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This pamphlet compliments AF Policy Directive (AFPD) 10-2, *Readiness*. Refer recommended changes and conflicts between this and other publications to HQ USAF/DPFJ, 1540 Air Force Pentagon, Washington DC, 20330-1540 on Air Force Form 847, *Recommendation for Change of Publication*. The privacy act of 1974 affects this publication. The authority to collect and maintain the data prescribed in this pamphlet is Title 10 United States Code (U.S.C.), Section 8013. System of Records Notice Numbers, F036 HQ AFPC, Military Personnel Records Systems and F036 HQ AFPC Q, Personnel Data System (PDS), apply. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, "Records Disposition Schedule."

The former Resource Augmentation Duty (READY) program, AFI 10-217, has been replaced with a more flexible, commander directed augmentation program. As such, this pamphlet contains a compilation of processes and procedures to help implement an effective program. The contents of this pamphlet are recommendations only and may be used entirely or in part.

(MOODYAFB) AFPAM 10-243, 1 August 2002, is supplemented as follows: This supplement implements AFPAM 10-243, Moody Air Force Base Supplement 1, Augmentation Duty. This

supplement is not intended as a standalone document, but is used in conjunction with AFPAM 10-243, 1 August 2002. This supplement establishes minimum standards for the 23 WG Augmentation Program. This document aligns the Moody supplement with the Air Force Pamphlet and establishes wing unique requirements for augmentation duty. It also provides detailed guidance on the augmentation program. Send comments and suggested improvements on an AF Form 847, *Recommendation for Change of Publication*, through channels to 23 WG/XPX. Ensure that all records created as a result of this process prescribed in the publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of them IAW AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

(MOODYAFB) This is an original base supplement and must be completely reviewed. Major items of interest include: The Augmentation Review Board (ARB) will meet annually or as necessary as issues or conflicts arise. The group superintendents are appointed as the augmentation coordinators. They will be responsible for allocating slots throughout their squadrons and adjusting as necessary for deployment tempo. An annual review will be done based on assigned strengths in the grades of Airman through Master Sergeant. The baseline augmentation requirements will be based on the most current fair-share breakdown as illustrated in **Attachment 6**, using the current listing of personnel assigned, considering current group manning, exemptions, PERSCO TEMPO, RECLAMAS and using 23 FSS/FSMM manning tools from Manpower Programming & Execution System (MPES). The augmentee roster will be posted and maintained on Sharepoint. Group superintendents will adjust the numbers provided by the units on a monthly basis to ensure there is a ratio of two trained personnel per augmentee position. In order to maintain 2:1 ratio, the group superintendents will coordinate with their unit augmentee coordinators (UAC) and unit superintendents. Group superintendents will track all augmentee shortages and provide shortfall data to the ARB for action. The listing will be validated quarterly by the group superintendents, the 23 WG/CCC, and the Manpower Office. The Group superintendents will maintain the requirements listings and contact their UACs when augmentees are required. The unit superintendent will provide the name of the trained person to their UAC and to the group superintendent for each tasking. Once a tasking is approved by the 23 WG/CV, the tasking agency is responsible for recalls and notifications. Augmentees that are needed in an emergency shall be requested via Installation Control Center Commander Directive (CD) to the Unit Control Centers (UCC) which will begin the recall of augmentees. A release message will be sent via all UCCs when augmentees are released back to their original unit. Augmentees belong to the using agency for the duration of the tasking or until officially released by the using agency. **Attachment 1** contains a glossary of references. **Attachment 2** contains known wing augmentee requirements. **Attachment 3** contains a description of augmentee team functions. **Attachment 4** contains specific wing AFSC/functional area exemptions. **Attachment 5** contains a diagram of the augmentation key positions by organization.

(MOODYAFB) NOTE: The following numbered supplement directly coordinates with the specific section of AFPAM 10-243's numbering sequence.

Section A—Mission	4
1.	4
Section B—Responsibilities	4
2.	4
2. (MOODYAFB) The 23 WG/CC has determined that an installation augmentation program is required.	4
Section C—Recommendations for an Effective Program	4
3. Processes and procedures	4
4. How to Use Augmentees.	7
5. Identifying Augmentees.	8
6. Augmentee Tracking and Training.	9
7. Using Federal Civilian Employees for Augmentation.	9
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	12
Attachment 1—(MOODYAFB) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	14
Attachment 2—(Added-MOODYAFB) ARB CONSOLIDATED WORKSHEET.	16
Attachment 3—(Added-MOODYAFB) ADP FUNCTION AND TEAM DESCRIPTIONS.	19
Attachment 4—(Added-MOODYAFB) AUGMENTATION DUTY PROGRAM EXEMPTIONS.	22
Attachment 5—(Added-MOODYAFB) 23D WING AUGMENTATION PROGRAM DIAGRAM.	23
Attachment 6—(Added-MOODYAFB) FAIR SHARE MANNING REQUIREMENTS.	24

Section A—Mission

1. An augmentation program can assist commanders in validating, approving and documenting the need for additional personnel resources to support installation-level requirements. It can also aid commanders in identifying, training, and tracking personnel to meet short-term augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios. Use of an augmentation program is optional, and each installation should review its plans and requirements appropriately.

Section B—Responsibilities

2. The Host Installation Commander (Wing/CC) or equivalent GSU Commander should determine if an installation augmentation program is required. If a program is required, it's a local decision how it will be implemented and managed. Should it be determined a program is required, the processes and procedures in this pamphlet are offered as a structural framework for an effective program and may be used entirely or in part.

2. (MOODYAFB)The 23 WG/CC has determined that an installation augmentation program is required. The guidance provided in this supplement along with AFPAM 10-243 will be used to manage the augmentation program.

Section C—Recommendations for an Effective Program

3. Processes and procedures

3.1. If the Host Installation Commander (Wing/CC) or equivalent GSU Commander determines an augmentation program is required, recommend only one program for an installation.

3.2. Tenant units, at the discretion of the Host Installation Commander (Wing/CC) or equivalent GSU Commander, should be encouraged to participate in and receive benefits of the Host Installation augmentation program.

3.2. **(MOODYAFB)** This program was developed to support 23 WG units and agencies.

3.3. All non-Air Force organizations (i.e., DoD, other Services, etc.) residing on Air Force installations are strongly encouraged to participate in the augmentation program. Individual volunteers should be utilized after they obtain approval from their immediate commander.

3.4. Recommend appointment of an installation augmentation program OPR (generally the installation Vice Commander). The OPR should be responsible for establishing an augmentation review board (ARB) and appointing members.

3.4. **(MOODYAFB)** The 23 WG/CC has appointed the 23 WG/CV as the installation augmentation program OPR. The 23 WG/CV is responsible for establishing the Augmentation Review Board (ARB), serves as chairperson of the ARB, and is the approving authority for all augmentee recalls.

3.4.1. The ARB should manage all local augmentation programs. The augmentation program OPR should be the board chairperson and the approval authority for all augmentee call-ups.

3.4.2. The ARB should be made up of two groups of people: the board members (paragraph [3.4.2.1](#)) who represent the command structure at the group/wing level and those who function as board advisors (paragraph [3.4.2.2](#)) because of their unique positions in manning and requirements management. Board members and advisors should provide the Host Installation Commander with advice on decisions needed to meet the temporary augmentation needs of the installation. Advisors are an integral part of the board and represent the base functions that provide key information for ARB action.

3.4.2.1. Board Members: The Installation Vice Commander (or appointed augmentation program OPR) should be the chairperson. The Operations Group Commander (equivalent or deputy); Maintenance Group Commander (equivalent or deputy), Mission Support Group Commander (equivalent or deputy), Medical Group Commander (equivalent or deputy) and other commanders as applicable, should act as board members. The ARB Chairperson may designate key members from other installation organizations as required (i.e., tenant organizations and staff functions such as Staff Judge Advocate, Safety, etc.).

3.4.2.1. **(MOODYAFB)** The ARB is comprised of the Chairperson (23 WG/CV) and all Group Commanders (equivalent or deputy).

3.4.2.2. Board Advisors: At a minimum, advisors should consist of the servicing Manpower Office (MO) representative (requirements and shortfall/reclama advisors) and a designated military/civilian personnel availability advisor. The chairperson may appoint additional advisors to attend the ARB as required.

3.4.2.2. **(MOODYAFB)** The following will serve as advisors to the ARB: 23 WG/XPX (Plans), 23 LRS/CC, 23 FSS/CC, 23 FSS/FSMM, and other Moody tenant unit representation as applicable by MOU.

3.4.2.3. The ARB should be responsible for ensuring all local augmentation requirements are identified and met, and local training programs are established to meet those needs. The board should convene at least annually or more often, as directed by the chairperson, to revalidate requirements and prioritize exercise, contingency, wartime, or other emergency augmentation needs, and identify available resources to fill them. The board validates and approves augmentation requirements and exemptions based on the servicing MO representative's advice. The ARB has overall responsibility for tasking installation units to meet augmentation requirements.

3.4.2.3. **(MOODYAFB)** The ARB will be held annually or as necessary to review, revalidate, and approve all base level augmentation requirements, prioritize base level augmentation taskings, and resolve conflicts between base functional areas.

3.4.2.3.1. **(Added-MOODYAFB)** The base line augmentation requirements at [Attachment 2](#) will be reviewed quarterly based on the most current fair share breakdown as shown in [Attachment 6](#). The group superintendents will adjust the numbers provided by their units on a monthly basis, maintain the requirements

listing, and contact unit augmentee coordinators (UAC) when augmentees are required. The augmentee roster will be put on the SharePoint and the number of people required will be trained in a ratio of 2 to 1 for each position. Group superintendents will contact their UACs if the number of trained personnel does not match the 2 to 1 ratio.

3.4.2.4. The servicing MO representative to the ARB, using approved management engineering methods, should assist units in determining total augmentation requirements under locally defined scenarios. The MO should advise units regarding documenting augmentee shortfall/reclama requests, attend all ARB meetings, and review all augmentation requirements and exemptions forwarded to the ARB for action. The MO should advise the ARB based on their assessment of the need for and utilization of augmentees, and recommend solutions to augmentee reclama/shortfall actions.

3.4.2.4. **(MOODYAFB)** If requested, by the 23 WG/CV, 23 FSS/FSMM will conduct a Manpower Review of E-1 through E-7 authorized manning levels during the ARBs. These numbers will be used to determine fair share taskings.

3.4.2.5. **(Added-MOODYAFB)** 23 FSS/CC, or designated representative, will attend all ARB's and provide advice on decisions needed to meet augmentee requirements.

3.5. The augmentation program OPR should appoint an installation augmentation program Manager for the day-to-day overall administration of the installation's program. Specific responsibilities should be:

3.5. **(MOODYAFB)** 23 WG/CV has appointed the 23 WG/CCC as the installation program manager. The 23 WG/CCC will facilitate, coordinate, and administer the 23 WG Augmentation Program.

3.5.1. Schedule ARB meetings, provide agendas, minutes and other documents to all the members.

3.5.2. Brief the augmentation program OPR on all actions and recommendations of the ARB as required.

3.5.3. Maintain a database of all augmentation requirements and augmentee training status.

3.5.3.1. **(Added-MOODYAFB)** Training will be scheduled, conducted and documented by tasking organizations. This data will be provided to the group superintendents and affected UACs. Tasking organizations will also schedule, conduct and document any recurring training as needed.

3.5.4. Ensure all requirements and exemptions are properly documented and validated by the manpower office before being sent to the ARB for action.

3.5.5. Publish a local operating instruction (OI) to establish procedures and define responsibilities for the administration of the installations augmentation program. At locations where an Air Reserve Component (ARC) and active duty are co-located, the OI should be coordinated through each component's senior commander prior to finalization. The OI should include such things as:

- 3.5.5.1. The procedures for determining exemptions, requesting exemptions, establishing requirements, tasking personnel, determining fair share taskings, replacing augmentees, and reporting shortfalls.
 - 3.5.5.2. The roles and responsibilities of the installation commander, augmentation program OPR, augmentation program manager, ARB members, and unit augmentation coordinators.
 - 3.5.5.3. Procedures to activate the augmentation program and what missions it would support.
 - 3.5.5.3. **(MOODYAFB)** 23 WG/IDO has the authority through the 23 WG/CV to activate augmentees.
 - 3.5.5.4. Procedures for identifying and tracking the training of augmentees.
 - 3.5.5.5. Any unique needs of the installation augmentation program.
- 3.6. Each organization using or providing augmentation should appoint a unit augmentation coordinator to manage the unit augmentation program.
- 3.6. **(MOODYAFB)** The group superintendents are assigned as the Group Augmentation Coordinators (GAC) for their respective groups.
- 3.6.1. **(Added-MOODYAFB)** Group superintendents will provide a point of contact to the ARB when they are unavailable.
 - 3.6.2. **(Added-MOODYAFB)** Group superintendents are responsible for allocating slots throughout their group. The unit superintendent will provide names of trained individuals to the UACs and Group superintendents for each assigned tasking. An annual review will be accomplished based on authorized strengths in the grades of E-1 through E-7.
- 3.7. The Installation Plans Office should ensure all appropriate installation plans/scenarios include ARB approved personnel augmentation requirements.

4. How to Use Augmentees.

- 4.1. Augmentation means using people in other than their assigned Control Air Force Specialty Code (CAFSC) duties. After unit commanders (who are seeking augmentees) exhaust their military personnel resource pool, recommend they look within their organization to see if there are skilled and/or trained Department of the Air Force (DAF) civilian members who can perform the duty prior to seeking assistance from other organizations through the ARB (see paragraph 5.2 and [Section C](#), paragraph 7).
- 4.2. Establishing and Implementing Augmentation Requirements:
- 4.2.1. Consider local needs and conditions when determining augmentation requirements. Augmentation requirements are used primarily to support temporary, short-term workload surges during wartime, contingency, natural disaster, and exercise situations. Sustained use of augmentees should not be used to offset normal manpower shortfalls.
 - 4.2.2. Units using augmentees decide augmentee duties and train the augmentees to perform those duties. Augmented units should fund for required training, necessary

equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel toed boots, leatherwork gloves, reflective belts, etc.). The augmented unit tracks all required training and coordinates training with the augmentees' unit augmentation program coordinator.

4.2.3. Prior to augmentees departing for PCS, reassignment, separation, or retirement, the augmented unit augmentation program coordinator should assure replacements are identified and trained. Personnel who have established retirement or approved separation dates should not be selected for augmentation duties. Close coordination between using and providing units and the augmentation program manager should be established to ensure there are no shortfalls in providing augmentee replacements.

4.2.3. **(MOODYAFB)** To ensure continuity, 30 days prior to an augmentee departing for PCS, PCA, separation, or retirement, the responsible UAC must ensure a replacement is identified, trained, and fully qualified to fulfill augmentee duties.

4.2.4. When relieved from augmentation duty, members should be given any documentation reflecting the state of their training, qualification, and/or certification.

4.2.4. **(MOODYAFB)** Augmentees will receive a letter of evaluation upon completion of Honor Guard duty.

5. Identifying Augmentees.

5.1. Members assigned to a Unit Type Code (UTC), primaries and alternates, generally should not be assigned augmentation duties until all other eligible resources are exhausted. In the event eligible resources are not available, commanders may assign personnel on UTCs. The augmentation duties of UTC personnel should not conflict with their UTC training and deployment/on-call timeframe. Members assigned to a UTC are subject to deploy in support of an Operations Plan (OPLAN) that takes priority over local augmentation requirements. Augmentation program duties should not be grounds for a shortfall or reclama of a deployment tasking.

5.2. In addition to military personnel, commanders are highly encouraged to consider the use of DAF civilians, ARC, and contractor personnel in filling augmentation requirements.

5.2.1. Before DAF civilian employees are used for augmentation duties all legal, regulatory and bargaining agreement stipulations should be followed closely.

5.2.2. Collocated ARC units may be utilized to fill known augmentee requirements. Close coordination and scheduling with the ARC units is required to ensure availability of personnel and funding to meet the augmentation needs.

5.2.3. Prior to placing contractor personnel in augmentation, the duty should be documented appropriately in the employee's contract.

5.3. Types of augmentation performed by members assigned to a UTC should not require extensive or recurring training and should be for short-term usage.

5.4. Augmentation trained people should not deploy in their augmentation duty. They may be dispatched from their home station to assist with off-base (or off-installation) emergencies whenever the use of DoD personnel has been properly authorized. In overseas areas, they

may also be dispatched to those locations where the commander has a co-located operating base (COB) or forward operating location (FOL) base reception responsibilities.

5.5. In an emergency, deployed commanders should consider forming a Site augmentation program and use deployed personnel for those duties.

5.6. Restrictions apply when individuals and selective reenlistment bonus (SRB) recipients perform duty outside their CAFSC. AFI 36-2101, *Classifying Military Personnel*, paragraph 3.34, and AFI 36-2606, *Reenlistment in the United States Air Force*, paragraph 2.13, should be reviewed and complied with if required. Suggest no more than 120 days (90 days for SRB specialties) per year for augmentation duty.

5.7. Trained augmentees should remain in the program for a minimum of one year after having been trained in their augmentation duties.

6. Augmentee Tracking and Training.

6.1. The augmentation program manager and unit augmentation program coordinators should track all augmentees and the status of the augmentees' training.

6.2. Locally devised spreadsheets and/or databases and their contents can be locally determined. Recommend they contain, as a minimum, the name, grade, unit of assignment, UTC (if applicable), dates of deployment vulnerability (if applicable), type of augmentation, date assigned, date qualified, and other information needed to track the training status.

6.2.1. **(Added-MOODYAFB)** The group superintendents will maintain the current augmentee list on SharePoint. The augmentee list will be validated quarterly by the group superintendents, and the 23 WG/CCC to ensure personnel are trained in a ratio of 2:1. The group superintendents will track all augmentee shortages and provide shortfall data to ARB members.

6.2.2. **(Added-MOODYAFB)** Augmentees trained in CDF/DCC/PDF must be available for two years.

6.2.3. **(Added-MOODYAFB)** Supported agencies are responsible notifying augmentees of requiring training.

6.2.4. **(Added-MOODYAFB)** SFS augmentee requirements will be requested via ICC CD which will route through the UCCs for emergency purposes. SFS augmentees will be released back to their units through the UCC.

7. Using Federal Civilian Employees for Augmentation.

(Note: IAW Title 5 USC (Chapter 71), statutory, regulatory, collective bargaining agreements and obligations must be following before using civilian employees.)

7.1. Employee participation.

7.1.1. Augmentation duties assigned to civilian employees should be assigned to those whose official position description requires them to perform similar tasks. Management should look for civilian volunteers within their own organization, then volunteers from other organizations prior to tasking civilians to accomplish augmentation duties.

7.1.2. Key and Emergency-Essential (EE) employees are identified as such because their job skills are critical during emergencies. Also, certain other Air Force civilians are

subject to military recall. Therefore, it's anticipated these categories of civilians would not be identified as augmentees for contingency/wartime operations.

7.1.3. Upon determining that augmentation needs require the skills and qualifications of Nonappropriated Fund (NAF) employees or resources, the installation or other commander concerned should take necessary action to contract with the "owning" NAFI (Nonappropriated Fund Instrumentality) for those services or resources. Such contracts with NAFIs are permissible under the circumstances addressed in AFM 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, paragraph 5.15. Prior to executing a contract, the 63- and 64- series Air Force directives should be reviewed and complied with if appropriate.

7.1.4. Local National employees paid from Appropriated Funds may participate insofar as allowed by the Status of Forces Agreement of that country.

7.1.5. Because of legal, regulatory, bargaining agreement and financial concerns, other than those already in like positions, civilian employees should not be allowed to perform duties where there is an inherent possibility of danger to life or limb, such as firefighters or security police.

7.2. Official Credit for Augmentation. The augmentation duty to be performed by civilian employees should be described in a letter addressed to each employee and signed by the supervisor of the augmentee, with an informational copy to the employee's supervisor of record. The supervisor's employee brief should be annotated to reflect each time the employee is assigned to perform the augmentation duty. If assignment of duties is anticipated to be for 30 or more consecutive calendar days and if the augmentation duties differs sufficiently from the employee's permanent position to warrant a different classification, assignment should be handled as an official detail in compliance with the competitive process as outlined in AFM 36-203, *Staffing Civilian Positions*. Standard Core Personnel Documents (SCPDs) from the AF SCPD Library (<http://www.afpc.af.mil>) should be used to document augmentation duties whenever there is an SCPD that provides an accurate statement of the augmentation work assignment. Also, if during a 12-month period, the employee should accumulate 20 or more workdays performing augmentation and the duties differ sufficiently from the employee's permanent position to warrant a different classification, credit can be obtained by submitting proper documentation to the CPF. The request should indicate duties performed, the period of time they were performed, and certification by the augmentation supervisor the employee performed those duties in a satisfactory manner. These duties should be coded into the DCPDS as a detail. Details are considered when determining qualifications for vacant positions. (See AFM 36-505, *Skill Coding*)

7.3. Additional Information. The augmentee should meet all requirements of the augmentation duties. The augmentation supervisor should ensure the employee is properly trained to perform these duties by providing on-the-job training or formal training.

7.3.1. **Physical Qualifications.** The augmentation duty supervisor needs to work with the CPF to determine if the 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.

7.3.2. Security Clearance. Augmentees selected for duties requiring special security clearances should be selected from those already possessing such a clearance.

7.3.3. Compensation. Civilian employees required to work more than 8 hours a day or 40 hours a week are usually compensated appropriately either in the form of compensatory time off or payment of overtime (paid from either owning or using organization funds). Premium pay for work performed on a Sunday or a holiday plus shift differential could be a factor, depending on hours worked. Determination of funds to be used should occur prior to overtime being performed. (See AFI 36-802, *Pay Setting* and AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observations*)

7.3.4. Local Collective Bargaining Obligations. Prior to implementation of local procedures for the assignment of civilian employees to augmentation duties, appropriate local bargaining obligations must be satisfied IAW Title 5 USC, Chapter 71.

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(MOODYAFB)

BILLY D. THOMPSON, Colonel, USAF
Commander

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

AFPD 10-2, Readiness
AFI 36-802, Pay Setting
AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Overtime
AFI 36-2101, Classifying Military Personnel
AFI 36-2606, Reenlistment in the United States Air Force
AFM 36-203, Staffing Civilian Positions
AFM 36-505, Skill Coding
AFM 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*

Abbreviations and Acronyms

ARC—Air Reserve Component
CAFSC—Control Air Force Specialty Code
CPF—Civilian Personnel Flight
CSS—Commanders Support Staff
COB—Co-located Operating Base
DAF—Department of the Air Force
DCPDS—Defense Civilian Personnel Data System
DIN—Data Identification Number
DoD—Department of Defense
DPXJ—Readiness and Joint Matters Division
DPW—Director of Personnel Accountability
DPX—Division of Personnel and Systems
DRU—Direct Reporting Unit
EE—Emergency-Essential
FOA—Field Operating Activities
FOL—Forward Operating Location
GSU—Geographically Separated Unit
HQ AFPC—Headquarters Air Force Personnel Center
HQ USAF—Headquarters United States Air Force
MAJCOM—Major Command

MILPDS—Military Personnel Data System
MPF—Military Personnel Flight
MO—Manpower Office
NAF—Non-Appropriated Fund
NAFI—Non-Appropriated Fund Instrumentality
OI—Operating Instruction
OPLAN—Operations Plan
OPR—Office of Primary Responsibility
PC-III—Personnel Concept III
PCS—Permanent Change of Station
READY—Resource Augmentation Duty
ARB—Augmentation Review Board
SCPD—Standard Core Personnel Documents
SRB—Selective Reenlistment Bonus
TNG-YR-MO—Training- Year-Month
UTC—Unit Type Code
YYMM—Year Year Month Month (9812)

Attachment 1 (MOODYAFB)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008

Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty*, 1 August 2002

Abbreviations and Acronyms

23 CES— 23d Civil Engineering Squadron

23 LRS/CC— 23d Logistics Readiness Squadron Commander

23 LRS/LGRDAS— 23d Logistics Readiness Air Terminal Operations

23 MSG/CC— 23d Mission Support Group Commander

23 FSS/FSMM— 23d Force Support Squadron Manpower and Organization Section

23 FSS/FSMP— 23d Force Support Squadron Personnel Section

23 WG/CC— 23d Wing Commander

23 WG/CV— 23d Wing Vice-Commander

23 WG/CCC— 23d Wing Command Chief Master Sergeant

23 WG/DS— 23d Wing Director of Staff

23 WG/IDO— 23d Wing Installation Deployment Officer

23 WG/XP— 23d Wing Plans and Programs

23 MDG/CC— 23d Medical Group Commander

23 MOS— 23d Maintenance Operations Squadron

23 MXG/CC— 23d Maintenance Group Commander

23 FG/CC— 23d Fighter Group Commander

347 RQG/CC— 347th Fighter Group Commander

23 SFS— 23d Security Forces Squadron

ACL— Allowable Cabin Load

ADP— Augmentation Duty Program

AEF— Air Expeditionary Force

AFI— Air Force Instruction

AFRIMS— AF Records Information Management System

AFSC— Air Force Specialty Code

ARB— Augmentation Duty Program Review Board

ATSO— Ability to Survive and Operate

AWG— Augmentation Duty Program Working Group

BSD— Battle Staff Directive

CAT— Crisis Action Team

CCS— Contamination Control Station

CCA— Contamination Control Area

CCT— Contamination Control Team

CDF— Cargo Deployment Function

CED— Contingency/Exercise/Deployment

DCC— Deployment Control Center

DRU— Direct Reporting Unit

DSOE— Deployment Schedule of Events

DVO— Deployed Vehicle Operations

EAL— Entry Authorization List
ECP— Entry Control Point
EEP— Exercise Entry Point
EOC— Emergency Operations Center
EOD— Explosive Ordnance Disposal
EMST— Emergency Management Support Team
FA— Fitness Assessment
FAC— Fitness Assessment Cell
GAC— Group Augmentee Coordinators
IAW— In Accordance With
IDO— Installation Deployment Officer
ICCD— Installation Control Center Directive
IPE— Individual Protective Equipment
MAJCOM— Major Command
MPES— Manpower Programming & Execution System
NBC— Nuclear-Biological-Chemical
NLT— No Later Than
PAR— Post-Attack Reconnaissance
PATP— Personnel Accountability Transition Point
PCS— Permanent Change of Station
PDF— Personnel Deployment Function
PL— Protection Level
PPE— Personal Protective Equipment
PTL— Physical Training Leader
RDS— Records Disposition Schedule
SART— Search and Recovery Team
SFS— Security Forces Squadron
SSS— Staff Summary Sheet
TDY— Temporary Duty
TFA— Toxic-Free Area
UAC— Unit Augmentee Coordinators
UCC— Unit Control Center
UDM— Unit Deployment Managers
UTC— Unit-Type Code
CAT— Wing Operations Center
XP— 23d Wing Plans and Programs

Attachment 2 (Added-MOODYAFB)
ARB CONSOLIDATED WORKSHEET.

Section A1A — Phase I and Real-World ADP Functions.

A2.1. Introduction. This attachment lists known 23 WG augmentees requirements for Phase 1 duty program or team listing.

Table A2.1. Cargo Deployment Function (CDF).

Team	Manpower Required	Measurement Method
Gate Keeper	4	Staffing Pattern
Quality Assurance	2	Staffing Pattern
In-checker	14	AFI 10-403 & Technical Estimate
Marshaller	6	AFI 10-403 & Technical Estimate
Load Team	12	AFI 10-403 & Technical Estimate
	Total 38	

Table A2.2. Deployment Control Center (DCC).

Team	Manpower Required	Measurement Method
Administrative	2	Staffing Pattern
Board Poster	2	Staffing Pattern
Runner	2	Staffing Pattern
	Total 6	

Table A2.3. Personnel Deployment Function (PDF)/Air Passenger Function (APF).

Team	Manpower Required	Measurement Method
APF Baggage	12	AFI 10-403 & Technical Estimate
APF/TSA Screener	8	AFI 10-403 & Technical Estimate
APF Security	16	AFI 10-403 & Technical Estimate
APF NCOIC	2	AFI 10-403 & Technical Estimate
TC/PAX Briefer (PDF)	4	AFI 10-403 & Technical Estimate
	Total 42	

Table A2.4. Red Carpet Team.

Team	Manpower Required	Measurement Method
NCOIC	3	Staffing Pattern
Info Mgr/Typist	1	Staffing Pattern
Baggage handlers/workers	10	Staffing Pattern
	Total 14	

*Section A2B — Phase II and Real-World Functions.***A2.**

Team	Manpower Required	Measurement Method
CCA Member	24	AFMAN 10-2503 Para: A4.2.2.2
	Total 24	

Table A2.2.2. CAT/EOC Runner/PAR Team.

Team	Manpower Required	Measurement Method
CAT/EOC Runner	4	Staffing Pattern
PAR Team Member	4	Staffing Pattern
	Total 8	

Table A2.2.3. Emergency Management Support Team (EMST).

Team	Manpower Required	Measurement Method
EMST Member	14	AFPAM 10-219, Volume 1, Table 5.34 v
	Total 14	

Table A2.2.4. Security Forces Team (SFS).

Team	Manpower Required	Measurement Method
SFS Member	67	Post Manpower Requirements
	Total 67	

Table A2.2.5. Exercise Entry Point (EEP).

Team	Manpower Required	Measurement Method
EEP Shift workers	26	Staffing pattern
EEP NCOIC	1	Staffed with a SNCO
	Total 27	

Table A2.2.6. Honor Guard.

Team	Manpower Required	Measurement Method
Honor Guard	25	Staffing pattern by volunteers for 4 months
	Total 25	

Table A2.2.7. Bay Orderly.

Team	Manpower Required	Measurement Method
CE	8 per week	Staffing pattern
	Total 8 per week	

Table A2.2.8. XP Manning.

Team	Manpower Required	Measurement Method
As required for 18 month rotations or as needed	As required	Each Group will submit one (SNCO, FGO or CGO as needed) as a nominee to the 23 WG/CV and to the Chief of XP
	Total As required	

Table A2.2.9. ATSO Team.

Team	Manpower Required	Measurement Method
ORI/ORE ATSO Team	12	Required for ORE's, ACC ORIs to conduct OPFOR, Mouflage taskings, ATSO inputs and trusted agent duties
	Total 12	

Table A2.2.10. Fitness Assessment Cell (FAC).

Team	Manpower Required	Measurement Method
PTLs	4	AFI 36-2905, Fitness Program, Chapter 2 and AFI 36-2905 AFGM4 dated 26 Jun 12.
	Total 4	

Attachment 3 (Added-MOODYAFB)**ADP FUNCTION AND TEAM DESCRIPTIONS.**

A3.1. (MOODYAFB) Cargo Deployment Function (CDF): A MSG function, responsible to the DCC for accomplishing all activities required to process and load cargo for deployments. The operations of the CDF are the responsibility of the CDF OIC/NCOIC. The CDF is responsible for receiving, processing, and loading cargo aboard support aircraft according to the final load plan. (**NOTE:** The units tasked to deploy are ultimately responsible for properly preparing their own cargo for deployment. The CDF is the final authority as to whether the cargo was properly prepared). The functional responsibilities of the CDF will consist of the following sub-functions:

A3.1.1. **(MOODYAFB) Gatekeeper:** Responsible for in-checking cargo as it flows into the CDF yard. Will notify the DCC cargo controller of in-check times. PPE requirements: Safety-toe boots, gloves, hearing protection. Members will be trained by 23 LRS/LGRDAS IAW AFI 10-403.

A3.1.2. **(MOODYAFB) Quality Assurance:** This ensures all documentation is correct, adequate, posted, protected and processed properly and all equipment/material is properly configured for transport. PPE requirements: Safety-toe boots, gloves, and hearing protection. Members will be trained by

23 LRS/LGRDAS IAW AFI 10-403.

A3.1.3. **(MOODYAFB) In-Checker:** Checks cargo increments for correct documentation, weight, and height. PPE requirements: Safety-toe boots, gloves, and hearing protection. Members will be trained by

23 LRS/LGRDAS IAW AFI 10-403.

A3.1.4. **(MOODYAFB) Marshaller:** Ensures cargo is placed into proper chalk order according to the load plan. PPE requirements: Safety-toe boots, gloves, hearing protection. Members will be trained by

23 LRS/LGRDAS IAW AFI 10-403.

A3.1.5. **(MOODYAFB) Load Team:** Transports, loads, and secures cargo onto aircraft. PPE requirements: Safety-toe boots, gloves, and hearing protection. Members will be trained by 23 LRS/LGRDAS IAW AFI 10-403.

A3.2. (MOODYAFB) Deployment Control Center (DCC): A MSG function, responsible for the overall control, direction, and supervision of deployments. The DCC satisfies these responsibilities by monitoring and directing unit personnel and cargo processing actions, monitoring and directing transportation actions required processing cargo and passengers; providing assistance in resolving problem areas, and verifying the Deployment Schedule of Events (DSOE) is compatible with the scheduled flow of transportation. The DCC DSOE Cell produces and publishes the DSOE and initial load plans. The DCC monitors these work centers: the Personnel Deployment Function (PDF), Cargo Deployment Function (CDF), and Deployment Vehicle Operations (DVO).

A3.3. (MOODYAFB) Personnel Deployment Function (PDF): A MSG function, ensures deploying personnel are ready to deploy and have CED/TDY orders. The PDF is also responsible for weighing, manifesting, briefing, and loading personnel with their baggage aboard support aircraft IAW the DSOE. To accomplish this, the PDF will establish procedures to ensure all deploying personnel have these services: passenger check-in, baggage processes, passenger manifesting, passenger briefing, passenger holding and loading, and weapons/ammunition handling. All deploying personnel will process through the PDF when it is active.

A3.4. (MOODYAFB) Red Carpet Team: A 23 WG function, receives and supports a higher headquarters inspection team. This may also include Site Activation Task Force, Staff Assistance Visit teams and other teams as directed by the 23 WG/CC.

A3.5. (MOODYAFB) Contamination Control Team (CCT): A MSG function, members work closely under the supervision of 23 CES Readiness. Essential to sustained operations in a chemical environment, they limit the spread of contamination into a Toxic-Free Area (TFA) so personnel can work or obtain rest and relief without wearing Individual Protective Equipment (IPE). They also provide a controlled environment to safely remove contaminated IPE.

A3.6. (MOODYAFB) Crisis Action Team (CAT) / Emergency Operations Center (EOC) Runner/Post-Attack Reconnaissance (PAR) Team: A 23 WG function, performs CAT entry/exit control, validates names against the Entry Authorization List (EAL), and ensures accountability of CAT personnel at all times. Maintain Self-Aid Buddy Care currency and functions as CAT Self-Aid Buddy Care POC. Maintains proficiency/currency as a member of the PAR Team. Performs administrative duties as required within the CAT. Serves as a CAT Runner; delivers Command Staff Directives (CSDs) and other information to the Personnel Accountability Transition Points (PATPs) and other locations as needed. Provides "Comm-Out" capability for information dissemination.

A3.7. (MOODYAFB) Emergency Management Support Team (EMST): A MSG function, members work closely under the supervision of 23 CES Readiness. Operations the EMST may be involved with include, but are not limited to, performing Nuclear-Biological-Chemical (NBC) monitoring and NBC control center tasks, operating a radiological contamination control station (CCS), and responding to full spectrum threat incidents. MAJCOMs and DRUs specify the number of team members in their CEMP Plan 10-2.

A3.8. (MOODYAFB) Security Forces Team: A MSG function, perform duties as an Internal and External Security Response Team Member, maintaining the capability to tactically respond neutralize threats against Protection Level (PL) 2 and 3 assets. Provide immediate armed response for any suspicious activities originating in or around any restricted areas. Respond to in-flight and ground emergencies involving aircraft with mechanical malfunctions or munitions mishaps. Provides traffic control and cordon duties, allowing a clear route of travel for emergency responders. Monitors personnel entering and exiting the installation daily, ensures the smooth flow of motorists and pedestrians remain in compliance with established base instructions. Assist with random vehicle inspections to search for illegal drugs, weapons, and stolen government property.

A3.9. (MOODYAFB) Exercise Entry Point (EEP): A MSG function, controls entry and exit procedures for all base personnel participating in Phase II exercises or ACC IG/ORI.

A3.10. (MOODYAFB) Honor Guard: A 23 WG function, conducts ceremonies of decorum for the base and local community, and conducts funeral ceremonies for veterans in the regional area.

A3.11. (MOODYAFB) Bay Orderly: A MSG function that maintains dormitory facilities.

A3.12. (MOODYAFB) XP Manning: A 23 WG function comprised of personnel from varying career fields coordinating exercises, plans, inspections, and ITT technology.

A3.13. (MOODYAFB) ATSO Team: Cross functional volunteers from the wing that performs varying duties in conducting realistic exercise scenarios.

A3.14. (MOODYAFB) Fitness Assessment Cell (FAC): A 23 WG function, conducts centralized official physical Fitness Assessments (FAs). PTL augmentees will not oversee or conduct FAs for anyone in their unit.

Attachment 4 (Added-MOODYAFB)**AUGMENTATION DUTY PROGRAM EXEMPTIONS.**

A4.1. (MOODYAFB) ADP Exemption Process: All ADP exemption requests are forwarded to the ARB by the affected unit's commander. All exemption requests are reviewed by the ARB and must meet one of the following eligibility criteria: The emergency actions life-critical first responder or coordinator/base-wide contingency personnel accountability, or professional military education activity. When the exemption request is recommended by the unit commander, the request is referred to the ARB for approval/disapproval.

A4.2. (MOODYAFB) Approved Exemptions: The following organizations and their AFSC/functional areas authorized E-1 thru E-7 positions are approved by the ARB as exempt from augmentee allocation calculations:

A4.2.1. **(MOODYAFB) 23 CES:** 3E7XX (Fire Protection), 3E8XX (EOD), 3E9XX (Readiness & Emergency Management)

A4.2.2. **(MOODYAFB) 23 SFS:** 3P0XI (Security Forces)

A4.2.3. **(MOODYAFB) 23 FSS:** 3S0XI (Personnel PDF, PERSCO, and AI Readiness Function Only)

A4.2.4. **(MOODYAFB) 23 FSS:** 8X000 (ALS/FTAC Instructors)

A4.2.5. **(MOODYAFB) 23 MOS, 23 EMS:** 2AXXX and 2WXXX (MOC / Munitions Controllers Only)

A4.2.6. **(MOODYAFB) 23 OSS:** 1CIXI (Air Traffic Controllers)

A4.2.7. **(MOODYAFB) 23 WG:** 1C3XI (Command Post Controllers)

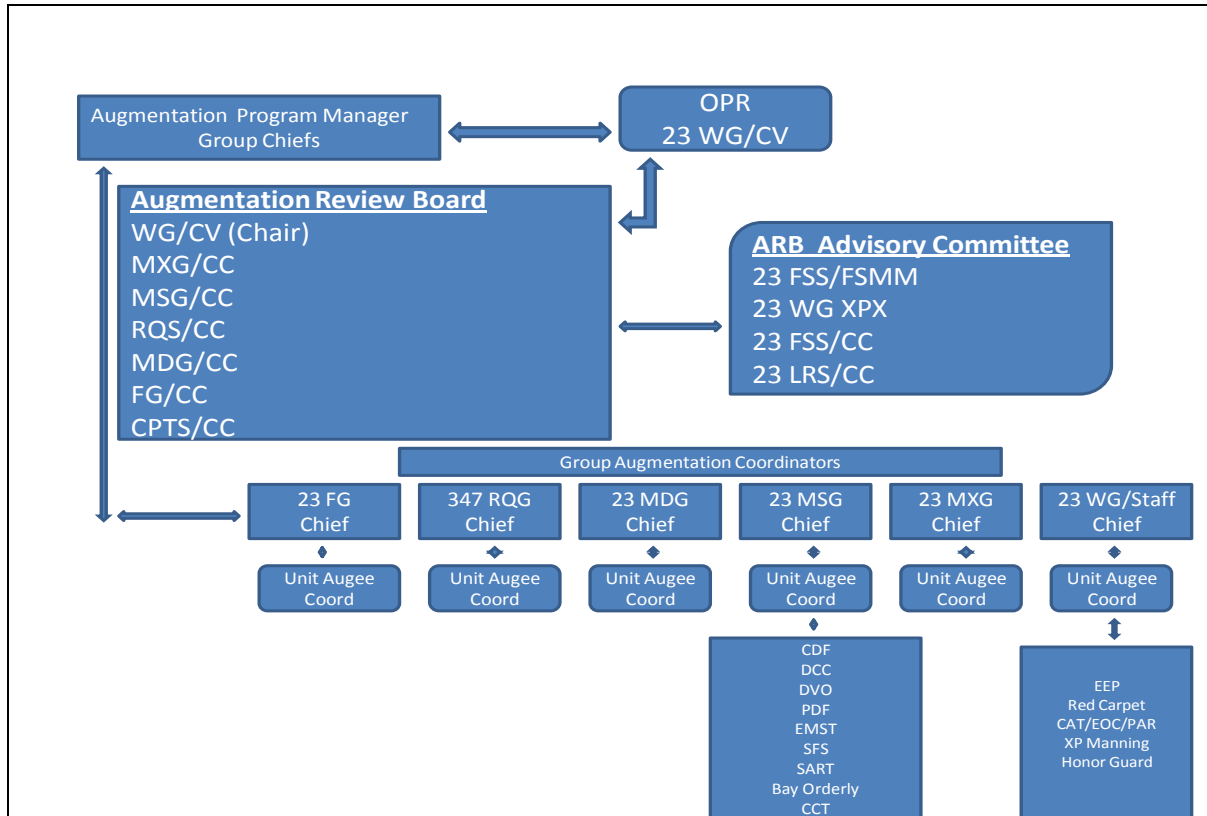
A4.2.8. **(MOODYAFB) 23 LRS:** 2T2XX (Air Transportation)

A4.2.9. **(MOODYAFB) 23 FSS:** 8G000 (Honor Guard Superintendent)

Attachment 5 (Added-MOODYAFB)

23D WING AUGMENTATION PROGRAM DIAGRAM.

Figure 5.1. 23d Wing Augmentation Program Diagram.



Attachment 6 (Added-MOODYAFB)
FAIR SHARE MANNING REQUIREMENTS.

Figure A6.1. Manning Calculations.

EXAMPLE:		
The information below was based on a FSS database search.		
23 WG Assigned E1-E7 by Group		
Group	Assigned	Percentage
23 MXG	1788	62.3%
23 MSG	556	19.37%
23 FG	80	2.79%
23 MDG	123	4.29%
347 RQG	258	8.99%
93 AGOW	000	0.00%
23 WG Staff/23 CPTS	65	2.27%
Total	2870	100.00%
Example:		
The 23 MXG is tasked to provide its fair share of personnel to fill a Phase 1, CDF package <u>augmentees</u> (Attachment 2).		
First calculate what percent 1788 <u>is</u> of 2870 = (62%)		
Then multiply total <u>augmentees</u> (38) contained in the CDF times 62%= 24 MXG personnel		