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Operations

**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM, SECURITY FORCES MANNING
ASSISTANCE (SFMA) PROGRAM AND OTHER
CONTINGENCY DUTIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 15 MSS/DPM (CMSgt Thomas Voegtle) Certified by: 15 MSS/CC (Maj Mary Thomasson)
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This instruction implements Air Force Policy Directive 10-2, Readiness, in accordance with Air Force Instruction 10-217, Resource Augmentation Duty Program. It applies to all units assigned, attached, or associated to the 15th Air Base Wing (15 ABW). It also applies to the US Air Force Reserve and Air National Guard (ANG) units and their personnel after they are mobilized and when provided to 15 ABW as augmentors.

Chapter 1

PROGRAM RESPONSIBILITIES

1.1. Program Mission.

1.1.1. The Resource Augmentation Duty (READY) Program identifies, places, codes, and trains personnel to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations.

1.1.2. This instruction also clarifies wing guidance regarding the use of augmentees in support of Security Forces Manning Assistance (SFMA) operations.

1.2. The READY Review Board (RRB).

1.2.1. The RRB will meet at least semiannually or as directed by the 15 ABW/CV. The board consists of the following personnel:

1.2.1.1. Chairman - 15 ABW Vice Commander

1.2.1.2. Members - 15 ABW Group Commanders

1.2.1.3. Advisors - 15 ABW Manpower/Quality Office, 15th Mission Support Squadron (MSS) Commander, Military

1.2.1.4. Personnel Flight (MPF) Commander and 15th Security Forces Squadron Commander

1.2.1.5. Board Coordinator - MPF Superintendent or as appointed by 15 MSS/CC

1.2.1.6. Recorder - Alternate Wing READY/SFMA Coordinator

1.3. READY/SFMA Procedural Information.

1.3.1. READY/SFMA program tasking will be managed at the Group/CC level. Wing staff agencies will be considered as a separate group managed by the 15 ABW/CV. Groups will appoint a Group READY/SFMA Point of Contact (POC) and alternate to help coordinate READY/SFMA actions. Group READY/SFMA POC information should be sent to the Wing READY/SFMA Coordinator, 15 MSS/DPM.

1.3.2. Tasked READY/SFMA personnel will meet minimum physical standards IAW AFMAN 36-2108.

1.3.3. The 15 ABW SF Augmentee training goal will be to maintain 100 fully trained SF augmentees at all times.

1.3.4. Security Forces (SF) READY augmentation and SFMA will be tasked under separate systems.

1.3.4.1. SF READY augmentation applies only to augmentation in a wartime contingency scenario or a wartime exercise contingency scenario. The RRB will determine unit tasking for SF READY augmentees to meet wing wartime mission requirements. Any changes to wing SF READY tasking must be approved by the 15 ABW/CV. In conjunction with Group READY coordinators, Group Commanders will ensure that group units that are assigned SF READY augmentees are prepared to meet those requirements in times of war or wartime exercise scenarios.

1.3.4.2. SFMA augmentation applies to all activities supporting SF manning with the exception of wartime contingency scenarios and wartime exercise contingency scenarios. The number of SF augmentees groups are required to maintain will be based on the number of assigned group personnel in the grades of E-1 to E-5.

1.3.4.3. Tasking for SF augmentees to perform SFMA duties as required by the wing will be based on the number of assigned E1-E5 personnel within each group on a percentage basis. Since the wing SF augmentee training requirement is 100, percentage based tasking is appropriate. For example, if SF personnel need 15 augmentees to meet wing manning assistance mission requirements, and the 15 SPTG has 54% of the assigned E1-E5 wing population, the 15 SPTG would be tasked to provide eight SF augmentees ($.54 \times 15 = 8.1$). Percentages will be rounded to the nearest whole integer for purposes of tasking groups ($8.1 = 8$, $8.5 = 9$). If a situation arises in which a rounding to the nearest integer for all groups results in a tasking shortage or overage, the 15 ABW/CV will be the decision authority for ensuring tasking are distributed appropriately to groups. Group manning and taskings will be reviewed by the RRB on a semi-annual or as needed basis to ensure taskings are appropriate.

1.3.4.4. Determining wing SF augmentee training requirements (wartime/peacetime) and tracking wing SF augmentee training will be managed by SF personnel under the supervision of the 15 SFS/CC.

1.3.4.5. For the purposes of administrative accounting of augmentee taskings, SF augmentees needed for wartime contingency support will be referred to as **READY** and SF augmentees needed for peacetime will be referred to as “**SFMA.**”

1.3.4.6. In coordination with Group and Squadron Commanders, Squadron READY/SFMA Coordinators will be responsible for designating SF augmentees as either “READY” or “SFMA” and reporting all augmentees with designations “by name,” through the Group READY/SFMA Coordinators who will provide to 15 SFS/SFTT.

1.3.4.7. The use of READY/SFMA augmentees in scenarios other than during wartime, wartime exercise scenarios, training, or for SFMA must be authorized by the 15 ABW/CV.

1.3.4.8. Requests to activate READY/SFMA augmentees for uses outside of those areas stipulated in 1.3.3.7. must be staffed through the appropriate Group Commander before routing to the 15 ABW/CV for review.

1.4. Security Forces Squadron Responsibilities (Augmented Unit).

1.4.1. The 15 SFS/CC will determine SF augmentation needs driven by wartime or peacetime SF requirements. The 15 SFS/CC will route all requests for SFMA through the 15 SPTG/CC, 15 ABW/CV, and 15 ABW/CC for approval. Once approved, the 15 SFS/CC will provide the Wing READY Coordinator a copy of the approved request.

1.4.2. The 15 SFS/CC will appoint a 15 ABW SF training coordinator and alternate to manage all aspects of SF augmentee training. The SF training coordinator will:

1.4.2.1. Maintain a training folder on each SF augmentee in the wing and ensure an augmentee’s training status is reported to the augmentee’s unit for updating in the personnel database. The coordinator will also maintain a training roster for all 15 ABW SF augmentees which, at a minimum, displays augmentee training currency, unit of assignment, and augmentee program designation (READY/SFMA).

1.4.2.2. Forward the 15 ABW training roster to the Wing READY Coordinator and 15 MSS/DPMAE by the 3rd day of each month or as changes are made to the roster.

1.4.2.3. Complete the chart at Attachment 1 depicting the number of days augmentees were used monthly. Forward the chart through the Support Group READY/SFMA coordinator to Wing READY/SFMA Coordinator NLT the third day of each month.

1.4.2.4. Provide Group/Wing READY/SFMA Coordinators an approved (by 15 SFS/CC) 6 month READY/SFMA requirement projection biannually. Updates and revisions to these projections will be accomplished on an as needed basis.

1.4.2.5. During exercises and contingencies, report READY/SFMA “No-Shows” to the command post (when activated) and to Group/Wing READY/SFMA Coordinators.

1.4.2.6. Conduct quarterly READY/SFMA training of augmentees. Unless canceled or changed due to wing mobility exercises or other mission essential reasons, the training will be held the second week of Mar, Jun, Sep, and Dec.

1.5. Military Personnel Flight and Wing READY/SFMA Coordinator Responsibilities.

1.5.1. Schedule meetings of the RRB, as directed by the 15 ABW/CV, and notify parties who need to be in attendance.

1.5.2. Hold Group READY/SFMA Coordinator working group meetings on an as needed basis to review procedural guidance and review READY/SFMA program status. Wing READY/SFMA Coordinator will chair the meetings.

1.5.3. Meet with RRB chairman to discuss proposed agenda prior to scheduled RRBs. Facilitate the board; maintain board minutes, and ensure minutes are distributed to RRB members.

1.5.4. Task groups to provide augmentees for READY/SFMA as approved by the RRB.

1.6. Manpower Responsibilities.

1.6.1. Manpower personnel validate all augmentation requirements prior to RRB consideration and perform manpower reviews of augmented units as directed by the 15 ABW/CV.

1.7. Group/Unit READY/SFMA POC Responsibilities.

1.7.1. Group/Unit commanders provide READY/SFMA augmentation as tasked by the RRB. Except as approved by the owning Group Commander, tasked SF augmentees (whether READY or SFMA) will remain as SF augmentees until retirement, separation, or PCS due to the cost of SF augmentee training.

1.7.2. Units will maintain the READY/SFMA database in PC-III.

1.7.3. As practicable, issues needing to be presented to the RRB must be coordinated through owning group commanders, group/unit READY/SFMA Coordinator, and Wing READY/SFMA Coordinator NLT 10 days prior to each scheduled RRB.

1.7.4. Group/Unit READY/SFMA coordinators may rotate members performing augmentee duties as they see fit to meet mission requirements provided that they ensure the moves are properly coordinated. Coordinators rotating SF augmentees must contact SF operations personnel with a “by name” rotation request and coordinate with SF training personnel to ensure an SF augmentee is SF augmentee qualified **PRIOR** to any rotation.

1.7.5. When tasked, Group POCs must notify SF Operations with the names of the personnel planned to fill the tasking prior to SF augmentee assembly meetings. If Groups are unable to meet a tasking, Group Commanders need to notify the 15 ABW/CV and 15 SFS/CC. If a change is approved by the 15 ABW/CV, groups will then contact the Wing READY Coordinator.

1.7.6. Group/Unit READY/SFMA POCs are required to advise commanders to only assign members who have sufficient retainability to perform duties as SF augmentees. As a general rule, sufficient retainability is defined as a person having 12 months remaining on station.

1.7.7. Units must replace augmentees 30 days prior to PCS, separation (if practicable), retirement, pregnancy (point at which they can no longer be expected to perform duties) or any other reason that affects their availability. When augmentees assigned to the 15 SFS and are placed on profile/quarters for less than 72 hours, the 15 SFS will absorb the shortage internally. When an augmentee’s profile/quarters exceeds 72 hours, the owning unit will replace the augmentee.

1.7.8. Group/Unit Commanders will be responsible for ensuring Group/Unit POCs provide the Wing READY Coordinator with a quarterly listing of personnel supporting teams identified in paragraphs 2.1.1., 2.1.2., 2.1.3., 2.1.4., 2.1.5., and 2.1.6.

1.8. Augmentee Responsibility.

1.8.1. During a 15 ABW recall, READY/SFMA augmentees will first sign in at their unit for accountability and then report directly to the 15 SFS, who will account for all READY augmentees and assign or release back to the units as required.

1.8.2. READY/SFMA augmentees will report physical profile changes, projected leaves and TDYs to their unit READY/SFMA POC.

1.9. Group/Unit Commanders and Staff Agency Chief Responsibilities.

1.9.1. Group/Unit Commanders and Staff Agency Chiefs are responsible for managing all aspects of their unit's READY/SFMA programs to include assigning personnel to meet wing mission requirements, ensuring personnel are properly trained to perform READY/SFMA duties, and appointing Group/Unit/Staff Agency POCs.

1.9.2. As applicable, Group/Unit Commanders and Staff Agency Chiefs will be responsible for ensuring Group/Unit POCs provide the Wing READY Coordinator with a quarterly listing of personnel supporting teams identified in paragraphs 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, and 2.1.6.

Chapter 2

OTHER CONTINGENCY TASKINGS

2.1. Other Wing Contingency Taskings.

2.1.1. Disaster Preparedness Support Team (DPST) contingency support duties will be manned by the 15 CES/CC and 15 SPTG/CC in-house. If the 15 SPTG cannot fully man the DPST in-house, the 15 SPTG/CC will submit a request through the 15 ABW/CV for additional manning.

2.1.2. Search and Recovery Team (SART) contingency support duties will be manned by the 15 SVS/CC and 15 SPTG/CC in-house. If the 15 SPTG cannot fully man the SART in-house, the 15 SPTG/CC will submit a request through the 15 ABW/CV for additional manning.

2.1.3. Air Cargo Terminal, Air Passenger Terminal, and Transportation Control Unit contingency support duties will be manned within the 15 LG.

2.1.4. Reception Processing Unit (RPU) and Deployment Processing Unit (DPU) contingency support duties will be managed by the 15 MSS/CC in coordination with the 15 SPTG/CC. Tasking letters for manning the RPU and DPU will be drafted by the 15 SPTG and signed by the 15 ABW/CV.

2.1.5. Commander's Support Staff/Battle Staff contingency support duties will be managed under the 15 ABW/CV.

2.1.6. All remaining contingency support duties, such as Unit Control Center, Manpower/Personnel Control Center, Deployment Control Center, Reception Control Center, and Casualty Assistance Support Team duties, will be managed by their appropriate OPRs.

Chapter 3

READY/SFMA/OTHER CONTINGENCY DUTY CODE SYSTEM

3.1. Rosters.

3.1.1. BLMPS Central Table 181 identifies specific READY/SFMA program codes. No exemption codes may be used. The 15 ABW uses the following READY/SFMA codes:

AE	Reception Processing Unit (RPU)
BK	Search and Recovery Team (SART)
BW	Commander's Support Staff Augmentors (CSSA)
DA	Disaster Preparedness Support Team (DPST)
GC	Security Forces Squadron (SFS)
HA	Air Cargo Team (ACT)
HB	Air Passenger Terminal (APT)
HC	Transportation Control Unit (TCU)

ANN M. TESTA, Colonel, USAF
Commander, 15th Air Base Wing

Attachment 1

MONTHLY UTILIZATION CHART

Table A1.1. Monthly Utilization Chart.

GROUP	NUMBER OF AUGMENTORS	DAYS ASSIGNED
Wing Staff Agencies		
Logistics Group		
Operations Group		
Medical Group		
Support Group		

NOTE:

Use chart to report READY/SFMA or other contingency duties.