

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

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



**27 OCTOBER 2022**

**Operations**

**AUGMENTATION DUTY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty Program*, and establishes local guidelines for a successful Augmentation Duty (AD) Program at MacDill Air Force Base (MAFB). This publication applies to all officer and enlisted personnel assigned to the 6th Air Refueling Wing (6 ARW). It does not apply to US Air Force Reserve, Air National Guard, or the Civil Air Patrol. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented any further. The authorities to waive wing/squadron level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Compliance with the attachments in this publication is mandatory. 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.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: Updated and replaced Attachments **2 and 3**. Deleted **paragraph 2, Guidance**. Changed **paragraphs 2, Responsibilities, 3, Required Personnel, 11, Sustainment, and 12, Exemptions**. Added 4-10, **Standing Augmentee Requirements**.

1.	Program Mission.....	3
2.	Responsibilities.....	3
3.	Personnel Required.....	5
4.	Security Forces.....	6
5.	Drug Demand Reduction Program (DDRP).....	6
6.	Honor Guard.....	7
7.	First Term Airman Course (FTAC) NCO.....	8
8.	Innovation Cell.....	8
9.	Protocol NCO.....	9
10.	Unit Security Assistants (USA).....	9
11.	Sustainment of Augmentee Program.....	9
12.	Exemptions.....	10
	<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>11</b>
	<b>Attachment 2—AUGMENTATION DUTY APPOINTMENT LETTER EXAMPLE</b>	<b>14</b>
	<b>Attachment 3—SECURITY FORCES AUGMENTEE SUPPORT REQUIREMENTS EXAMPLE</b>	<b>15</b>
	<b>Attachment 4—AUGMENTEE EXEMPTION REQUEST EXAMPLE</b>	<b>17</b>

**1. Program Mission.** The Augmentation Duty (AD) Program, outlined by AFPAM 10-243, is designed to identify, place, and train a pool of individuals to temporarily augment 6th Air Refueling Wing (6 ARW) squadrons/agencies that will be short of required manpower for developmental positions and during base support requirements, exercises, contingencies, wartime, or emergency situations to include deployments. This program is not intended to augment squadron-manning shortages during normal, routine work schedules or for long-term operations. Installation plans and scenarios drive a requirement for AD teams. Civilian volunteers will only be sought after military personnel resources have been exhausted.

**2. Responsibilities.** The following positions/agencies have key roles and responsibilities in the MAFB AD Program: Vice Commander; Command Chief; Group Commanders (included in this is the 6 ARW Director of Staff (6 ARW/DS); Group Senior Enlisted Leaders (SEL) (included in this is the Wing Staff Agency SEL); Group AD monitors, Squadron Commanders, the AD Council, applicable AD Team Chief for each organization with augmentation requirements.

2.1. Wing Commander. The 6 ARW Commander (6 ARW/CC) may authorize the activation of AD personnel at any time deemed necessary. Group Commanders will release AD personnel immediately.

2.2. Vice Commander. The 6 ARW Vice Commander (6 ARW/CV) is the OPR of the MAFB AD Program, serving as chair of the AD Council. The 6 ARW Command Chief (6 ARW/CCM) will manage the AD Program on behalf of the 6 ARW/CV.

2.3. Command Chief. The 6 ARW/CCM serves as the MacDill AFB (MAFB) AD Program Manager and is directly responsible to the 6 ARW/CV for program administration, managing and coordinating all aspects of the AD Program. The 6 ARW/CCM will conduct a bi-annual review of Group requirements, report statistical data as required, and attend the AD Council meetings. As the AD Program Manager, the 6 ARW/CCM will produce AD Council meeting agendas, maintain appointment letters for all Group AD monitors and, as AD Council recorder, publish meeting minutes.

2.4. AD Council. The AD Council approves and prioritizes requirements and is chaired by the 6 ARW/CV. The AD Council is attended by the Command Chief, all Group SELs and Group AD monitors.

2.4.1. The AD Council, scheduled by the 6 ARW/CCM, will meet twice a year or as needed to provide oversight of the AD Program, review and approve any new requirements, allocate/reallocate taskings to fill augmentation requirements as deemed necessary, resolve any issues requiring attention, and approve taskings. The AD Council approves requests and forwards the requirement to the 6 ARW/CCM for certification. Once these taskings are approved by the AD Council, the Group AD monitors fill the taskings.

2.5. Group Senior Enlisted Leader (SEL). Serve as members of the AD Council representing their Group Commander. Group Commanders/Director of Staff appoints (in writing) Group AD monitors to manage their Group AD programs. Group SELs will forward copies of the appointment letters to the 6 ARW/CCM. Groups will use the AD Council as the venue for new augmentation requirements.

2.5.1. Group SELs should work together with their Group Commander and Squadron Commanders to determine a fair-share distribution across their respective squadrons and provide this information to their respective Group AD monitor.

2.6. Squadron Commanders. Squadron commanders will appoint, in writing, augmentees to AD teams. Forward copies of appointment letters to the 6 ARW/CCM, their Group SEL, the Group AD monitor, and the AD Team Chief. Commanders will review members' medical profiles to ensure suitability with performing augmentee duties. Multiple augmentees may be listed on one appointment letter.

2.6.1. The Squadron Commander will make every attempt to replace departing augmentees as soon as possible, generally no later than 60 days prior to removal from AD, to allow time for appropriate replacement qualification training.

2.6.2. If an augmentee receives a profile or notice for extended temporary duty (TDY), the Squadron Commander will provide a permanent replacement to their Group AD Monitor.

2.6.3. Squadron Commanders must release augmentees for scheduled AD training, release augmentees to their Group AD Monitors upon implementing this instruction, and as determined during recalls. Immediately inform their Group AD Monitor's when unable to fill taskings (shortfalls).

2.7. Group AD Monitors. Program management oversight is provided to Group SELs and the 6 ARW/CCM through Group AD monitors. Group AD monitors will provide the equitable distribution of AD tasks within their Group and coordinate with other Group AD monitors and First Sergeants for any additional support. Group AD monitors ensure sufficient numbers of personnel are trained, equipped, and available to serve, should the primary assigned individual be unavailable for duty.

2.7.1. Coordinate with Group/Squadron Commanders and Group SEL, in their respective group, to identify replacements as soon as current members are projected for departure. Replacement personnel should be trained before the previous member is no longer available. Group AD monitors notify the AD Team Chief in writing under the signature of member's Squadron Commander of any change in augmentee status.

2.7.2. Ensures the Squadron Commander signs letters of notification. Refer to [Attachment 2](#), Augmentation Duty Appointment Letter Example.

2.7.2.1. Participation in augmentee duty does not relieve a member from deployment.

2.7.3. Maintain a roster to track individual augmentee status. This data consists of the individual's rank, name, date assigned to AD, date trained, and status. They will coordinate all changes of team requirements with their respective Group SEL; then send changes to the 6 ARW/CCM who will address changes at the AD Council.

2.8. AD Training Chief. There will be appointed in writing an AD Training Chief per squadron with augmentation requirements. They are supported by Group AD Monitors. The AD Training Chief shall populate one shared Wing Master Tracking System developed by the 6 ARW/CCM to which the Group AD monitors have access. The augmentee training and tracking database is located on the Team MacDill SharePoint® page under Links titled "6 ARW Master Augmentee List."

2.8.1. AD Training Chief Responsibilities. The AD Training Chief will develop training programs, schedule, conduct, and document augmentee training. They will brief augmentees on all requirements. They will provide a quarterly AD training schedule to appropriate Group AD Monitors and may track augmentee training using any method they see as appropriate. The AD Training Chief will provide training documentation, such as AF Form 2426, *Training Request and Completion Notification*, or a training certificate to provide a written record of training to the individual's assigned squadron. As training is conducted, they will provide a list of augmentee training no-shows, vacancies, and problems to respective Group SELs and the 6 ARW/CCM no later than (NLT) 24 hours after augmentees are declared no-shows for training.

2.8.1.1. The AD Training Chief will provide each Group SEL and AD Monitor four weeks' notice prior to any scheduled training event.

2.8.1.2. The AD Training Chief will provide quarterly training reports to Group SELs, Group AD Monitors, and the 6 ARW/CCM, identifying all assigned augmentees and their status of training. The report should address augmentee usage, any upcoming scheduled training, and highlight any squadron not meeting their AD tasking. This report is due NLT close of business on the fifth day of the quarter following the report period.

2.9. AD Team Chief. The AD Team Chief will be appointed as the POC for the activity, event, exercise, organization, etc. requiring the use of augmentees. They will outline AD requirements to include personnel numbers, training and equipment.

2.10. AD Personnel. The personnel assigned to augmentation duty will be informed in writing by their Squadron or Group Commanders. They will receive briefings from their Group AD Monitors on required training and equipment. Members will inform their Group AD Monitors through their chain of command of any discrepancy that would prevent them from accomplishing their duty (i.e., TDY, leave, medical disqualification, etc.).

**3. Personnel Required.** The 6 ARW manning standard for Augmentees will be based on and take into consideration the following: Unit Manning Document, current assigned personnel, Air and Space Expeditionary Force (AEF)/deployment taskings, AF directive/instruction exemptions, and pre-approved requested exemptions. This will be reviewed every November and May of each year by the AD Council. The cycles will be worked in November for January-June and May for July-December.

3.1. Allocation requirements are based upon E-6 and below populations in each group (includes Wing Staff Agencies [WSA]). Group/CCs have the option to use E-7 and below if desired/required.

3.2. The Council will discuss additions to the program, changes in requirements, exemptions if requested and approve manning numbers for the six-month window.

3.3. Excusing or Replacing Individuals. If an individual is assigned to an AD team and is unable to perform AD for a bonafide reason, the losing Group must continue to fill the tasking unless relieved by the AD Council. The AD position does not move with the individual when assigned to a new squadron without AD Council approval.

#### **4. Security Forces.**

4.1. Security Forces Augmentation. Security Forces augmentation provides additional personnel to the 6th Security Force Squadron (6 SFS) in response to base/accident scene security needs, increased Force Protection Conditions, or resource security requirements. To meet the increases in Force Protection or 6 ARW 801X Alert and Standby Force Procedures Plan posting, additional personnel are required for 24-hour operations.

4.1.1. The 6 SFS requires 86 personnel for installation security augmentation. Assignment of augmentee is at the discretion of the 6 SFS/CC or designated representative. The 6 SFS Commander will determine their augmentation requirement annually based on the post priority chart and provide updated numbers to the 6 ARW/CCM.

4.1.2. Specialized Equipment Needs. Varies depending on assigned duties. All Security Forces required equipment (body armor, holster, hand cuffs w/ key, etc.) will be issued to the augmentee through the 6 SFS Supply (6 SFS/S4S). 6 SFS will maintain the necessary specialized equipment on hand to equip augmentees appropriately.

4.1.3. Augmentees must not have any duty-limiting-conditions and must be able to arm.

4.2. 6 SFS is responsible for training and tracking program status for SF augmentees. Training is required for all SFS augmentees. Augmentee training need not be as complex as Security Forces Air Force Specialty (AFS) training. Minimum augmentee training should include initial training over a five-day period. The training is only good for one year from the completion of SF augmentation training (e.g., non-lethal weapons, use of force).

4.2.1. Refresher Training. Personnel assigned to augmentee duty longer than the minimum one-year requirement will require annual refresher training. This training will comprise of two (2) training days in order to receive re-certification.

4.3. Implementation process. The following recall/contingency conditions indicate the proper reporting procedures for augmentees. Some events or activities that would meet the validity of augmentation activation are, but not limited to, Airshows, Mass Casualties, POTUS support, Natural Disasters, CORONA South, International Night, exercises, base support details, etc.

4.4. Activation. Group SELs will inform Group AD Monitors/Group or Unit Control Centers (GCC/UCC) of the requirement. Group AD Monitors or the UCC (when stood up) will recall and account for tasked AD personnel prior to directing them to report to the duty location. However, if the activation of the AD Program is in conjunction with a Wing recall, augmentees will report to work centers first, and then sign out through their Group AD Monitor or UCC. Group AD monitors will inform affected work centers of any AD Program activation.

4.4.1. Once assigned, SF augmentees are TACON to the 6 SFS/CC and will need to report to Bldg 203.

#### **5. Drug Demand Reduction Program (DDRP).**

5.1. Installation Drug Testing Program Administrative Managers (DTPAM).

5.2. Serves as the primary focal point for administering the installation drug testing program and is responsible for day-to-day urine specimen collection activities, to include the actual urine collection process.

5.3. Identified augmentees from each group will serve a rotation of six months. Each group will provide one NCO based on the schedule below. A rotation every 6 months will be utilized for two NCOs until civilian position is filled. Once civilian is in place, one NCO every six months will be utilized. Follow the below rotation and start back at WSA once all groups have provided a fill. Refer to Augmentation Rotation Schedules (Drug Testing Program Administrative Manager Protocol, Protocol, and First Term Airman Course NCO) Memorandum for Record for table.

5.3.1. NCOs cannot have an unfavorable information file, no convictions, and no non-judicial punishment. NCO's serving as DTPAM must be eligible for service as DTPAM and adhere to all guidance in AFMAN 44-197, *Military Drug Demand Reduction Program*.

5.4. Group SELs will provide the WSA SEL names month prior to NCO reporting for duty.

## **6. Honor Guard.**

6.1. The primary mission of base honor guard program is to provide military funeral honors honoring the service and sacrifice of our Airmen. All military funeral honors mission takes precedence over all other ceremonial functions. Honor Guard member responsibilities include maintaining high appearance standards in compliance with Air Force Instructions, have a positive attitude, attend training, master the drill, and know ceremonial formation and protocol.

6.2. Manning is based on current numbers which allow the MacDill AFB Honor Guard to be responsible for an Area of Responsibility (AOR) as far north as Lake County and as far south as Monroe County encompassing 19 counties total making it the largest AOR for the Base Honor Guard Programs in Florida. Military Funeral Honor details requirements vary day to day, so the projected workload is determined with consideration of historical data from Air Force Mortuary Affairs Operations (AFMAO).

6.2.1. The manning requirement for the Base Honor Guard is currently 30 personnel with a six-month rotation. The Call for Names is sent to Group SELs, Squadron SELs and First Sergeants the month prior to a new six-month rotation.

6.2.1.1. The 6th Operations Group (6 OG) will provide their required manning on three-month rotations due to aircrew and certification requirements to preclude any member becoming overdue or not current on specific requirements to meet mission readiness.

6.2.2. Mission readiness requirements for Standard Military Funeral Honors vary depending on the tasking but will consist of 2-7 persons dependent on discharge status of decedent i.e., Veteran or Retiree status upon discharge from the military on DD214, *Certificate of Release or Discharge From Active Duty*, or equivalent.

6.3. Program responsible items that are not mentioned in individual equipment but are needed on all/some missions are Flags, Flag Stuffs, Flag Stands, Bugle, Interment Flags, Colors Team M1 rifles, Firing Party M14 rifles and Blank de-Linked M82 munitions rounds.

6.4. Training for the Base Honor guard program occurs at the beginning of the Airman/Guardian's tour and consists of a two-week training course that over-laps the currently assigned members to avoid under manning and allows the mission to still be executed. The mandatory training gives Airmen/Guardians the skills and knowledge to perform most, if not all, possible primary and potentially secondary ceremonial guardsman required movements.

6.4.1. Training is broken into basic orientation; Uniform prep; command voice training; basic ceremonial standing manuals; supply briefing on where equipment is stored for individual and program issued items; Bearers Training to include Casket carrying and Urn procedures; Firing Party Training to include Armory procedures; Official and Community Colors Training; Air Force Official Functions Training; and Dignified Arrivals for at the Airport.

## **7. First Term Airman Course (FTAC) NCO.**

7.1. First Term Airman Course NCO manages the installation FTAC program, responsible to coordinate briefings for all lessons taught in the course, and to mentor and discipline all Airman attending the course.

7.2. Assisting with other Professional Development courses including all John Maxwell Leadership courses, Emotional Intelligence, Informed Decision Brief and all mandatory Professional Enhancement Courses.

7.3. A rotation of every calendar quarter will be utilized for one NCO from each group. Follow the below rotation per quarter. Refer to Augmentation Rotation Schedules (Drug Testing Program Administrative Manager Protocol, Protocol, and First Term Airman Course NCO) Memorandum for Record for table.

7.4. NCOs cannot have an unfavorable information file and must have a current passing score on their Physical Assessment.

7.5. The Career Assistance Advisor will work with the Group SELs to provide NCO for this position.

## **8. Innovation Cell.**

8.1. The Innovation Cell will be manned by two SNCOs to help focus the wing's Innovation efforts in accordance with the Chief of Staff of the Air Force's (CSAF) "Accelerate Change or Lose" Directive. They lead innovative solutions across the wing to increase readiness, reduce cost, return time to Airmen/Guardians and to enhance lethality.

8.1.1. The SNCOs will be on yearly rotations. One nomination minimum per group will be given August of each year for a start date of 1 October. These nominations will be given to the Group SELs to provide to the 6 ARW/CCM. The 6 ARW/CCM along with the Innovation Officer will then make selections. When submitting a nomination, use the expectation that the member will be selected for that year. Consideration will be made should member need to continue certifications/requirements within their AFSC at various times throughout the year.

8.2. Coordinate innovation efforts with DEFENSEWERX affiliates, AMC, other USAF Spark Cells, University of South Florida (USF), Embarc Collective and the National Security Innovation Network.

8.3. Coordinate available training and fellowship opportunities for Airmen and Guardians to include AFWERX, Defense Innovation Unit (DIU), and Project Mercury. In house innovation training for wing members will be sourced by an Innovation SNCO and coordinated for execution with the Professional Development Center.

8.4. Manage virtual reality/augmented reality/extended reality (VR/AR/XR) solutions and efforts across the base to ensure maximization of training with available resources. Develop procedures for integrated Wing VR/AR classroom that supports all AFSC training and additional duty training

8.5. Direct and coordinate Wing Innovation funds. Solicit ideas, ensure cross talk between groups, and ensure transparency on execution on funds.

## **9. Protocol NCO.**

9.1. Directly supports the Wing Commander, Vice Commander, Command Chief and Team MacDill in handling all aspects of visits, conferences, tours, memorial services, ceremonies, and social functions within the command.

9.2. Develop plans and procedures relative to VIP visits and serve as the focal point for all organizational visits. Ensures each visit is planned and consistent with established policies, reflect the personal desire, and programmed activities of the host.

9.3. Manning assist needed for continued support of the installation and 33 mission partners including two Combatant Commands (COCOMs).

9.3.1. A rotation of every six months will be utilized for one NCO from each group. Follow the below rotation and start back at WSA once all groups have provided a fill. Refer to Augmentation Rotation Schedules (Drug Testing Program Administrative Manager Protocol, Protocol, and First Term Airman Course NCO) Memorandum for Record for table.

9.4. Group SELs will work the Protocol Chief to fill role and provide name month prior to report date.

## **10. Unit Security Assistants (USA).**

10.1. Each group is required to have two USAs as their primary points of contact in writing to send and retrieve visit requests via Defense Information System for Security (DISS) when a classified event is established.

10.1.1. An Event can be the Crisis Action Team (CAT) activation, Exercises, or any instance a classified area visit request is submitted.

10.2. Groups will follow the MacDill AFB Wing 801 Alert Force Plan for procedures and requests.

10.3. 6 ARW Plans and Programs (6 ARW/XP) will make USA schedules depending on requirements. Two (2) USAs per 12-hour shift will be the maximum when running 24-hour operations.

**11. Sustainment of Augmentee Program.** Group SELs and the 6 ARW/CCM will work through in advance which Group functions will cease to operate when/if AD implementation extends. The 6 ARW/CC shall direct the priorities of the wing when extending augmentation to include the curtailment of flying operations where applicable.

## 12. Exemptions.

12.1. Some personnel assigned to critical functions should be exempt from AD assignments. Group SELs must supply AF directive/instruction reference that exempts personnel from AD assignments. Squadrons may forward requests for exemptions to the AD Council for review and approval. Unless specifically exempt, all active duty E-6 and below personnel are eligible for assignment to an AD team.

12.1.1. The 6th Logistics Readiness Squadron (6 LRS) is exempt from providing augmentation due to the internal augmentation of the deployment process during contingency operations IAW the MacDill AFB Installation Deployment Plan (e.g., Personnel Deployment Function [PDF], cargo deployment function [CDF]) when activated.

12.1.2. The 6th Force Support Squadron (6 FSS) is exempt from providing augmentation during Search and Recovery operations IAW the 6 ARW Mortuary Plan 34-501, when activated.

12.1.3. The 6 Operations Group personnel providing augmentation during 801X missions due to internal augmentation (eight [8] personnel) of the alert facility is exempt. Additionally, 6 OG personnel are exempt from serving six-month rotations within the Honor Guard. They will provide personnel to serve in two consecutive 3-month rotations and will coordinate with the Honor Guard NCOIC to ensure OG obligations are met.

12.1.4. The 6th Maintenance Group (6 MXG) is exempt from providing augmentation during missions requiring aircraft generation. Once aircraft are generated, then the 6 MXG ADs will be available for usage.

12.1.5. The 6th Security Forces Squadron is exempt from being included in the manning end strength required to fill the SF augmentee manpower only.

ADAM D. BINGHAM, Colonel, USAF  
Commander

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

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

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021

DAFI 90-160, *Publications and Forms Management*, 14 Apr 2022

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 6 Aug 2020

AFMAN 44-197, *Military Drug Demand Reduction Program*, 30 Jul 2019

AFH 33-337, *The Tongue and Quill*, 9 Dec 2021

6 ARW *Mortuary Affairs Plan* 34-501

***Prescribed Forms***

None

***Adopted Forms***

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2426, *Training Request and Completion*

DD214, *Certificate of Release or Discharge From Active Duty*

***Abbreviations and Acronyms***

**6 ARW**—6th Air Refueling Wing

**6 FSS**—6th Force Support Squadron

**6 LRS**—6th Logistics Readiness Squadron

**6 MDG**—6th Medical Group

**6 MSG**—6th Mission Support Group

**6 MXG**—6th Maintenance Group

**6 OG**—6th Operations Group

**6 SFS**—6th Security Forces

**S4S**—Security Forces Supply

**AD**—Augmentation Duty

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMAO**—Air Force Mortuary Affairs Operations

**AFPAM**—Air Force Pamphlet  
**AFRIMS**—Air Force Records Information Management System  
**AFS**—Air Force Specialty  
**AOR**—Area of Responsibility  
**AR**—Augmented Reality  
**CAT**—Crisis Action Team  
**CC**—Commander  
**CCM**—Command Chief  
**CDF**—Cargo Deployment Function  
**COCOM**—Combatant Command  
**CV**—Vice Wing Commander  
**DAFI**—Department of the Air Force Instruction  
**DDRP**—Drug Demand Reduction Program  
**DIU**—Defense Innovation Unit  
**DS**—Director of Staff  
**DTPAM**—Drug Testing Program Administrative Managers  
**FSM**—Manpower and Organization Flight  
**FTAC**—First Term Airman Course  
**GCC**—Group Control Center  
**IAW**—In Accordance With  
**MAFB**—MacDill Air Force Base  
**MilPDS**—Military Personnel Data System  
**NLT**—No Later Than  
**OC**—Oleoresin Capsicum  
**OPR**—Office of Primary Responsibility  
**PDF**—Pre-Deployment Function  
**RDS**—Records Disposition Schedule  
**SEL**—Senior Enlisted Leader  
**TDY**—Temporary Duty  
**UCC**—Unit Control Center  
**USA**—Unit Security Assistants  
**VR**—Virtual Reality

**WSA**—Wing Staff Agencies

**XP**—Plans and Programs

**XR**—Extended Reality

## Attachment 2

## AUGMENTATION DUTY APPOINTMENT LETTER EXAMPLE

Figure A2.1. Augmentation Duty Appointment Letter Example.

Use Appropriate Letter Head	
	Date
MEMORANDUM FOR <i>(Enter Individual's Name)</i>	
FROM: <i>Squadron Commander (e.g., 6 SFS/CC)</i>	
SUBJECT: Augmentation Duty Appointment Letter	
<p>1. You have been appointed as a 6th Air Refueling Wing (6 ARW) Augmentee. This appointment is for a duration of one year from the date of this appointment letter. You are required to meet mandatory training requirements in accordance with the MacDill AFB Instruction 10-243, <i>Augmentation Duty Program</i>.</p> <p>2. You are required to make contact with the Group Augmentation Duty Monitor (<i>insert respective Group AD Monitor name and number</i>) and provide them with any information they may require to schedule you for training with the AD Team Chief (6th Security Forces Training Section).</p>	
<i>Squadron Commander Signature Block</i>	

## Attachment 3

## SECURITY FORCES AUGMENTEE SUPPORT REQUIREMENTS EXAMPLE

Figure A3.1. Security Forces Augmentee Support Requirements Example.

<i>Use Appropriate Letter Head</i>	
	Date
MEMORANDUM FOR <i>Squadron's Group Commander (e.g., 6 MSG/CC)</i>	
FROM: <i>Squadron Commander (e.g., 6 SFS/CC)</i>	
SUBJECT: Security Forces Augmentee Support Requirements	
<p>1. IAW AFI [REDACTED] installations require augmentees to support Security Forces. Additionally, the Headquarters Air Force XX Checklist/AFI para [REDACTED] specifically asks if the augmentees have been assigned as determined by the [REDACTED] Working Group (if applicable).</p> <p>2. The 6 SFS has determined an augmentee requirement of XX personnel would be sufficient allowing for XX personnel per shift for 24-hour coverage to meet short-term needs for installation-level exercises, contingencies, wartime or emergency situations/scenarios. Augmentee requirements must be coordinated through the Augmentation Duty (AD) Council.</p> <p>3. Such duties may include [REDACTED]. Augmentees are required to attend a five-day training course that encompasses the following [REDACTED]. Once trained, augmentees will be current for one year and then must be re-certified.</p> <p>4. Commanders and supervisors of augmentees must understand that when augmentees are recalled this becomes their primary duty. Sustained use of augmentees will not be used to offset normal manpower shortfalls. Prior to augmentees departing for PCS, reassignment, separation or retirement, the member's unit should assure replacements are identified and trained.</p> <p>5. If there are any questions in regards to this memorandum please contact POC NAME at DSN XXX-XXXX or email: POC Email Address.</p>	
<i>Squadron Commander Signature Block</i>	

Date

1st Ind, *Group Commander (e.g., 6 MSG/CC)*

MEMORANDUM FOR 6 ARW/CV

Concur/Nonconcur

Group Commander Signature Block

2d Ind to *Squadron Commander (e.g., 6 SFS/CC)*, Date, Security Forces Augmentee Support Requirements

6 ARW/CV

Date

MEMORANDUM FOR *Squadron Commander (e.g., 6 SFS/CC)*

Approved/Disapproved

Vice Wing Commander Signature Block

**NOTE:** In this example, the 2d Ind is formatted as a separate-page indorsement and is used when there isn't room on the original memorandum or previous indorsement page (see AFH 33-337, *The Tongue and Quill*).

Attachment 4

AUGMENTEE EXEMPTION REQUEST EXAMPLE

Figure A4.1. Augmentee Exemption Request Example.

*Use Appropriate Letter Head*

Date

MEMORANDUM FOR *Squadron's Group Commander (e.g., 6 MSG/CC)*

FROM: *Squadron Commander (e.g., 6 SFS/CC)*

SUBJECT: Augmentee Exemption Request

1. I am requesting an augmentee exemption for the following flight/section \_\_\_\_\_ with XX E-6 and below personnel assigned. There is not an AF directive/instruction that relieves members from this duty.
2. The mission requirements for these personnel are as follows \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Be as detailed as possible).
3. The mission impact for this flight/section if members were to be assigned augmentation duties (AD) are \_\_\_\_\_  
\_\_\_\_\_ (Be as detailed as possible).
4. If there are any questions in regards to this memorandum please contact POC NAME at DSN XXX-XXXX or email: POC Email Address.

*Squadron Commander Signature Block*

1st Ind, *Group Commander (e.g. 6 MSG/CC)* Date

MEMORANDUM FOR 6 ARW/CV

Concur/Nonconcur

Group Commander Signature Block

2d Ind to *Squadron Commander* (e.g., 6 SFS/CC), Date, Augmentee Exemption Request

6 ARW/CV

Date

MEMORANDUM FOR *Squadron Commander* (e.g., 6 SFS/CC)

Approved/Disapproved

Vice Wing Commander Signature Block

**NOTE:** In this example, the 2d Ind is formatted as a separate-page indorsement and is used when there isn't room on the original memorandum or previous indorsement page (see AFH 33-337).