

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

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Operations

**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, *Readiness*. It also applies to Air National Guard and United States Air Force Reserve units or members after they are involuntarily activated under any provision of law.

(62AW) AFI 10-217, 1 April 1999, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Adds information on using Federal civilian employees as READY Program augmentees. Directs the use of Ready Review Boards at the installation level. Includes more in-depth guidance on setting-up a READY Program at the installation level. The term MAJCOMs refers to Major Commands, Field Operating Activities (FOAs), and Direct Reporting Units (DRUs).

1. Program Mission.

1.1. The Resource Augmentation Duty (READY) Program identifies, places, codes, and trains personnel to meet augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios. To ensure a viable program, each installation must look at each of its plans separately.

2. Responsibilities.

2.1. Central Office. The Headquarters United States Air Force Director of Personnel Force Management, Readiness and Joint Matters Division (HQ USAF/DPFJ), 1540 Air Force Pentagon, Washington DC 20330-1540, is the office of primary responsibility (OPR). The OPR provides policy and coordinates with major commands (MAJCOMs).

2.2. Air Force Personnel Center (AFPC). Directorate of Personnel Accountability (AFPC/DPW) updates the Base Level Military Personnel System (BLMPS) Central Table 181. AFPC/DPW also establishes base-level procedures for updating READY codes in the Personnel Data System (PDS).

2.3. Major Commands (MAJCOMs). MAJCOMs will assist bases by providing guidance. This includes placing, coding, exercising, inspecting, and training people to meet installation-level exercise, contingency, wartime, or emergency augmentation needs. The overall MAJCOM OPR is the Division of Personnel and Systems (DPX) or equivalent. Each MAJCOM staff directorate is responsible for monitoring the READY Program within their own specialty.

2.4. Installations.

2.4.1. Every Air Force installation will have a READY Program and there is only one READY Program for each installation. The Host Installation Commander (Wing/CC) or equivalent Geographically Separated Unit (GSU) Commander is responsible for ensuring his/her installation has a READY Program and for appointing (in writing) one installation READY Program OPR. It is highly recommended that the installation Vice Commander be appointed as the READY Program OPR. Forward requests for waiver of the requirement to establish an installation READY Program to the MAJCOM division of personnel plans and systems (DPX) or equivalent.

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

2.4.2. Tenant units will participate in the Host Installation READY Program where feasible and when it does not conflict with inherent deployment and OPLAN commitments. They will provide augmentees, if required, and/or receive augmentation if they have validated requirements. Tenant organizations will follow the READY Program directives and guidance of the Host Installation.

2.4.3. All non-Air Force organizations (i.e., DoD, other Services, etc.) that reside on Air Force installations are strongly encouraged to participate in the READY Program.

2.4.4. Each organization that uses READY augmentees must appoint a READY program coordinator who will ensure READY augmentees accomplish appropriate training. Each organization that provides READY augmentees will appoint a unit READY program coordinator to coordinate READY training and augmentation.

2.4.4. (62AW) 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. Each installation will establish a READY Review Board (RRB) to manage local augmentation programs. The READY Program OPR will act as the chairperson when the board is convened. Also, the READY Program OPR is the approval authority for all augmentee call-ups.

2.4.5.1. The RRB is made up of two groups of people: the members who represent the command structure at the directorate or command level as indicated in paragraph 2.4.5.2. and those who function as advisors (2.4.5.3.) because of their unique positions in manning and requirements management. Board members and advisors will 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 RRB action.

2.4.5.2. Board Members: The Installation Commander (or appointed OPR) is the chairperson; Operations Group Commander (equivalent or deputy); Logistics Group Commander (equivalent or deputy); Support Group Commander (equivalent or deputy); and Medical Group Commander (equivalent or deputy) will act as board members. The RRB 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.).

2.4.5.2. (62AW) 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. Board Advisors: At a minimum, advisors should consist of the servicing Manpower and Quality Office representative (requirements and shortfall/reclama advisors) and the Mission Support Squadron Commander (manning advisors) or designated representative (manning advisors). The chairperson may appoint additional advisors to attend the RRB as required.

2.4.5.3. (62AW) 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.

2.4.5.4. The RRB is responsible for ensuring all local augmentation needs are identified and met and that local training programs are established to meet those needs. The board will convene at least annually or more often, as directed by the chairperson, to prioritize exercise, contingency, wartime, or other emergency augmentation needs and identify available resources to

fill the needs. The board approves validated augmentation requirements and exemptions based on the servicing Manpower Quality Office representative's advice and Mission Support Squadron Commander's advice. The RRB has overall responsibility for tasking installation units to meet augmentation requirements.

2.4.6. The Military Personnel Flight (MPF) Personnel Employment Section, or equivalent, updates READY status codes in the PDS and provides management computer products to READY units and non-PC-III units providing augmentees for the program.

2.4.6. (62AW) 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. Commanders Support Staff (CSS) with PC-III capability update READY status codes and provide management computer products to the Unit READY Coordinator.

2.4.7. (62AW) 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. The servicing Manpower and Quality Office and Mission Support Squadron Commander representative to the RRB will assist units, using approved management engineering methods, in determining total manpower requirements under locally defined scenarios and computing resulting augmentation requirements. They will validate augmentee shortfall/reclama requests from base units, attend all RRB meetings, and review and validate all READY requirements and exemptions forwarded to the RRB for action. They will provide advice to the RRB based on their review and validation of findings, assess the utilization of augmentees, and recommend solutions to augmentee reclama/shortfall actions.

2.4.8. (62AW) 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.

2.4.9. The Installation Plans Office will ensure all installation plans/scenarios include validated personnel augmentation requirements.

3. Using the READY Program.

3.1. When To Use the Program. Always use the READY Program to manage augmentation needs at each location. Augmentation means using people in other than their assigned Air Force Specialty

Code (AFSC) duties. After unit commanders (who are seeking augmentees) exhaust their military personnel resource pool, it is highly recommended they look next at their civilian work force to see if there are skilled and/or trained volunteers within their organization prior to tasking civilians to accomplish READY duties.

3.2. Establishing and Implementing Augmentation Requirements:

3.2.1. Consider local needs and conditions when determining augmentation requirements. Give top priority to augmentation required for wartime, contingency, natural disaster, humanitarian, and exercise.

3.2.2. Units using augmentees decide what they need to do and train them. Augmented units will fund for required training. The unit maintains a READY Training Folder (RTF) for each augmentee. When military personnel are selected for a Permanent Change of Station (PCS) or approved for separation or retirement, the augmented unit forwards the RTF to the MPF. The RTF is then given to the member if he/she is separating or retiring or the MPF should include the RTF in the members PCS package. When Air National Guard and Air Force Reserve units or individuals are demobilized, the RTF is given to the individual. When civilian personnel are reassigned, retire, or separate, the RTF will be given to the individual.

3.2.3. Prior to augmentees departing for PCS, reassignment, separation, or retirement, the Unit READY Coordinator assures replacements are trained. Personnel who have established retirement or approved separation dates will not be selected as READY augmentees. Close coordination between using and providing units will be established to ensure there are no shortfalls in providing READY augmentee replacements.

3.2.3. (62AW) 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.

3.3. MAJCOM Supplements. MAJCOMs may supplement this instruction as required. Forward one copy of the MAJCOM supplement:

HQ USAF/DPFJ

1540 Air Force Pentagon

Washington, DC 20330-1540

3.4. Using Augmentees:

3.4.1. Units will not assign personnel previously committed to fill a UTC to the READY Program. Do not deploy READY-trained people in their READY 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.

3.4.2. In an emergency, deployed commanders may form a Site READY Program and use deployed personnel in READY duties.

3.4.3. When forming a Site READY Program at a deployed location, commanders must follow this instruction as closely as possible.

3.4.4. Per AFI 36-2101, Classifying Military Personnel, 1 May 98, allows individuals to perform duty outside their career CAFSC; however, per AFI 36-2101, paragraph 3.34.2, "The MPF Commander may authorize use outside CAFSC beyond 130 and up to 180 days." Suggest a standard time period of no more than 120 days per year for augmentation duty.

3.4.5. READY trained augmentees should remain in the program for a minimum of one year after having been trained in their READY duties.

4. How the READY Program Status Code System Works.

4.1. READY Program Status Codes. The READY Program status code is used to identify a military member who has been trained as a READY augmentee. The READY status code is not an AFSC and is not used as a basis for promotion, assignment, retraining, or mobility deployment. READY Codes cannot be maintained on Federal civilian employees in the Defense Civilian Personnel Data System(DCPDS). Their information will be contained in the RTF. Installations may keep this data updated on a local system.

4.2. Central Table 181. BLMPS Central Table 181 identifies specific READY Program status codes.

4.3. Updating Codes in BLMPS.

4.3.1. There are three occurrences in each enlisted and two occurrences in each officer personnel data record which permit the simultaneous tracking of augmentation programs. The BLMPS has four data identification numbers (DINs) that make up the data elements for one READY program. The existence of a READY code does not imply augmentation requirements exist at each installation.

The first DIN, EK2 (READY-PROGRAM-ID), contains a two-digit program code, listed by general category with breakdowns under each general category.

The second DIN, EK3 (READY-TNG-YR-MO), contains a four digit numeric code, READY Program Trained-Year-Month:

EXAMPLE: (READY-TNG-YR-MO) (YYMM) 9506 = June 1995

The third DIN, EK4 (READY-ACTIVE-STATUS), contains a one digit status code.

Status	Code
Active Augmentee - NO	1
Active Augmentee - YES	2

The fourth DIN, EK5 (DATE-ASSIGNED-AUGMENTATION-DUTY), contains a four digit numeric code, READY Program Assigned-Year-Month.

4.3.2. All entries pertaining to a particular occurrence are automatically deleted if DIN EK3, READY-TNG-YR-MO, is not updated within a five year period; and EK4, READY-ACTIVE-STATUS, equals code 1.

4.3.3. READY-ACTIVE-STATUS code 2 is automatically converted to 1 upon input of any personnel transaction identifier which gains a member to file. DIN EK3, READY-TNG-YR-MO remains the same.

4.4. Requests for New Codes. Submit requests for new codes to HQ USAF/DPFJ. After review and if approved, HQ USAF/DPFJ will assign new codes, and will direct AFPC/DPW to update Central Table 181.

5. Using Federal Civilian Employees for the READY Program.

5.1. Employee participation.

5.1.1. READY 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 READY duties.

5.1.2. Key and Emergency-Essential (EE) employees are identified as such because their job skills are critical during emergencies. Also, certain Air Force civilians are subject to military recall. Therefore, it's anticipated these categories of civilians would not be identified as READY augmentees for contingency/wartime operations.

5.1.3. Upon determining that augmentation needs require the skills and qualifications of Nonappropriated Fund (NAF) employees or resources, the installation or other commander concerned will 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 AFMAN 64-302, paragraph 5.15, and must comply with the appropriated fund contracting requirements in the 63- and 64- series Air Force directives.

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

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

5.2. Official Credit for READY Duties. The READY duties to be performed by civilian employees will be described in a letter addressed to each employee and signed by the supervisor of the READY duties, with an informational copy to the employee's supervisor of record (to be filed in the employee's AF Form 971 file). The employee's AF Form 971 file will be annotated to reflect each time the employee is assigned to perform READY duties. If assignment of duties is anticipated to be for 30 or more consecutive calendar days and if READY duties differ 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 AFMAN 36-203. An SF 52, Request for Personnel Action, to the CPF along with a description of duties certified as accurate by the READY supervisor. Standard Core Personnel Documents (SCPDs) from the AF SCPD Library (<http://www.afpc.af.mil>) should be used to document READY duties whenever there is an SCPD that

provides an accurate statement of the READY work assignment. Also, if during a 12-month period the employee should accumulate 20 or more workdays performing READY duties and the READY 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 indicating duties performed, the period of time they were performed, and certification by the READY supervisor that the employee performed those duties in a satisfactory manner. These duties will be coded into the DCPDS as a detail. Details are considered when determining qualifications for vacant positions.

5.3. Additional Information. The augmentee will have to meet all requirements of the READY duties. The READY duty supervisor must ensure the employee is properly trained to perform these duties by providing on-the-job training or formal training.

5.3.1. Physical Qualifications. The READY 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 will be conducted at no expense to the employee.

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

5.3.3. Compensation. Civilian employees required to work more than 8 hours a day or 40 hours a week must be 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.

5.3.4. Local Collective Bargaining Obligations. Appropriate local bargaining obligations must be satisfied prior to implementation of local procedures for the assignment of civilian employees to READY duties.

MARVIN R. ESMOND, Lieutenant General, USAF
DCS/Air & Space Operations

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

AFI 36-2101, Classifying Military Personnel

AFI 36-802, Pay Setting

AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Overtime

AFMAN 36-203, Staffing Civilians Position

AFMAN 36-505, Skill Coding

AFMAN 64-302, Nonappropriated Fund Contracting

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

BLMPS—Base Level Military Personnel System

CAFSC—Career Air Force Specialty Code

CPF—Civilian Personnel Flight

CSS—Commanders Support Staff

COB—Co-located Operating Base

DCPDS—Defense Civilian Personnel Data System

DIN—Data Identification Number

DoD—Department of Defense

DPFJ—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

MPF—Military Personnel Flight

NAF—Non-Appropriated Fund

NAFI—Non-Appropriated Fund Instrumentality

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PD-III—Personnel Concept III

PCS—Permanent Change of Station

PDS—Personnel Data System

RRB—READY Review Board

RTF—READY Training Folder

SCPD—Standard Core Personnel Documents

SOFA—Status of Forces Agreement

TNG-YR-MO—Training-Year-Month

UTC—Unit Type Code

YYMM—Year Year Month Month (9812)