

**BY ORDER OF THE COMMANDER  
375TH AIR MOBILITY WING**

**375TH AIR MOBILITY WING INSTRUCTION  
10-243**



**22 SEPTEMBER 2014  
Certified Current, 16 January 2020  
Operations**

**AUGMENTATION PROGRAM**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 375 FSS/FSOX

Certified by: 375 FSS/CC (Maj Hilburn B.  
Caulder)

Supersedes: 375AMWI10-243, 15  
December 2010

Pages: 20

---

This instruction implements Air Force Policy Directive 10-2, *Readiness*, and Air Force Pamphlet 10-243, *Augmentation Duty Program*. The 375th Air Mobility Wing Commander (375 AMW/CC) directs the implementation of an Augmentation Program at Scott AFB, and applies exclusively to the 375th Air Mobility Wing. This instruction does not apply to the 126th Air Refueling Wing (Air National Guard) or the 932d Airlift Wing (Air Force Reserve) or associate units located on Scott AFB. It clarifies supporting/ supported Unit Augmentation Coordinator (UAC), Group Augmentation Monitor (GAM), and Wing Augmentation Program Manager (WAPM) responsibilities. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) 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 Forms 847 from the field through the appropriate functional' s chain of command.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, *FDR on Social Security-Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943, authorizes using the social security number as a personal identifier. The Social Security Number is required for the positive identification of personnel. The authority to collect and maintain the information is 5 U.S.S. 552A, Title 5, *United States Code (U.S.C.) Section 552a, as amended, The Privacy Act of 1974*. Failure to observe the prohibitions and mandatory provisions in this publication by military members is a violation of Article 92 of the UCMJ.

## ***SUMMARY OF CHANGES***

This publication has been revised and should be completely reviewed. There have been updates to several AFIs that are referenced in this instruction. As a result, many changes have been made to Approved Augmentation Exemptions section to include Command Post, Mishap Prevention Program, Chaplain Assistants, Explosive Ordnance Disposal, Base Fire Marshalls, Casualty Services, and Medical Readiness. Additionally, the options to eliminate augmentee requirements have been changed. Finally, this revision also updates responsibilities and program guidelines and includes grammatical corrections.

### **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, in order to meet the installation's exercise, contingency, wartime, emergency or special mission requirements.

1.2. The 375 AMW/CC, will establish an Augmentation Review Board (ARB) to manage local augmentation requirements.

1.3. The 375 AMW/CV are appointed the augmentation OPR and ARB chairperson. He/she provides the 375 AMW/CC with advice on decisions to meet the temporary exercise, contingency, wartime, or emergency requirements of the 375 AMW.

1.3.1. The 375th Force Support Squadron Readiness Office (375 FSS/FSOX) serves as the 375 AMW/WAPM.

### **2. Responsibilities.**

2.1. The 375 AMW/CC will:

2.1.1. Encourage tenant units and non-Air Force organizations to participate in the host installation augmentation program.

2.2. The ARB will:

2.2.1. Convene annually or more often if deemed necessary by the augmentation OPR.

2.2.2. The ARB consists of members who represent the primary command structure in the wing.

2.2.2.1. The command structure consists of the 375 AMW Vice-Commander (CV) (chairperson), the 375th Mission Support Group Commander (or deputy), the 375th Operations Group Commander (or deputy), the 375th Communications Group Commander (or deputy), the 375th Medical Group Commander (or deputy), the 375 AMW Director of Staff, the 375 AMW Command Chief, and group superintendents.

2.2.2.1.1. Members of the command structure are the voting members.

2.2.2.2. Local commanders, and UACs are encouraged to attend ARBs.

2.3. Group commanders and director of staff will:

2.3.1. Appoint primary and alternate (optional) GAM who is responsible for the overall management of their respective group's augmentation program. Provide appointment letters to the WAPM. See [Attachment 6](#).

2.3.2. Participate in the ARB as directed in [paragraph 2.2.2.1](#)

2.4. Unit commanders will:

2.4.1. Appoint primary and alternate UAC who is responsible for the overall management of their respective unit's augmentation program. Provide appointment letters to the GAM who will forward to the WAPM. See [Attachment 6](#).

2.5. The 375 FSS/FSOX will:

2.5.1. Serve as the WAPM.

2.5.2. Implement AFPAM 10-243, and this instruction.

2.5.3. Coordinate requirements among the ARB and GAMs.

2.5.4. Schedule and conduct the ARB as needed.

2.6. The 375 FSS/FSMM will:

2.6.1. Utilize approved management engineering methods and determine augmentation requirements fair share with approved augmentation and exemption requests.

2.6.2. Ensure information technology system (ITS) provide a current roster of personnel assigned, Technical Sergeant (E-6) and below by personnel accounting system (PAS) code for all participating units.

2.7. The GAM will:

2.7.1. Ensure all group augmentation tasking's, as determined by the ARB, are filled and provide supported unit the names of members tasked to perform augmentee duties.

2.7.2. Resolve, at group level, any difficulties squadrons may have with filling augmentee positions due to Air Expeditionary Force (AEF) rotations or other deployments. The group may rearrange taskings among their squadrons; however, the group remains responsible for filling all assigned taskings regardless of deployments.

2.7.3. Provide the names of augmentees for their respective group with appointment letters to the WAPM using the memorandum outlined in [Attachment 3](#). This item only refers to individuals augmenting for Security Forces.

2.8. The UAC will:

2.8.1. 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 in accordance with the individual's waiver.

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

2.8.3. 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.

2.8.4. Provide the names of augmentees for their respective unit with appointment letters to the GAM using the memorandum outlined in **Attachment 3**.

2.8.5. Augmentee program duties are not grounds for a shortfall or reclama of a unit type code (UTC) AEF tasking.

2.9. Supported units will:

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

2.9.2. Maintain an augmentation duty program folder with appropriate documentation for each augmentee.

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

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

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

2.9.6. Train new personnel to replace augmentee personnel who are projected for a permanent change of station (PCS), go on a temporary duty (TDY) for 90 days or more, or who are medically waived, continually maintaining 100 percent availability at all times.

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

2.10. The Augmentee will:

2.10.1. 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 UAC. Childcare, projected leave and appointment issues should be addressed with UAC 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.

2.10.2. Return issued supply/equipment items to the supported UAC at the end of the augmentation duty.

### **3. Procedures.**

3.1. On behalf of the 375 AMW/CV (ARB Chair), the 375 AMW/WAPM sends out solicitation for augmentation requests and exemptions and announces ARB date.

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

3.2. Units are permitted to eliminate augmentee requirements at any point. Units will inform the WAPM of any eliminated augmentee requirements.

3.2.1. Units submit requests in accordance with **Attachment 2**, with the squadron commander's endorsement, as well as any other supporting documentation to the group commander. If the group commander approves the request, it is forwarded to the 375

AMW/CV via the WAPM for approval prior to manpower office pricing out the fair share quota. The WAPM will also send the request to the ARB members prior to the ARB.

3.2.1.1. The 375 AMW/CV (ARB Chair) prioritizes augmentation requests in order of greatest mission impact.

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

3.2.3. Requests for exemption from augmentation can be forwarded at any time, but no later than 30 days prior to the next scheduled ARB. WAPM will collect/review the exemption requests and distribute to the ARB members prior to the next scheduled ARB. An example of the format for submitting a request for exemption from augmentation is at [Attachment 4](#).

3.2.4. The ARB will define the method of fair share distribution and revalidate on an annual or as needed basis. Fair share distribution will be determined by subtracting AFI-directed/ locally approved exemptions and AEF tasking's from unit assigned strength E-1 through E-6. See [paragraph 5](#) for locally approved exemptions.

3.2.4.1. The fair share quota will be validated by the 375 FSS/FSMM.

3.2.4.1.1. If the command structure is in agreement with the fair share quota validated by the Manpower Office then the quota is released by the WAPM.

3.2.4.1.2. If the command structure cannot reach an agreement on the fair share quota validated by the manpower office, the 375 AMW/CV will make the final decision on the augmentation quotas.

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

3.2.6. The WAPM will publish minutes for the 375 AMW/CV signatures no later than 10 days after convening.

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

4.1. When a supported unit deems it necessary to utilize augmentees, the squadron commander will submit a request through their group commander to the WAPM. The requesting unit commander's request should include the number of personnel required, estimated duration, beginning date of augmentee duty, and justification.

4.2. Upon the 375 AMW/CV approval, the WAPM will notify GAMs of the tasking and provide any other necessary information. The GAMs will in turn notify their supporting unit commanders and UACs who will notify the augmentees.

#### **5. Approved Augmentation Requests.**

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.

5.1.1.1. Twenty-eight positions are required to ensure enough personnel are available to fulfill all eligible funeral requests as well as ceremonial functions. 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.

5.1.2. Emergency Management Support Team (EMST).

5.1.2.1. Eight positions are required to support Civil Engineer Squadron (CES/CE) Readiness Flight for emergency operations. They are needed to support the Emergency Operation Center (EOC) as well as the Active Chemical, Biological, Radiological, and Nuclear (CBRN) Response (ACR) Team. Two of the total augmentees are reserved for CE personnel.

5.1.3. Mobility Machine.

5.1.3.1. Forty-two positions are needed for 375th Logistics Readiness Squadron (LRS) to support real world Maximum Simultaneous Deployment Capability operations as well as regular mobility exercises/inspections.

5.1.4. Security Forces Squadron (SFS).

5.1.4.1. Ten Security Forces positions are required during phases of overlapping deployments. This will provide an uninterrupted flow of security, allowing SFS to continue day-to-day operations.

5.1.5. Fitness Assessment Cell (FAC) (375 FSS).

5.1.5.1. Four FAC positions are required for the Fitness Assessment (FA) program. These four requirements will be reduced from the 375 FSS overall requirements during the fair share price out. This allows for centralized control and oversight of the FA program and test administration continuity is maintained.

## 6. Approved Augmentation Exemptions for the 375 AMW.

6.1. The following E-6 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 AMW/CC.

6.1.1. The 375th Air Mobility Wing Staff Agency.

6.1.1.1. Command Post (1C3X1).

6.1.1.1.1. AFI 10-207, *Command Posts*, paragraph 3.4. Due to the 24-hours a day, 7 days a week, manning requirement for the C2 facility, CP controllers working rotating shifts will not perform additional duties/details beyond the scope of C2 functions (e.g., base clean up, snow removal, augmentee duties) outside of the CP. This provision does not apply to personnel assigned to overhead positions who routinely work normal day shift schedules.

6.1.1.2. Safety (1S0X1).

6.1.1.3. AFI 91-202, *The US Air Force Mishap Prevention Program*, paragraph 2.1. Minimize assigning full-time safety personnel additional duties not directly associated with duties described in 91-series directives and their supplements. Due to the time-critical mishap response and investigative requirements, the assignment of long-term, labor intensive, or mission impacting duties (i.e., Additional Duty First Sergeant) upon professional safety Airmen should be minimized. Trained and qualified safety personnel must be available to perform safety investigative responsibilities upon mishap notification.

6.1.1.4. Chaplain Assistants.

6.1.1.4.1. AFI 52-101, *Planning and Organization*, paragraph 3.2.4. Chaplain assistants are trained to provide spiritual care in a religiously pluralistic environment. The chaplain assistant specialty description is specified in the Air Force Enlisted Classification Directory. The chaplain assistant is vital to the Chaplain Corps mission and will not serve in long-term additional Ready Program duties in accordance with AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations* and AFPAM 10-243.

6.1.2. The 375th Mission Support Group.

6.1.2.1. Explosive Ordnance Disposal, (EOD) (3E8X1).

6.1.2.1.1. AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, paragraph 2. Due to the emergency response nature of EOD, non-functional specific duties of EOD personnel will be limited. Individual and team classroom and proficiency training, emergency response, and practical exercises are the primary peacetime mission. EOD personnel must be available for training, emergency response, and off installation taskings (i.e., United States Secret Service, Department of State, major command (MAJCOM) taskings, etc.). For active forces, total man-hours expended supporting additional duties will not exceed 5 man-hours per month per individual. Do not assign EOD personnel to other duties that will take them away from their primary peacetime mission. A minimum of two 3E8X1 (EOD) personnel will perform standby duties. One will be at least a 3E851. Every attempt should be made to have a 7-level team chief, if possible. Both members will be completely signed off on the 627 CES Stand-by Initial Job Qualification Standards (IJQS). The Stand-by team members will be available for responses, on or off base, 24 hours a day, 7 days a week. Stand-by duty will rotate every 7 days, 1000 hours Monday to 1000 hours the following Monday, mission pending. If Monday is a holiday, changeover will occur at 1000 on the next duty day. Stand-by teams will be thoroughly familiar with AFI 32-3001, EOD Assistance to Local Government and Civil Authorities.

6.1.2.2. Fire Protection (3E7X1).

6.1.2.2.1. AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, paragraph 3.1.4. Base Fire Marshals will ensure that all regularly scheduled civilian overtime is fully justified. They also ensure that the work schedule for military firefighters does not exceed 72 hours per week (**T-3**).

6.1.2.3. Civil Engineer Emergency Management Personnel (3E9X1).

6.1.2.3.1. AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, paragraph 2.5.11. Emergency responders, as defined by the Air Force Incident Management System (AFIMS), Disaster Response Force (DRF), are members of the DRF elements that deploy after the First Responders to expand C2 and provide additional support. Emergency Responders include follow-on firefighters, law enforcement and security personnel, and emergency medical technicians, EOD personnel, physicians, nurses, medical treatment providers at medical treatment facilities (first receivers), emergency management personnel, public health officers, bioenvironmental engineer, mortuary affairs personnel, and other specialized team members. Emergency Responder duties have priority over other assigned duties. Emergency responders are not assigned as augmentees or to additional duties that will conflict with their emergency duties.

6.1.2.4. Security Forces Personnel (3P0XX).

6.1.2.4.1. AFI 31-101, *Integrated Defense (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. It includes requirements for weapons, vehicles, and communications equipment. **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.

6.1.2.5. Installation Personnel Readiness (IPR).

6.1.2.5.1. IPR is responsible for the deployment out-processing of the 375 AMW and all Air Force tenant Airman on Scott AFB. Currently, IPR is minimally manned by two Airman (TSgt and below). Exempt two positions from the 375 FSS for IPR in order for the organization to effectively maintain the real world deployment process.

6.1.2.6. Casualty Augmentation Support Team (CAST).

6.1.2.6.1. AFI 36-3002, *Casualty Services*, paragraph 1.5.1.4. Installation Commander Implements the installation's Casualty Services Program by approving the release of all personnel (to include CAST, PERSCO, ANG, and AFRES personnel) assigned to and/or performing duties as the CAR or casualty standby duty from other additional duties which would conflict with casualty responsibilities in a time of crisis. Exempt four positions from the 375 FSS in order for the CAST to be effectively manned at all times.

6.1.2.7. Mortuary Affairs.

6.1.2.7.1. AFI 34-242, *Mortuary Affairs Program*, paragraph 6.5.1. Installations with military assigned to 375 FSS will have an installation search and recovery (S&R) team properly trained, manned, and equipped to respond to mishaps when required. The S&R team will be composed of 11 military members from 375 FSS. The team leader is the mortuary officer or alternate. Total exemption will

be 10; excluding the team leader who is an officer.

#### 6.1.2.8. Developmental Education.

6.1.2.8.1. AFI 36-2301, *Developmental Education*, paragraph 3.12.8. Additional duties and details for EPME faculty will not impede the program requirement for uninterrupted academic instruction, student/instructor preparation activities, faculty evaluation of student performance, and class preparation and closeout procedures. Faculty and students will be considered unavailable for additional duties and/or exercise participation. When class is not in session, the assignment of additional duties and details for EPME faculty will be tempered with AU program requirements to evaluate the effectiveness of instruction and curriculum, conduct in-service training, complete, and implement professional development. EPME faculty will support unit and wing activities and perform additional duties when not conflicted with the aforementioned restrictions.

#### 6.1.3. The 375th Medical Group (MDG).

6.1.3.1. MDG Emergency Responder Exemptions. Exempt 14 bioenvironmental technicians, emergency medical technicians, and medical treatment providers, not to exceed 97 total exemptions. Any increase will require an exemption request form to be submitted for the ARB.

#### 6.1.3.2. MDG Phase II Students.

6.1.3.3. AFI 41-105, *Medical Training Programs*, paragraph 2.4.2. Students are not part of the permanent staffing at the Phase II medical facility and are not included in related staffing computations. Consequently, students are not used in direct support of patient workload for other than training purposes and do not participate in permanent party ancillary training.

6.1.3.4. AFI 41-106, *Medical Readiness Program Management*, paragraph 3.1.2. AFRC units only, when 041AX and/or 4A0X1 personnel are not assigned, personnel with any medical AFSC may serve as the Medical Readiness Officer (MRO) or Medical Readiness Noncommissioned Officer (MRNCO). Every effort should be made to avoid assigning additional duties, such as security manager, building custodian, etc., to the MR office staff.

#### 6.1.4. The 375th Operations Group (Reference?).

##### 6.1.4.1. Enlisted aircrew positions (1A6X1 and X4N0X1).

6.1.4.1.1. Enlisted aircrew members are not normally deployed with a UTC; they fulfill their war-time mission on a frequent/unscheduled basis, deploying and/or flying in support of Congressional Delegate, airlift (w/flight attendants), and aeromedical evacuation (AE) missions (with airborne medical technicians).

6.1.4.1.2. Enlisted aircrew are required to be worldwide deployable at all times, with no pre-deployment "spin-up" time. This requires them to maintain flying currency and accomplish recurring evaluations, ground training, in-unit flying training, and ancillary training, all of which must be accomplished to maintain qualification (combat readiness).

6.1.5. The 375th Communications Group (CG).

6.1.5.1. Total exemptions will include 55 positions, divided how the CG/CC chooses, among the 375th Communications Squadron Cyber Control Flight (CS/SCPS), 375 CS/SCPC, and 375th Communications Support Squadron (CSPTS), MAJCOM/Air Force Forces Communication Coordination Center. The following paragraphs support, but do not add to the 55 exemptions.

6.1.5.2. The 375 CS/SCPS, 618th Air Operations Center (AOC) Systems Support. The organization provides 24/7 information technology (IT) and C2 support for more than 800 AOC personnel. These individuals directly enable combat power by ensuring 618 AOC planners have access to C2 systems to plan/execute more than 900 daily airlift missions. Furthermore, during national emergencies, exercises, and contingency operations, this section will surge to provide enhanced supported to the Contingency Response Cell.

6.1.5.3. The 375 CS/SCPC, Client Systems. The organization provides 24/7 communications support to US Transportation Command (USTRANSCOM), HQ AMC, 18 AF, 3 flying wings and 30 tenant units. These personnel manage, assign, and ensure resolution of IT system projects and customer issues, supporting 14K Scott AFB users and 5K computer systems. They directly perform software/hardware maintenance; including system installations, removals, and upgrades. They run the Wing's Information Assurance (IA) and Communications Security (COMSEC) programs.

6.1.5.4. The 375 CSPTS, MAJCOM/Air Force Forces Communication Coordination Center. The center provides 24/7/365 operations that provide enterprise C4 system status and situational awareness to AMC and 18 AF. They perform security functions to deter, detect, contain, and recover from information systems network instructions for 67K customers. They also monitor the status of Air Force Control and Landing Systems, as well as voice systems and coordinate authorized service interruptions across all of AMC. They also provide a conduit for information flow from the command to the USTRANSCOM Global C4S Coordination Center and 18 "enroutes" assigned worldwide.

KYLE J. KREMER, Colonel, USAF  
Commander

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

AFI 10-207, *Command Posts*, 11 June 2014

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007

AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009

AFI 31-117, *Arming And Use Of Force By Air Force Personnel*, 29 June 2012

AFI 32-2001, *Fire emergency Services (FES Program)*, 27 February 2014

AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, 2 June 2011

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 5 June 2013

AFI 34-242, *Mortuary Affairs Program*, 2 April 2008

AFI 36-2301, *Developmental Education*, 16 July 2010

AFI 36-3002, *Casualty Services*, 22 February 2010

AFI 41-105, *Medical Training Programs*, 9 November 2010

AFI 41-106, *Medical Readiness Program Management*, 22 April 2014

AFI 52-101, *Planning and Organization*, 5 December 2013

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

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

AMCI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, (Rescinded 13 Nov 13)

***Adopted Forms***

DD Form 2760, *Qualification To Possess Firearms Or Ammunition*

***Abbreviations and Acronyms***

**ACR**—Active CBRN Response Team

**AE**—Aeromedical Evacuation

**AEF**—Air Expeditionary Force

**AFIMS**—Air Force Incident Management System

**AFRC**—Airmen and Family Readiness Center

**AFSC**—Air Force Specialty Code

**AOC**—Air Operations Center

**ARB**—Augmentation Review Board

**AMC**—Air Mobility Command  
**CAST**—Casualty Augmentation Support Team  
**CBRN**—Chemical, Biological, Radiological, and Nuclear  
**CC**—Commander  
**CE**—Civil Engineering  
**COMSEC**—Communications Security  
**DRF**—Disaster Response Force  
**EM**—Emergency Management  
**EPME**—Enlisted Professional Military Education  
**EMST**—Emergency Management Support Team  
**EOC**—Emergency Operation Center  
**EOD**—Explosive Ordnance Disposal  
**FA**—Fitness Assessment  
**FAC**—Fitness Assessment Cell  
**FSOX**—Readiness and Plans  
**FSS**—Force Support Squadron  
**GAM**—Group Augmentation Monitor  
**IA**—Information Assurance  
**IAW**—In Accordance With  
**IPR**—Installation Personnel Readiness  
**ITS**—Information Technology Systems  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MDG**—Medical Group  
**MRNOCO**—Medical Readiness Noncommissioned Officer  
**MRO**—Medical Readiness Officer  
**MOBEX**—Mobility Exercise  
**MR**—Memorandum for Record  
**OPR**—Office of Primary Responsibility  
**OWS**—Operational Weather Squadron  
**PAS**—Personnel Accounting System  
**PERSCO**—Personnel Support for Contingency Operations

**PCS**—Permanent Change of Station

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SFS**—Security Forces Squadron

**SSAN**—Social Security Number

**S&R**—Search and Recovery

**TDY**—Temporary Duty

**UAC**—Unit Augmentation Coordinator

**USTRANSCOM**—US Transportation Command


**UTC**—Unit Type Code

**WAPM**—Wing Augmentation Program Manager

## Attachment 2

## AUGMENTATION REQUIREMENT MEMORANDUM

Figure A2.1. Sample Augmentation Letter.


	<p align="center"><b>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</b></p>	<p align="right">Date</p>
<p>MEMORANDUM FOR Your GROUP/CC</p>		
<p>FROM: Your UNIT/CC</p>		
<p>SUBJECT: Augmentation Requirement for Your Work Area</p>		
<p>1. The purpose of the letter is to provide an example of an augmentation requirement request. Please include the following in your request.</p>		
<p>a. Personal required: Provide number of required of requested augmentee.</p>		
<p>b. Duty description: Briefly describe the activity to be performed by the augmentee.</p>		
<p>c. Current manning levels: Provide number of personnel currently performing the activity by AFSC (Auth/Assigned/leave/TDY etc.).</p>		
<p>d. Mission impact: Describe how not receiving augmentees will impact your unit's ability to successfully perform its assigned mission.</p>		
<p>e. References: Identify all applicable references to support your requirements. Air Force Instructions, AMC Instructions or Supplements, and 375 AMW Instructions or Supplements, etc. (include paragraph numbers when appropriate).</p>		
<p>2. This letter also provides manning information that will be used by the ARB when determining the fair share tasking among the wing. (List requested locally approved exemptions for local conditions. ARB is the approved authority for locally approved exemptions)</p>		
<p>3. My POC for this request will be rank, name, duty phone number:</p>		
<p align="right">FIRST MI. LAST NAME, Rank, USAF Commander, Your Unit</p>		
<p align="center">ENABLING RAPID GLOBAL MOBILITY</p>		



Attachment 3

SUITABILITY TO PERFORM AUGMENTEE DUTIES

Figure A3.1. Sample Augmentee Letter.



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

Date

MEMORANDUM FOR 375 FSS/FSOX (WAPM)

FROM: Your UNIT/CC

SUBJECT: SUITABILITY TO PERFORM AUGMENTEE DUTIES

1. This letter certifies that (Rank, Last Name, First Name, SSAN, D.O.B.) is suitable to perform augmentee duties in accordance with AFI 31-117, *Arming and Use of Force by Air Force Personnel*, paragraph 2.6., and is recommended based on the criteria listed below. The information obtained will be used to conduct a background check via the Law Enforced Agency Data System. The letter will be attached to the background information that is found and filed in the augmentee's folder.

Question	Concur	Nonconcur
Does not display "Behavioral Signs of Unsuitability" i.e., emotionally unstable or behavior that suggest members is incapable of using firearms with care.		
Completed DD Form 2760, <i>Qualification to Possess Firearms or Ammunition</i> .		
No "qualifying" conviction of a misdemeanor/felony crime of domestic violence.		
Not identified as a substance abuser.		
Member has not been determined by medical authority to be suffering from alcohol abuse (K2) or dependence (K3).		
Has not been relieved of duty for disciplinary reasons or is currently undergoing administrative proceedings.		
Member possesses a valid security clearance or interim security clearance.		
Member is not on profile and is physically and mentally capable to perform duties.		
Does not have approved leave projected during their scheduled augmentation duty.		

2. PRIVACY ACT of 1974 applies. AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; 5 U.S.C. 522a, The Private Act of 1974; and AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

3. If you have any questions please contact my POC: (Unit POC's Name), (DSN 576-xxxx).

FIRST MI. LAST NAME, Rank, USAF  
Commander, Your Unit


**ENABLING RAPID GLOBAL MOBILITY**



## Attachment 4

## AUGMENTATION EXEMPTION REQUEST

Figure A4.1. Example Augmentation Exemption Request Letter.

	<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</p>	<p style="text-align: right;">Date</p>
<p>MEMORANDUM FOR Augmentation Review Board</p>		
<p>FROM: Your UNIT/CC</p>		
<p>SUBJECT: Example of an Augmentation Exemption Request</p>		
<p>1. Your Squadron request 104 positions-exemptions from wing details (to include 70 AFI-exempt personnel assigned to Fuels). The squadron has several essential internal processes which require shop closings within the unit to augment. Internal squadron augmentation is required in the following areas:</p>		
<p style="padding-left: 40px;">a. <i>Your 1st Section:</i> Shop conducts 24 hour operations during exercise and/or contingency surges; other less essential processes within the squadron are shut down during surges to support MOBAGS: issues of weapons/bags could exceed 150 per hour at maximum capacity.</p>		
<p style="padding-left: 40px;">b. <i>Your 2nd Section:</i> Shop conducts 24-hour operations during exercise/contingencies to support increased workload of crew transport (busing) and transport of base cargo and personnel to processing area; other less essential processes within the squadron are shut down during surges to support MOBEX. AEF deployments will increase significantly due to USAF drivers augmenting the Army in convoy operations (numbers of passengers to deploy is 10, an increase of five from last year, and there is no increased manpower expected)</p>		
<p style="padding-left: 40px;">c. <i>Your 3rd Section:</i> Two four-person teams necessary for transporting personnel bags and mobility bags at passenger terminal during mobility processing, workload could reach 36 increments per chalk at maximum capacity.</p>		
<p style="padding-left: 40px;">d. <i>Your 4th Section:</i> Element conducts 24/7 operations during exercise and contingencies. If tasked to deploy all kits, maximum participation will be needed by shop and augmentation for approximately 5 days (depending on airlift) and 12 hour shifts to robust and deploy over 105 pallet positions of cargo.</p>		
<p>2. My POC for this request will be rank, name, duty phone number.</p>		
<p style="text-align: right;">FIRST MI. LAST NAME, Rank, USAF Commander, Your Unit</p>		
<p style="text-align: center;">ENABLING RAPID GLOBAL MOBILITY</p>		

## Attachment 5

## EXAMPLE AUGMENTEE QUOTA DISTRIBUTION

Figure A5.1. Augmentee Quota Distribution.

A	B	C	D	E	F	G	H	I
UNIT	ASGN E6 and BELOW TOTAL	AEF TASKING E6 and BELOW	AFI EXEMPT and HONOR GUARD	MANNING POOL	% TOTAL AVAILABLE	% ASGN 'X' QUOTAS	REQD	DIRECTED BY ARB
WG STAFF	65	0	16	49	4%	.96	1	0
MSG	685	3	313	369	32%	7.68	8	8
CG	363	12	10	341	29%	6.96	7	7
OG	121	0	40	81	7%	1.68	2	2
MDG	370	23	24	323	28%	6.72	7	7
Total	1604	38	403	1163			25	24


**Columns:**

- A. Self-Explanatory.
- B. Assigned E-6 and below population: provided by the 375 FSS/FSRI.
- C. Self-Explanatory: provided by unit deployment manager and/or group chief.
- D. Approved AFI exemptions outlined in this instruction or waivers approved by ARB. Honor guard numbers provided by group chief.
- E. Total assigned E-6 and below population remaining after C and D are subtracted from B.
- F. Total available unit manning pool (E) divided by total installation available manning pool.
- G. Fair share distribution following standard mathematical rounding rules (greater than five round up to nearest whole number).
- H. Actual number of augmentees identified by ARB.

Attachment 6

DESIGNATION OF UNIT AUGMENTATION PROGRAM MANAGERS'

Figure A6.1. Example of Designation Letter.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

Date

MEMORANDUM FOR 375 AMW Augmentation Program Manager

FROM: Your UNIT/CC

SUBJECT: Your Unit Augmentation Duty Program Manager

1. The following individuals are appointed as *Your Unit* Augmentation Program Managers:

Grade/Name	Duty Phone	e-Mail
Primary:		
Alternate:		

2. This letter supersedes all previous appointment letters, same subject.

FIRST MI LAST NAME, Rank, USAF  
Commander, Your Unit

ENABLING RAPID GLOBAL MOBILITY