

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

**HILL AIR FORCE BASE INSTRUCTION  
10-201**



**1 NOVEMBER 2022**

**Operations**

**AUGMENTATION DUTY PROGRAM**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*. This instruction outlines responsibilities and procedures for an effective Augmentation Duty Program (ADP) at Hill Air Force Base (HAFB) that complements Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty Program*. The ADP is managed by the 75th Air Base Wing (75 ABW) in support of installation functions as determined by the Augmentation Review Board (ARB). It is designed to identify, assign, and train a pool of personnel to temporarily augment 75 ABW units that may not possess the manpower required for exercises, contingencies, or emergencies. The ADP is not intended to augment unit manning shortages during normal, routine work schedules or for long-term operations. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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 Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 18 United States Code (U.S.C.), Section 1382. The applicable System of Records Notice (SORN), F036 HQ AF PC C, Military Personnel Records Systems and F036 HQ AF PC Q, Personnel Data System (PDS), are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

***SUMMARY OF CHANGES***

This instruction has been significantly changed to include Augmentation Review Board requirements, **paragraph 2.3**, rank requirements for Augmentation Program Manager, **paragraph 2.1.5**, fair share calculations and equations, **Attachment 7**, addition of weapons qualification requirements, **paragraph 9**, addition of the Hill Expeditionary Airman Readiness Training Program, **paragraph 10.1**, duty time and length of tour updates, paragraphs **10 and 14**, and security forces training requirements, **Attachment 6**. Various administrative corrections were also made throughout the document. Added procedures for opening and closing the school gate at **paragraph 12**.

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**1. Overview.** Operational Plans (OPLAN), base security posture, emergency scenarios, etc. drive the requirement for ADP work center teams. Units that lead these teams appoint ADP Team Chiefs that identify and develop augmentation requirements, equipment needs, and training plans. The ADP, directed by AFPAM 10-243, exists to leverage personnel outside their normal duties or Air Force Specialty Code (AFSC). Appointed augmentees will perform ADP duties in accordance with this instruction and AFPAM 10-243.

## **2. Responsibilities.**

### 2.1. The 75 ABW Vice Commander (75 ABW/CV).

2.1.1. Serves as HAFB 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). The APM should be no lower than the grade of O-4 and is not a sitting commander.

2.1.6. Responsible to adhere to legal, regulatory and bargaining agreement stipulations when using civilian employees in the ADP (Chapters 4-5).

### 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 75th Force Support Squadron (75 FSS) Manpower and Personnel Office (75 FSS/FSM) 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 75th Mission Support Group (75 MSG) Deputy Commander (75 MSG/CD) and 388th Maintenance Group (388 MXG) Deputy Commander (388 MXG/CD).

2.2.6. The 75th Security Forces Squadron (75 SFS) provides a non-commissioned officer (NCO) to the 75 MSG to staff the position or to the 75 SFS Training Section (75 SFS/S3T) as determined by the Defense Force Commander (DFC) and 75 MSG Commander (75 MSG/CC). It is the responsibility of the DFC to appoint one primary Augmentation Duty Program Manager (ADPM) and one alternate ADPM for a recommended term of six months. The ADPM must be replaced when a position is projected to become vacant. The alternate ADPM will be selected from within the 75 SFS/S3T.

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

2.3.1. The decision making body for augmentation planning, coordination, and implementation on behalf of the 75 ABW Commander (75 ABW/CC).

2.3.2. Voting members consist of the 75 ABW/CV (Chairperson) and the 75 MSG/CC (equivalent or deputy); 388 MXG/CD (equivalent or deputy), 75th Mission Support Group Commander (equivalent or deputy), and 75th Medical Group Commander (equivalent or deputy). Each HAFB tenant unit may designate a representative and request voting member status. The Chairperson may designate additional members.

2.3.3. Non-voting members include 75 FSS/FSM (requirements, exemptions, and shortfall/reclama advisors) and 75 ABW Admin Support (75 ABW/CCEA).

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 75 FSS/FSM representative's advice.

2.3.6. Provides approved augmentation requirements and augmentee taskings to 75 ABW/CCEA for distribution to 75 ABW and HAFB 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 75th Comptroller Squadron (75 CPTS) Superintendent, Operations Group Superintendent, Maintenance Group Superintendent, and Medical Group Superintendent. The 75 ABW tenant organizations may designate a representative and request voting member status.

2.4.3. Non-voting members include 75 FSS/FSM (requirements and reclama advisors) and 75 ABW/CCEA.

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 388th Fighter Wing (388 FW) Executive Administration (388 FW/CCEA), 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. The 75 ABW/CCEA receives approved augmentation requirements and augmentee taskings from the ARB and distributes them to AWG Representatives.
- 2.6. The 75 FSS/FSM.
  - 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 75 ABW or higher authority and applies standard management.
  - 2.6.2. Engineering methods to validate number of augmentees requested, i.e. manpower standard, equation, manning factors, or 75 ABW approved factor.
  - 2.6.3. Coordinates with 75 ABW and HAFB tenant units to determine positions exempt from consideration for augmentation duty.
  - 2.6.4. 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.
  - 2.6.5. Advises the ARB and AWG on the need for and utilization of augmentees, and recommends solutions to augmentee reclama actions.
  - 2.6.6. Receives and validates reclama requests from supporting unit Commanders; may recommend reallocation of augmentee taskings to AWG to resolve augmentee shortfall.
  - 2.6.7. 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. Support the Hill Expeditionary Airmen Readiness Training (HEART) program.
  - 2.7.3. Support the Hill Air Force Base School Special Access Gate.
  - 2.7.4. Receives augmentee taskings from AWG Representative, forwards to UAC.
  - 2.7.5. Provides trained augmentees as directed by 75 ABW/CCEA.
  - 2.7.6. Receives notification of augmentee shortfalls from UAC; identifies shortfalls to 75 FSS/FSM for validation.
  - 2.7.7. Ensures member have proper uniform items, inclement weather gear (e.g. rain, cold, gloves, etc.) reflective belts.

2.7.8. The 75 SFS will have a ready pool of military augmentees trained and prepared for activation at all times IAW **Attachment 6**. **NOTE:** The 75 SFS is not authorized to use civilian augmentees and will continue to support the ADP through the program to maintain installation defense requirements outlined in the HAFB Integrated Defense Plan (IDP). Augmentees trained to support the 75 SFS augmentation program will be vulnerable to tasking by their commander for a minimum period of 12 months. If an augmentee is unable to remain in the augmentee duty program, the augmentee must be promptly replaced by the unit providing the augmentee.

2.7.9. If a unit's mission requires augmentees and would like to become a receiver of installation augmentees, that unit must contact the Installation Program Manager to begin the process to seek approval from the 75 ABW/CV. The ARB is the venue to make major changes to the ADP.

## 2.8. Unit Augmentation Coordinators.

2.8.1. Receives augmentee taskings from squadron/unit commander.

2.8.2. Manages unit augmentee program by tasking 100% 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, Augmentation Team, Training Required, Date Trained.

2.8.3. Identifies personnel who will perform augmentee duties, excluding personnel within 90 days of permanent change of station (PCS). Obtains augmentee appointment letter (**Attachment 2**) from the unit commander, provides copies to augmentees and applicable Augmentation Team Leader (ATL).

2.8.4. If personnel are not available to perform augmentation duties, identifies shortfalls to unit commander.

2.8.5. Coordinates with ATL to:

2.8.5.1. Ensure personnel tasked to perform augmentee duties receive appropriate training and equipment.

2.8.5.2. Confirm augmentee reporting requirements, i.e. uniform, duty location, hours.

2.8.5.3. Ensure upon recalls distributions is equal throughout their unit, not one duty section or contain all of their critical personnel.

2.8.5.4. Ensure members have appropriate gear issued from 75th Logistics Readiness Squadron (75 LRS) as available (e.g. IBA, Kevlar helmet, gas mask etc. as needed).

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 75 ABW or higher authority mandating workload. Coordinates with 75 FSS/FSM 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, specialized equipment, safety gear (e.g., steel toed boots, Kevlar gloves, handcuffs, etc.).

2.9.4.1. Required equipment for Security Forces Augmentation duty is listed in [Attachment 6](#).

2.9.4.2. Equipment will be turned into the issuing APU at the completion of duty as a result of call-up or recall. Specialized equipment will not be signed out for the full duration of an augmentee's appointment. All personnel will be required to out process with 75 SFS prior to being released back to parent units at the end of a call-up period. The 75 FSS will ensure this item is included on the base out-processing checklist.

#### 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 75 ABW 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 75 ABW wartime mission or base contingency support plans, i.e. Security, Shelter Management, Chemical, Biological, Radiological, and Nuclear (CBRN) etc.

**4. Requesting Augmentee Support.** The APU will coordinate validation of its request with 75 FSS/FSM 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 75 ABW or higher authority mandating workload.

4.1. The 75 LRS Deployment Team currently augments all of their 45 positions internally, while the 75 FSS Search and Recovery Team currently augment all 22 positions internally. However, the 75 ABW/CV can request augmentation if Deployment or Search and Recovery Team operations exceed internal capabilities within the 75 LRS or 75 FSS respectively.

4.1.1. Training of external augmentees for these teams will be just-in-time. During increased Force Protection Condition (FPCON) or other real-world circumstances that warrant additional augmentation, the 75 SFS Commander (75 SFS/CC) may request additional personnel; these personnel will be trained just-in-time.

**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 75 FSS/FSM 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. The 75 FSS/FSM will seek to identify resources within the wing that can fill the requirement. If 75 FSS/FSM 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, 75 FSS/FSM 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 O-3 and below, so that if a unit had 100 positions in grades O-3 and below on its UMD only 85 (85% x 100) would be considered available to perform augmentee duties. ([Attachment 7](#)).

6.1.3. Personnel assigned to critical functions may be exempt from ADP assignments/fair share. Squadron commanders or equivalents must coordinate exemption requests via eSSS through 75 FSS Manpower and Personnel Flight (75 FSS/FSM) and 75 MSG for 75 ABW/CV decision. Forward approved exemption requests to the ADP Managers.

## 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, 75 FSS/FSM 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 75 FSS/FSM and approved by the 75 ABW/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 75 ABW/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 75 FSS has 70 personnel available for augmentee duties while 75 ABW Communications & Information Directorate (75 ABW/SC) has 30 personnel available, the total number of available personnel would be 100 with 70% in 75 FSS and 30% in 75 CS. A proportional distribution of taskings would give seven taskings to 75 FSS ( $70\% \times 10 = 7$ ) and 3 to 75 CS ( $30\% \times 10 = 3$ ).

## 8. Initiating Augmentation.

### 8.1. Peacetime.

8.1.1. Augmentation Program activation must be approved by the 75 ABW/CV.

8.1.2. The 75 ABW/CCEA will distribute augmentation taskings.

8.1.3. The 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. The APUs request Augmentation Program activation through their AWG Representative to the AWG, which provides a recommendation to the ARB. The 75 ABW/CV will initiate Augmentation Program activation.

8.2.2. If the 75 ABW Crisis Action Team (CAT) is in place, Augmentation Recall will be initiated via a CAT Directive (CAT-D).

8.2.3. If the CAT is not in place, Augmentation Program will be initiated through 75 ABW/CCEA.

8.3. 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.

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

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

## **9. Weapons Qualification.**

9.1. All SF augmentees are required to be Arming Group A weapons certified annually IAW AFI 36-2654, *Combat Arms Program*. Augmentees require M-16/M-4 (dependent on the weapon system issued by 75 LRS) qualification only.

9.2. Weapons qualification will be coordinated by the home Unit Deployment Manager (UDM). Upon completion of qualification, copies of the AF Form 522, *Ground Weapons Training Data and USAF Firearms*, will be maintained by 75 SFS and the augmentee's UDM.

## **10. Hill Expeditionary Airman Readiness Training (HEART) Program.**

10.1. HEART is a two week readiness training program designed to minimize mission disruptions, maintain security levels, and equip HAFB Airman with the basic skills with which to operate more effectively in a future Expeditionary capacity. The agreement between the 75 ABW and 388 FW is that HAFB Airman attending the First Term Airman Center course will attend the two week HEART program the following week.

10.2. Each Airman will receive instruction on basic Entry Controller duties and responsibilities, installation entry requirements, as well as how to operate the Delta Active Vehicle Barrier system in case of emergencies. These Airman will put this training into action when they support the 75 SFS Entry Controllers from 0600 to 0830 hours Monday through Friday for two weeks following graduation from First Term Airmen Course. This gate detail reduces morning wait times at the gates.

10.3. Self-Aid Buddy Care (SABC) hands-on training: Each Airman will be taught lifesaving skills such as airway management, bleeding control, and different methods of patient transportation instructed by the owning unit trainer, not the 75 SFS trainers unless coordinated through the 75 SFS/S3T NCOIC (three-year currency).

10.4. My Learning and Joint Knowledge Online: Each Airman will complete 15 hours of required online training consisting of Total Force Awareness Training and Expeditionary Readiness Training.

## 11. Other Considerations: Gate Entry Control.

11.1. The purpose of the ID Checker Program is to expedite entry onto HAFB during peak entry times through the use of additional military personnel to verify ID cards at each gate. This program was designed to improve traffic flow and help alleviate traffic jams during morning rush hours.

11.2. Each unit tasked to support the program is required to assign a point of contact (POC) to coordinate all personnel assignments. Notify the 75 SFS/S3T ADPM with contact information for the unit POC.

11.3. A total of six ID checkers are required. The South gate requires three people, the West gate requires two, and the Roy gate requires one. The ID checkers will work Monday through Friday (except federal holidays and HQ AFMC family days). All personnel will report as directed by the program manager. The ID checkers will receive a briefing on proper entry procedures and valid entry credentials. All personnel will be posted from 0500-0730 and released back to their work centers upon completion. It is imperative ID checkers bring foul weather/cold weather gear and a flashlight.

## 12. Hill Air Force Base School Special Access Gate.

12.1. Each squadron with personnel living in installation housing provides individuals to augment special access requirements. Members assigned perform basic Entry controller duties and responsibilities and communications procedures to report denied access or incidents requiring Security Force's response. These Airman or civilians will put this training into action when they support the 75 SFS from the hours annotated in [Table 1](#) Augmentee will be issued a radio and a key 15 minutes prior to gate opening at building 408/BDOC.

**Table 1. Base School Special Access Gate.**

Monday	Tuesday - Thursday	Friday
0730 - 0900	0805 - 0900	0805 - 0900
1125 - 1140	1125 - 1140	1045 - 1100
1230 - 1250	1235 - 1255	1120 - 1140
1515 - 1540	1515 - 1540	1320 - 1340

12.2. The purpose of the School Special Access Gate Program is to expedite entry onto HAFB during school hours by using additional personnel to verify ID cards of parents and dependents.

12.3. Each unit tasked to support the program must assign a POC to coordinate all personnel assignments. Notify the 75 SFS/S3T ADPM with contact information for the unit POC.

12.4. A total of one ID checker is required. The ID checkers will work either Monday through Friday (except federal holidays and HQ AFMC family days) or share responsibility with other augmenters within the assigned unit for that week. All personnel will report as directed by the program manager. The ID checkers will receive a briefing on proper entry procedures and valid entry credentials. All personnel will be posted during the gates opening time and released back to their work centers upon completion. The ID checkers must bring foul weather/cold-weather gear and a radio from the 75 SFS.

### **13. Using Federal Civilian Employees for Augmentation Duty.**

#### 13.1. Guidelines for Filling Positions.

13.2. The supervisor of the augmentee needs to review the applicable job description to determine if augmentee duties require any physical qualifications other than those required by the employee's regular job. If so, a physical examination should be conducted at no expense to the employee.

13.2.1. When possible, match personal skills and capabilities with augmentee duties.

13.2.2. Federal civilian employees will be notified of augmentation duty at least 10 days prior to augmentation start.

13.2.3. Civilians can be used for ADP teams with the exception of 75 SFS and 75 FSS (military only).

13.2.4. Managers and supervisors will follow union guidance as outlined in the Master Labor Agreement (MLA) when selecting personnel for the augmentation program.

#### 13.3. Personnel who volunteer should be selected first.

13.3.1. When selecting federal employees, the following guidance must be considered:

13.3.2. Personnel should not be selected if their normal duties will conflict with ADP assignment.

13.3.3. Single parents, or both parents, should not be selected unless they volunteer.

13.3.4. People with unique transportation arrangements that would interfere with ADP assignment should not be selected.

### **14. Civilian Personnel Hours of Work and Compensation.**

14.1. The following is provided to help properly account for exercise/alert hours worked by augmentees.

14.2. The administrative workweek begins at 0001 on Sunday and ends at 2400 on the next Saturday. The calendar day in which a shift begins is considered the day of duty even though the shift extends into the next calendar day or administrative workweek. Employees should have at least an eight hour break between shifts. According to the work schedule, the first eight hours, nine hours (for 5/4/9), or ten hours (for 4/10) worked by the augmentee are considered regular non-overtime hours. Avoid scheduling of work on Sundays or holidays (or the designated day in lieu of a holiday) as premium pay for non-overtime hours worked is applicable in either situation.

14.3. Employees will be advised as soon as possible of their assigned work schedule while on augmentee duty, as required by the event (i.e., five 8-hour days with evening shifts). To the extent operationally feasible, employees will retain their regular duty days and only the shift hours will be changed. Augmentees will not be forced to change their normally scheduled workdays for the purpose of avoiding overtime costs (or compensatory time in lieu of overtime pay).

14.4. Timekeepers will mark the time sheets with “Exercise/Alert” in the remarks-time in/out section for applicable documented periods (i.e., overtime, compensatory time, excused absence, etc.).

14.5. No Lunch Period (NLP) will be marked on time sheets. Employees will be provided a paid 20 minute on-the-job lunch period (while performing duties) between the third and sixth hours of the shift.

14.6. A night differential of 10% is authorized for general schedule (GS) and AcqDemo augmentees when their regularly scheduled non-overtime shift falls between 1800 and 0600.

14.7. Wage Grade (WG) augmentees shift differential is authorized at 7.5% when the majority of the regularly scheduled non-overtime shift is between 1500 and 2400, and 10% when most of their non-overtime shift falls between 2300 and 0800. If the employee’s normal shift is at a higher differential, they will receive that higher rate for time worked as an augmentee.

14.8. Federal Wage System (WG, Wage Leader, or Wage Supervisor), GS, and AcqDemo employees are entitled to overtime pay for properly ordered and approved overtime work performed in excess of the normal work schedule. Employees may request compensatory time in lieu of overtime pay for overtime work scheduled during the administrative workweek. Compensatory time may not be granted in lieu of overtime pay for overtime work scheduled prior to the start of the administrative workweek, unless the employee is on a flexible work schedule. Employees who are non-exempt from the Fair Labor Standards Act may also be entitled to overtime pay when they are suffered or permitted to perform overtime work (reference AFI 36-128, *Pay Setting and Allowances*). All GS and AcqDemo employees earning above GS-10, Step 10 pay may be required to accept compensatory time for overtime work performed; however, overtime is not payable for employees earning above the rate for GS-10, Step 10 unless specifically approved in advance by Commanders, Directors, and Chief of Staff Offices or as delegated in writing to management levels. One purpose is to ensure GS employees do not exceed maximum salary limitations.

14.9. Due to complexities with individual fund cite assignments, overtime costs will be funded by the organization providing the augmentee. Contact the 75 CPTS for further details.

14.10. When assigned duties are completed prior to the end of the shift (regular non-overtime hours) the following priority will be used by team leads if standby duty is not required:

14.10.1. Every effort must be made to assign other work, including release back to the employees’ normal position/location during normal operating hours.

14.10.2. Offer employees liberal use of annual or other appropriate personal leave, documented and approved on Office of Personnel Management (OPM) Form 71, *Request for Leave or Approved Absence* (see DODI1400.25V630\_AFI36-815, *Leave*.)

14.10.3. Unavoidable absences, brief periods of early dismissal, and brief periods of tardiness of less than one hour may be excused by the supervisor or he or she may provide the employee opportunity to request approved leave, earned credit hours, or previously-earned compensatory time off. The leave approving supervisor of augmentees may excuse employees only for the periods and the reasons specified in DODI1400.25V630\_AFI36-815.

14.10.4. The installation commander or head of serviced organizations is authorized to excuse employees for brief periods for any other reasons that are deemed to be in the best interest of the public or the Air Force. Heads of serviced organizations are those individuals whose activity is not located on an Air Force installation or are a separate Air Force agency. Tenant commanders are not heads of serviced organizations. A "brief period" normally means not more than four hours per day. Administrative leave differs from administrative dismissal in that it normally addresses individual employees being excused for non-mission related emergency reasons, or for reasons the government encourages such as voting.

14.10.5. The Wing Commander or equivalent may administratively dismiss employees from duty for managerial reasons (i.e. worksite maintenance, no power, excess temperatures, etc.) that could not have been planned for or known in advance. Dismissal must be used sparingly (see AFI 36-815, Chapter 10).

14.10.6. Scheduled overtime should be ended as soon as it is determined the purpose has ended. Document hours performed during overtime or the minimum two hours overtime for callback purposes, if applicable, for timekeeping and pay purposes (there is no charge to leave if overtime ends early).

14.10.7. Augmentees may be required to be on-call or remain at the duty station in a standby status. The parameters for each are as follows:

14.10.7.1. On-Call: Designated augmentees are on notice that, if mission needs dictate, they may be required to report for duty during their normal off-duty time. In these situations, the employees are not required to remain at a designated official duty location or their living quarters, but may be required to leave a telephone number where they may be reached, or carry an electronic device for the purpose of being contacted and remain within a reasonable call-back radius of the official duty location. When on-call the employee will remain within an established radius, allowed to carry out personal business, and must carry a phone or beeper or be near a home phone. The employee is expected to respond when called and report to duty as requested. The employee is not in a duty status until he/she reports to the work location, at which time a minimum of two hours of callback overtime is applicable (even if work is performed for less than two hours) for the inconvenience of having to prepare and return to duty within an established period of time.

14.10.7.2. Standby Status: Augmentees may be required to be restricted to the official duty station or their living quarters and required to remain in a state of readiness to perform work, and have their activities substantially limited such that they cannot use the time effectively for their own purposes. **NOTE:** All time for which standby status is ordered is considered hours of work for pay and overtime purposes.

14.11. Team chiefs will furnish the details of hours worked by the augmentee within two days of the termination of the event or exercise. Data will be provided to the unit augmentation coordinator to include hours worked and any leave or absences.

14.12. Owing organizations will avoid working augmentees before or after augmentee shifts. Any overtime work ordered for purposes outside of augmentee duty must be distinguished from overtime (or compensatory time in lieu of overtime pay).

JEFFREY G. HOLLAND, Colonel, USAF  
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-128, *Pay Setting and Allowances*, 17 May 2019

AFI 36-2654, *Combat Arms Program*, 16 April 2020

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

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

DODI1400.25V630\_ AFI 36-815, *Leave*, 14 November 2019

***Prescribed Forms***

None

***Adopted Forms***

AF Form 483, *Certificate of Competency*

AF Form 522, *Ground Weapons Training Data and USAF Firearms*

DAF Form 847, *Recommendation for Change of Publication*

OPM Form 71, *Request for Leave or Approved Absence (see AFI 36-815), Leave*

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**ADP**—Augmentation Duty Program

**ADPM**—Augmentation Duty Program Manager

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFPAM**—Air Force Pamphlet

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

**AFSC**—Air Force Specialty Code

**APM**—Augmentation Program Manager

**APT**—Air Passenger Terminal

**APU**—Augmentation Program User

**ARB**—Augmentee Review Board

**ATL**—Augmentation Team Leader

**AWG**—Augmentee Working Group

**CAT**—Crisis Action Team  
**CBT**—Computer Based Training  
**CC**—Commander  
**CDF**—Cargo Deployment Function  
**CMOS**—Cargo Movement Operations System  
**CBRN**—Chemical, Biological, Radiological, and Nuclear  
**DAFPD**—Department Air Force Policy Directive  
**DCC**—Deployment Control Center  
**DFC**—Defense Force Commander  
**DSOE**—Deployment Schedule of Events  
**ECP**—Entry Control Point  
**FPCON**—Force Protection Condition  
**GS**—General Schedule  
**HAFB**—Hill Air Force Base  
**HEART**—Hill Expeditionary Airmen Readiness Training  
**IAW**—In Accordance With  
**IDP**—Integrated Defense Plan  
**LOGMOD**—Logistic Module  
**LP**—Load Plan  
**MHE**—Material Handling Equipment  
**MLA**—Master Labor Agreement  
**MOBAGS**—Mobility Bags  
**MOPP**—Mission Oriented Protective Posture  
**NCO**—Non-Commissioned Officer  
**NCOIC**—Non-Commissioned Officer in Charge  
**NEW**—Net Explosive Weight  
**NLP**—No Lunch Period  
**OPlan**—Operational Plan  
**OPM**—Office of Personnel Management  
**OPR**—Office of Primary Responsibility  
**PAR**—Post-Attack Reconnaissance  
**PCS**—Permanent Change of Station

**PDS**—Personnel Data System

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SABC**—Self-Aid Buddy Care

**SORN**—System of Records Notice

**TDY**—Temporary Duty

**UAC**—Unit Augmentation Coordinator

**UDM**—Unit Deployment Manager

**UMD**—Unit Manning Document

**WL**—Wage Leader

**WG**—Wage Grade

**WS**—Wage Supervisor

**75 ABW**—75th Air Base Wing

**75 ABW/CC**—75th Air Base Wing Commander

**75 ABW/CCEA**—75th Air Base Wing Admin Support

**75 ABW/CV**—75th Air Base Wing Vice Commander

**75 ABW/SC**—75th Air Base Wing Communications & Information Directorate

**75 CPTS**—75th Comptroller Squadron

**75 FSS**—75th Force Support Squadron

**75 FSS/FSM**—75th Force Support Squadron Manpower and Personnel Office

**75 LRS**—75th Logistics Readiness Squadron

**75 MSG**—75th Mission Support Group

**75 MSG/CC**—75th Mission Support Group Commander

**75 MSG/CD**—75th Mission Support Group Deputy Commander

**75 SFS**—75th Security Forces Squadron

**75 SFS/CC**—75th Security Forces Squadron Commander

**75 SFS/S3T**—75th Security Forces Squadron Training Section

**388 FW**—388th Fighter Wing

**388 FW/CCEA**—388th Fighter Wing Executive Administration

**388 MXG/CD**—388th Maintenance Group Deputy Commander

**775 CES/CEX**—775th Civil Engineering Squadron Emergency Management Flight

Attachment 2  
APPOINTMENT LETTERS

Figure A2.1. Team Chief Appointment.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 75TH AIR BASE WING  
HILL AIR FORCE BASE UTAH

Date

MEMORANDUM FOR AUGMENTATION PROGRAM MANAGER

FROM: (Unit Commander/Director)

SUBJECT: Assignment of Unit Team Chief

1. The following individuals have been appointed as Unit Team Chief for [unit name here] IAW Hill AFBI 10-201; both individuals have 12 months retainability.

Primary Team Chief

LAST NAME, FIRST MI.

Rank/Grade

Office Symbol

Duty Phone

Home Phone

Home Address

Alternate Team Chief

LAST NAME, FIRST MI.

Rank/Grade

Office Symbol

Duty Phone

Home Phone

Home Address

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

X

CC/DIRECTOR NAME, Rank, Org (USAF, DAF, etc.)

Duty Title (R Click + Sig Setup to edit)

Figure A2.2. Unit Augmentation Coordinator (UAC) Appointment.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 75TH AIR BASE WING  
HILL AIR FORCE BASE UTAH

Date

MEMORANDUM FOR AUGMENTATION PROGRAM MANAGER

FROM: (Unit Commander/Director)

SUBJECT: Assignment of Unit Augmentee Coordinator (UAC)

1. The following individuals have been appointed as Unit Augmentee Coordinators for [unit name here] IAW Hill AFBI 10-201; both individuals have 12 months retainability.

Primary UAC

LAST NAME, FIRST MI.

Rank/Grade

Office Symbol

Duty Phone

Home Phone

Home Address

Alternate UAC

LAST NAME, FIRST MI.

Rank/Grade

Office Symbol

Duty Phone

Home Phone

Home Address

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

X

\_\_\_\_\_  
CC/DIRECTOR NAME, Rank, Org (USAF, DAF,  
Duty Title (R Click + Sig Setup to edit)

Figure A2.3. Augmentee Assignment Notification.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 75TH AIR BASE WING  
HILL AIR FORCE BASE UTAH

Date

MEMORANDUM FOR ( Unit Augmentee Coordinator)

FROM: (Unit Commander/Director)

SUBJECT: Notification of Augmentee Assignment

1. This is notification that you have been assigned to augmentee the Hill AFB Augmentee Duty Program (ADP). You have been assigned to the [Team Name/Function i.e. Deployment Team, Security Team] starting [date] and ending [date].
2. Your assignment is for a period of [number of months] months. If you wish to remain on the [Team Name/Function i.e. Deployment Team, Security Team], you may volunteer. If you are unable to remain on the team, a formal request must be approved through supervisor and commander or equivalent.
3. Signing this letter constitutes as official notification to the employee.
4. Appointee is a [bargaining/non-bargaining] employee and is a [volunteer/non-volunteer] (for federal civilians).
5. This letter supersedes all previous letters.

(Employee's Signature and Date)

(Supervisor Signature and Date)

X \_\_\_\_\_

Commander's Signature Block

cc:  
Unit Augmentation Coordinator  
Team Chief

### Attachment 3

#### CDF/PDF TIER 1 JOB DESCRIPTIONS/REQUIREMENTS

**A3.1. Tier 1 of the CDF/PDF augmentation program.** Consists of labor centric, flight line activities. These duties are similar in nature and offer added flexibility for the CDF/PDF Augmentation Program. Augmentees assigned to Tier 1 will be trained on one primary duty initially and will then be cross trained into different areas of Tier 1 as needed. These duties will require work in inclement weather, night-time operations, and some moderate to heavy lifting. Each position in Tier 1 will require a flight line access badge. All augmentees that are required to operate MHE must also have a flight line competency card in conjunction with a valid government license.

A3.1.1. Hot Pad Assistant.

A3.1.1.1. Basic duty is to assist Hot Pad Super in management of Hot Pads during STAMP exercises

A3.1.2. Ensure safety of personnel and equipment through active monitoring and communication.

A3.1.3. Monitor net explosive weights (NEW) in relation to set limitations for the hot pad ramp assigned to.

#### **A3.2. Cargo In-Checker.**

A3.2.1. Responsible for validating weights or weighing all unit cargo for deployment and ensures all weights are in agreement with weigh slip. Calculates center of balance to ensure it is correct.

A3.2.2. Inspects each increment for proper marking and hazardous labels. Ensures all tie downs are secure to meet aircraft requirements. Frustrated items not prepared as required.

A3.2.3. Inspects each increment for proper documentation and distributes documentation. Frustrated items not prepared as required.

#### **A3.3. CDF Entry Control and Courier.**

A3.3.1. Basic duties are to serve as access control and courier between scales and bldg. 904.

A3.3.2. Other duties are to include courier between CDF, DCC and PDF and as additional access controllers to the CDF, DCC and PDF if required.

#### **A3.4. Cargo Load Team.**

A3.4.1. Works as part of the cargo load team. Must be able to read a load plan and be able to assist in lining up sequence, loading pallets upon material handling equipment load and secure palletized cargo, roll stock, and floor load cargo.

#### **A3.5. Passenger Hold and Load.**

A3.5.1. Holds passengers in secured area, allowing only authorized personnel to enter/exit. Escorts passengers to the aircraft when notified and provides completed manifest to aircraft commander.

**A3.6. Passenger Baggage Team.**

A3.6.1. Collects and inspects passenger baggage for identification, size, weight etc. Weighs baggage and prepares paperwork as required. Separates baggage between chawks, builds baggage pallets and loads loose baggage on aircraft.

**A3.7. MHE Driver.**

A3.7.1. Inspects and operates forklifts, aircraft loaders and baggage conveyors.

A3.7.2. Must possess a valid government driver’s license for the type of MHE operating as well as a valid flight line competency card.

**Table A3.1. Training and Position Requirements.**

<b>CORE TRAINING REQUIREMENTS</b>	<b>COURSE TITLE</b>	<b>TRAINING TIME (HOURS)</b>
Initial/Annual	CDF/PDF Overview	1
	Hazardous Material Handler Course (CBT)	1
	Spotter	1
	Cargo Prep/Pallet Build Up	4
	Explosive Safety	1
Specialized Initial	Hot Pad Assist	2
	Cargo In-check	2
	EPC/Courier	1
	Cargo Load Team	2
	Baggage Load Team	1
	Passenger Hold and Load	2
	MHE	Varies on MHE type
Quarterly Refresher	Hot Pad Assist (Refresh)	0.5
	Cargo In-check (Refresh)	1
	ECP/Courier (Refresh)	0.5
	Cargo Load Team (Refresh)	1
	Baggage Load Team (Refresh)	1
	Passenger Hold and Load (Refresh)	0.5
	MHE (Refresh)	Varies on MHE type

<b>POSITION REQUIREMENTS</b>	
Functional Requirements	Heavy Lifting (up to 70lbs) Use of fingers Both hands and legs required Long periods of standing or walking Repeated bending Reaching above shoulder Hearing aid permitted Vision with correction permitted Depth perception Operation of motor vehicle Ability for rapid mental and muscular coordination simultaneously Movement of hazardous materials and explosives
Environmental Factors	Inside / Outside work Excessive noise, intermittent fumes, smoke or gasses, grease and oils Working around moving objects or vehicles Periods of extreme weather/temperatures Unusual fatigue factors (12 hour shifts) Irregular shifts Stress Working closely with others Vibration
Safety Equipment	Reflective belt/vest Cold/wet weather gear Safety shoes/steel toe boots Work gloves Hearing protection
Badge Requirements	2, Z, T and U
Licenses	Operator's license for appropriate equipment and AF Form 483, Certificate of Competency

## Attachment 4

### CDF/PDF TIER 2 JOB DESCRIPTIONS/REQUIREMENTS

**A4.1. Tier 2 of the CDF/PDF augmentation program.** Consists of mostly administrative activities. These duties are similar in nature and offer added flexibility for the CDF/PDF Augmentation Program. Augmentees assigned to Tier 2 will be trained on one primary duty initially and will then be cross trained into different areas of Tier 2 as needed. These duties will require work in a high paced, office/warehouse type setting with some light to moderate lifting.

A4.1.1. Passenger Manifester.

A4.1.1.1. Collects information from each passenger for input on the passenger manifest.

A4.1.2. Ensures the passenger manifest is correctly prepared using the Cargo Movement Operations System (CMOS).

A4.1.3. Copies and distributes the printed manifest as required.

#### **A4.2. Cargo Manifester.**

A4.2.1. Collects cargo increment information from cargo in-check section for input on the cargo manifest.

A4.2.2. Ensures the cargo manifest is correctly prepared using the Cargo Movement Operations System (CMOS).

A4.2.3. Copies and distributes the printed manifest.

#### **A4.3. Cargo Controller.**

A4.3.1. Receives and monitors all start and completion times for loads being processed. Tracks frustrated cargo, updates board with changes from the deployment schedule of events (DSOE), passes exact times and discrepancies to the deployment control center (DCC) board controller. Inputs data into Logistic Module (LOGMOD) system.

#### **A4.4. Deployment Control Center Admin.**

A4.4.1. Receives and monitors start and completion times for loads being processed. Inputs data into LOGMOD system and assists the DCC in other administrative duties.

#### **A4.5. Quality Control.**

A4.5.1. Reviews cargo documentation for completeness. Compiles documentation and creates the station file, troop commander and aircraft commander's packet. Briefs the ramp coordinator (RAMPCO) on package contents and nature of cargo.

#### **A4.6. Mobility Bags (MOBAGS).**

A4.6.1. Works in MOBAGS' section of the DCC; and participates in the pulling of bags from inventory and issuing to deploying personnel.

#### **A4.7. Air Passenger Terminal Supervisor.**

A4.7.1. Supervises the Air Passenger Terminal (APT) portion of the PDF. Ensures passenger manifesting, passenger holding, baggage build up areas and passenger loading operations run IAW prescribed guidance. The APT Supervisor is the focal point for ATP related questions and issues.

**Table A4.1. Training and Position Requirements.**

<b>CORE TRAINING REQUIREMENTS</b>	<b>COURSE TITLE</b>	<b>TRAINING TIME (HOURS)</b>
Initial/Annual	CDF/PDF Overview	1
Specialized Initial	Passenger Manifesting	4
	Cargo Manifesting	4
	Cargo Controller	2
	Deployment Control Center Admin	2
	Quality Control	2
	MOBAGS	2
	APT Supervisor	2
Quarterly Refresher	Passenger Manifesting (Refresh)	2
	Cargo Manifesting (Refresh)	2
	Cargo Controller (Refresh)	1
	Deployment Control Center Admin (Refresh)	1
	Quality Control (Refresh)	1
	MOBAGS (Refresh)	1
	APT Supervisor (Refresh)	1
<b>POSITION REQUIREMENTS</b>		
Functional Requirements	Heavy Lifting (up to 50lbs)* Light Lifting (under 15lbs) Use of fingers Both hands and legs required Long periods of standing or walking Repeated bending Reaching above shoulder Hearing aid permitted Vision with correction permitted Depth perception* Ability for rapid mental and muscular coordination simultaneously*	

Environmental Factors	Inside work Outside work* Periods of extreme weather/temperatures* Unusual fatigue factors (12 hour shifts) Irregular shifts Stress Working closely with others
Safety Equipment	Reflective belt/vest Hearing protection*
Badge Requirements	Z**
Licenses	None
<b>* Required for MOBAG Duties</b> <b>** Badge Requirement for Quality Control Duties only</b>	

## Attachment 5

## SEARCH AND RECOVERY JOB DESCRIPTION

Table A5.1. Search and Recovery Augmentees.

<p>Team members work together in an honorable and dignified manner to carefully and physically recover only human remains and personal effects of any deceased person(s) found in the designated area as a result of an air crash or other casualty-inducing event. Members must search in a strict and organized fashion, locate human remains, tag the remains with appropriate signage and then place remains in containers for other government or government-appointed specialists to verify and identify. The team consists of up to 22 members, depending on the situation and body fragmentation over the geographical area. The team reports directly to the 75 FSS Operations officer, who is the installation mortuary officer.</p>	
<p><b>Functional Requirements</b></p> <p>Heavy lifting - up to 50 lbs</p> <p>Use of fingers</p> <p>Both hands required</p> <p>Both legs required</p> <p>Long periods of standing or walking</p> <p>Repeated bending</p> <p>Possible exposure to blood borne pathogens</p>	<p><b>Environmental Factors</b></p> <p>Outside work</p> <p>Excessive noise, intermittent fumes, smoke or gasses, grease and oils</p> <p>Working around moving objects or vehicles</p> <p>Unusual fatigue factors (12-hour shifts)</p> <p>Irregular shifts</p> <p>Stress</p> <p>Vibration</p> <p>Working closely with others</p>
<p>Safety equipment</p> <p>Cold/wet weather gear</p> <p>Safety-toed shoes</p> <p>Hearing protection</p> <p>Work gloves</p> <p>Reflective belt</p> <p>Surgical gloves</p> <p>Eye goggles</p> <p>Face masks</p>	<p>Badge requirements</p> <p>None</p>
<p>Training</p> <p>Just-in-time training is required</p>	

Table A5.2. Personal Equipment for Search and Recovery.

<b>MANDATORY FOR ALL TEAM MEMBERS</b>	<b>OPR</b>
Arctic Wear (Parka and Over pants)	75 MSG/FSS

Wet Weather Suit	75 MSG/FSS
Galoshes	75 MSG/FSS
Uniforms (2 Sets of ABUs)	Individual
Thermal Underwear	75 MSG/FSS
Web Belt w/Canteen	75 MSG/FSS
Gloves, Leather w/Liner	75 MSG/FSS
Socks (7-Day Supply)	Individual
Hat (Arctic Wear)	75 MSG/FSS
Surgical Gloves	75 MSG/FSS
Eye Goggles	75 MSG/FSS
Face Masks	75 MSG/FSS
Shaving Kit	Individual
Plastic Bag for Storing Wet Weather Gear	Individual
Money (Advocate Pay, Checkbook, Credit Cards)	Individual
Hygiene Items (Toothbrush, Toothpaste, Shampoo, Towel, etc.)	Individual
<b>MANDATORY FOR TEAM LEADERS</b>	
First Aid Kit (Web Belt)	
<b>RECOMMENDED FOR ALL PERSONNEL (Individual Responsibility)</b>	
Alarm Clock	
Candy Bars (for energy in the field)	
Toilet Paper	
Sunglasses	
Flashlight w/Batteries	
Pocket Knife	
Scissors	
Sewing Kit	
Sunscreen/Lip Balm	
<b>OPTIONAL FOR ALL PERSONNEL (Individual Responsibility)</b>	
Civilian Clothing	
Cigarettes	
Medications (if required)	

Writing Materials	
Camera	
Reading Materials	
Pajamas, Dressing Gown, Slippers	

**Attachment 6**  
**SECURITY FORCES JOB DESCRIPTION**

**Table A6.1. 75 SFS Augmentees.**

Provides law enforcement coverage for installation. Responds to alarms and protects resources located in two nonnuclear storage areas. Enforces traffic, safety, local laws, and Air Force regulations. Participants in unit and base level exercises, and responds to emergencies. Patrols restricted areas in direct support of Protection Level 1-3 resources. Controls personnel and vehicle access to HAFB. Directs and routes pedestrian and vehicular traffic.	
<b>Functional Requirements:</b>	<b>Environmental Factors:</b>
Heavy Lifting (up to 50lbs)	Outside work
Long periods of standing and walking	Excessive noise, intermittent fumes, smoke, or gases
Normal color vision	Working around moving objects or vehicles
Visual acuity correctable to 20/20 in one eye and 20/30 in the other	Unusual fatigue factors (12-hour shifts)
Must not take medication that impairs ability to carry a firearm	Irregular shifts
No recorded evidence of personality disorder	Stress
	Working closely with others
<b>SFS Training Requirements:</b>	
SFS augmentees will be supported/manned through the HEART program. Members attending the HEART course will attend a one-day class consisting of Use of Force requirements conducted by the 75 SFS/S3T personnel. This training will familiarize them with SF procedures and practices. Additionally firing will be scheduled by the member’s owning unit when possible where the member will complete weapon qualification training and meet arming group B qualification standards on the M-16A2 or M-4 IAW AFI 36-2654, <i>Combat Arms Program</i> , para 2.6, for the duration of the augmentee assignment or when activated.	
<b>Safety Equipment:</b>	<b>Badge Requirements:</b>
Hearing protection	All areas open
<b>SFS Augmentee Equipment:</b>	<b>Primary unit of assignment will provide:</b>
Flak Vest	Gas mask
Helmet	Cold Weather Boots
Web Belt	Gore-Tex Jacket
Load Bearing Equipment	Gore-Tex Pants
Handcuffs	Cold Weather Gloves (Heavier Than Flight Gloves)

## Attachment 7

## FAIR SHARE EQUATION

Figure A7.1. Fair Share Equation.

<u>Total Sq Applicable*</u>	X	Number of Augmentees Requested	
Total Applicable**			
<b>Scenario:</b>			
75 FSS has 42 applicable	$\frac{42}{300}$	X 6 = 1	<u>Result:</u> 75 FSS must provide 1 augmentee
Installation has 300 applicable			
75 SFS is requesting 6 augmentees			
<i>*Total Sq Applicable: number of personnel available (i.e. not exempt) within a sq/org (mil only for SFS)</i>			
<i>**Total Applicable: number of personnel on Hill AFB that are available (i.e. not exempt) to support the ADP</i>			
<i>NOTE: Numbers provided above are for example only. Total Squadron Applicable and Total Applicable numbers are determined by Unit Manning Document (UMD) authorizations and exemptions.</i>			

Attachment 8

E-SSS FOR AUGMENTEE ACTIVATION

Table A8.1. eSSS for Augmentee Activation.

<b>Office</b>	<b>Action</b>	<b>//Last Name/Rank/Date//</b>
Requesting Unit Team Chief	Coord	//Snuffy/Amn/12 Aug 2016//
Requesting Unit CSS*	Review	
Requesting Unit DO*	Review	
Requesting Unit CC	Coord	
ADP Managers	Coord	
ADP Managers' Unit CSS	Review	
ADP Managers' Unit DO	Review	
ADP Managers' Unit CC	Coord	
Group CCE	Review	
Group CD	Review	
Group CC	Coord	
75 ABW/CCEA	Review	
75 ABW/CCE	Review	
75 ABW/CV	Coord/Approve	
75 ABW/CC**	Coord/Approve	
*Proposed		
**Alternative approval authority if needed		