

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



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**OFFUTT AIR FORCE BASE**

**Supplement**

**19 FEBRUARY 2016**

**OPERATIONS**

**AUGMENTATION DUTY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Mark Williamson)

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This instruction dictates policy, procedures and responsibilities for the Augmentation Duty Program (ADP) at Offutt Air Force Base. This publication applies to all active-duty officer, enlisted, appropriated fund (APF) civilian personnel assigned to the installation; it does not apply to Air National Guard (ANG) or Air Force Reserve (AFRES) personnel. Waivers may be granted for any part of this publication by the 55th Wing Commander. This instruction requires collecting and maintaining information (not including SSAN) protected by the Privacy Act of 1974 and authorized by 5 U.S.C. § 552. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

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**1. General.** The Augmentation Duty Program (ADP) is designed to identify, train, and assign a pool of personnel to temporarily augment units which require a surge of manpower during exercises, contingencies, wartime, or emergency situations. This program is not intended to remedy unit manning shortages that arise during normal, routine work schedules. Additionally, it is not used to manage activities designated as normal base details (i.e. Mouflage, Honor Guard, Baggage Teams, etc.). The Augmentation Duty Program Review Board (ARB) will validate and approve requirements and decide from where they will be sourced as outlined in the “Fair-Share with Exemptions” calculation method demonstrated in Attachment 4.

**2. Responsibilities.** All Offutt AFB, 55th Wing units will participate in the Offutt AFB ADP Program. They will provide augmentees in accordance with this instruction and as specified by the ARB. The key participants and their respective responsibilities of the ADP are:

**2.1. The ARB Chairperson:**

2.1.1. 55th Wing Vice-Commander (55 WG/CV), who owns the management processes of the Offutt AFB ADP. The ARB Chairperson will approve/sign the minutes of each ARB.

**2.2. The ADP Director:**

2.2.1. 55th Mission Support Group Commander (55 MSG/CC), who is the central point-of-contact for the ADP Function or Team Chiefs (those supported by the augmentees) and Group Superintendents. When ADP requirement and tasking issues arise, the ADP Function or Team Chiefs (those supported by the augmentees) and Group Superintendents will elevate them to the ADP Director for resolution.

2.2.2. Forwards requests for exemptions (current exemptions at Attachment 6) and/or additional taskings to the Augmentation Duty Program Working Group (AWG) for recommendation/non-recommendation and ARB for approval/disapproval.

2.2.3. Addresses all requests with the AWG prior to presenting them to the ARB.

2.2.4. Ensures all unresolved items from the AWG and previous ARBs are brought before the ARB for resolution.

2.2.5. Facilitates AWG and ARB meetings.

2.2.6. Evaluates the performance of the ADP on an annual basis.

2.2.7. Ensures ADP Function or Team Chiefs (those supported by the augmentees) are offering timely and appropriate training to augmentees.

**2.3. The ARB Membership:**

2.3.1. 55 WG/CV (Chairperson), 55 CG/CC, 55 MSG/CC, 55 OG/CC, 55 MXG/CC, 55 MDG/CC who are the designated voting members. Advisors (non-voting members) to the ARB include the 55 WG Command Chief, 55 SFS/CC, 55 WG Installation Deployment Officer (IDO), 55 WG/XP, WG/IG. In the event of a tie, the Chairperson will carry the vote. The ARB approves and prioritizes ADP requirements/taskings and is facilitated by the ADP Director. The ARB will meet at least once a year, or as needed, to review requirements, approve any new requirements and/or exemptions,

allocate/reallocate taskings to fill augmentation requirements and resolve any issues requiring attention.

#### **2.4. The AWG Membership:**

2.4.1. AWG is chaired by the ADP Director and composed of the 55 WG Command Chief and Group Superintendents. In the event of a tie, the ADP Director will carry the vote. Advisors (non-voting members) to the AWG include the 55 WG IDO, supported ADP Function or Team Chiefs (those supported by the augmentees). The AWG will meet at least once every six months, or as needed, to review requirements, recommend to the ARB new requirements and/or exemptions, allocation/re-allocation of taskings to fill augmentation requirements, and to forward to the ARB any issues requiring higher level attention. The ADP Director will approve/sign the minutes of each AWG.

#### **2.5. The ADP Resource Manager:**

2.5.1. 55th Mission Support Group Superintendent (55 MSG/CCC), who works directly for the ADP Director (55 MSG/CC) in all matters concerning the ADP.

2.5.2. Ensures ADP Functions or Teams (those supported by the augmentees) maintain current augmentee team rosters.

2.5.3. Reports ADP Function or Team statistical data on a semi-annual basis or when requested.

2.5.4. Keeps on file current ADP Function or Team Chief (those supported by the augmentees) and Group Superintendent appointment letters and a continuity binder.

2.5.5. Reviews this instruction annually and coordinate appropriate changes.

2.5.6. Coordinates annual review of ADP Function or Team requirements and group tasking allocations.

2.5.7. Schedules meetings and produce ADP agendas and meeting minutes.

2.5.8. Updates and maintains a central ADP database and provide metrics upon request.

2.5.9. Tracks qualification levels for all ADP augmentees using a central ADP database.

2.5.10. Records and publishes AWG and ARB meeting minutes.

2.5.11. Posts current ADP manning documents, AWG and ARB meeting minutes, and a copy of this instruction on the SharePoint ADP site.

2.5.12. Send a list of all augmentees to the 55 WG/DS every month. The 55 WG/DS will distribute it to all Squadron Commanders for verification of people assigned to ADP billets. The Squadron Commanders will replace anyone who is due to have Permanent Change of Station (PCS) in the next 120 days with a new augmentee.

#### **2.6. The ADP Function or Team Chiefs (those supported by the augmentees) will:**

2.6.1. Coordinate ADP augmentee events in their respective functions (i.e. Cargo Deployment Function, Security Forces Team, Emergency Management Support Team, etc).

2.6.2. Schedule, conduct, and document augmentee training.

2.6.3. Provide a quarterly (or as needed) ADP training schedule to appropriate tasked Unit Commanders.

2.6.4. Document training on an AF Form 2426, *Training Request and Completion Notification* or a training certificate, to provide a written record of training to the individual and his/her Unit ADP Manager.

2.6.5. Provide a list of augmentee training no-shows to respective Unit ADP Managers, tasked Squadron Commanders, Group Superintendents, and the ADP Director Not Later Than (NLT) 24 hours after augmentees are declared no-shows for training.

2.6.6. Maintain an ADP Training Folder or automated training database on each assigned augmentee and track augmentee participation in the ADP program. Function/Team Chiefs will be responsible for initial set-up of each folder or database record and for documentation of ADP training (Attachment 9) and participation.

2.6.7. Provide training reports to the ADP Resource Manager on a monthly or as needed basis, identifying all assigned augmentees and their qualification status. The report should address augmentee usage, any upcoming scheduled training, and any no-shows for duty or training. Highlight any unit not meeting their ADP training requirements.

2.6.8. Work with 55 MSG/CCC to validate augmentee requirements (Attachment 7). Requirements are validated using Air Force-approved management engineering methods; after validation, all new determined requirements or reductions to requirements must be vetted through the ADP Working Group and approved by the ADP Review Board prior to implementation and activation.

2.6.9. Ensure all augmentees have received ADP function-specific equipment and clothing necessary to perform their augmentee duties. See Attachment 3 for an ADP function-specific listing of clothing and equipment that will be funded-for and purchased by the tasked unit.

2.6.10. Maintain an up-to-date listing of all augmentees assigned to their teams and coordinate augmentee taskings with the appropriate Group Superintendents.

## **2.7. The Group Superintendents will:**

2.7.1. Represent their Group Commanders by providing management oversight of the ADP taskings within their groups.

2.7.2. Be voting members of the AWG and will attend all AWG meetings. They represent their Group Commander at AWG functions and serve as the central point-of-contact for their Unit ADP Managers. Group Superintendents will forward augmentee issues to the ADP Director and ADP Resource Manager for resolution.

2.7.3. Be responsible for cross-filling ADP taskings when a specific unit within their group cannot fill its ADP tasking. This may include substituting members of another unit within their group. When no member of the group can fill an ADP tasking, the Group Superintendent will prepare a Group Commander-signed ADP tasking reclama letter addressed to the 55 WG/CC, 55 WG/CV, ADP Director (55 MSG/CC) and ADP Resource Manager (55 MSG/CCC).

## **2.8. The Squadron Commanders will:**

2.8.1. Appoint in writing (Attachment 11), an ADP Function or Team Chief (those supported by the augmentees) for each ADP Function or Team assigned to their squadron (if applicable); refer to Attachment 3 for a listing of ADP Function or Teams. Provide copies of appointment letters to the ADP Resource Manager (55 MSG/CCC) and the Group Superintendent.

2.8.2. Appoint in writing (Attachment 11), a primary and alternate Unit ADP Manager to administer personnel assigned to ADP position taskings and communicate projected changes in augmentee availability. Provide copies of appointment letters to the ADP Resource Manager (MSG/CCC) and the Group Superintendent.

2.8.3. Appoint primary and alternate augmentees in writing (Attachment 10) to the ADP Function or Teams and ensure they are able to serve a minimum of 1 year after becoming fully qualified and have no history to preclude them from being able to bear arms on a daily basis if the augmentee is part of the Security Force Team. All appointed Deployment Control Center (DCC) augmentees must possess an active SECRET clearance or above.

2.8.4. Ensure their unit has 30% more of fair-share dedicated as alternate ADP augmentees that are qualified and able to replace primary augmentees.

2.8.5. Release augmentees for scheduled ADP training. ADP training is essential for augmentees to attain and maintain position qualification. ADP training appointments are mandatory appointments. All no-shows will be documented and briefed to 55 Wing senior leadership and tasked Unit Commanders.

2.8.6. Release fully qualified augmentees for ADP duty when tasked by 55 WG/CC.

2.8.7. Ensure the Unit ADP Manager complies with procedures outlined in this instruction.

2.8.8. Inform the Group Superintendent and Group Commander when unable to fill ADP taskings via a signed ADP shortfall letter. The intent of beginning the shortfall process at the squadron level is to ensure accountability for the ADP taskings assigned by the Group Commander to each squadron. It also facilitates an orderly validation means and record trail when a Group Superintendent cross-fills taskings from other squadrons within the Group.

## **2.9. The Unit ADP Managers will:**

2.9.1. Ensure augmentees are identified and selected to fulfill tasked ADP commitments.

2.9.2. Identify ADP replacements as soon as incumbents are projected for PCS, separation, or retirement. Unit ADP Managers should ensure replacement personnel are trained before the incumbent departs. If an augmentee receives a profile or notice for extended Temporary Duty (TDY), the Unit ADP Managers will work with their respective Group Superintendent to provide a permanent replacement.

2.9.3. Identify any predicted large changes in unit manpower (ie 50% unit deployment associated with an AEF) NLT 30 days prior.

2.9.4. Contact supervisors to verify release of augmentees for training, exercises, and contingencies. Immediately elevate availability problems to the Squadron Commander.

Unit ADP Managers will replace members when they are no longer available for duty, however, if an individual's unavailability will be of a temporary nature, Unit ADP Managers are encouraged to put the member in an alternate position, effectively "banking" the augmentee until his/her return to service. This procedure will preclude multiple submissions of replacement/appointment letters, as the augmentee will remain "in the system". Upon tasking activation, when no member of the unit can fill an ADP tasking, the Unit ADP Manager will prepare a Unit Commander-signed ADP tasking shortfall letter addressed to their Group Commander, Group Superintendent, ADP Director (55 MSG/CC) and ADP Resource Manager (55 MSG/CCC). The intent of beginning the shortfall process at the squadron level is to ensure accountability for the ADP taskings assigned by the Group Commander to each squadron. It also facilitates an orderly validation means and record trail when a Group Superintendent cross-fills taskings from other squadrons within the Group.

2.9.5. Review an individual's status on the ADP program with the Squadron Commander prior to their assignment to fill Unit-Type Code (UTC) or TDY requirements. If the member will be TDY or on leave for an extended period of time (more than 30 days), send an ADP Appointment/Replacement Memorandum to the ADP Function or Team Chief (those supported by the augmentees), ADP Resource Manager (55 MSG/CCC) or place the augmentee in an alternate ADP position by notifying the ADP Resource Manager (55 MSG/CCC).

2.9.6. Continue to fill the ADP tasking if an individual assigned to an ADP Function or Team moves to a new unit, as the tasking is allocated to the group or unit and not to a specific person. The ADP tasking does not move with the individual when he/she is reassigned.

2.9.7. Provide the augmentee conventional purpose, personal wear clothing items (i.e. steel-toed boots, work gloves, parkas, rain gear, personal reflective belts, non-industrial hats, etc.) for performance of augmentee duties funded and issued by the augmentee's assigned unit. All special purpose and professional-type clothing and equipment ("pro equipment") such as reflective vests, industrial hats, special purpose boots and gloves, tools or toolboxes, aprons, coveralls, non-prescription eye protection, etc. will be provided by the ADP Function or Team Chief (those supported by the augmentees) for common-use by augmentees.

## **2.10. The Unit Deployment Managers (UDMs) will:**

2.10.1. Work with Unit ADP Managers to ensure appropriate ADP Function or Team Chiefs (those supported by the augmentees) are notified prior to ADP augmentees going on extended TDYs (more than 30 days).

2.10.2. Relay information received from Concept Briefings pertinent to ADP augmentees. The UDMs may also serve as the point-of-contact for augmentee notification for ADP training recalls, in those situations where the Unit ADP Manager is not used as that point-of-contact.

2.10.3. Monitor their unit's Aerospace Expeditionary Force (AEF) tasking profile and work with the Unit ADP Manager to de-conflict augmentee position manning and deployment tasking personnel requirements.

### 2.11. The ADP Augmentees will:

2.11.1. Perform ADP duties IAW this instruction. Once appointed, augmentees are obligated to serve a minimum of 1 year after becoming fully qualified.

2.11.2. Coordinate with their Unit ADP for all leave, TDY, or other situations rendering them unavailable to perform ADP augmentee duties. Advise the Unit ADP Manager of a needed replacement action ASAP if selected for PCS, extended TDY, or separation/retirement. **Note:** Should a mission-related scheduling conflict arise between the squadron and ADP Function or Team Chief (those supported by the augmentees) regarding augmentee duties, attempts will be made to resolve such conflicts at the lowest level of authority. The concerned Group Superintendent, representing his/her Group Commander, is the final decision authority in these cases. Personnel assigned to Honor Guard duty will not normally be appointed to ADP positions.

**3. Assigned strength baseline:** The unit's assigned strength is the baseline from which the fair-share percentages are derived. The assigned strength is provided by Military Personnel Data System (MILPDS) quarterly. The fair share percentage baseline is calculated using assigned strength in the grades of E-5 and below, and O-3 and below, within the 55 WG; however, the baseline can be modified to adjust grades to accommodate specific unit requirements.

3.1. **Exemptions:** The assigned strength baseline is adjusted by subtracting 55 WG/CV approved exemptions. As the strength baseline already excludes grades E-6 and above and O-4 and above, no additional exemptions for them will be used.

3.1.1. GP/CCs will provide exemption requests to the ARB for consideration.

3.1.2. Exemption requests are coordinated via 55 GP/CCCs through 55 WG/CCC to the ARB. In turn, the 55 WG/CCC coordinates with the 55 WG/CV to convene the ARB.

3.1.3. Exemption requests must include justification and mission impact statement, number and duration of exemptions, and any higher headquarters supporting documentation.

3.1.4. Approved exemptions must be revalidated annually at the ARB.

3.2. **Available Personnel:** Assigned strength baseline minus 55 WG/CV approved exemptions and deployed personnel equals available personnel. The 55 WG/CCC will use available personnel to determine fair share and distribute taskings through the 55 WG/DS.

3.3. **Group Augmentation Quota (i. e. Fair Share):** This is the total number of taskings charged to each group to meet the ARB-approved augmentation requirements. The augmentation quota is calculated as follows:

3.3.1.  $\text{Group Available Personnel} / \text{Wing Available Personnel} = \text{Group Augmentation Percentage}$

3.3.2.  $\text{Group Augmentation Percentage} \times \text{Number of Augmentation Taskings} = \text{Group Augmentation Quota}$

3.3.3. Although group augmentation quotas are based on specific ranks, GP/CCs may source taskings with personnel of any rank or category (i.e. officers and civilians may be used to satisfy augmentation requirements provided all applicable rules are followed).

**4. Activating augmentees:** Only the 55 WG/CC or the Emergency Operations Center (EOC) has the authority to approve augmentee call-ups for base-wide exercises, contingencies, emergencies, and wartime conditions. The ADP Function or Team Chief (those supported by the augmentees) will staff the request through the augmented unit, supported Group Commander and the 55 WG/CC for final approval and release. The Activation Request staffing process must begin a minimum of 7 working days in advance of the planned activation date (unless for emergency or contingency-related activations) to ensure maximum augmentee availability and participation. An advance copy of the draft Augmentation Activation Request and eSSS will be provided to the ADP Director (55 MSG/CC) and ADP Resource Manager (55 MSG/CCC) to ensure augmentees can be identified in a timely manner for planned activation. ADP Function or Team Chiefs (those supported by the augmentees) will thoroughly justify and document all recalls. Once augmentation has been validated by Wing leadership, a wing-wide Command Directive (CD) will be sent out announcing that augmentees are activated. This CD activation message will specify the augmentees that are required to report by Group, to include a report time, location, and any other pertinent information needed to activate the force. Once this information is received, Group Control Centers (GCCs) will recall all required augmentees, continuing until all augmentees are accounted for, with a final report due from the GCCs back to Group leadership once completed.

**4.1. Personnel recall:** Augmentees will report to their units for accountability after release of the activation request originated and staffed by ADP Function or Team Chiefs (those supported by the augmentees). Immediately after sign-in, augmentees then report to their ADP Function or Team Chiefs (those supported by the augmentees) if they are designated to perform ADP duties. Supported ADP Function and Team Chiefs will contact the augmentee's Unit ADP Manager during the initial mustering process and will not contact the augmentees directly unless responding to an emergency or urgent activation. If they are unable to contact the Unit ADP Managers, the ADP Function/Team Chiefs will contact the ADP Resource Manager (MSG/CCC) for assistance. Direct contact of augmentees by the ADP Function/Team Chiefs is permitted after initial mustering for transmitting information related to reporting times, places, equipment requirements, etc.

**4.2. ADP call-up without personnel recall:** ADP Function or Teams may be notified to report for their particular duties without initiating a wing recall. Under these circumstances, the affected ADP Function or Team Chiefs (those supported by the augmentees) will obtain approval from the 55 WG/CC to call-up ADP augmentees through the ADP Director (55 MSG/CC) that is tailored to define the specific manpower requirement for that activation's scenario. Once approved, the ADP Function or Team Chiefs (those supported by the augmentees) will activate their team. After Augmentation Activation Request release, they will contact the augmentee's Unit ADP Manager, who will in turn, notify the augmentee to report for ADP duties. Upon notification, augmentees will report to their respective ADP Function or Team Chiefs (those supported by the augmentees) and notify their normal workcenter of their status, unless otherwise directed. Supported ADP Function and Team Chiefs will contact the augmentee's Unit ADP Manager during the initial mustering process and will not contact the augmentees directly unless responding to an emergency or urgent activation. If they are unable to contact the Unit ADP Managers, the ADP Function/Team Chiefs will contact the ADP Resource Manager (55 MSG/CCC) for assistance. Direct contact of augmentees by the ADP Function/Team Chiefs

is permitted after initial mustering for transmitting information related to reporting times, places, equipment requirements, etc.

**4.3. Scheduled exercise/inspection activation:** Augmentees working in exercise (Phase I/II, etc.) functions for scheduled exercises and inspections will be activated by a Augmentation Activation Request originated and staffed by ADP Function or Team Chiefs (those supported by the augmentees) that is tailored to define the specific manpower requirement for that activation's scenario. Exercise function augmentees will also be expected to attend ADP function musters in preparation for exercise-related activations. Supported ADP Function and Team Chiefs will contact the augmentee's Unit ADP Manager during the initial mustering process and will not contact the augmentees directly unless responding to an emergency or urgent activation. If they are unable to contact the Unit ADP Managers, the ADP Function/Team Chiefs will contact the ADP Resource Manager (55 MSG/CCC) for assistance. Direct contact of augmentees by the ADP Function/Team Chiefs is permitted after initial mustering for transmitting information related to reporting times, places, equipment requirements, etc.

**5. Relief from taskings.** ADP duty takes precedence over ordinary leave and should be strictly considered before an individual is released from an ADP tasking. If for some validated reason, an ADP augmentee cannot perform their duties, then he or she must obtain an excusal letter signed by their Squadron Commander addressed to the ADP Resource Manager (55 MSG/CCC). If a Squadron Commander excuses the member, the commander will provide an alternate; if the commander does not have an alternate, then the commander will elevate it to the Group Superintendent to provide the alternate from another unit within the group. Accordingly, ADP Function or Team Chiefs (those supported by the augmentees) will closely monitor activation or training attendance and report no-shows.

GREGORY M. GUILLOT, Brigadier General,  
USAF  
Commander, 55th Wing

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

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 Jan 07

AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedure*, 25 Sep 09

AFMAN 10-2504, *Air Force Incident Management Guidance for Major Accidents and Natural Disasters*, March 2013

AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operation*, 30 May 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

*Offutt AFB Installation Emergency Management Plan (IEMP) 10-2*, August 2013

***Adopted Forms***

AF Form 2426, *Training Request and Completion Notification*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**55 CES**—55th Civil Engineering Squadron

**55 CG/CC**—55th Communications Group Commander

**55 LRS**—55th Logistics Readiness Squadron

**55 MDG/CC**—55th Medical Group Commander

**55 MSG/CC**—55th Mission Support Group Commander

**55 MXG/CC**—55th Maintenance Group Commander

**55 OG/CC**—55th Operations Group Commander

**55 SFS**—55th Security Forces Squadron

**55 WG/CC**—55th Wing Commander

**55 WG/CV**—55th Wing Vice Commander

**55 WG/DS**—55th Wing Director of Staff

**55 WG/IDO**—55th Wing Installation Deployment Officer

**55 WG/XP**—55th Wing Plans and Programs

**ACL**—Allowable Cabin Load

**ADP**—Augmentation Duty Program

**AEF**—Air Expeditionary Force

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center  
**AFRIMS**—AF Records Information Management System  
**AFSC**—Air Force Specialty Code  
**ARB**—Augmentation Duty Program Review Board  
**AWG**—Augmentation Duty Program Working Group  
**CCD**—Control Center Directive  
**CCS**—Contamination Control Station  
**CCT**—Contamination Control Team  
**CDF**—Cargo Deployment Function  
**CED**—Contingency/Exercise/Deployment  
**CEV**—Environmental Management Flight  
**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  
**EMST**—Emergency Management Support Team  
**EOC**—Emergency Operations Center  
**EOD**—Explosive Ordnance Disposal  
**e SSS**—Electronic Staff Summary Sheet  
**FPCON**—Force Protection Condition  
**IAW**—In Accordance With  
**IDO**—Installation Deployment Officer  
**IG**—Inspector General  
**IPE**—Individual protective equipment  
**JIT**—Just in time training  
**MAJCOM**—Major Command  
**MARE**—Major Accident Response Exercise  
**NBC**—Nuclear-Biological-Chemical  
**NLT**—Not Later Than  
**PAR**—Post-Attack Reconnaissance

**PATP**—Personnel Accountability Transition Point

**PCS**—Permanent Change of Station

**PDF**—Personnel Deployment Function

**PERSTEMPO**—Personnel Tempo

**PL**—Protection Level

**RDS**—Records Disposition Schedule

**SF**—Security Forces

**SFT**—Security Forces Team

**TDY**—Temporary Duty

**TFA**—Toxic-Free Area

**UDM**—Unit Deployment Managers

**UMD**—Unit Manpower Document

**UTCs**— Unit-Type Code

## ATTACHMENT 2

## ADP FUNCTION OR TEAM LISTING

## A2.1. Phase I and Real-World ADP Functions:

Table A2.1. Cargo Deployment Function (CDF)

Position	Manpower	LRS	Augmentee
CDF OIC	2	2	0
In-checker	12	3	9
Joint Inspector	4	4	0
Load Planner	2	2	0
Load Team	18	3	15
Quality Assurance	2	2	0
RAMPCO	2	2	0
Gate Guards	8	0	8
CMOS Operators	4	2	2
QA/Manifesting Supervisor	2	2	0
Load Team Supervisor	2	2	0
<b>Total</b>	<b>58</b>	<b>24</b>	<b>34</b>

Table A2.2. Deployment Control Center (DCC)

Position	Manpower	LRS	Augmentee
Administrative	2	2	0
Supply Rep	2	2	0
PDF Rep (Filled by FSS)	2	0	2
TCO	2	2	0
Door Guards	2	0	2
<b>Total</b>	<b>10</b>	<b>6</b>	<b>4</b>

Table A2.3. Deployed Vehicle Operations (DVO)

Position	Manpower	LRS	Augmentee
Operator	12	12	0
<b>Total</b>	<b>12</b>	<b>12</b>	<b>0</b>

Table A2.4. Personnel Deployment Function (PDF)

Position	Manpower	LRS	Augmentee
Clearing Barrel Attendant	2	2	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>

**Table A2.5. Air Passenger Terminal (APT)**

Position	Manpower	LRS	Augmentee
Terminal OIC	2	2	0
Passenger Manifesting	4	4	0
Baggage Team	8	2	6
Passenger Incheck/Runner	10	2	8
Briefer Holder	12	0	12
<b>Total</b>	<b>36</b>	<b>10</b>	<b>26</b>

**Table A2.6. Emergency Management Support Team (EMST)**

Position	Manpower	CES	Augmentee
EMST	16	2	14
<b>Total</b>	<b>16</b>	<b>2</b>	<b>14</b>

**Table A2.7. Security Forces (SF) Augmentation Team**

<b>SF Augmentee Breakdown</b>		
AF Assigned	463	AF Security Forces
USN MAs Assigned	+ 60	Subject to recall by SCW-1 for OPLAN tasking
DAF Guard/Police Assigned	+ 22	Term employees (OCO funded)
<b>Total SF</b>	<b>545</b>	
OPLAN Tasked	- 229	
Expenses	- 95	10 PME/Separation, 45 leave (8%), 20 Armory, Combat Arms & Training, 20 Staff (Leadership: S-1 thru S-5 , CAT, EOC)
No weapons	- 40	Command-directed or Medical
<b>Total SF Available</b>	<b>181</b>	Total SF remaining on station and available for posting
FPCON Charlie Posting	- 244	122 posts per shift
<b>DELTA</b>	<b>63</b>	Number of augmentees to meet FPCON Charlie posting

## ATTACHMENT 3

### ADP FUNCTION AND TEAM DESCRIPTIONS

**A3.1. Cargo Deployment Function (CDF):** 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. Aircraft Load Planning: Develop final load plans. Ensures aircraft Allowable Cabin Load (ACL) is fully utilized.

A3.1.2. Quality Assurance: Ensures all documentation is correct, adequate, posted, protected and processed properly and all equipment/material is properly configured for transport.

A3.1.3. Ramp Coordinator: Ensures effective coordination of all aircraft and vehicle loading operations for the IDO.

A3.1.4. In-Check: Responsible for verifying that equipment has been received for processing and passed the inspection checklist for transport.

A3.1.5. Joint Inspection: Responsible for conducting the final inspection of cargo prior to the load being accepted into the marshaling yard.

A3.1.6. Load Team: Transport, load and secure cargo.

**A3.2. Deployment Control Center (DCC):** 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. Deployment Vehicle Operations (DVO):** Responsible to the DCC for providing vehicles and operators to move personnel and cargo during deployments.

**A3.4. Personnel Deployment Function (PDF):** 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 in-check, 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.

**A3.5. Security Forces Team (SFT):** Duties: Perform integrated defense functions contributing to the force protection mission. SF Augmentees may perform duties as Installation Patrol

Member, Internal and External Security response Team Member and Installation Entry Control. They will maintain the capability to tactically respond and neutralize threats against Protection Level (PL) assets, and if required, provide immediate armed response for any suspicious activities originating in or around the installation. **NOTE:** Based on current unit manning, Security Forces do not require daily augmentation assistance for installation gate support and will fulfill these duties internally.

A3.5.1. SF Augmentees will be trained in accordance with the Integrated Defense Plan

A3.5.2. SF Augmentees will be identified and trained upon the conclusion of the First Term Airman's Course (FTAC) or as required. Personnel selected for SF Augmentation duties, but not attending FTAC, will be scheduled for training through coordination with the unit ADP manager and the SF Augmentee Coordinator. SF Augmentees are considered "fully qualified" following the completion of 2 days of SF Augmentee training and a third day of M4 qualification. Finally, SF Augmentees are assigned duties for 1 year following weapons qualification. When appropriate, annual training qualifications will be renewed during just in time (JIT) training following recalls. JIT training DOES NOT replace required 2 day training requirement.

A3.5.3. Arming: Unit ADP managers will coordinate M4 firing with SFS Augmentee Coordinator within 30 calendar days of the member's completion of SF Augmentee training.

A3.5.3.1. The Security Forces Augmentee Coordinator will ensure augmentees complete mandatory arming requirements during initial training (e.g. Lautenberg Amendment, DD Form 2760, annual use of force training).

A3.5.3.2. 55 SFS will ensure the selected augmentee has no history to preclude them from being able to bear arms on a daily basis. Security Forces Augmentees must meet suitability to bear firearm requirements outlined in AFI 31-117 para 2.3.

A3.5.3.3. Owning units must be familiar with arming guidelines to prevent personnel with punitive or behavioral issues from possessing or bearing firearms. SF Augmentees must be vetted by owning units to meet the following requirements: E1-E5/O1-O2; members must not be on a duty limiting profile and must be physically capable of performing duties in full combat gear (ACH/body armor/full weapon load, etc...) under arduous conditions. Additionally, members must not have pending UCMJ action and be recommended by unit leadership. In the event an augmentee's owning unit removes a members' authority to bear firearms, the owning unit commander or designee will notify the SFS Augmentee Coordinator in order to update augmentee status reporting documents.

A3.5.4. SFT Equipment:

A3.5.4.1. 55 WG will fund Personal Protective Equipment (PPE) stored by 55 LRS/IPE and issued to SF augmentees. SF augmentees are escorted to 55 LRS/IPE for initial equipment issue during initial SF augmentee training.

A3.5.4.2. SQ/CCs ensure personnel assigned augmentee duties maintain issued equipment in good repair and readily available. Additionally, commander's will provide inclement weather gear (e.g. gloves, watch cap, parkas, ponchos/rain gear and Gortex jackets/pants) for augmentees within their units as required. Augmentees are expected to

report prepared for duty and will be expected to work outdoors for extended periods of time. Augmentees reporting for duty without the required safety/inclement weather gear will be redirected back to owning unit to obtain appropriate equipment.

A3.5.5. Augmentee Recall Procedures: Upon notification, assigned SF augmentees will report to Bldg. 160 within 4-hours or when directed for accountability and projected duty assignment. Upon arrival at Bldg. 160, augmentee requirements will be validated to ensure augmentees have received training, firing, and have appropriate equipment/inclement weather gear. If augmentees do not meet the above requirements, they will be redirected to retrieve mandatory equipment. Augmentee arrival time will not be reported until they return with all required equipment. Following validation, augmentees will receive just in time (JIT) training and enter stand-by status. 55 SFS will attempt to line augmentees existing work schedule with projected augmentee schedule. This is not always possible and the members work/rest cycle may be affected. After refresher training is completed, augmentees will be released to their units, subject to recall for augmentee duty, per the shift assignments given by SFS. Augmentees will be directed to contact frontline supervisor/chain of command following validation/SFS JIT training to communicate augmentee status.

A3.5.6. Stand-by Status: Augmentees recalled and placed on stand-by status will brief their supervisor/chain of command on their stand-by status. The supervisor/chain of command will determine the disposition of the SF Augmentee while he/she is on stand-by status.

**A3.6. Emergency Management Support Team (EMST):** EMST personnel provide support to the Installation Emergency Management Flight during Natural Disasters, Major Accidents, or incidents requiring multi-shift operations. All squadrons are eligible to support position requirements as determined by the Emergency Management Working Group (EMWG). Upon activation of the Emergency Operations Center (EOC), a recall of the Emergency Management Support Team (EMST) may be accomplished at any time as directed by the Installation Emergency Manager, Civil Engineering Director or Mission Support Group Commander. When recalled, members will be classified as emergency responders and the EMST will become their primary duty and thus will not be assigned additional duties that conflict with their Emergency Management Support Team duties.

A3.6.1. EMST Requirements:

A3.6.1.1. Must have at least 18 months retention at Offutt AFB

A3.6.1.2. Must possess a valid driver's license

A3.6.1.3. Must have at least a secret security clearance

A3.6.1.4. Must have normal color vision

A3.6.1.5. Must not be on profile for any Duty Limiting Conditions and be able to lift, at a minimum, 50 pounds.

A3.6.2. EMST Training Requirements:

A3.6.2.1. Air Force Emergency Response Operations (AERO): First and Emergency Responders Course.

A3.6.2.2. Contamination Control Station (CCS) Course

A3.6.2.3. RADeCO High Volume Air Sampling Kit Course

A3.6.2.4. Hands-on CCS training conducted by Emergency Management Flight personnel

A3.6.2.5. Emergency Operations Center training

A3.6.2.6. Mobile Emergency Operations Center Training

A3.6.2.7. Additional training as determined by Emergency Management Personnel

A3.6.3. EMST Equipment:

A3.6.3.1. Specialized response specific PPE and other equipment items will be funded and maintained by 55 CES/CEX.

A3.6.3.2. SQ/CCs will ensure personnel assigned to augmentee duties maintain issued equipment in good repair and readily available. Additionally, tasked unit commander's will provide inclement weather gear (e.g. gloves, watch cap, parkas, ponchos/rain gear and cortex jackets/pants) for augmentees within their units as required. Augmentees are expected to report prepared for duty and could be expected to work outdoors for extended periods of time. Augmentees reporting for duty without the required safety/inclement weather gear will be redirected back to owning unit to obtain appropriate equipment.

**ATTACHMENT 4**  
**ADP ALLOCATION PROCESS**

**Figure A4.1. – ADP ALLOCATION PROCESS**

**Allocation method:** ADP augmentees are allocated using the “Fair-Share with Exemptions” method. Calculations are re-run annually at the direction of the ADP Review Board utilizing UMD authorization and PERSTEMPO data obtained from AFPC. The current group allocations are maintained at the 55 FSS/FSMM. The following steps below show how a group “Fair-Share with Exemption” allocation is obtained using a **fictional** 55 MXG UMD as an **example**:

**Calculation of Augmentees Requirements to be Allocated:**

Total validated augmentee requirements-  
350  
Minus straight-lined augmentee requirements-  
50 (augmentee taskings not to be allocated under the fair-share with exemptions formula)  
Equals augmentee requirements to be allocated-  
**300**

**Calculation of Base Authorized Population Basis:**

E-1 thru E-5 and O-1 thru O-3 base authorized population-  
3500  
Minus E-1 thru E-5 and O-1 thru O-3 base approved authorized population exemptions  
  
300  
Minus average E-1 thru E-5 and O-1 thru O-3 base steady-state deployed (PERSTEMPO)-  
350  
The average E-1 thru E-5 and O-1 thru O-3 base steady-state deployed is computed as:

# of Base Man-Days Deployed/# Months Base Man-Days Deployed Reported

30.44

Plus base E-1 thru E-5 and O-1 thru O-3 authorized population exemptions in-excess  
of unit-level (squadron) E-1 thru E-5 and O-1 thru O-3 authorized population exemptions-

0

Equals base authorized population basis-  
**2850**

**Calculation of Group Authorized Population**

**Basis:**

E-1 thru E-5 and O-1 thru O-3 55 MXG authorized population-  
 800

Minus E-1 thru E-5 and O-1 thru O-3 55 MXG approved  
 authorized population

Exemptions-  
 25

Minus average E-1 thru E-5 and O-1 thru O-3 55 MXG  
 steady-state deployed

(PERSTEMPO)-  
 95

The average E-1 thru E-5 and O-1 thru O-3 55 MXG steady-state  
 deployed is computed as:

# of 55 MXG Man-Days Deployed / # of Months 55 MXG Man-Days Deployed  
Reported

30.44

Plus 55 MXG E-1 thru E-5 authorized population exemptions in-excess of unit-level  
 (squadron) E-1 thru E-6 and O-1 thru O-3 authorized population exemptions-  
 0

Equals group authorized population basis- **680**

**Group Augmentee Requirements Allocation Equation Work-out:**

Group Allocation = Aug Requirements to be Allocated X Group Auth Population Basis  
 Base Authorized Population Basis

Group Allocation = 300 X 680=204000

Group Allocation = 204000/2850

Group Allocation = **72** augmentee requirement

## Attachment 5

## OFFUT AFB ADP ALLOCATION

**A5.1. Allocation method:** ADP augmentees are allocated using the “Fair-Share with Exemptions” method. Fair-Share with Exemptions are calculated using eligible personnel minus exempted AFSCs and a snap-shot of deployed personnel. Calculations are re-run annually at the direction of the ADP Review Board utilizing UMD authorization and PERSTEMPO data obtained from AFPC. The current group allocations are maintained at the 55 FSS/FSMM.

Table A5.1. – Fair-Share Allocation

Total Augmentation Requirement: 141		Population as of: 26 June 14						
Organization	ALL Assigned (E1-E5, O1-O3)	Percent of Total Population	Baseline Augmentee Requirements	Exemptions 6/25/14	Deployed (as of 26 Jun 14)	Adjusted Available (E1-E5, O1-O3)	Percent of Adjusted Population	Adjusted Augmentee Requirements
COMMUNICATIONS GRP	226	7%	10	0	14	212	10%	15
		7%	9,784					14.50363901
MAINTENANCE GRP	554	17%	24	0	94	460	22%	31
		17%	23,983					31.47016012
MEDICAL GRP	281	9%	12	45	0	236	11%	16
		9%	12,165					16.14556041
OPERATIONS GRP	1517	47%	66	379	229	909	44%	62
		28%	39,568					62.18777293
MISSION SUPPORT GRP	600	18%	26	380	30	190	9%	13
		7%	9,308					12.9985444
WING	79	2%	3	16	9	54	3%	4
		2%	3,420					3.694323144
<b>Total</b>	<b>3257</b>	<b>100%</b>	<b>141,000</b>	<b>820</b>	<b>376</b>	<b>2061</b>	<b>100%</b>	<b>141.00</b>

**ATTACHMENT 6**  
**ADP EXEMPTIONS**

**A6.1. ADP Exemption Process.** All ADP exemption requests are forwarded to the AWG by the affected unit's commander. All exemption requests are reviewed by the AWG and must be deemed mission critical. If the exemption request is recommended by the AWG, the request is referred to the ARB for approval/disapproval.

**Table A6.1. 2 Approved Exemptions.**

<b>Group</b>	<b>Exempt AFSC</b>
55 CG	None
55 MDG	None
55 MSG	3P0X1 Security Forces
55 MXG	None
55 OG	1A8XX Airborne Cryptologic Linguist
55 WG Staff	1C3XX Command Post Controllers

**ATTACHMENT 7**  
**AUGMENTATION REQUIREMENT TEMPLATE**

**Figure A7.1. Augmentation Requirement Template**

**AUGMENTATION REQUIREMENT REQUEST TEMPLATE**

1. OPR:
2. AUGMENTATION DUTY:
3. DESCRIPTION:
4. REQUIREMENTS:
5. JUSTIFICATION:
6. TASKING FREQUENCY:
7. DURATION:
8. OTHER RELATIVE INFO:
9. REQUIRED COORDINATION:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Commander: Concur/Nonconcur \_\_\_\_\_

Group Commander: Concur/Nonconcur \_\_\_\_\_

Manpower and Organization: Concur/Nonconcur \_\_\_\_\_

Comments:

**10. AUGMENTATION REVIEW BOARD ACTIONS:**

Approved/disapproved.

\_\_\_\_\_  
 CHAIRMAN, AUGMENTATION REVIEW BOARD

\_\_\_\_\_  
 Date

ATTACHMENT 8

AUGMENTATION SHORTFALL/RECLAMA TEMPLATE

Figure A8.1. Augmentation Shortfall/Reclama Template

**AUGMENTATION SHORTFALL/RECLAMA EXEMPTION REQUEST TEMPLATE**

1. REQUESTING UNIT/AGENCY:

2. REQUESTER NAME AND PHONE NUMBER:

3. MISSION ESSENTIAL SHORT TITLE:

4. JUSTIFICATION:

5. EFFECT ON UNIT'S MISSION:

6. REQUIRED COORDINATION:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Commander: Concur/Nonconcur \_\_\_\_\_

Group Commander: Concur/Nonconcur \_\_\_\_\_

Manpower and Organization: Concur/Nonconcur \_\_\_\_\_

AWG Concur/Nonconcur \_\_\_\_\_

Comments:

7. AUGMENTATION REVIEW BOARD ACTION:

Approved/Disapproved.

\_\_\_\_\_  
CHAIRMAN, AUGMENTATION REVIEW BOARD Date

## ATTACHMENT 9

## AUGMENTATION TRAINING MEMORANDUM TEMPLATE

Figure A9.1. Augmentation Training Memorandum Template

<p><b><u>AUGMENTATION TRAINING COMPLETION MEMORANDUM TEMPLATE</u></b></p> <p>MEMORANDUM FOR UNIT AUGMENTATION MANAGER</p> <p>FROM: Augmentation Functional Manager</p> <p>SUBJECT: Resource Augmentation Duty (Augmentation) Training Completion Notification.</p> <p><b>1.</b> The following information pertains to (Function) Augmentation Training Completion Notification.</p> <p><b>2.</b> Please ensure your Commander support section load the following information into MilPDS for this individual:</p> <p>2.1. LAST NAME, FIRST NAME, MI:</p> <p>2.2. RANK:</p> <p>2.3. SSN:</p> <p>2.4. DOS:</p> <p>2.5. ORGANIZATION AND OFFICE SYMBOL:</p> <p><b>3.</b> Augmentation Duty Title: (provided by Augmentation Functional Manager).</p> <p><b>4.</b> Date Assigned: (provided by Augmentation Functional Manager).</p> <p><b>5.</b> Date Completed Training:</p> <p>Augmentation Functional Managers Signature Block.</p> <p>cc: Group Augmentation Manager.</p> <p>This memorandum requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. &amp; E.O. 9397.</p>
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**ATTACHMENT 10**

**AUGMENTATION APPOINTMENT/REPLACEMENT MEMORANDUM TEMPLATE**

**Figure A10.1. Augmentation Appointment/Replacement Memorandum Template**

<p><b><u>AUGMENTATION APPOINTMENT/REPLACEMENT MEMORANDUM TEMPLATE</u></b></p> <p>MEMORANDUM FOR (Augmentation Functional Manager’s Office Symbol)</p> <p>FROM: (Tasked Organization’s Group Augmentee CMDR)</p> <p>SUBJECT: Assigning/Replacing Augmentees</p> <p><b>1.</b> The following individual is being assigned and/or is replacing an individual on your Augmentation Program. The newly assigned individual has at least 12 months retainability.</p> <p><b>2.</b> The following information is for:</p> <p>2.1. ____ Initial Assignment into Augmentation Program.</p> <p>2.2. ____ Replacement of (name, rank, SSN, position).</p> <p>LAST NAME, FIRST NAME, MI:  RANK:  SSN:  DOS:  ORGANIZATION AND OFFICE SYMBOL:  DUTY PHONE:  HOME PHONE:  HOME ADDRESS:</p> <p><b>3.</b> The reason for requesting this replacement is: (If applicable):</p> <p>3.1. ____ PCS.</p> <p>3.2. ____ PCA to (organization, office symbol).</p> <p>3.3. ____ Separation/Retirement.</p> <p>3.4. ____ Medical or Administrative Disqualification.</p> <p>3.5. ____ Placement on a Mobility Position.</p> <p>3.6. ____ Other (Attach memorandum of justification as to why your organization desires to replace current individual with another person signed by group commander).</p> <p><b>4.</b> Tasked organization.</p> <p>CMDRs Signature Block.  cc: Group</p> <p>Monitor this memorandum requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. &amp; E.O. 9397.</p>
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## ATTACHMENT 11

## AUGMENTATION PROGRAM APPOINTMENT LETTER TEMPLATE

Figure A11.1. Augmentation Program Appointment Letter Template

**UNIT OR FUNCTIONAL AUGMENTATION PROGRAM COORDINATOR  
APPOINTMENT LETTER TEMPLATE**

MEMORANDUM FOR 55 MSG/CCC

FROM: Unit CMDR

SUBJECT: Appointment of Functional or Unit Augmentation Program Coordinators

1. The personnel listed below are (Unit title) Functional or Unit Augmentation Program Coordinators:

NAME/RANK OFF SYM DUTY PHONE

PRIMARY:

ALTERNATE:

2. This letter supersedes all letters, same subject.

Unit CMDR's Signature

cc: Group Augmentation Manager.

55 WG/CV Signature Block  
Vice Commander, 55th Wing