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**Operations**

**AUGMENTATION PROGRAM**

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This Pope Air Force Base Instruction implements the Pope Air Force Base Augmentation Program in accordance with AFPAM 10-243, *Augmentation Duty*. It applies to all units assigned, attached, or associated with the 43d Airlift Wing (AW). **Records Disposition:** Documentation created by this publication will be maintained and disposed of in accordance with AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Mission:**

1.1. The Pope Air Force Base Augmentation Program outlines the quotas, training, duties, and responsibilities for the 43 AW and other base units in preparing Pope AFB for installation-level exercises, contingencies, wartime, or emergency situations.

**2. Responsibilities:**

2.1. The 43 AW/CC will:

2.1.1. Determine if an installation augmentation program is required. If a program is required, direct an Augmentation Review Board (ARB) to convene annually to validate and approve the need for additional personnel resources to support the 43d Security Forces Squadron (SFS), Search and Recovery (S&R), Cargo Deployment and Air Passenger Terminal Augmentees, Urinalysis Program, Readiness Support Team (RST), and Base Honor Guard. The board will consist of the wing augmentation program manager and group commanders.

2.1.2. Direct units on Pope Air Force Base to support the program with required quotas.

2.1.3. Appoint a Wing Augmentation Program Manager for the overall responsibility of the program.

2.2. Wing Augmentation Program Manager (APM) will:

- 2.2.1. Oversee the management of the Base Augmentation Program.
- 2.2.2. Task each group to fill quotas based on the number of assigned E1-E6 personnel within their group according to manpower numbers.
- 2.2.3. Task each group to provide a program monitor.
- 2.2.4. Chair the ARB.
- 2.2.5. Identify the procedures for tasking, tracking, and training of augmentees. The augmentation program tasking will be managed at the Group/CC level. Wing staff agencies will be considered as a separate group.
- 2.2.6. Task group commanders to appoint a Group Augmentation Program (GAP) monitor to help coordinate augmentee actions within their group.

2.3. GAP monitor will:

- 2.3.1. Task squadrons to provide required number of airmen to augment personnel during installation level exercises, contingencies, wartime, or emergency situations.
- 2.3.2. Make sure tasked personnel meet minimum physical standards in accordance with AFMAN 36-2108, *Enlisted Classification*.
- 2.3.3. Forward names of augmentees to 43 SFS (SFS augmentees), 43 SVS (S&R and Honor Guard augmentees), 3 APS (Cargo Deployment and Air Passenger augmentees), 43 CES (Readiness Support Teams), and 43 MDG (Urinalysis Program).
- 2.3.4. GAP monitors may rotate members performing augmentee duties as they see fit to meet requirements provided that they ensure the moves are properly coordinated. They must contact APS/CES/MDG/SFS/SVS personnel with a "by name" rotation request and coordinate with APS/CES/MDG/SFS/SVS training personnel to ensure augmentee is qualified.
- 2.3.5. Points of contact are required to advise squadron commanders to only assign members who have sufficient retainability to perform duties as augmentees. As a general rule, sufficient retainability is defined as a person having 12 months remaining on station. Units must replace augmentees 30 days prior to PCS, separation (if feasible), retirement, pregnancy (point at which they can no longer be expected to perform duties), or any other reason that affects their availability. When augmentees assigned to APS/CES/MDG/SFS/SVS are placed on profile/quarters for less than 72 hours, the program will absorb the shortage internally. When an augmentee's profile exceeds 72 hours, the owning unit will replace the augmentee.
- 2.3.6. Establish spreadsheets and or/databases to track augmentee training status. Recommend they contain, as a minimum, the name, grade, unit of assignment, Unit Type Code (if applicable), dates of deployment vulnerability (if applicable), date assigned, date qualified, and other information needed to track the training status.

2.4. 43 SFS responsibilities:

- 2.4.1. The 43 SFS/CC will determine SFS augmentation needs driven by wartime or peacetime SFS requirements. The 43 SFS/CC will route all requests for augmentees through the 43 MSG/CC/CD and 43 AW/CC for approval. Once approved, the 43 AW/CC will provide the Augmentation Program Coordinator (APC) a copy of the approved request.

- 2.4.2. The 43 SFS/CC will appoint a SFS augmentee training coordinator.
  - 2.4.3. The SFS training coordinator will maintain a training folder on each SFS augmentee in the wing and ensure an augmentee's training status is reported to the augmentee's unit. The coordinator will also maintain a training roster for all augmentees, which, at a minimum, displays augmentee training currency and unit of assignment.
  - 2.4.4. During exercises and contingencies, report "No-Shows" of augmentees to the command post (when activated) and to Group/Wing Coordinators.
  - 2.4.5. Conduct quarterly training of augmentees. Provide Just-in-Time training for out of cycle replacements.
- 2.5. 43 SVS responsibilities:
- 2.5.1. 43 SVS/CC will determine requirements for the augmentation of the S&R and Honor Guard augmentees.
  - 2.5.2. The 43 SVS/CC will route all requests for augmentees through the 43 MSG/CC/CD and 43 AW/CC for approval. Once approved, the 43 AW/CC will provide the APC a copy of the approved request.
  - 2.5.3. The commander will be responsible for the training of all S&R and Honor Guard augmentees.
- 2.6. 3 APS responsibilities:
- 2.6.1. The 3 APS/CC will determine requirements for the Aerial Port Terminal and Cargo Deployment augmentees.
  - 2.6.2. The 3 APS/CC will route all requests for augmentees through the 43 MSG/CC/CD and 43 AW/CC for approval. Once approved the 43 AW/CC will provide the APC a copy of approved request.
  - 2.6.3. The commander will be responsible for the training of all Aerial Port Terminal and Cargo Deployment augmentees.
- 2.7. 43 MDG responsibilities:
- 2.7.1. The 43 MDG/CC will determine requirements for the Base Urinalysis Program augmentees.
  - 2.7.2. The 43 MDG/CC will route all request for augmentees through the 43 MSG/CC/CD and 43 AW/CC for approval. Once approved, the 43 AW/CC will provide the APC a copy of the approval request.
  - 2.7.3. The commander will be responsible for the training of all Urinalysis Program augmentees.
- 2.8. 43 CES responsibilities:
- 2.8.1. The 43 CES/CC will ensure requirements for the RST as outlined in AFI 10-2501 are met.
  - 2.8.2. The 43 CES/CC will route all request for augmentees through the 43 MSG/CC/CD and 43 AW/CC for approval. Once approved, the 43 AW/CC will provide the APM a copy of the approval request.

2.8.3. The 43 CES/CC will be responsible for the training of the RST.

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