

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION  
10-243**



**9 JUNE 2020**

Certified Current, 28 SEPTEMBER 2022  
**Operations**

**AUGMENTATION DUTY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and Air Force Pamphlet (AFPAM) 10-243 *Augmentation Duty*. This instruction establishes procedures and defines responsibilities for the administration of the Kunsan Air Base Augmentation Program. The Augmentation Program is designed to identify and train augmentees for installation manpower requirements to include both wartime and peacetime contingencies, emergency situations and base exercises. These procedures apply to all Kunsan personnel. 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 the AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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***SUMMARY OF CHANGES***

This document has been substantially revised. Augmentation requirement numbers have been removed and are now found in a wing policy memo. Additionally, administrative procedures have been revised.

1.	Program Mission.....	3
2.	Office of Primary Responsibility (OPR): .....	3
3.	Augmentation Review Board:.....	3
Table 1.	ARB Members and Advisors.....	3
4.	Responsibilities:.....	3
5.	Augmentation Validation.....	7
6.	Augmentation Requirements. ....	7
7.	Augmentation Activation:.....	7
8.	Reclama Requests:.....	8
9.	Augmentee Replacement: .....	9
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>10</b>
<b>Attachment 2—AUGMENTATION REQUEST MEMORANDUM FORMAT</b>		<b>12</b>
<b>Attachment 3—AUGMENTATION REQUIREMENT REQUEST</b>		<b>13</b>
<b>Attachment 4—AUGMENTEE PROGRAM APPOINTMENT MEMORANDUM FORMAT</b>		<b>14</b>
<b>Attachment 5—DESCRIPTION AND BREAKDOWN OF 8 FW STANDING AUGMENTATION REQUIREMENTS</b>		<b>15</b>
<b>Attachment 6—AUGMENTEE RECLAMA REQUEST EXAMPLE</b>		<b>16</b>
<b>Attachment 7—BASE AUGMENTEE RECALL PROCESS</b>		<b>18</b>

**1. Program Mission.** The 8th Fighter Wing (8 FW) Augmentation Program identifies augmentation requirements for installation-level scenarios which require additional manpower to support both wartime and peacetime contingencies, emergency situations and base exercises. The 8th Fighter Wing will prioritize augmentee requirements by mission at the time they are requested. For example, if defending the base is prioritized over sortie generation, then the wing commander will prioritize Security Forces (SF) augmentation over flight line duties. When sortie generation is the priority, then that takes precedence over SF augmentation.

**2. Office of Primary Responsibility (OPR):** The 8 FW/CV will serve as the Augmentation Program OPR. The 8 FW/CV will establish an Augmentation Review Board (ARB) to manage local augmentation programs, appoint members, and chair the ARB.

**3. Augmentation Review Board:**

3.1. The ARB is made up of two groups: Voting members and advisors. Only voting members will vote on ARB issues. Voting members and advisors are listed in **Table 1**

3.1.1. In the case where a voting member (Group Commander) is not available, the deputy group commander or group superintendent of the respective group may act as the voting member.

**Table 1. ARB Members and Advisors.**

8 FW/CV	Chairperson
8 OG/CC	Voting Member
8 MXG/CC	Voting Member
8 MSG/CC	Voting Member
8 MDG/CC	Voting Member
8 FW/CCC	Advisor
8 OG/CCC	Advisor
8 MXG/CCC	Advisor
8 MSG/CCC	Advisor
8 MDG/CCC	Advisor
8 WSA/SEA	Advisor
8 FW/SJA	Advisor
8 CES/CC	Advisor
8 SFS/CC	Advisor
8 LRS/CC	Advisor
8 FSS/FSM: Installation Augmentation Program Monitor	Advisor
Unit Augmentation Program Monitors	Advisor
Augmentation Team Leaders	Advisor

**4. Responsibilities:**

**4.1. ARB Responsibilities:**

4.1.1. Determine activities that require augmentation support and the number of trained augmentees required to support each activity.

4.1.2. Approve augmentation requirements based on the advice of requesting unit/advisors.

**4.2. ARB Chairperson:**

- 4.2.1. Ensures ARB convenes annually or more frequently to validate and prioritize standing augmentation requirements.
- 4.2.2. Ensures members and advisors attend all ARB meetings.
- 4.2.3. Ensures advisors provide the data, analysis, and information necessary for the ARB to make decisions.
- 4.2.4. Documents, signs, and distributes ARB decisions to all units in the form of ARB meeting minutes. The ARB meeting minutes are directive in nature and will be used as the authority and reference to implement decisions.

**4.3. Group Commanders:**

- 4.3.1. Serve as voting member to the ARB.
- 4.3.2. Submit requested reclamation to the 8 FW/CC or CV (or designee) for approval.

**4.4. Wing and Group CCC/Wing Staff Agency Superintendents.** Serve as the principle advisor to the respective group commander on matters pertaining to the augmentation program.

**4.5. Installation Augmentation Program Manager (IAPM):**

4.5.1. The Superintendent of Manpower & Organization (8 FSS/FSM) will serve as the IAPM and provide day-to-day administration and oversight of the augmentation program. During 8 FW contingencies, emergency situations, and exercises, the Emergency Support Function 6 (ESF-6) representative assigned to the Emergency Operations Center (EOC) will assume the duties of the IAPM.

**4.5.2. IAPM Responsibilities:**

- 4.5.2.1. Schedule ARB meetings; provide agendas, minutes, and other documents as required to all board members, advisors, and other ARB attendees.
- 4.5.2.2. Form a Working Group NLT 30 days prior to the ARB to compile data and recommendations on new augmentation requirements and other program revision requests for the voting members of the ARB to consider.
- 4.5.2.3. Brief the 8 FW/CV (ARB Chairperson) on all actions and recommendations of the ARB advisors.
- 4.5.2.4. Confirm augmentation requirements are documented and validated before submission to the ARB for action.
- 4.5.2.5. Provide status updates as requested to ARB members and advisors.
- 4.5.2.6. Coordinate reclamation during all situations where the augmentation program has been initiated; to include peace time, contingencies, emergency situations, and exercises.
- 4.5.2.7. Ensure Unit Augmentation Program Monitors (UAPM) maintain augmentee training documentation and keep augmentee rosters current at all times.

4.5.2.8. Maintain program management tools, and appointment memoranda in a current and accurate state.

4.5.2.9. Update and staff wing policy memo titled “8 FW Augmentation Requirements” as required.

#### 4.6. Squadron Commanders:

4.6.1. Maintain oversight of unit augmentee taskings and make every effort to assign augmentees who E-5s or below. **NOTE:** Assignment of 7-levels is not recommended due to their importance for the unit’s primary mission.

4.6.2. Appoint in writing the UAPM.

4.6.3. Ensure augmentees report their absence to the UAPM due to leave, Temporary Duty (TDY), and Permanent Change of Station (PCS) departure dates at least 30 days prior. Exceptions are emergency leaves or medical (on quarters).

4.6.4. Ensure members assigned to SFS augmentation duty maintain suitability to bear firearms in accordance with AFI 31-117, *Arming and Use of Force by Air Force Personnel*, **paragraph 2.3**, all inclusive. If a member is placed on the Do-Not-Arm (DNA) roster, a replacement must immediately be appointed.

4.6.5. Ensure completion of required training for assigned augmentees.

4.6.6. Submit augmentee requests (**Attachments 2** and **Attachment 3**) to IAPM for validation.

4.6.7. Submit reclama requests (**Attachment 6**) through their group commander to 8 FW/CC or CV for approval.

#### 4.7. Unit Augmentation Program Monitors (UAPM) (Supporting Units):

4.7.1. Must have at least 6 months until PCS (upon initial appointment) and will continue duties until a trained replacement is appointed.

4.7.2. Represent the supporting unit on augmentation matters.

4.7.3. Provide current and accurate appointment letter to IAPM. (Attachment 4).

4.7.4. Provide current and accurate Augmentee Roster to applicable Augmentation Team Leaders (ATL).

4.7.5. Support Commanders in ensuring that any member assigned to SFS augmentation duty maintains suitability to bear firearms in accordance with AFI 31-117, paragraph 2.3., all inclusive.

4.7.6. Review training schedules and verify standing augmentation commitments are maintained IAW the Augmentation Team Leader’s (ATL) guidance.

4.7.7. Coordinate and verify augmentees attend scheduled training.

4.7.8. Coordinate with ATL to provide essential equipment and/or access for augmentees to perform assigned duties.

4.7.9. Notify ATLs of training cancellations as soon as possible but NLT 5 days prior to the scheduled training date. Exceptions are emergency leaves, medical (on quarters), or short-notice TDY.

4.7.10. Identify augmentees that are within 60 days of PCS and schedule replacements for required training.

4.7.11. Ensure that upon initial appointment all augmentees have a minimum of 6 months until PCS.

4.7.12. Upon Augmentee Activation

4.7.13. Notify augmentees to report for augmentation duty

4.7.14. Notify their Unit Control Center (UCC) once ALL augmentee notifications have been accomplished

4.7.15. During exercises, UAPMs will consolidate squadron reclama requests (**Attachment 6**) for submission through the respective group commander. Reclama requests must include a narrative risk assessment to required unit operations to support reclamas unrelated to personnel availability.

#### 4.8. **ATL (Supported Unit):**

4.8.1. Represent the supported unit on augmentation matters.

4.8.2. Develop and maintain an augmentee training program and keep accurate records for all training.

4.8.3. Ensure rosters and appointment memorandums are current and accurate.

4.8.4. Provide essential equipment for augmentees to perform their assigned duties.

4.8.5. Notify UAPMs if an augmentee is required to have a Restricted Area Badge.

4.8.6. Track completed augmentee training and provide master training rosters to the supporting unit upon request of the UAPM or squadron commander.

4.8.7. Submit an Augmentation Requirement Request Memorandum (**Attachment 2**) to the IAPM for validation when augmentation requirements change.

4.8.8. Notify the IAPM and supporting unit of training no-shows in writing.

4.8.9. Upon Augmentee Activation

4.8.9.1. Account for received augmentees

4.8.9.2. Provide augmentee accountability status to the supported unit's UCC.

#### 4.9. **Augmentees:**

4.9.1. Should be an E-5 or below. E-6s and above are typically critical to the owning unit's operational mission and should not be designated as augmentees.

4.9.2. Must report for duty upon activation by the 8 FW/CC or 8 FW/CV.

4.9.3. Meet all training, duty, and equipment requirements as specified by the UAPM and the ATL.

4.9.4. Immediately notify their UAPM of availability changes at least 30 days prior to leave, TDY, extended medical profile, or other absences.

4.9.5. Notify UAPM 60 days prior to PCS.

4.9.6. Security Forces Augmentees:

4.9.6.1. Will possess a current weapons qualification and will continue assigned augmentee duties until a trained replacement is appointed.

4.9.6.2. Must notify their UAPM if they are placed on medical restrictions, determined to be unfit to bear firearms, or to have a qualifying conviction of domestic violence in accordance with AFI 31-117, paragraph 2.3., all inclusive.

**5. Augmentation Validation.** The augmentation validation process is required to justify and approve duties requiring additional manpower to meet mission requirements in a specific functional area.

5.1. Augmentation requests must be submitted, in writing per **Attachments 2** and **Attachment 3**, from the functional area squadron commander to modify or add new requirements to the standing primary and exercise augmentation requirements outlined in the wing policy memo titled “8 FW Augmentation Requirements.”

5.1.1. Request must include the proposed number of augmentees, a detailed description of duties to be performed, and training requirement(s).

5.1.2. Submit new requirements to the IAPM for consideration prior to the next ARB. However, this process can be initiated and approved by the ARB chairperson at any time.

5.2. The IAPM will validate requirement(s) and propose augmentation tasking to the ARB.

5.3. Upon ARB approval of the augmentation requirement, the specific function will be added to the 8 FW Augmentation Requirements policy letter.

5.4. **Attachment 5** provides a description of the existing augmentation requirements.

**6. Augmentation Requirements.**

6.1. Current augmentation requirements and assignments to each unit may be found in the wing policy memo titled “8 FW Augmentation Requirements”.

6.2. Exercise augmentation requirements validate unique capabilities and the distribution of fair share taskings levied upon each squadron.

**7. Augmentation Activation:**

7.1. Activation may occur during either wartime or peacetime contingencies, short-notice emergencies, or base exercises. Squadron commanders requiring augmentation will determine the number of augmentees needed to meet mission needs. NOTE: During real-world contingency operations where the priority mission is to “Defend the Base,” it is assumed that the operational mission may be significantly degraded. Therefore, as determined by the 8 FW/CV or designee, manpower resources will be shifted to the priority mission until other mission sets can be safely executed. Security Forces augmentees will be recalled per 8 FW/CV approval following the recommendations and threat assessment of the Defense Force Commander (DFC).

7.2. The 8 FW/CC or CV (or designee) will approve requirements and direct activation of augmentees via the Crisis Action Standard Operating Procedures (CASOPs) or by Senior Staff Directive (SSD).

7.3. The EOC director through the ESF representatives will communicate augmentation activation with the UCCs. NOTE: ESF-6 will be the EOC director's point of contact for the Augmentee Program and act as the IAPM.

7.4. UCCs will coordinate with their UAPM to recall assigned augmentees.

7.5. UAPMs will

7.5.1. Determine augmentee availability.

7.5.2. Take initial accountability.

7.5.3. Verify training currency.

7.5.4. Ensure SFS augmentees are still suitable to bear firearms in accordance with AFI 31-117, paragraph 2.3., all inclusive.

7.5.5. Provide augmentees with the required reporting instructions.

7.5.6. Submit the roster of recalled augmentees as well as any pertinent information to their UCC.

7.6. Supporting unit UCCs will provide roster of recalled augmentees as well as any pertinent information to their ESF representative.

7.7. ATLS will

7.7.1. Account for received augmentees.

7.7.2. Provide accountability status via the augmentee roster to their UCC.

7.8. Supported unit UCCs will provide augmentee roster to their ESF representative.

7.9. ESF representatives will provide augmentee roster to ESF-6. **NOTE:** If a unit cannot support the augmentation requirement, they must submit a reclama justification letter (**Attachment 6**) signed by the unit commander through their respective Group Commander to the 8 FW/CC or CV (or designee).

7.10. ESF-6 will report the status of augmentation requirements to the 8 FW/CC or CV (or designee). The status will include total augmentation numbers, reclama justifications, and a risk assessment.

## 8. Reclama Requests:

8.1. Reclamas are the inability for units to provide support to the augmentation program upon activation. All mitigation options must be exhausted by the tasked unit prior to submitting the reclama (**Attachment 6**).

8.2. Units will identify reclamas when augmentation is activated. Reclamas must include detailed information on risk to mission if reclama is not approved.

8.3. Squadron Commanders will submit reclama requests through their Group Commander to the 8 FW/CC or CV (or designee) for approval.

**9. Augmentee Replacement:**

9.1. Units that desire to replace an augmentee after activation must have the change pre-coordinated with their UAPM. Pre-coordination activities include identifying a replacement who is in-place and trained prior to officially removing the augmentee from post.

9.2. In the event a unit needs to remove an augmentee and cannot replace them, the unit will follow the reclama procedures listed in [para. 8.3](#)

TAD D. CLARK, Colonel, USAF  
Commander

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

AFPD 10-2, *Readiness*, 6 Nov 2012

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

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 02 Feb 2016

AFI 33-322, *Records Management and Information Governance Program*, 6 March 2020

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AB**—Air Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Policy Directive

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

**AFSC**—Air Force Specialty Code

**ARB**—Augmentation Review Board

**ATL**—Augmentation Team Leader

**CASOP**—Crisis Action Standard Operating Procedure

**CBRN**—Chemical, Biological, Radiological, and Nuclear

**CDRF**—Cargo Deployment/Reception Function

**CES**—Civil Engineer Squadron

**CPS**—Collective Protection System

**DFC**—Defense Force Commander

**DNA**—Do-Not-Arm

**EMST**—Emergency Management Support Team

**EOC**—Emergency Operations Center

**ESF**—Emergency Support Function

**ESSS**—Electronic Staff Summary Sheet

**FW**—Fighter Wing

**IAPM**—Installation Augmentation Program Manager

**IAW**—In Accordance With

**LIMFAC**—Limiting Factor

**NCO**—Noncommissioned Officer

**NLT**—No Later Than

**OCR**—Office of Collateral Responsibility

**OPR**—Office of Primary Responsibility

**PACAF**—Pacific Air Forces

**PCS**—Permanent Change of Station

**RDS**—Records Disposition Schedule

**SF**—Security Forces

**SMT**—Shelter Management Team

**SSD**—Senior Staff Directive

**TACON**—Tactical Control

**TDY**—Temporary Duty

**UAPM**—Unit Augmentation Program Monitor

**UCC**—Unit Control Center

**Attachment 2****AUGMENTATION REQUEST MEMORANDUM FORMAT****Figure A2.1. Augmentation Request Memorandum Format.**

<p>MEMORANDUM FOR 8 FW INSTALLATION AUGMENTATION PROGRAM MANAGER</p> <p>FROM: (Requestor Name, Unit/Office Symbol)</p> <p>SUBJECT: Augmentation Duty Request</p> <p>1. AUGMENTATION DUTY/DUTY DESCRIPTION (Describe duties to be performed.)</p> <p>2. REQUIREMENTS: (Include number of personnel requested and current manning levels by Air Force Specialty Code (AFSC))</p> <p>3. JUSTIFICATION/MISSION IMPACT/REFERENCES: (Describe how not getting additional personnel will impact your unit's ability to successfully perform its assigned mission. Provide applicable references such as AFIs, PACAF Instructions, or 8 FWIs, etc. as memorandum attachments.) – Fill out Attachment 3 questionnaire form for IAPM.</p> <p>4. OPR: (Requesting Unit UAPM and contact information)</p> <p>5. REQUIRED COORDINATION: Coordinate Augmentation Duty Request memorandum using an Electronic Staff Summary Sheet (eSSS) through the requesting Unit Commander, 8 FSS Manpower &amp; Organization Flight (IAPM), and the unit's Group Commander. The Augmentation Review Board Chairman signs the eSSS and memorandum approving/disapproving the request.</p> <p style="text-align: right;">LAWRENCE T. SULLIVAN, Col, USAF Chairman, Augmentation Review Board</p> <p>Attachment(s):</p>
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## Attachment 3

## AUGMENTATION REQUIREMENT REQUEST

Figure A3.1. Augmentation Requirement Request.

QUESTIONNAIRE FORM (Supplement to Attachment 2)					
1. How many personnel are you requesting _____?					
2. What will they be used for _____?					
3. What will their role be?					
* Real-world (and exercise) mission? Yes/No If Yes, what proportion_____?					
* Exercise "role-player" mission? Yes/No If Yes, what proportion_____?					
4. What will their frequency of use be?					
* On-call? Yes/No	If Yes,	weekly	Monthly	Qrtly	
* Recurring duties? Yes/No	If Yes,	weekly	Monthly	Qrtly	
How many hours per duration:					
* Shift Worker? Yes/No					
* Training Days? Yes/No	If Yes, how many days_____?				
*	What duration?	weekly	monthly	Qrtly	semi-annual
5. What factors specifically drive the augmentation numbers? Please explain: (e.g. Directives, mission, span of control, event schedules)					
6. What factors specifically drive the frequency of use? Please explain: (e.g. shifts, durations of workloads, event schedules)					
7. Are there specific Limiting Factors (LIMFACs) or requirements personnel must have (AFSC, prefix, weapons, specific training)					

**Attachment 4**

**AUGMENTEE PROGRAM APPOINTMENT MEMORANDUM FORMAT**

**Figure A4.1. Augmentee Program Appointment Memorandum Format.**

MEMORANDUM FOR 8 FW Installation Augmentation Program Manager					DATE SIGNED
FROM: Your Squadron Commander					
SUBJECT: Unit Augmentation Program Monitor (UAPM) or Augmentation Team Leader (ATL) Appointment Letter.					
1. In accordance with 8 FWI 10-243, I appoint the following personnel as Unit Augmentation Program Monitor (UAPM) or Augmentation Team Leaders (ATL):					
<u>Rank/Name</u>	<u>Office Symbol</u>	<u>Duty Phone</u>	<u>Home Phone</u>	<u>DEROS</u>	<u>Comments</u>
Primary rank and name					
Alternate rank and name					
2. If you have any questions, please contact NAME or OFFICE SYMBOL at 782-xxxx.					
Your commander's name, rank, USAF Commander					
CC: Each individual named in memo					

## Attachment 5

### DESCRIPTION AND BREAKDOWN OF 8 FW STANDING AUGMENTATION REQUIREMENTS

**A5.1. Primary Augmentation Requirements.** Primary Augmentees are personnel designated to serve in an augmentation capacity as their primary duty during exercises and/or contingency operations for the duration of their assignment at Kunsan AB. Units are responsible for ensuring they have the appropriate number of Primary Augmentees trained and ready to report for augmentation duty WHEN recalled. This is not an additional duty.

**A5.2. Security Forces Augmentation.** 8 SFS requires augmentees to establish the base defensive posture and fill wartime posts to “Defend the Base.” Supporting units are tasked to provide augmentees to 8 SFS in accordance with the requirements summary in the wing policy memo titled “8 FW Augmentation Requirements.” Designated SF augmentees are considered members of the USAF Arming Group A, and therefore specifically authorized to bear and use firearms in-garrison, and to support peace and wartime functions IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*, [paragraph 2.2.1.4](#) 8 SFS will manage, train, equip, and retain tactical control (TACON) over all assigned Security Forces augmentees (when activated). The Defense Force Commander (DFC) will only request the number of SF Augmentees needed for the proportion of the security posts required to defend the areas of the installation involved in real-world or exercise simulations/evaluations.

**A5.3. Emergency Management Support Team (EMST) Augmentation.** The 8th Civil Engineer Squadron (8 CES) requires augmentees to establish EMSTs to perform Chemical, Biological, Radiological, and Nuclear (CBRN) reconnaissance and assist with CBRN command and control. Supporting units are tasked to provide augmentees to 8 CES in accordance with the requirements summary the wing policy memo titled “8 FW Augmentation Requirements.” 8 CES will manage and train all EMST augmentees.

**A5.4. Dormitory, Fighter Squadron and Wing Headquarters Shelter Management Team (SMT) Augmentation.** 8 CES requires SMT augmentees to support four Collective Protection System (CPS) dormitories (Bldgs 504, 522, 535, and 603). Additionally, the Wing Headquarters (Bldg 1305, 2 per shift) and the 35th and 80th Fighter Squadrons (Bldgs 2567 and 915, 1 per shift per building) require augmentation for SMT and Post Attack Reconnaissance (PAR). Note: For all other units that own and operate within CPS facilities, SMT is a mission requirement owned by that unit, not an augmentation requirement. 8 CPTS receives 4 augmentees (external resource advisors) to assist with supporting their SMT augmentation requirements.

## Attachment 6

## AUGMENTEE RECLAMA REQUEST EXAMPLE

Figure A6.1. Augmentee Reclama Request Example.

25 Aug 2019																										
<p>MEMORANDUM FOR 8 FW/CV</p> <p>FROM: 8 LRS/CC</p> <p>SUBJECT: SFS Augmentee Reclama Request</p> <p>1. Below is a reclama request of 26 SFS augmentees.</p> <ol style="list-style-type: none"> <li>a. 26 augmentees requested by Security Forces.</li> <li>b. 0 augmentees to support.</li> <li>c. 26 unavailable augmentees to support.</li> </ol> <p>2. Kunsan AB has 24 cargo aircraft forecasted over the next 72 hours transporting follow-on forces. 40 LRS members have been pulled from their regular work centers to operate the Cargo Deployment/Reception Function (CDRF). 45 Air Transportation Specialists are expected inbound within the next 60 hours to take over this mission. If this mission fails to meet its timeline, LRS will be expected to sustain the CDRF in the interim. Operating the CDRF with the required 40 members will cause the following functions to be suspended/degraded:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Function</th> <th style="text-align: left;">Status/Risk to Mission</th> </tr> </thead> <tbody> <tr> <td>Airfield Damage Repair support</td> <td>Suspended</td> </tr> <tr> <td>Licensing</td> <td>Suspended – certification and licensing services have been stopped</td> </tr> <tr> <td>Passenger Travel</td> <td>Suspended</td> </tr> <tr> <td>Packing and Crating (Outbound Surface Cargo)</td> <td>Suspended</td> </tr> <tr> <td>Inbound Surface Cargo Reception</td> <td>Significantly degraded</td> </tr> <tr> <td>Main Base Supply Customer Service/Equipment Accountability</td> <td>Suspended</td> </tr> <tr> <td>Vehicle Management (Vehicle Maintenance)</td> <td>Degraded – Fleet Management manning dropped to 75%. Firetruck and Refueler Maintenance manning dropped to 66% - repair of sortie generating vehicles degraded</td> </tr> </tbody> </table> <p>3. If 26 additional augmentees are withdrawn from LRS, the following functions will be suspended/degraded:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Function</th> <th style="text-align: left;">Status/Risk to Mission</th> </tr> </thead> <tbody> <tr> <td>Wrecker Services</td> <td>Suspended</td> </tr> <tr> <td>Surface Cargo Delivery (Aircraft Parts)</td> <td>Significantly degraded (MICAPs only)</td> </tr> <tr> <td>Flight Service Center (Main Base Supply)</td> <td>Suspended – inventory sustainment operations – will prevent timely reorder of depleted items.</td> </tr> <tr> <td>Vehicle Management Support</td> <td>Significantly degraded – Fleet Management</td> </tr> </tbody> </table>	Function	Status/Risk to Mission	Airfield Damage Repair support	Suspended	Licensing	Suspended – certification and licensing services have been stopped	Passenger Travel	Suspended	Packing and Crating (Outbound Surface Cargo)	Suspended	Inbound Surface Cargo Reception	Significantly degraded	Main Base Supply Customer Service/Equipment Accountability	Suspended	Vehicle Management (Vehicle Maintenance)	Degraded – Fleet Management manning dropped to 75%. Firetruck and Refueler Maintenance manning dropped to 66% - repair of sortie generating vehicles degraded	Function	Status/Risk to Mission	Wrecker Services	Suspended	Surface Cargo Delivery (Aircraft Parts)	Significantly degraded (MICAPs only)	Flight Service Center (Main Base Supply)	Suspended – inventory sustainment operations – will prevent timely reorder of depleted items.	Vehicle Management Support	Significantly degraded – Fleet Management
Function	Status/Risk to Mission																									
Airfield Damage Repair support	Suspended																									
Licensing	Suspended – certification and licensing services have been stopped																									
Passenger Travel	Suspended																									
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Surface Cargo Delivery (Aircraft Parts)	Significantly degraded (MICAPs only)																									
Flight Service Center (Main Base Supply)	Suspended – inventory sustainment operations – will prevent timely reorder of depleted items.																									
Vehicle Management Support	Significantly degraded – Fleet Management																									

	dropped to 50%. WRM dispersal severely degraded. Reception of Host Nation vehicles suspended. Overall Mission Essential Levels unsustainable
Aircraft Hot Pit Operations	Suspended

4. All mitigation options have been exhausted and the unit is requesting reclama of 26 SF augmentees. If you have any questions concerning this contact the LRS UCC at DSN 782-0082.

ANDREW S. GORDON, Maj, USAF  
Commander

1st Ind, 8 MSG/CC

25 Aug 19

MEMORANDUM FOR 8 FW/CV

Request approval / disapproval / adjustment of augmentee reclama. If adjusted, recommend LRS be tasked to provide \_\_\_ augmentees.

JENNIFER L. NEVIUS, Colonel, USAF  
Commander

2nd Ind to 8 LRS/CC, 25 Aug 19, SFS Augmentee Reclama Request

8 FW/CV

25 Aug 19

MEMORANDUM FOR 8 LRS/CC

Request for reclama approved / disapproved / adjusted. If adjusted, LRS is required to provide \_\_\_ augmentees.

LAWRENCE T. SULLIVAN, Colonel, USAF  
Vice Commander

## Attachment 7

## BASE AUGMENTEE RECALL PROCESS

**A7.1. Guidance.** Is IAW 8FWI 10-243 *Augmentation Duty Program (Para 4)*. During 8 FW contingencies, emergency situations, and exercises, the Emergency Support Function 6 (ESF-6) representative assigned to the Emergency Operations Center (EOC) will assume the duties of Installation Augmentation Program Manager (IAPM). **NOTE:** These task/action statements are accomplished in chronological order. Some actions may occur simultaneously and some may deviate based on the situation. All actions should be considered.

Figure A7.1. Task/Action Statements.

	TASK/ACTION	OPR	OCR
1.	Initial Augmentation Determination <ul style="list-style-type: none"> <li>Initiate a working group, as needed</li> <li>Supported unit recommend number/type of augmentee</li> <li>Leadership determines number/type of augmentees</li> </ul>	CAT CHAIR	EOC ALL UCCs
2.	SSD is published with augmentation information. The SSD will contain: <ul style="list-style-type: none"> <li>Augmented activity</li> <li>Number of augmentees required (by unit) per augmented</li> </ul>	EOC	ALL ESFs ALL UCCs
3.	ESF will contact their unit's UCC to notify of augmentee recall and will forward SSD	ESFs	ALL UNITS
4.	UCC will contact UAPM to start augmentee recall procedures and will forward SSD	UCCs UAPMs	
5.	UAPMs notified of augmentee recall <ul style="list-style-type: none"> <li>Supported units prepare to receive and employ augmentees</li> <li>Supporting units notify augmentees to report for augmentation duty <ul style="list-style-type: none"> <li>Are augmentees pre-identified: <ul style="list-style-type: none"> <li>If so, make notification</li> <li>If not, coordinate augmentee support</li> </ul> </li> <li>Relay SSD reporting instructions to member (time, location, required gear and comfort items)</li> </ul> </li> </ul>	ESF UCCs	ALL UNITS
6.	<b>Supporting</b> unit's UAPM will notify their UCC once ALL augmentee notifications have been accomplished	UAPMs	ALL UNITS
7.	<b>Supporting</b> unit's UCC will notify their ESF once ALL augmentee notifications have been accomplished	UCCs	ALL UNITS

	<b>TASK/ACTION</b>	<b>OPR</b>	<b>OCR</b>
8.	<p><b>Supported</b> unit's ATL will notify their UCC upon receipt of the total number of requested augmentees and provide roster</p> <ul style="list-style-type: none"> <li>If all augmentees are not received the supported unit's ATL will notify their ESF through their UCC</li> <li><del>NOTE: Units will be responsible to provide ALL augmentee</del></li> </ul>	ATL UCCs ESF	EOC
9.	<p><b>Supported</b> unit's UCC will notify their ESF once ALL augmentees have been posted or otherwise employed in the <u>augmentation function and provide roster</u></p>	UCCs ESF	ALL UNITS
10.	<p>ESF Representatives will update and provide roster to ESF-6 once their augmentee tasking is complete</p>	ESF	ESF-6
11.	<p>ESF-6 will update EOC director when all augmentee taskings are complete</p>	ESF-6	EOC
	AUGMENTEE RECALL COMPLETE		