



**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 62 MSS/DPMAE (MSgt Peck)
Supersedes AFI 10-217, 62AWSUP1 April 1999

Certified by: 62 AW/CC (Col Paul Selva)
Pages: 2
Distribution: F

AFI 10-217, 1 April 1999, is supplemented as follows:

2.4.1. The 62 AW/CV will be assigned as the Office of Primary Responsibility (OPR) and chair the READY Review Board.

2.4.4. Group coordinators will be appointed to represent their respective group at the READY Working Group meetings. The group coordinator is responsible for tasking subordinate units to provide names of augmentees to 62 MSS/DPMAE and further task the unit when replacements are necessary. It is the responsibility of the group coordinator to task each unit for augmentees and to direct which function they will support. The working group coordinators will identify the needs of their respective groups and bring them to the working group for discussion/action.

2.4.5.2. The READY Review Board will consist of representation from the following organizations:

WADS/CC	62 MDG/CC	62 CES/CC
62 AW/CV/CCC/DS/CP/XP/MO	62 OG/CC	62 SUPS/CC
62 LG/CC	62 SPTG/CC	62 TRANS/CC
62 MSS/CC	62 SFS/CC	

2.4.5.3. Once the 62 AW/MO validates positions, the 62 MSS/DPMAE schedules the READY Working Group meeting. The working group will be comprised of all appointed group coordinators, a representative from each functional user, the 62 AW/MO and the 62 AW/DPMA. The working group is responsible for considering all aspects of validated READY requirements, identifying quota distribution to the groups and tenant units, and making recommendations to the RRB. The working group will identify the needs of their groups and resolve any issues at the lowest possible level. The 62 AW/MO will be responsible for validating any request for manpower support under the READY program. This includes any requests from units to be exempt from participating in the READY program.

2.4.6. MPF Responsibilities: 62 MSS/DPM is responsible for managing the READY Program on behalf of the 62 AW/CV and will coordinate and process requests for inclusion/exclusion from the READY Program. In addition, the 62 MSS/DPM will schedule Working Group meetings and an annual READY Review Board. The 62 MSS/DPM is responsible for preparing the minutes from the READY Working Group and READY Review Board. The 62 MSS/DPM will review READY Program updates via MilMod/PC-III-based reports, i.e. – verifying that the authorized number of augmentees are included in the program, and furnishing a semi-annual report of augmentees assigned (extracted from PC-III) to the augmented units. The 62 MSS/DPMAE initiates the validation process by soliciting requests from units/functions asking for additional manpower support through the READY program. Only those requests forwarded to the 62 MSS/DPMAE through group commanders will be considered. It is the responsibility of the unit/function making the request to provide detailed data in support of the request. The 62 MSS/DPM is responsible for training CSS personnel on READY update procedures. This will include a checklist item for augmentees out-processing so the augmented unit can close out the augmentees' READY training folders and forward to Personnel Relocations for proper disposition.

2.4.7. All unit Commander Support Staff (CSS) under the 62 AW are responsible to update and monitor READY augmentees in the personnel system.

2.4.8. Tasked augmentee distribution will be accomplished through a fair share distribution system, based upon the total average E-1 through E-6 assigned population over a 13-month period as provided by PSM.

3.2.3. Augmentee Unit Commander Responsibilities: providers will inform monitors and users when replacements must be made and replace them so as to avoid any shortfall periods. Unit commanders of augmentee-providing units will verify that each newly appointed augmentee will be available to perform duties for at least 12 months. Users of the READY Program are responsible for properly training their augmented personnel. A training plan will be established and maintained within approved training timelines. The user will maintain training records on each tasked individual. Users are responsible for notifying 62 MSS/DPMAE of any changes in requirements or of needed replacement personnel. Within 10 working days of receipt of a semi-annual report of augmentees assigned (extracted from PC-III), unit commanders will confirm to the READY Review Board Chairman that the information is current and accurate.

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COMMANDER