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Operations

**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 374 SPTG/CC (Col L. E. Kringer)
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This instruction implements AFI 10-217, *Resource Augmentation Duty (READY) Program*. It outlines the purpose, procedures, and responsibilities for using the Resource Augmentation Duty (READY) Program. It applies to all personnel assigned to the 374th Airlift Wing (374 AW) organizations on Yokota Air Base (AB), Japan, to include tenant organizations when utilized. Organizations subject to this instruction may create supplements which correspond and further support these policies.

SUMMARY OF REVISIONS

This revision incorporates procedures formerly published in 374 AWI 10-217, 25 July 1996. Revisions are a direct result of recommendations made by the READY Operations Team. A bar (|) indicates revision from the previous edition.

1. Program Mission. The READY Program identifies, places, codes, and trains people to meet augmentor needs for installation-level exercises, contingencies, wartime or emergency situations and scenarios.

2. Explanation of Terms.

2.1. Team Office of Primary Responsibility (OPR). Squadron commander or qualified appointed representative who identifies requirements in writing to the Operations Council, requests and receives READY augmentation.

2.2. Unit and Group Monitor. Unit or group point of contact (POC) for the READY program.

2.3. Augmentee. Individuals working outside their Air Force Specialty Code (AFSC) according to their Career Field Education and Training Plan (CFETP) guide by filling a valid READY requirement. These duties must be outside of the individual's AFSC and daily duties.

2.4. Operations Team 1.5. Working team composed of all Team OPRs, monitors, representatives from tenant organizations, and 374 AW Manpower and Quality (374 AW/MQ). This team is chaired by 374th Mission Support Squadron Military Personnel Flight (MPF) (374 MSS/DPM).

2.5. Operations Council. Consists of 374 AW Commander (374 AW/CC), Vice Commander (374 AW/CV), all group commanders, squadron commanders, and tenant commanders. This council is chaired by 374 AW/CC.

2.6. Mission Essential. Any individual working within their AFSC according to their CFETP guide, who is needed to perform critical tasks during a contingency.

3. Responsibilities.

3.1. 374 MSS Personnel Employment Section (374 MSS/DPMAE).

3.1.1. 374 MSS/DPMAE will train newly appointed monitors within 30 days of appointment, to include proper coding of augmentees in Personnel Concept (PC)-III.

3.1.2. 374 MSS/DPMAE will forward a list of augmentees to the Team OPRs and monitors for review the third week of every month, to verify and update the accuracy of information (see **Table 1.**). The list should be returned to 374 MSS/DPMAE, no later than 3 workdays after receipt.

Table 1. Sample List of Augmentees

GRADE UNIT	NAME	DUTY PHONE	STAT	DATE ASGN	PCS	TDY
SSgt 374 COMMUNICATIONS	DOE, GERRY	225-1111	2	9505		
A1C 374 OPERATIONS SUPPORT	SMITH, BART	225-2222	1	9612		

3.1.3. 374 MSS/DPMAE will schedule and coordinate all working groups, review boards, and compose and distribute meeting minutes.

3.1.4. 374 MSS/DPMAE is the overall POC for READY.

3.2. Team OPR.

3.2.1. Team OPR will schedule augmentees to attend training and coordinate with the monitors to ensure attendance.

3.2.2. Team OPR will report to 374 MSS/DPMAE monthly on status of number of personnel assigned, and percentage of personnel fully trained.

3.2.3. Team OPRs will notify monitors if the augmentee fails in their capacity to fulfill the READY program requirements. The monitors will then identify another individual to fill the requirement.

3.2.4. Team OPR is responsible for requesting augmentees, establishing pyramid recall procedures, and receiving augmentees during operations.

3.2.5. Team OPR is initially responsible for equipping augmentees with proper safety and position related equipment.

3.2.6. Team OPR is responsible for conducting accountability procedures when receiving augmentees.

3.2.7. Reference Operations Team 1.5 for current READY program requirements and taskings.

3.3. Group Monitor.

3.3.1. Group monitors serve as a direct link to the group commander and ensure all requirements are met by their respective unit monitors to include filling positions, training, coding, and equipping augmentees appropriately.

3.4. Unit Monitor.

3.4.1. Unit monitors are responsible for removing augmentees in their unit from the READY program 60 days prior to a permanent change of station (PCS). Unit monitors will identify replacements and ensure they are fully trained in their READY duties 30 days prior to relieving current assigned augmentees.

3.4.2. Unit monitors will ensure each augmentee will remain in the assigned position for a minimum of 18 months, to help control time and money required to train and equip individuals.

3.4.3. Unit monitors are responsible for obtaining appointment letters for augmentees from the unit commander and forwarding them to the group monitor for consolidation. The group monitor will forward the letters to 374 MSS/DPMAE and appropriate OPRs every January and June or whenever changes occur. (see [Attachment 1](#)).

3.4.4. Unit monitors are responsible for notifying the Team OPR of conflicts their augmentees have with scheduled training. They will coordinate with orderly rooms to enter into PC-III the date augmentee was assigned to the READY team, the team assigned to, and the individual's status on the team (either active or inactive). Enter into PC-III the date the augmentee was trained per the date verified by the READY Team OPR.

3.5. 374 AW/MQ.

3.5.1. 374 AW/MQ reviews and validates all READY requirements.

3.5.2. Validation is done whenever requirements change for a team and will take no longer than one month, unless it is an initial validation for a new team.

3.5.3. 374 AW/MQ will validate units at the request of the commander. To free available personnel for READY, the manpower validation will be based on the 72 hour work week. This is an approved manpower standard, Air Force wide.

3.6. Augmentees will notify the monitor of any changes in their availability for performing READY taskings or attending any scheduled training due to PCS, temporary duty (TDY), medical profile or any other reason as soon as they become aware of the condition or situation.

3.7. The Operations Team 1.5 makes recommendations concerning this program to the Operations Council.

3.8. The Operations Council considers all recommendations from Operations Team 1.5 and approves or disapproves them.

4. Using the READY Program:

4.1. Creating and Deleting READY Requirements.

4.1.1. The READY program and current taskings and requirements will be revalidated by the Operations Council, Operations Team, and Team OPRs annually. All primary READY requirements will be filled prior to identifying alternates.

4.1.2. Requirements will be filled from within the respective group to the maximum extent possible.

4.1.3. If a team wishes to revalidate existing requirements due to a mission change, they will provide written justification to 374 MSS/ DPMAE. The team can expect to be activated within the month in order for 374 AW/MQ and 374 MSS/DPMAE to complete the validation of the new requirement.

4.1.3.1. 374 MSS/DPMAE provides results of the validation to the Operations Team 1.5 for review and recommendation to the Operations Council. If the Operations Council approves the recommendations, the Operations council will direct implementation.

4.1.3.2. Unit requests for reduction of READY taskings should be put in writing and coordinated through the Group Commander for Operations Council review. If a unit determines they no longer need to receive augmentation this should be forwarded in writing to 374 MSS/DPMAE and the unit from which augmentees are received.

4.2. Adding and Removing Augmentees.

4.2.1. If the Operations Council directs that a unit provide augmentees, it must be updated in PC-III. Adding and removing augmentees is done through the READY Program Update option in PC-III (see [Attachment 2](#) for detailed instructions).

4.3. Training.

4.3.1. Team OPRs schedule all augmentees for initial training through their monitors.

4.3.2. Recurring training will be conducted and documented during Wing Training Days and as otherwise scheduled.

4.3.3. Training will be conducted in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*, to include proper documentation in both the individuals READY folder and a copy sent to supervisors for submission into AF Form 623, On-The-Job Training Record-Continuation Sheet.

4.3.4. Proper training plans will be developed by the appropriate team OPR. Training statistics will be coordinated through the group monitors and consolidated by 374 MSS/DPMAE and provided to 374 AW/CC monthly.

4.4. Initiating the Program and Recall.

4.4.1. Team OPRs submit all requests for READY support through 374 AW/CC and Crisis Action Team (CAT).

4.4.1.1. If approved by 374 AW/CC, commanders notify their monitors who will then inform the augmentees to report to the Team OPR.

4.4.2. In conjunction, Team OPRs will activate pyramid recall procedures to ensure augmentees are contacted in the event the CAT has not been activated.

4.5. This program cannot be initiated base-wide without 374 AW/CC's approval.

ALAN J. BRIDING, Colonel, USAF
Commander

Attachment 1**SAMPLE MONITOR APPOINTMENT LETTER**

MEMORANDUM FOR 374 MSS/DPMAE

FROM: 374 CS/CC

SUBJECT: Appointment of READY Monitor

1. The following individuals are appointed as Ready Program Monitors.

PRIMARY

MSgt Jane A. Doe	374 CS	225-8519
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ALTERNATE

SSgt John D. Smith	374 CS	225-9518
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2. This letter supersedes all previous letters, same subject. If you have any questions, please call me at extension 5-7831.

JOHN D. JAMES, USAF
Commander

Attachment 2

READY PROGRAM PC-III UPDATE PROCEDURES

- A2.1. Login/Password
- A2.2. Updating Member's Training**
- A2.3. Enter Military Function Applications
- A2.4. Enter READY Program Update
- A2.5. Enter personnel employment
- A2.6. Enter READY Program
- A2.7. Enter **Record ID** of member's record being updated
- A2.8. Enter **Program-ID**- the program the member is assigned to
- A2.9. Enter **Training Date**- YYMM- the year and month training was completed
- A2.10. Enter **Active Status**- fully trained (2); partially trained (1)
- A2.11. Enter **Date Assigned**- YYMM- the year and month assigned to the program
- A2.12. Deleting a member from a program**
- A2.13. Enter military function applications
- A2.14. Enter personnel employment
- A2.15. Enter READY Program
- A2.16. Enter READY Program Update
- A2.17. Enter **Record ID** of member's record being updated
- A2.18. Enter **D** next to the program the member is being deleted from