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Operations



RESOURCE AUGMENTATION DUTY (READY)

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This instruction establishes 92d Air Refueling Wing (ARW) commander's system to provide additional manpower for key functional areas during contingencies, emergencies, exercises, or operational conditions that warrant the reallocation of manpower. It applies to the following units: 92d Operations Group, 92d Maintenance Group, 92d Mission Support Group, 92d Air Refueling Wing Director of Staff and 92d Medical Group and associate units attached as needed. The goal of this instruction is to successfully provide trained augmentees in accordance with Air Force Pamphlet 10-243, *Augmentation Duty*.

1. Execution.

1.1. Concept of Operations. An identified and trained pool of READY augmentees will be available to allocate to previously approved and validated functional areas at the direction of the 92d Air Refueling Wing Commander (ARW/CC). The 92d Air Refueling Wing Vice Commander (ARW/CV) will administer the program and provide operational direction. Groups provide trained personnel to fulfill their assigned READY commitments when activated by the vice commander. Requirement owners provide periodic training courses to allow groups to satisfy their READY commitments. Requirement owners request activation of READY augmentees through the wing vice commander who validates the requirement, and passes it to the 92d Mission Support Group Personnel Readiness Unit for distribution to the groups. Upon being contacted with a validated READY requirement, group points of contact (POC) provide required manpower to the requirement owners.

2. Definitions and Assumptions.

2.1. READY Augmentee: A member trained to perform an additional function outside of their normal duty areas. Augmentees are assigned to support validated READY tasks as required.

2.2. READY Requirement: A validated wing-level task that can be performed by a member holding any Air Force Specialty Code (AFSC) after undergoing minimal training and equipping. Tasks requir-

ing specific AFSCs and detailed training and or experience should not be validated as READY requirements.

2.3. Requirement Owner: The functional agency POC responsible for mission accomplishment of the READY requirement. Requirement owners will exercise operational supervision over augmentees when activated, are responsible for providing periodic training opportunities, and for validating augmentees certification in any required skills. Requirement owners will keep a database to track names of trained personnel.

2.4. Assigned Manpower: For the purpose of READY tasking calculations, only Technical Sergeants and below are considered in a unit's assigned manpower pool.

2.5. Exempt Manpower: Those assigned members who cannot be used as READY augmentees. Members may be considered exempt for one of three reasons: 1) Air Force Instruction or Air Mobility Command Instruction prohibition against use for READY duties, 2) Medical profile or prohibition against performing specific duty, or 3) deemed as mission essential by functional owner and validated by READY Board.

2.6. Available Manpower: Is defined as the assigned manpower, minus the exempt manpower, for each squadron or group.

2.7. READY Tax: Is defined as the overall percentage charged to each Group to meet the total number of validated wing level READY requirements. The READY tax is calculated by dividing the total number of personnel needed to support all validated READY requirements by the total available wing level manpower pool. (READY requirements/Wing Available=READY Tax)

2.8. Group-Level READY Tax: Will be defined by multiplying the wing level READY Tax by the available manpower pool for each group. [(Ready Tax) X (Group available)=Group Tax]

2.9. Task Tax: The Task Tax is a refined break out of the Group responsibilities for each validated READY requirement. The Task Tax is defined as the Group level contribution to the overall READY pool (in percentage), levied on to each individual task. This measure allows Group managers to assign specific READY tasks to their respective squadrons.

2.10. Standing READY Requirement: A standing READY requirement is approved for activation at any time by the 92 ARW/CV. A standing READY requirement grants the requirement owner permission to call up assigned augmentees without having to go through a separate activation approval for each use and should be granted to owner's who have short duration recurring requirements. The 92 ARW/CV will limit the number of standing READY requirements to a minimum to ensure manpower activations are not abused.

3. Responsibilities.

3.1. 92 ARW/CV: Will maintain operational control over the base READY program. These duties will include holding one annual READY review board to validate tasks and re-validate Group level READY assignments based on manpower availability. The 92 ARW/CV will also hold interim READY boards as required to handle special issues or adjust the program based on changes (unit force structure, sustained contingency taskings, etc.). The 92 ARW/CV will act as the approval authority for activating any READY forces, review requests from requirement owners, coordinate those requests with all Groups, and validate standing READY requirements that do not require

approval for each use. Once a requirement is validated, 92 ARW/CV will contact 92 MSS/DPMA (7-3233) to begin implementation.

3.2. 92 ARW Groups and Director of Staff: Groups and the Director of Staff are responsible for having trained and equipped READY augmentees available to respond to tasks assigned in **Table A1.1. (Attachment 1)**. Trained members must be available to respond to READY tasks at all times. To satisfy this requirement, groups should train more personnel than are required to cover their assigned tasks. This extra pool of trained personnel will help account for members who may be deployed, sick, temporary duty, or otherwise unable to perform assigned READY duties. Groups have the ultimate responsibility for providing READY augmentees as required. Each group will maintain a POC who can be contacted to activate required augmentees after approval is granted by the 92 ARW/CV. Group POCs are listed in **Table A2.1. (Attachment 2)**.

3.3. Requirement Owners: Requirement owners are responsible for providing training to potential augmentees as required. POCs should be available to schedule training and respond to inquiries as required. Requirement owners must also provide any specialized equipment that may be required to perform the READY task. Validated requirements with POCs are listed in **Table A3.1. (Attachment 3)**. Requirement owners must formally request activation of READY augmentees through the 92 ARW/CV using the format letter located at **Attachment 4**. Standing approval to use READY augmentees can also be requested and granted for some functions (Mobility, Alert, CAT Admin. etc.) using **Attachment 4** as well. Requirement owners will maintain a database documenting the names and units of trained augmentees.

3.4. 92 MSS/CC: The 92 MSS/CC will act as the administrative authority for the READY program and the executive director for any READY review boards. This responsibility will include scheduling and running the yearly READY review board, maintaining and generating current data on available manpower, maintaining and generating the current list of validated requirements, and maintaining the current list of Group and Task Taxes. The 92 MSS/CC will also provide any required READY Tax adjustments based on reduced or increased numbers of requested augmentees in response to a previously unaccounted for world condition.

3.5. 92 MSS/DPMA: Will maintain the listing of assigned READY tasks and will call group POCs to activate them upon approval by the 92 ARW/CV. 92 MSS/DPMA will conduct periodic audits to validate maintenance of the PC-III database.

3.6. 92 ARW Squadrons: Units who are assigned READY tasks by their groups will ensure that all trained personnel are coded as READY augmentees in PC-III, see **Table A5.1. (Attachment 5)** by their Commander Support Staffs. Units with READY augmentees who PCS/PCA, should use the PC-III identifier to ensure a new augmentee is trained and equipped as a replacement.

3.7. Associate Units: The 336th Training Group and 2d Support Squadron will provide personnel for augmentee duty on an as-available basis. Provided personnel will be used to reduce the taxes levied on 92 ARW groups.

RANDAL D. FULLHART, Colonel, USAF
Commander

Attachment 1

TASK TAXES

A1.1. The following task taxes are levied upon each Group and the Director of Staff. These taxes are associated with the 92 ARW structure after 1 October 2002.

Table A1.1. Task Taxes.

Task	OG	MXG	MSG	DS	MDG	Total
Available	57	424	588	17	11	1097
SF	0	17	26	1	0	44
DCC Runner	0	1	3	0	0	4
DCC Admin	0	1	1	0	0	2
Manifestors	1	3	6	0	0	10
Bag Handlers	0	3	5	0	0	8
Mobility Bags	1	5	6	0	0	12
Load Planners	0	1	1	0	0	2
Load Teams	1	7	10	1	1	20
RAMPCO	0	2	2	0	0	4
CAT Admin	0	3	4	0	1	8
CAT Supt	0	1	0	1	0	2
Motor Veh Ops	1	6	7	0	0	14
Search/Recov	0	10	16	0	0	26
Disaster Prep	0	3	5	0	0	8
Alert Controller	4	3	1	0	0	8
Alert Fac Mgr	1	1	0	0	0	2
Total	9	67	93	3	2	174

Attachment 2**GROUP LEVEL READY POCS****Table A2.1. Group Level READY POCS.**

Name	Position POC	Phone Number
92 OG	92 OG/CCX	7-2718
92 MXG	92 MOS/MXO	7-2226
92 MSG	92 MSG/CEM	7-2115
92 ARW/DS	92 ARW/CCEA	7-5052
92 MDG	92 MDG/CCC	7-8681
92 MSS/DPMA		7-3233

Attachment 3

VALIDATED READY REQUIREMENTS

A3.1. The following requirements have been validated and approved by the 92 ARW READY Review Board. Each requirement lists the number of validated augmentees, the training required for each duty, and the POCs who should be contacted to schedule training for augmentees.

Table A3.1. Validated READY Requirements.

Task	Augmentees Required	Training	POC
SF	44	10 days SF training	92 SFS/SFO, 7-5549
DCC Runner	4	1 hour orientation	92 LRS/LGRRRA, 7-5582
DCC Admin	2	1 hour orientation	92 LRS/LGRRRA, 7-5582
Manifestors	10	Just in Time	92 LRS/LGRRRA, 7-3411
Bag Handlers	8	Just in Time	92 LRS/LGRRRA, 7-3411
Mobility Bags	12	4K Forklift/Pallet Jack certification	92 LRS/LGRRM, 7-4930
Load Planners	2	AMC affiliation course	92 LRS/LGRRRA, 7-3411
Load Teams	20	GOV license/flight line card	92 LRS/LGRRRA, 7-3411
RAMPCO	4	GOV license/flight line card	92 LRS/LGRRRA, 7-5582
CAT Admin	8	CAT training	92 ARW/XP, 7-3014
CAT Supt	2	CAT training	92 ARW/XP, 7-3014
Motor Veh Ops	14	40 hrs on 44 pax bus/GOV license	92 LRS/LGRVO, 7-2244
Search/Recov	26	4 hour course	92 SVS/SVMX, 7-5485
Disaster Prep	8	16 hour initial course/6 hrs quarterly	92 CES/CEX, 7-3385
Alert Controller	8	2 observed shifts	92 ARW/XP, 7-3014
Alert Fac Mgr	2	Just in time	92 ARW/XP, 7-3014

Attachment 4**READY ACTIVATION REQUEST LETTER**

A4.1. The following letter should be used by requirement owners to request activation of READY augmentees. Requirement owners should also use this form to request permanent authority to call up augmentees as required without having to go through 92 ARW/CV each time. Once granted permanent authority, the requirement owner can contact group POCs directly to activate required augmentees.

Date

MEMORANDUM FOR 92 ARW/CV

FROM: 92 SQ/CC

Subject: Request for READY Program Augmentees

1. Due to...(provide justification for READY activation. Example: increased deployment taskings and the Inspector General exercise the 92 SFS requires 12 additional personnel to support everyday duty requirements). If requesting permanent authorization, indicate so in the first paragraph.
2. All READY Augmentees need to report to POC at location XX on date, time hrs for Security Forces Augmentee orientation. Duty will begin on date, at XX hours.
3. The READY Augmentees will be required from XX date to XX date (provide entire duration of requirement). If requesting permanent authorization (standing requirement), indicate expected usage time frame.
4. If you have any questions, contact the POC, Capt XX at 247-XXXX.

XXXXX, Major, USAF
Commander

1st Ind, 92 GP/CC

Concur/Nonconcur

XXXX, Colonel, USAF

Commander

2nd Ind, 92 ARW/CV

Approve/Disapprove

XXXX, Colonel, USAF

Vice Commander

Attachment 5

PC-III READY ASSIGNMENT CODES

A5.1. The following codes should be used to annotate trained READY augmentees in PC-III. Each squadron will be responsible for upkeep and maintenance of their READY personnel in PC-III.

Table A5.1. PC-III READY Assignment Codes

Task	PC-III Code
SF	GC
DCC Runner	AB
DCC Admin	AA
Manifestors	HA
Bag Handlers	AK
Mobility Bags	HI
Load Planners	B6
Load Teams	HH
RAMPCO	FH
CAT Admin	BI
CAT Supt	BH
Motor Veh Ops	HE
Search/Recov	BK
Disaster Prep	DA
Alert Controller	AN
Alert Fac Mgr	AL