

**BY ORDER OF THE  
BASE COMMANDER**



**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 10-217**

**17 JANUARY 2002**

**Operations**

**RESOURCE AUGMENTATION DUTY (READY)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction explains local policy, procedures, and responsibilities for the Resource Augmentation Duty Program at Grand Forks Air Force Base. The READY Program is designed to meet the temporary personnel shortages of local commanders caused by situations or conditions that require the realignment of existing personnel resources during exercise, contingency, emergency, or wartime conditions. The READY Review Board (RRB) approves and prioritizes requirements. This publication applies to all officer and enlisted personnel assigned to Grand Forks AFB.

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

**2. Responsibilities.**

2.1. The RRB.

2.1.1. Board Members: The chairperson (319 ARW/CV), 319 OG/CC, 319 LG/CC, 319 SPTG/CC, 319 MDG/CC, and 319 ARW/DS.

2.1.2. Board Advisors: 319 ARW/MO (Manpower Office) or designated representative, 319 MSS/CC or designated representative, and a representative from each READY augmentee user (augmented function).

2.1.3. The RRB will ensure all local, validated augmentation needs are met, ensure training is conducted by users, meet at least annually, or more often as needed, to prioritize requirements and identify available resources, approve augmentation requirements and exemptions, task groups to fill augmentation requirements, and consider redistribution of taskings or shortfalls submitted by tasked groups.

2.2. The Military Personnel Flight (MPF) Personnel Employment Section, provides monthly-automated computer products for users and tasked groups to help commanders manage resources, and maintains an accurate listing of all READY users and group monitors.

2.3. Each augmenting Squadron Commander's Support Staff updates READY status codes in the Personnel Data System for non-Personnel Concept III (PC-III) units, provides monthly automated computer products for tasked squadrons to help commanders and READY POCs manage resources.

2.4. READY requirements are validated by 319 ARW/MO and approved by the RRB. Available personnel resources are identified and validated for all participating base organizations based on eligibility criteria and exemptions.

2.5. Logistics Plans Office is a coordinating agency and will be provided monthly READY reports by the MPF Personnel Employment Section for deployment documentation and archiving purposes.

2.6. READY users will:

2.6.1. Appoint a READY coordinator.

2.6.2. Coordinate with 319 ARW/MO to validate augmentee requirements.

2.6.3. Work with group READY monitors to ensure tasked units provide augmentees as approved by the RRB.

2.6.4. Ensure augmentees are issued required equipment and clothing ([Attachment 3](#) and [Attachment 4](#)).

2.6.5. Train augmentees.

2.6.6. Develop and maintain a READY training record (electronic or hard copy) on each augmentee upon appointment.

2.6.7. Provide a copy of the folder or electronic record to the augmentee's group monitor to maintain for informational purposes after completion of initial training (make available to the READY monitors access to the READY database maintained by 319th Transportation Squadron for those requirements).

2.6.8. Make available a copy of augmentees training record to READY monitors when individuals are relieved of duties.

2.6.9. Report status of augmentee training and vacancies to the RRB.

2.6.10. Notify group READY monitors of which augmentees are required when call-ups are initiated.

2.7. Each group READY monitor will maintain a record on each assigned augmentee within their group to track augmentee contributions to the READY program, review computer generated READY roster(s) provided by 319 MSS/DPMA monthly, realign resources under the given scenario to determine personnel overages and shortages, acknowledge their respective taskings 5 duty days prior to each RRB. If they cannot meet that timeline, provide rationale with specific justification on why they cannot support their tasking, and ensure their respective augmentation taskings are filled. The group READY monitor will ensure training is accomplished by requesting training from the user for each augmentee requiring training via an email, Training Request and Completion form, ensure augmentees are issued basic cold weather gear and any other required items ([Attachment 3](#) and [Attachment 4](#)), and release augmentees when call-ups are initiated. Those group READY monitors working with

the TRANS READY monitor will have access to the TRANS READY database to facilitate group READY augmentee record updates.

### **3. Using the READY Program.**

3.1. When to use the program. 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: READY requirements are validated by 319 ARW/MO and approved by the RRB. Available personnel resources are identified and validated for all participating base organizations. Resources will be sourced within the parent-designated group. For example, 319th Transportation Squadron READY requirements will be sourced from within the 319th Logistics Group. The only exception is the 319th Medical Group will provide augmentees for requirements within the 319th Logistics Group.

3.2.1. Consideration of local needs/conditions. 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. When military personnel are selected for a Permanent Change of Station (PCS) or approved for separation or retirement, the augmentee will hand-carry the Ready Training Record (RTR) to the MPF. The RTR is then given to the member if he/she is separating or retiring or the MPF should include the RTR in the member's PCS package.

3.2.3. Each augmentee will have at least 12 months retainability and will remain an augmentee until a replacement is identified and trained. Replacing augmentees for reasons other than PCS, separation, or retirement is highly discouraged and requires a letter endorsed by the squadron commander who is providing the augmentee and the squadron commander who is augmented. Replacements will be identified and trained NLT 30 days prior to the scheduled departure date of an augmentee.

3.3. Using augmentees. Units will consider not assigning personnel previously committed to fill a Unit Type Code (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 is properly authorized.

3.3.1. Individuals in upgrade training should be exempt from performing long-term, continuous READY duties but as a last resort may perform long-term, continuous READY duties not to exceed 90 days.

### **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. Base Level Military Personnel System (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.

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

4.3.1.2. 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.

4.3.1.3. The third DIN, EK4 (READY-ACTIVE-STATUS), contains a one digit status code. Status Code: Active Augmentee - NO 1, Active Augmentee - YES 2.

4.3.1.4. 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 5-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.

**5. Using Federal Civilian Employees for the READY Program.** See AFI 10-217.

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

**Augmentee**—Personnel used in other than their assigned duties during exercise, contingency, emergency, or wartime scenarios in a particular assigned task. Assigned duties are those, which are required by AFSC and are performed routinely. For example, an augmentee could be a personnel specialist performing security forces duties during exercises.

**Available Population**—The total number of personnel resources that can be used to fill validated READY requirements.

**Mission Essential**—Minimum number of individuals required to work 12 hours a day, 6 days a week to sustain mission capability.

**Ready Coordinator**—The individual appointed within an agency that has validated manpower requirements for augmentees and is responsible for monitoring, managing, and training augmentees, and reporting the status of their programs to the READY Review Board.

**Ready Requirement** —A validated manpower requirement during exercise, contingency, emergency and wartime conditions to be filled by available personnel resources.

**Ready Monitor**—The individual (appointed by the group commander) responsible for managing their respective group's READY program.

**Resource Augmentation Duty (READY) Program**—A mandatory program designed to meet the temporary personnel shortages of local commanders caused by situations or conditions which require the realignment of existing personnel resources during exercise, contingency, emergency or wartime scenarios.

**Tasking** —A requirement for augmentation, validated by manpower.

**User**—An agency that has a validated manpower requirement to be augmented by another unit in order to meet responsibilities during an exercise, contingency, emergency or wartime scenario.

**Attachment 2****EXEMPTIONS**

1. Exemptions are validated by 319 ARW/MO and approved by the RRB. Exemptions include:
  - 1.1. All Aircrew
  - 1.2. Commanders
  - 1.3. Unit Deployment Managers (UDM)
  - 1.4. Crisis Action Team (CAT) Members
  - 1.5. Deployment Processing Team (DPT) Members
  - 1.6. Deployment Control Center (DCC) Members
  - 1.7. Unit Control Center (UCC) Members
  - 1.8. Disaster Control Group (DCG) Members
  - 1.9. Mission Essential (must provide specific justification; number of individuals for each task to be performed in order to sustain absolute minimum essential base operations during wartime conditions)
2. READY augmentees will be used on a temporary basis for short periods of time (normally 48 to 72 hours) but not to exceed the length of the scenario. For purposes of planning, READY resources should not be expected to be used for more than one week. By approval of the 319th ARW/CV, READY resource use can extend beyond 72 hours based on real world requirements.
3. Requests to use READY augmentees for other than base-wide exercise, contingency, emergency, and wartime conditions will be submitted to 319 ARW/CV for approval.

## Attachment 3

**CLOTHING AND EQUIPMENT LIST FOR  
SECURITY FORCES AUGMENTEE****MANDATORY**

<b><u>ITEM</u></b>	<b><u>QUANTITY</u></b>
<b>A-3 BAG</b>	<b>1</b>
<b>RAIN PONCHO</b>	<b>1</b>
<b>WEB BELT</b>	<b>1</b>
<b>AMMO POUCH (M-16)</b>	<b>1</b>
<b>CANTEEN</b>	<b>1</b>
<b>CANTEEN COVER</b>	<b>1</b>
<b>LOAD BEARING EQUIPMENT</b>	<b>1</b>
<b>MC2P MASK</b>	<b>1</b>
<b>HELMET</b>	<b>1</b>
<b>BODY ARMOUR</b>	<b>1</b>
<b>*PARKA</b>	<b>1</b>
<b>*ARCTIC MITTENS</b>	<b>1PR</b>
<b>*GLOVES, COLD WEATHER</b>	<b>1PR</b>
<b>*BOOTS, COLD/WET WEATHER</b>	<b>1PR</b>

Note 1: Items with asterisks are mandatory and should be issued by the augmentee's unit.

Note 2: Items without asterisks are mandatory and are issued by the 319th Security Forces Squadron, as needed.

Note 3: When you inventory your equipment make sure all items listed above are in your bag, serviceable, and the correct size.

## Attachment 4

**CLOTHING AND EQUIPMENT LIST FOR  
TRANSPORTATION AUGMENTEES**

**MANDATORY**

<b><u>ITEM</u></b>	<b><u>QUANTITY</u></b>
<b>1. BOOTS (safety toed)</b>	<b>1PR</b>
<b>2. WORK GLOVES (leather)</b>	<b>1PR</b>
<b>3. REFLECTIVE BELT</b>	<b>1</b>
<b>4. HEARING PROTECTION</b>	<b>1</b>

5. Required by all augmentees.

6. Equipment required by cargo processing augmentees only, in addition to single asterisk items.

Note 1: The augmentee's unit will issue the listed items.

Note 2: All inclement and severe weather clothing requirements will be met by the augmentee's unit and worn by augmentees as weather conditions warrant.