capabilities. **Note:** Security forces and augmentee personnel should not be included in base details if their duty schedule is in excess of the majority of the base populace.

#### 6.1.2.4. Force Support Squadron (FSS).

6.1.2.4.1. Per AFMAN 36-2100, *Military Utilization and Classification*, [paragraph 2.3.34.](#), Use of Outside of Control AFSC. Local emergencies or overages may be the basis for an Airman's prolonged assignment outside of the normal career progression pattern. However, to negate any career regression, such temporary assignments should be rotated among all Airmen in the same Control AFSC, if the source Control AFSC represents the most appropriate resource pool. If pulling from any AFSC, all available Airmen should rotate for periods not to exceed 130 days.

6.1.2.4.2. Per AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, [paragraph 4.8.](#): Selective Retention Bonus (SRB) recipients may not perform duty outside their SRB specialty for more than 90 consecutive days in a 360-day period or a combined total of 90 days within a 360 day period.

#### 6.1.2.5. Logistics Readiness Squadron (LRS).

6.1.2.5.1. Per PACAFI 24-605, *PACAF Combat Mobility Flights*, [paragraph 2.1.](#): Combat Mobility Flights (CMFs) are wartime tasked to provide rapid response capability within theater, upon Operational Plan (OPLAN) execution. CMF personnel will not be assigned home station duties such as Unit Deployment Monitor (UDM), Unit Training Monitor (UTM) or Cargo Deployment Facility (CDF) Augmentee roles that could interfere with OPLAN execution, as CMF personnel supplement contingency response forces. This includes but is not limited to wing deployment or base augmentation duties and programs.

6.1.2.5.2. Per AFI 36-2129, *Logistics Plans Management*, [paragraph 3.4.8.](#): Logistics plans personnel assigned to the Logistics Readiness Squadron/Plans and Integration Section will not be assigned additional duties that interfere with their contingency, wartime duties in the Deployment Control Center. (T-1)

### 6.1.3. The 374 MDG.

6.1.3.1. MDG Emergency Responder Exemptions. Per DAFI 10-2501, First Responders and Emergency Responders should not be assigned as augmentees or have additional duties that conflict with their emergency duties. The Field Response Team response are classified as First Responders and provide the initial life-saving capability at an incident. All Clinical personnel, Public Health, and Bioenvironmental Engineering are considered traditional ESF 8/11 functions and are classified as Emergency Responders.

6.1.3.2. Specialized Support and Recovery Teams. These teams are formed from existing resources during an installation emergency response. Home Station Medical Response Teams, to include Disaster Mental Health, In-Place Patient Decontamination, Patient Administration and Medical Logistics, are specialized teams that provide direct support to Emergency Responders or Incidents. A reduction in personnel or resources on those teams could negatively impact incident support operations.

6.1.3.3. Augmentee Requests. In a non-contingency environment, requests for augmentee support should route through the Senior Enlisted Member. In a contingency situation, those requests should be communicated first to the EOC, then to the Medical Control Center (MCC).

6.1.3.4. Per AFI 44-103, *The Air Force Independent Duty Medical Technician Program*, [paragraph 1.11.9.](#): Squadron medical element/remote site Independent Duty Medical Technicians (IDMTs) should not perform additional duties that may detract from their primary role as the unit/site medical representative. This includes duties that would violate the Laws of Armed Conflict rules for non-combatants. (T-1)

### 6.1.4. Operations Support Squadron (OSS).

6.1.4.1. Aircrew Flight Equipment (AFE) (1P0X1): Per AFI 11-301 V1, *Aircrew Flight Equipment (AFE)*, paragraph 2.10.8: AFE skill sets are critical to combat operations. Ensure AFE technicians are not assigned duties that will detract from wartime proficiencies and requirements. AFI 11-301 V3, *Aircrew Flight equipment (AFE) Contingency Operations and Planning*, [paragraph 2.4.2.](#): Ensure AFE personnel are available to perform mission-essential duties to sustain AFE operations (i.e., AFE issue, fitting and inspection, aircraft-installed AFE configurations, pre-deployment AFE briefings, Aircrew Contamination Control Area operations, flight equipment contamination mitigation, etc.). Ensure AFE personnel are not assigned duties that will detract from wartime proficiencies and requirements. These requirements also apply to Inspector General Exercises, Operational Readiness Exercises, Mobility Exercises, Readiness Assistance Visits, and generation exercises as AFE skill sets are critical to contingency operations.

ANDREW L. RODDAN, Colonel, USAF  
Commander, 374th Airlift Wing

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

AFPD 10-2, *Readiness*, 20 May 2021

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 24 August 2023

AFI 10-2501, *Emergency Management Program*, 10 March 2020

AFMAN 11-214, *Air Operations Rules and Procedures*, 29 Nov 2022

AFI 11-301 V1, *Aircrew Flight Equipment (AFE)*, 31 May 2023

AFI 11-301 V3, *Aircrew Flight equipment (AFE) Contingency Operations and Planning*, 27 May 2020

AFMAN 31-101 V1, *Integrated Defense (ID) Planning (FOUO)*, 12 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021

AFMAN 36-2100, *Military Utilization and Classification*, 7 Apr 2021

AFI 36-2129, *Logistics Plans Management*, 9 July 2019

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 Sept 2019

AFI 44-103, *The Air Force Independent Duty Medical Technician Program*, 30 August 2018

AFMAN 44-197, *Military Drug Demand Reduction Program*, 5 September 2023

AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

AFMAN 10-207, *Command Posts*, 11 April 2018

AFPAM 10-219, Volume 4, *Airfield Damage Repair Operations*, 28 May 2008

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

DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, 14 February 2018

DoDI 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)*, 15 June 2020

PACAFI 24-605, *PACAF Combat Mobility Flights*, 3 October 2019

YOKOTA ABI 10-202, *Yokota Air Base Recall Procedures*, 16 October 2023

YOKOTA ABI 34-501, *Yokota Air Base Honor Guard Program*, 23 December 2020

AFMAN 34-135, *Air Force Lodging and Air Force Laundry and Linen Exchange Program*, 1 Jul 2019

DAFI 32-2001, *Fire and Emergency Services (F&ES) Program*, 28 July 2022

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*, 15 Apr 2022



*Abbreviations and Acronyms*

**ADP**—Augmentation Duty Program  
**ADWG**—Augmentation Duty Working Group  
**AFE**—Aircrew Flight Equipment  
**AFSC**—Air Force Specialty Code  
**ARB**—Augmentation Review Board  
**CBRN**—Chemical, Biological, Radiological, and Nuclear  
**CC**—Commander  
**CCA**—Contamination Control Area  
**CCT**—Contamination Control Team  
**CDF**—Cargo Deployment Facility  
**CE**—Civil Engineering  
**CMF**—Combat Mobility Flight  
**DDRP**—Drug Demand Reduction Program  
**DEROS**—Date Eligible for Return from Overseas  
**DTPAM**—Drug Testing Program Administrative Manager  
**EM**—Emergency Management  
**EMST**—Emergency Management Support Team  
**EOC**—Emergency Operation Center  
**FA**—Fitness Assessment  
**FAC**—Fitness Assessment Cell  
**FSS**—Force Support Squadron  
**FTAC**—First Term Airman Course  
**GAM**—Group Augmentation Manager  
**IAPM**—Installation Augmentation Program Manager  
**IAW**—In Accordance With  
**IDMT**—Independent Duty Medical Technician  
**ITS**—Information Technology Systems  
**JASDF**—Japanese Air Self Defense Force  
**JGSDF**—Japanese Ground Self Defense Force  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command

**MCC**—Medical Control Center  
**MDG**—Medical Group  
**MFR**—Memorandum for Record  
**MO**—Manpower & Organization  
**MOBEX**—Mobility Exercise  
**MPF**—Military Personnel Flight  
**MRO**—Medical Readiness Officer  
**NAVAID**—Navigational Aid  
**OPLAN**—Operational Plan  
**OPR**—Office of Primary Responsibility  
**PAS**—Personnel Accounting System  
**PCS**—Permanent Change of Station  
**PERSCO**—Personnel Support for Contingency Operations  
**PHE**—Public Health Emergency  
**PIF**—Personal Information File  
**POC**—Point of Contact  
**RADR**—Rapid Airfield Damage Repair  
**RDS**—Records Disposition Schedule  
**R&EM**—Readiness & Emergency Management  
**SFS**—Security Forces Squadron  
**SNCO**—Senior Non-commissioned Officer  
**SRB**—Selective Retention Bonus  
**TDY**—Temporary Duty  
**UDM**—Unit Deployment Manager  
**UMD**—Unit Manpower Document  
**UTC**—Unit Type Code  
**UTM**—Unit Training Manager  
**UXO**—Unexploded Explosive Ordnance

**Attachment 2****AD HOC AUGMENTATION REQUIREMENT REQUEST WORKSHEET****Figure A2.1. AD HOC Augmentation Requirement Request Worksheet.****1. OPR:**

List POCs for the request (include DSNs)

**2. AUGMENTATION DUTY:**

Purpose of augmentation. Number of augmentees being requested. Include any additional details as applicable.

**3. DESCRIPTION:**

What duties will the augmentees perform?

**4. DATE:**

List the date(s) for the event.

**5. DURATION:**

How long are the augmentees needed (i.e. hours, days, etc)? Is there a need for shifts?

**6. REQUIREMENTS:**

Are there any special rank or experience requirement from the augmentees? Will training be provided? When do you need names by? Who will the list of names be sent to (if not the same as the OPR)? Please list any additional details as applicable.

**7. JUSTIFICATION:**

Please enter reason for the request and impact if not supported/approved.

**8. REQUIRED COORDINATION:**

Signature

Date

Requesting Unit SEL

Concur/Nonconcur

374 AW/XP

Concur/Nonconcur

374 AW/CD

Concur/Nonconcur