

**BY ORDER OF THE COMMANDER
ELLSWORTH AIR FORCE BASE**

**ELLSWORTH AIR FORCE BASE
INSTRUCTION 10-243**



13 AUGUST 2020

Operations

AUGMENTATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 28 FSS/FSOX

Certified by: 28 FSS/CC
(Major Lisa A. Kazakos)

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty Program*. The 28th Bomb Wing Commander (28 BW/CC) directs the implementation of an Augmentation Program at Ellsworth Air Force Base (AFB) applicable exclusively to the 28th Bomb Wing (28 BW). This instruction does not apply to the 89th Attack Squadron or associate units located on Ellsworth 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 in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 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 Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional 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 Uniform Code of Military Justice (UCMJ).

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 28 BW/CC will establish an Augmentation Review Board (ARB) to manage local augmentation requirements.

1.3. The 28th Bomb Wing Vice Commander (28BW/CV) is appointed the augmentation OPR and ARB chairperson. He/she provides the 28 BW/CC with advice on decisions to meet the temporary exercise, contingency, wartime, or emergency requirements of the 28 BW.

1.3.1. The 28th Force Support Squadron (FSS) Readiness Office (FSOX) serves as the 28 BW/WAPM.

2. Responsibilities

2.1. The 28 BW/CC will encourage tenant units and non-Air Force organizations to participate in the host installation augmentation program.

2.2. The ARB will convene annually, at a minimum, and as often as deemed necessary by the WAPM.

2.2.1. The ARB voting members are the 28 BW/CV (chairperson), the 28th Mission Support Group Commander (or deputy), the 28th Operations Group Commander (or deputy), the 28th Maintenance Group Commander (or deputy), the 28th Medical Group Commander (or deputy), the 28 BW Director of Staff, the 28 BW Command Chief, and group superintendents.

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 a primary and alternate GAM who are responsible for the overall management of their respective group's augmentation program. Provide appointment letters to the WAPM. For a template see [Attachment 5](#).

2.3.2. Participate in the ARB as directed in [paragraph 2.2.1](#)

2.4. Unit Commanders will:

2.4.1. Appoint primary and alternate UAC's who are responsible for the overall management of their respective unit's Augmentation program. Provide UAC appointment letters to the GAM who will forward them to the WAPM. For a template see [Attachment 5](#).

2.4.2. Provide an Augmentee Readiness Report to each supported UAC on the first duty day of each quarter and/or within 72 hours of any personnel changes IAW the Air Force Enlisted Classification Directory. For a Security Forces template see [Attachment 3](#).

2.5. The 28 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 28th Force Support Squadron Manpower Office (28 FSS/FSM) will:

- 2.6.1. Utilize approved management engineering methods to determine augmentation requirements fair share with approved augmentation and exemption requests.
- 2.6.2. Ensure the information technology system (ITS) provides the WAPM 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 taskings, as determined by the ARB, are filled and provide supported units the names of members tasked to perform augmentee duties.
- 2.7.2. Resolve any difficulties their squadrons may have 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. For a Security Forces augmentee letter template see [Attachment 3](#).

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 clearly outlined in any 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 for their assigned tasks 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. Augmentees 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 and the supported unit. Refer to [Attachment 3](#) for a letter example.
- 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 the augmentee duties of 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 toe boots, leather work gloves, reflective belts, etc.).
- 2.9.5. Establish a training program. Programs will include tracking all required training, coordinating training with supporting UAC, notifying supporting UAC of training no-shows and reporting no-shows through their respective GAM.
- 2.9.6. Train new personnel to replace augmentee personnel who are projected for a permanent change of station (PCS), a temporary duty (TDY) for 90 days or more, or who are medically waived.
- 2.9.7. Ensure augmentees are fully utilized in required support duties or promptly returned back to their units.

2.10. Augmentees 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. Child care, projected leave and appointment issues should be addressed with UAC at the time of appointment for augmentation. Augmentees should understand that mission demands may 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 28 BW/CV (ARB Chair), the 28 BW/WAPM will solicit for augmentation requests and exemptions and announce ARB dates. The ARB will convene no sooner than 60 days after the solicitation notice.
- 3.2. Units will submit requests in accordance with [Attachment 2](#) and provide any supporting documentation to their group commander. If the group commander approves the request, it is forwarded to the WAPM for ARB inclusion. The WAPM will send all request and exemptions to the ARB members prior to the ARB.
 - 3.2.1. Units will internally realign assigned personnel to meet temporary exercise, contingency, wartime, or emergency requirements prior to requesting augmentation.
 - 3.2.2. Units may forward augmentation requests or requests for exemption from augmentation at any time, but must do so no later than 30 days prior to the next scheduled ARB. WAPM will collect/review the augmentation requests and exemption requests and distribute to the ARB members prior to the next scheduled ARB. An example of a request for exemption from augmentation can be found at [Attachment 4](#).

3.2.3. Prior to the ARB, the 28 BW/CV (ARB Chair) prioritizes augmentation requests in order of greatest mission impact and provides the prioritized listing to the WAPM. The WAPM will provide the prioritized requests to the 28 FSS/FSM who will determine/validate fair share quotas prior to the ARB.

3.2.4. The ARB will meet to approve requests, new exemptions and the fair share quotas and revalidate distribution annually or as needed. Fair share distribution will be determined by subtracting AFI directed/locally approved exemptions and AEF taskings from unit assigned strength E-1 through E-6. See paragraph 5 for locally approved exemptions.

3.2.4.1. If ARB approvals drive substantive recalculations of fair share quotas, 28 FSS/FSM will recalculate quotas and the WAPM will route the new quotas for approval by the ARB within 1 week of the ARB meeting.

3.2.4.2. If the ARB voting members are in agreement with the fair share quota validated by the Manpower Office then the quotas are released to the GAMs by the WAPM.

3.2.4.3. If the ARB voting members cannot reach an agreement on the fair share quotas validated by the Manpower Office, the 28 BW/CV will make the final decision on the augmentation quotas.

3.2.5. The WAPM will publish minutes, fair share quotas, and augmentation requests and exemptions for 28 BW/CV signature no later than 10 days after the ARB. All signed, approved documents will be posted on the Wing Augmentation Program sharepoint site at

<https://cs2.eis.af.mil/sites/11624/28BW/28MSG/28FSS/commandstaff/ops/WAP/SitePages/Home.aspx>

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. The respective group commander will notify the wing commander and/or vice commander, and delegate the execution and oversight of notifications 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 receipt of an augmentation request from a group commander, 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. GAMs will then provide the requesting unit, and courtesy copy the WAPM, with a listing of all assigned augmentees' names and contact information to fill the tasking.

DAVID A. DOSS, Colonel, USAF
Commander

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

5U.S.S. 552A, *Title 5, United States Code (U.S.C.) Section 552a*

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFPAM 10-243, *Augmentation Duty*, 01 August 2002

AFPD 10-2, *Readiness*, 06 November 2012

Article 92 UCMJ, *Failure to Obey Order or Regulation*

Executive Order 9397, *FDR on Social Security-Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943

Privacy Act of 1974

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

28BW—28th Bomb Wing

28BW/CC—28th Bomb Wing Commander

28BW/CV—28th Bomb Wing Vice Commander

28FSS—28th Force Support Squadron

28FSS/FSM—28th Force Support Squadron Manpower Office

AEF—Air Expeditionary Force

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management Systems

AFSC—Air Force Specialty Code

ARB—Augmentation Review Board

EOD—Explosive Ordinance Disposal

FAC—Fitness Assessment Cell

FOUO—For Official Use Only

FSOX—Readiness Office

GAM—Group Augmentation Monitor

IAW—In accordance with

ITS—Information Technology Systems

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PAS—Personnel Accounting System

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

TDY—Temporary Duty

UAC—Unit Augmentation Coordinator

UCMJ—Uniform Code of Military Justice

UTC—Unit Type Code

WAPM—Wing Augmentation Program Manager

Attachment 2

AUGMENTATION REQUIREMENT MEMORANDUM

Figure A2.1. Sample Augmentation Letter.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

MEMORANDUM FOR Your Group/CC

FROM: Your Unit/CC

SUBJECT: Augmentation Requirement for Your Work Area

1. The purpose of this letter is to provide an example of an augmentation requirement request. Please include the following in your request.
 - a. Personnel Required: Provide number of required or requested augmentees
 - b. Duty Description: Briefly describe the activity to be performed by the augmentees
 - c. Current Manning Levels: Provide number of personnel currently performing
 - d. Mission Impact: Describe how not receiving augmentees will impact your unit's ability to successfully perform its assigned mission.
 - e. References: Identify all applicable references to support your requirements. Air Force Instructions, AFGSC Instructions or Supplements, and 28 BW Instructions or Supplements, etc. (include paragraph numbers when appropriate).
2. This letter also provides manning information that will be used by the Augmentation Review Board (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)
3. My POC for this request will be rank, name, duty phone number

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

Attachment 3

SUITABILITY TO PERFORM AUGMENTEE DUTIES

Figure A3.1. Sample Augmentee Letter.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 28TH BOMB WING (AFGSC)
 ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

MEMORANDUM FOR 28 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 Enforcement 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 suggests member 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 Privacy 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)

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

Attachment 4

AUGMENTATION EXEMPTION REQUEST

Figure A4.1. Example Augmentation Exemption Request Letter.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 28TH BOMB WING (AFGSC)
 ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

MEMORANDUM FOR Augmentation Review Board

FROM: Your UNIT/CC

SUBJECT: Example of an Augmentation Exemption Request

1. Your Squadron requests 104 position-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:

a. *Your 1st Section:* 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.

b. *Your 2nd Section:* 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).

c. *Your 3rd Section:* 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.

d. *Your 4th Section:* 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.

3. My POC for this request will be rank, name, duty phone number

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

Attachment 5

DESIGNATION OF UNIT AUGMENTATION PROGRAM MANAGERS

Figure A5.1. Example of Designation Letter.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

MEMORANDUM FOR 28 BW Augmentation Program Manager

FROM: Your Unit/CC

SUBJECT: Your Unit Augmentation Duty Program

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

<u>Grade/Name</u>	<u>Duty Phone</u>	<u>Email</u>
Primary:		
Alternate:		

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

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