

**BY ORDER OF THE COMMANDER  
OF THE 51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION  
10-243**



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(Colonel Michael S. Strunk)

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This publication implements Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty*. This instruction outlines the purpose, procedures, and responsibilities for using the augmentation program. It applies to all personnel assigned to Osan Air Force Base, including tenant units. 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 chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C 8013, Secretary of the Air Force, and EO 9397. Requests to release Privacy Act information, to persons or agencies outside the DOD must be in accordance with AFI 33-332, *The Air Force Privacy and Civil Liberties Program*. Privacy Act System of Records Notice numbers “F036 AFPC C – Military Personnel Records System” and F036 AFPC Q – Personnel Data System (PDS)” apply.**

**1. Program Description:** Augmentation means using people to perform duties outside their assigned Control Air Force Specialty Code (CAFSC). The Augmentation Program documents, validates, and approves workload that must be accomplished through augmentation, identifies personnel available to perform the work, and equitably tasks units across Osan AB to provide

personnel to do the work. It also provides direction for the training and management of tasked personnel to ensure they have the appropriate skills to do the work and fulfill their augmentation duty requirements. The intent is to help local commanders make the best use of existing resources to meet local exercise, contingency, or real-world taskings in support of base plans and/or base requirements.

## **2. Responsibilities:**

### 2.1. 51st Fighter Wing Vice Commander (51 FW/CV)

2.1.1. Serves as Osan AB Augmentation Program OPR.

2.1.2. Chairs the Augmentation Review Board (ARB) and may appoint additional advisors to attend the ARB.

2.1.3. Final approval authority for augmentation requests, methods for identifying personnel available to perform augmentee duties, methods for fairly allocating augmentee taskings, exemption requests, and tasking reclaims.

2.1.4. Ensures augmentation requirements are identified, tasked to supporting units, and personnel tasked to perform augmentee duties are trained.

2.1.5. Appoints an Augmentation Program Manager (APM). APM should be no lower than the grade of O-4 and is not a sitting commander.

### 2.2. Augmentation Program Manager (APM).

2.2.1. Chairperson of Augmentation Working Group (AWG).

2.2.2. Briefs ARB on behalf of the AWG; non-voting member of ARB.

2.2.3. Manages ARB and AWG meeting schedules, provides agendas and minutes.

2.2.4. Coordinates with 51 FSS Manpower and Organization Office (51 FSS/FSMM) to ensure ARB and AWG priorities are built into methods for determining augmentation requirements, personnel available for augmentee duty, determining exemptions, and in fairly allocating augmentee taskings.

2.2.5. Co-Managed by 51 MSG/CD and 51 MXG/CD.

### 2.3. Augmentation Review Board (ARB).

2.3.1. The decision making body for augmentation planning, coordination, and implementation on behalf of the 51 FW/CC.

2.3.2. Voting members consist of the 51 FW/CV (Chairperson) and the 51 FW Operations Group Commander (equivalent or deputy); Maintenance Group Commander (equivalent or deputy), Mission Support Group Commander (equivalent or deputy), and Medical Group Commander (equivalent or deputy). Each Osan AB tenant unit may designate a representative and request voting member status. The Chairperson may designate additional members.

2.3.3. Non-voting members include 51 FSS/FSMM (requirements, exemptions, and shortfall/reclaim advisors) and 51 FW/CCA.

2.3.4. Convenes quarterly to review augmentation requirements and tasking allocations. Convenes as required to consider augmentation requirements and tasking shortfalls. Changes requests as a result.

2.3.5. Approves augmentation requirements and shortfalls based on the servicing 51 FSS/FSMM representative's advice.

2.3.6. Provides approved augmentation requirements and augmentee taskings to 51 FW/CCA for distribution to 51 FW and Osan AB tenant units.

#### 2.4. Augmentation Working Group (AWG):

2.4.1. Chaired by APMs; Chairpersons may appoint advisors to attend the AWG.

2.4.2. Voting members consist of the APM and the 51 CPTS Superintendent, Operations Group Superintendent, Maintenance Group Superintendent, and Medical Group Superintendent. Osan AB tenant organizations may designate a representative and request voting member status.

2.4.3. Non-voting members include 51 FSS/FSMM (requirements and reclama advisors) and 51 FW/CCA.

2.4.4. Recommends approval/disapproval of validated augmentation requirements and Augmentation Program User (APU) requests to change augmentation requirements to ARB. Each AWG Representative will brief APU requirements for his/her Group and may invite APU to provide supporting details.

2.4.5. Recommends approval/disapproval of methods for determining personnel available to perform augmentation duties and fairly allocating augmentee taskings to ARB.

2.4.6. Recommends approval/disapproval of reclaims submitted by tasked units and if necessary recommends reallocation of tasking.

2.4.7. Receives augmentee taskings from 51 FW/CCA, forwards to Supporting Squadron/Unit Commander.

2.4.8. Meets as required to review new validated augmentation requirements and existing requirements. Voting members may request meetings of the AWG through the APM. Provides recommendations for approval to ARB.

2.4.9. Convenes quarterly to review augmentation requirements and tasking allocations. Reviews augmentation requirements and shortfalls as required.

2.4.10. Identifies issues and recommends solutions to improve Augmentation Program execution to the APM.

2.5. 51 FW/CCA receives approved augmentation requirements and augmentee taskings from the ARB and distributes them to AWG Representatives.

#### 2.6. 51st Force Support Squadron Manpower and Organization Office (51 FSS/FSMM)

2.6.1. Validates augmentation requests from APU prior to APU submission to their AWG representative for AWG consideration. Reviews APU justification for workload to confirm it is required by 51 FW or higher authority and applies standard management

engineering methods to validate number of augmentees requested, i.e. manpower standard, equation, manning factors, or 51 FW approved factor.

2.6.2. Coordinates with 51 FW and Osan AB tenant units to determine positions exempt from consideration for augmentation duty.

2.6.3. Recommends methods for determining personnel available for augmentation duty and fairly distributing augmentee taskings to AWG for approval. Applies ARB approved methods to determine unit authorizations available for augmentation duty and fairly distribute augmentee taskings.

2.6.4. Advises the ARB and AWG on the need for and utilization of augmentees, and recommends solutions to augmentee reclama actions.

2.6.5. Receives and validates reclama requests from supporting unit Commanders; may recommend reallocation of augmentee taskings to AWG to resolve augmentee shortfall.

2.6.6. Maintains a database of all augmentation requirements.

## 2.7. Supporting Squadron/Unit Commander

2.7.1. Designates a primary and alternate Unit Augmentation Coordinator (UAC) in writing. Provides copy of appointment letter to AWG Representative.

2.7.2. Receives augmentee taskings from AWG Representative, forwards to UAC.

2.7.3. Provides trained augmentees as directed by 51 FW/CCA.

2.7.4. Receives notification of augmentee shortfalls from UAC; identifies shortfalls to 51 FSS/FSMM for validation.

## 2.8. Unit Augmentation Coordinators

2.8.1. Receives augmentee taskings from Squadron/Unit Commander.

2.8.2. Manages unit augmentee program by tasking 110% of personnel identified as available for augmentation duties as augmentees. Maintains records to support sustainment of the program, e.g. Grade, Name, SSAN last 4 digits, Office Symbol, Date Assigned, DEROS, Augmentation Team, Training Required, Date Trained.

2.8.3. Identifies personnel who will perform augmentee duties, excluding personnel within 30 days of permanent change of station (PCS). Obtains augmentee appointment letters from the Unit Commander, provides copies to augmentees and applicable Augmentation Team Leader.

2.8.4. If personnel are not available to perform augmentation duties, identifies shortfalls to Unit Commander.

2.8.5. Coordinates with Augmentation Team Leader to 1.) ensure personnel tasked to perform augmentee duties receive appropriate training and equipment and 2.) confirm augmentee reporting requirements, i.e. uniform, duty location, hours.

2.8.6. Coordinates with personnel performing augmentee duties to ensure they understand training, equipment, and reporting requirements. Directs personnel to report to APU for training or duty.

2.8.7. Identifies issues and recommends solutions to AP execution to AWG Representative.

2.9. Augmentation Program User (APU).

2.9.1. Identifies augmentation requirement in detail, defining workload, number of augmentees required, proposed duty schedule, training, grade, and unique duty requirements, i.e. driver's license, line badge. Identifies justification for augmentation requirement citing 51 FW or higher authority mandating workload. Coordinates with 51 FSS/FSMM to validate manpower requested to support augmentation requirement.

2.9.2. Provides validated augmentation requests to AWG Representative. With AWG Representative approval, may brief AWG to explain augmentation request.

2.9.3. Determines augmentee duties and trains augmentees to perform duties. Tracks augmentee training and coordinates training with the augmentees' UAC.

2.9.4. Funds augmentee training, equipment, uniform items, i.e. rain gear, cold weather gear, and safety gear, i.e. steel toed boots, gloves, reflective belts (if not already provided by the member's unit).

2.10. Augmentation Team Leader (ATL).

2.10.1. Directs execution of augmentee duties. Coordinates with UAC to track personnel assigned to augmentation duties, schedule training, and document training status. Prior to augmentees departing for PCS, reassignment, separation, or retirement, coordinates with UAC to ensure replacements are identified and trained.

2.10.2. Coordinates with UAC to clarify augmentation duty location and hours. Aims to resolve any issues with augmentee duty performance at the lowest level. Addresses issues with augmentee duty performance with UAC. Identifies issues and recommends solutions to Augmentation Program (AP) execution to AWG Representative.

2.11. Augmentee Personnel:

2.11.1. Reports to the APU for training or to perform augmentee duty as directed by the UAC. Completes required training in prescribed time. Performs augmentee duties as directed by the ATL. While activated as augmentees, augmentee personnel are under the operational control of the APU for all appointments, duty schedule, and training.

2.11.2. Notifies UAC of any change in status that could affect ability to perform augmentation duties or attend augmentation training, i.e. temporary duty (TDY), medical profile. Returns equipment issued by APU when relieved from augmentation program duties.

**3. Augmentation Categories.**

3.1. Peacetime Augmentation Requirement: one-time or recurring duty that supports the 51 FW mission, does not require specific career field skills, and can be accomplished with minimal training, i.e. Drug Demand Reduction Program, Trash Detail, etc.

3.2. Wartime/Exercise/Contingency Augmentation Requirement: duty supporting 51 FW wartime mission or base contingency support plans, i.e. Security, Shelter Management, etc.

**4. Requesting Augmentee Support:** APU will coordinate validation of its request with 51 FSS/FSMM prior to submitting the request through their AWG Representative to the AWG. The request must identify the augmentation requirement in detail, defining workload, number of augmentees required, proposed duty schedule, training, grade, and unique duty requirements, i.e. driver's license, line badge. The request will include justification for the augmentation requirement citing 51 FW or higher authority mandating workload.

**5. Shortfall/Reclama Process to Request Relief from Augmentee Tasking.**

5.1. Unit Commanders unable to support an augmentation tasking will coordinate validation of shortfall/reclama requests within their respective Groups. Reclamas from the Group level will route requests to the 51 FSS/FSMM prior to submitting the request through their AWG Representative to the AWG. The request must identify the requirement and provide justification for why the Group cannot fill requirement, i.e. manpower cuts, mission changes.

5.2. 51 FSS/FSMM will seek to identify resources within the wing that can fill the requirement. If 51 FSS/FSMM determines the shortfall/reclama request is valid, it will provide a recommendation for retasking the allocation to another Group to the AWG.

**6. Personnel Available to Perform Augmentation Duty.**

6.1. Peacetime

6.1.1. In order to determine the number of personnel available to perform peacetime augmentee duties, 51 FSS/FSMM will apply a consistent, baseline formula across all units involved in the Augmentation Program. In order to minimize the impact of changes in assigned personnel due to leave, TDY, etc, the baseline will identify only a percentage of the positions authorized on each unit's unit manning document (UMD).

6.1.2. In order to best fit the augmentation duties required, the formula may be tailored to include only specific grades. For example, the baseline formula may consider only 85% of each unit's UMD positions in grades E-6 and below, so that if a unit had 100 positions in grades E-6 and below on its UMD only 85 (85% x 100) would be considered available to perform augmentee duties.

6.2. Wartime/Exercise/Contingency

6.2.1. In order to determine the number of personnel available to perform wartime, exercise, and contingency augmentee duties, 51 FSS/FSMM will apply a consistent, baseline formula across all units involved in the Augmentation Program. In order to best fit the augmentation duties required, the baseline formula may be tailored to include only specific grades.

6.2.2. Positions validated by 51 FSS/FSMM and approved by the 51 FW/CV as having specific mission related duties will be exempted from consideration for augmentee duty. Requested exemptions require justification based on AFI guidance at the MAJCOM (or equivalent) level or higher.

6.2.3. In order to minimize the impact of changes in assigned personnel due to leave, TDY, etc, the baseline formula will identify only a percentage of the remaining positions authorized on each unit's UMD as available to perform augmentee duties.

## 7. Allocation of Augmentee Taskings.

7.1. Augmentation requirements will be tasked to supporting units through a process approved by 51 FW/CV.

7.2. The sum of all the positions identified as available to perform augmentee duties will be the total number of potential augmentees. This will be the maximum number of augmentees the wing is able to provide using its baseline formula.

7.3. If the number of augmentation requirements is smaller than the total number of personnel available to perform augmentee duties, augmentation taskings will be allocated proportionally based on each unit's percentage of the total. For example, if there are 10 augmentation requirements and 51 FSS has 70 personnel available for augmentee duties while 51 CS has 30 personnel available, the total number of available personnel would be 100 with 70% in 51 FSS and 30% in 51 CS. A proportional distribution of taskings would give 7 taskings to 51 FSS ( $70\% \times 10 = 7$ ) and 3 to 51 CS ( $30\% \times 10 = 3$ ).

## 8. Initiating Augmentation.

### 8.1. Peacetime

8.1.1. Augmentation Program activation must be approved by the 51 FW/CV.

8.1.2. 51 FW/CCA will distribute augmentation taskings.

8.1.3. ATL will provide augmentee reporting requirements to UAC who will direct augmentees to report for duty.

8.1.4. Personnel performing augmentee duty fall under the operational control of the APU.

### 8.2. Wartime/Exercise/Contingency

8.2.1. APUs request Augmentation Program activation through their AWG Representative to the AWG, which provides a recommendation to the ARB. 51 FW/CV will initiate Augmentation Program activation.

8.2.1.1. If the 51 FW Crisis Action Team (CAT) is in place, Augmentation Recall will be initiated via a CAT Directive (CAT-D).

8.2.1.2. If the CAT is not in place, Augmentation Program will be initiated through 51 FW/CCA.

8.2.2. During exercises, prior to Augmentation Program activation, individuals are assigned to their normal duties. It is recommended that ATLs and UACs coordinate and when possible align shift worker schedules to maximize augmentee effectiveness.

8.2.3. Upon recall, personnel assigned to perform augmentee duty will report to their designated duty location with required gear and equipment.

8.2.4. Personnel performing augmentee duty fall under the operational control of the APU.

BROOK J. LEONARD, Colonel, USAF  
Commander

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

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

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

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**51 FW/CV**—1st Fighter Wing Vice Commander

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

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

**AP**—Augmentation Program

**APM**—Augmentation Program Manager

**APU**—Augmentation Program User

**ARB**—Augmentation Review Board

**ATL**—Augmentation Team Leader

**AWG**—Augmentation Working Group

**CAFSC**—Control Air Force Specialty Code

**CAT**—Crisis Action Team

**CAT**—D -CAT Directive

**IAW**—in accordance with

**OPR**—Office of Primary Responsibility

**PCS**—permanent change of station

**RDS**—Records Disposition Schedule

**TDY**—temporary duty

**UAC**—Unit Augmentation Coordinator

**UMD**—unit manning document