BY ORDER OF THE COMMANDER
HEADQUARTERS, 11TH WING

11TH WING INSTRUCTION 10-2

5 JUNE 2002

Operations

RESOURCE AUGMENTATION DUTY (READY)
PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
http://afpubs.hq.af.mil.

OPR: 11 MSS/DPM (Maj Andrew H. Weaver)   Certified by: 11 MSS/CC (Lt Col Dana H. Born)
Pages: 31
Distribution: F

This instruction implements **AFI 10-403**, *Deployment Planning and Execution and AFI 36-2110, Assignments.* It explains the eligibility and selection criteria used for tasking organizations to augment critical functions during contingency and other operations. It applies to military members and DoD civilians assigned to 11th Wing. Individuals assigned to tenant units on Bolling AFB and surrounding areas may volunteer for taskings providing they have approval from their supervisors/commanders. This instruction directs collecting and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this instruction is Title 10, U.S.C., 8013.

1. Introduction.

 1.1. The 11th Wing Resource Augmentation Duty (READY) Program is established to provide a uniform system for identifying, training, coding (utilizing Personnel Concept (PC) - III), and placing augmentee personnel to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations/ scenarios. The intent is to help local commanders make the best possible use of existing resources to meet local exercise, contingency, or real-world taskings in support of base plans.

2. Responsibilities.

 2.1. 11th Wing Commander (11 WG/CC) will:

 2.1.1. Serve as the installation READY Program OPR or delegate this responsibility to the 11th Wing Vice Commander in accordance with AFI 10-217, Paragraph 2.4.1.

 2.1.2. Ensure a viable READY Program is established to ensure installation-level augmentation needs are identified and met, augmentees are provided adequate training and equipment to perform augmentation duties, and that both host units of the Wing and tenant units located on Bolling AFB participate, where feasible.

 2.1.3. Establish and chair the READY Review Board (RRB) to serve as final approval authority for all matters related to the Wing's READY Program. Ensure the RRB meets at least annually to prioritize exercise, contingency, wartime, or other emergency augmentation needs, identify available resources to fill such needs, and equitably allocate augmentation support taskings.

 2.1.4. Establish and charter a READY Working Group (RWG), chaired by the 11th Mission Support Squadron Commander, to identify augmentation support requirements, exemptions, resources, shortfalls, and tasking deletions.

 2.1.5. Ensure the RWG Chairperson appoints a READY Program Manager (RPM) to provide oversight for the program.

 2.1.6. Serve as the approval authority for all augmentor call-ups.

 2.2. 11th Mission Support Squadron Commander (11 MSS/CC) will:

 2.2.1. Chair the RWG and provide guidance to RWG members based upon the RRB's direction regarding the Wing's READY Program.

 2.2.2. Ensure the RWG is convened at least semiannually, and more often, if needed, to review the status of the READY Program, resolve all READY issues possible, and submit proposals regarding any issues which the RWG cannot resolve for submission to the RRB for decision/guidance.

 2.2.3. Ensure all READY requirements, exemptions, shortfalls, and tasking deletions, as appropriate, are validated by 11 WG/XPM (Manpower and Organization Office) before the RWG submits to the RRB for approval.

 2.2.4. Ensure RWG proposals are properly staffed and coordinated before submission to the RRB for consideration.

 2.2.5. Appoint the RPM; the RPM will typically be the Bolling Military Personnel Flight (MPF) Commander.

 2.3. READY Program Manager (RPM) will:

2.3.1. Provide overall management of and oversight for the Wing's READY Program.

2.3.2. Ensure units with PC-III capability use PC-III to identify and track trained personnel to fill augmentation requirements; ensure units receive training on PC-III procedures, when needed; ensure the MPF accomplishes READY updates for units without PC-III capability; and ensure the MPF provides READY products to units, as needed.

2.3.3. Conduct meetings, as needed, with Unit READY Monitors, READY Program Coordinators and others, as appropriate, to discuss and resolve "front line" READY issues such as augmentee utilization, replacement, training attendance, etc.

2.3.4. Serve as facilitator during RWG meetings and surface any significant READY issues to the RWG Chairperson for resolution by the RWG.

2.4. 11th Wing Staff Agency Directors and Group Commanders will:

2.4.1. Serve as members of the RRB and attend meetings when convened as indicated in Paragraph **4.1.**

2.4.2. Ensure their personnel/subordinate units comply with established READY Program procedures.

2.4.3. Ensure internal resources not exempted from participation in READY are exhausted, as outlined in AFI 10-217 and guidance from the RRB, before seeking approval for augmentation support.

2.4.4. Ensure requests to establish augmentation requirements under the READY Program are validated by 11 WG/XPM and only submitted to support installation-level plans as determined by the RRB.

2.4.5. Ensure exemptions from participation in the READY Program are only submitted based on UTC-taskings, AF guidance, local plans and/or any other guidelines provided by the RRB.

2.4.6. Ensure READY Program Coordinators are appointed, as needed, to manage augmentees (i.e., training, equipment, duty schedules, etc.) selected to support plans for which their unit is functionally responsible (such as 11 CES for the Snow/Ice Removal Plan, etc.).

2.4.7. Ensure unit READY Monitors are appointed, as needed, for units which provide augmentation support to ensure augmentees are identified in PC-III, attend required training, provided necessary equipment, available for augmentation duties, and replaced prior to reassignment, separation or retirement.

2.5. 11th Wing Director of Staff designated representative, Chief of Services Division, and Squadron Commanders will:

2.5.1. Serve as members of the RWG and attend RWG meetings as indicated in Paragraph **3.1.3.**

2.5.2. Ensure internal resources are exhausted before submitting requests to establish READY requirements in support of installation-level plans according to guidance provided by the RRB.

2.5.3. Submit requests for exemptions from participation in the READY Program under each plan only based upon UTC-taskings and/or AF guidance and other guidelines provided by the RRB.

2.5.4. Appoint a READY Program Coordinator (functional representative), if requiring augmentation support, to manage augmentee utilization.

2.5.5. Appoint a Unit READY Monitor, to ensure augmentees are identified and provided, as appropriate, to the tasking unit's READY Program Coordinator.

2.5.6. Ensure PC-III is used to identify and track augmentees.

2.6. 11th Wing Manpower and Organization Office will:

2.6.1. Assist 11th Wing units with developing requests for READY augmentation requirements and exemptions, as needed.

2.6.2. Review and validate all requests for augmentation requirements and exemptions using the justification format shown at **Attachment 1**. In addition, conduct an annual review to determine if previously submitted requirements and exemptions are still valid.

2.6.3. Validate augmentee shortfall/reclama requests from 11th Wing units and provide recommended actions to the RWG.

2.6.4. Appoint an advisor to the RWG and RRB for manpower-related READY issues.

2.7. Each READY Program Coordinator will:

2.7.1. Ensure personnel identified to fill his/her augmentation requirements are provided necessary training and equipment/supplies to carry out assigned duties.

2.7.2. Develop training plans for each specific READY requirement he/she is responsible for and provide a copy to the RPM.

2.7.3. Identify any problems regarding augmentee personnel to the providing unit(s). If unable to resolve problems at this level, the READY Program Coordinator will contact the next level READY Monitor in the command chain. If still unable to resolve the problem, the RPC will contact the RPM for guidance/action.

2.7.4. Ensure the augmented unit maintains a supply of required equipment items and augmentees are issued these items for the duration of the augmentation duty.

2.8. Each Unit READY Monitor will:

2.8.1. Ensure personnel are identified to fill READY requirements for which the unit is tasked.

2.8.2. Ensure PC-III is used to identify and track trained augmentees.

2.8.3. Ensure replacement personnel are identified to backfill losses due to PCS, separation, or retirement, prior to departure of current augmentees.

2.8.4. Work with READY Program Coordinators to resolve issues regarding unit augmentees (or subordinate unit augmentees, as appropriate).

2.9. Each READY augmentee will:

2.9.1. Ensure compliance with training requirements for assigned augmentation duties and maintain proficiency.

2.9.2. Report any problems regarding ability or availability to perform augmentation duties to the unit READY monitor.

2.9.3. Return any issued items to the RPC at the end of the augmentation duty.

3. The READY Working Group and the READY Review Board.

3.1. The READY Working Group (RWG). The RWG provides a forum for identifying augmentation requirements to support installation-level plans, necessary exemptions from filling augmentation requirements, available resources to fill requirements, shortfalls, sourcing for augmentation taskings, tasking reallocations and tasking deletions. The RWG's purpose is to help local commanders present to the READY Review Board the best possible use of existing resources to meet local exercise, contingency, or emergency augmentation needs.

3.1.1. Scope of RWG responsibilities. The RWG operates under the guidance of the READY Review Board (RRB) and is authorized to make recommendations to the RRB pertaining to the following areas:

READY requirements, exemptions, resources and shortfalls

Augmentation support taskings, tasking reallocations and tasking deletions

READY program codes authorized for use in the Wing's READY Program

Resolving READY issues which cannot be resolved by the RWG

3.1.2. RWG membership. The RWG is chaired by the 11th Mission Support Squadron Commander and comprised of the members indicated below. Attendance at RWG meetings is mandatory for members and support personnel. The RPM schedules and facilitates RWG meetings, and prepares minutes for the chairperson's approval/signature. The RWG Chairperson presents RWG proposals to the READY Review Board for consideration. RWG members must be thoroughly familiar with READY issues and capable of representing their organization's interests, and can be called upon to address the RRB, when necessary. Individuals and/or associate units may attend RWG meetings whenever an item potentially affecting their organization is being considered. The RWG Chairperson or RPM can invite other representatives, when deemed necessary, to serve in an "advisory" capacity.

Members	Members	Support Personnel
11 MSS/CC (Chairperson)	11 CS/CC or Designee	11 MSS/DPM (RPM)
11 WG/DS Designee	11 SFS/CC or Designee	11 MSS/DPM (Recorder)
USAF BAND/CC or Designee	11 SPTG/SV or Designee	11 WG/XPM (Manpower)
USAF HG/CC or Designee	11 MDSS/CC or Designee	Others (as needed)
11 CONS/CC or Designee	11 MDOS/CC or Designee	
11 SUPS/CC or Designee	11 DS/CC or Designee	
11 TRNS/CC or Designee	Tenant Unit Representatives	
11 CES/CC or Designee		

3.1.3. RWG procedural rules.

3.1.3.1. The RWG will convene at least semi-annually, or more often as deemed necessary by the RWG Chairperson.

3.1.3.2. The Chairperson will set the agenda for each meeting.

3.1.3.3. The RWG will attempt to resolve READY-related issues prior to seeking RRB guidance/resolution.

3.1.3.4. The Chairperson will present RWG proposals to the RRB for consideration.

3.1.3.5. RWG proposals will be coordinated through appropriate staff agencies, groups, and/or tenant units before submission to the RRB.

3.1.4. RWG action regarding READY requirements, exemptions and resources. The RWG will review augmentation requirements and exemptions validated by 11 WG/XPM, as indicated in Paragraph 2.6. The Military Personnel Flight will provide the RWG with unit manning information. The RWG will determine available qualifying resources by subtracting validated exemptions. As a general rule, the RWG will develop a proposal to task augmenting units for augmentees in support of a specific plan based on a "fair share" of available qualifying personnel resources. The RWG Chairperson will ensure proposals to be presented to the RRB are properly staffed for coordination prior to being presented. The RWG Chairperson will present all RWG proposals to the RRB for consideration. The RWG Chairperson will ensure supporting background and presentation materials related to any proposals/issues to be presented to the RRB are provided to the WEB Secretariat in accordance with established WEB procedures.

3.2. The READY Review Board (RRB). While the RWG identifies augmentation needs under the READY Program and develops proposals to meet those needs, the RRB is the approval authority for the Wing's READY Program.

3.2.1. Scope of RRB responsibilities. The RRB is the final approval authority for all matters related to the Wing's READY Program. The membership of the RRB makes it the appropriate body for ensuring installation-level augmentation needs are met.

3.2.2. RRB membership. The RRB is chaired by the 11th Wing Commander (or 11th Wing Vice Commander, if so designated) and comprised of members of the Wing Executive Board (WEB); these members include Wing Staff Agency Directors and Group Commanders (and tenant unit representation, as appropriate). The 11th Wing Manpower and Organization Office (11 WG/XPM) will provide an advisor to the RRB regarding manpower issues, and the 11th Mission Support Squadron Commander (11 MSS/CC) will provide an advisor to the RRB regarding manning issues related to the READY Program.

3.2.3. RRB procedural rules. The RRB will meet at least annually, and more often as directed by the RRB chairperson. Attendance at RRB meetings by members and advisors is mandatory. Minutes of the meetings will be recorded by the Wing Executive Board (WEB) Secretariat, signed by the RPM, approved by the RRB chairperson, and provided to all RRB members, advisors and others, as appropriate.

3.2.4. RRB action regarding RWG proposals. The RRB will consider proposals/issues presented by the RWG Chairperson and approve, disapprove, provide guidance or take other appropriate actions. (Note: Normally only "cross-group" requests for augmentation support will be discussed for approval/disapproval by the RRB; taskings within a group which require no augmentation from another group and which were approved, at all levels, including the RRB chairperson, will only be mentioned at the RRB as approved requests.). The RRB is the final authority for approving, disapproving, changing, or prioritizing READY requirements; approving, disapproving, or changing READY exemptions; approving, disapproving, or changing augmentation support task-

ings each wing staff agency, group or participating tenant until will receive; and resolving issues that the RWG cannot resolve regarding READY.

4. READY Procedures.

  4.1. Establishing READY requirements.

  4.1.1. Units will consider local plans requirements when determining augmentation needs. Each plan supported will be evaluated individually for augmentation requirements considering local general and plans-specific assumptions.

  4.1.2. A unit will request approval to establish a READY requirement through its command channels (i.e., Wing Staff Agencies will submit to 11 WG/DS, squadrons will submit to their group commanders, etc.) using the format at **Attachment 1**. If disapproved, the request will be returned to the requesting unit with appropriate rationale. If approved, the request will be forwarded to the 11 WG/XPM for validation. If 11 WG/XPM determines the augmentation support requirement is valid, the requirement will be forwarded to the RWG for review and submission to the RRB for action. If 11 WG/XPM determines the requirement is not valid, the request will be returned to the command function involved with appropriate rationale. The command function involved will be responsible for resolving any issues regarding the request with 11 WG/XPM or surfacing the issue to the RWG for resolution and/or action by the RRB.

  4.1.3. Note in accordance with AFI 36-2101, Classifying Military Personnel, individuals cannot perform duty outside of their career field for more than 180 days annually, without MAJCOM approval. Therefore, sufficient augmentees should be identified for lengthy augmentation requirements to ensure individual augmentees can be rotated on a regular basis so they do not exceed the 180 days cap. If possible, augmentees should be limited to no more than 120 days of READY duty annually.

  4.2. Requesting Exemptions.

  4.2.1. Units will consider local plan requirements when determining appropriate exemptions from participation in the READY Program. Each plan supported will be evaluated individually for appropriate exemptions, considering local general and plans-specific assumptions. Units will also consider their "core" tasks, functions which must continue to be performed even during a contingency, manning needs under each plan when determining appropriate exemptions. Personnel who are UTC-tasked (primaries and alternates) should be exempted from participation in the READY Program to enable units to satisfy mobility commitments. However, if not deployed, UTC-tasked personnel should be considered for augmentation support before submitting a shortfall--notice of inability to support a READY tasking.

  4.2.2. A squadron will request an exemption from the READY Program through its command channels (i.e., Wing Staff agencies will submit to 11 WG/DS, squadrons will submit to their group commanders, etc.) using the format at **Attachment 1**. If disapproved, the request will be returned to the requesting unit with appropriate rationale. If recommending approval, the command function will forward to 11 WG/XPM for validation. If 11 WG/XPM determines the exemption is valid, the request will be forwarded to the RWG for review and submission to the RRB for action. If 11 WG/XPM determines the exemption is not valid, the request will be returned to the command function involved with appropriate rationale. The command function involved will be

responsible for resolving any issues regarding the request with 11 WG/XPM or surfacing the issue to the RWG for resolution and/or action by the RRB.

4.2.3. Note federal civilian employees can be utilized for READY requirements under certain conditions (see AFI 10-217 for further details). However, READY codes cannot be currently maintained in the Defense Civilian Personnel Data System (DCPDS); information regarding civilian augmentees under the READY Program will be maintained in their Ready Training Folder (RTF).

4.3. Tasking Personnel. The RWG will consider personnel resources not approved for exemption from participation in READY as available to fill validated READY requirements. They will submit proposed unit taskings to the RRB for augmentation support based on a "fair share" of the total available qualified personnel resource pool. The RRB will make the final determination regarding augmentation support sourcing.

4.3.1. Once augmentation sourcing is determined, the RPM will provide the tasked organization (Wing Staff, Group or Tenant Unit) a tasking notification letter (see **Attachment 2**). The tasked organization will acknowledge receipt by indorsement, return the letter to the RPM, and provide the appropriate READY Program Coordinator with required information regarding each selected augmentee within 10 duty days. The READY Program Coordinator will provide the augmentee's unit commander with an augmentation duty assignment letter (see **Attachment 3**), identifying the READY code involved, providing essential information, and outlining necessary training. The unit must return the assignment letter to the READY Program Coordinator within 10 duty days. The assignment letter will be filed in the augmentee's READY Training Folder (RTF), which will be maintained by the READY Program Coordinator.

4.3.2. The augmented unit's READY Program Coordinator will schedule provided augmentees for any required training and arrange for any needed equipment/supplies, etc. The READY Program Coordinator will forward a completed READY augmentation training letter (see **Attachment 4**) to the Unit READY Monitor and/or Commander Support Staff (CSS), who will be responsible for updating the augmentee's READY code, date assigned augmentation duty, date completed training and current status in PC-III (see **Attachment 6**). The RRB has authorized the READY codes listed in **Attachment 7** for augmentees supporting the Wing's READY Program. The tasked unit's READY Monitor will maintain a copy of the training letter for accountability purposes. The appropriate READY Program Coordinator will ensure all augmentees' training (either initial or follow-on) is fully coordinated well in advance with augmenting units to avoid conflicts.

4.3.3. Unit commanders will track the status of their READY augmentees to ensure availability for their READY taskings, and will notify the appropriate READY Program Coordinator by letter (see **Attachment 5**) or e-mail whenever a READY augmentee will be TDY, on leave, or otherwise unavailable for 15 days or longer. Each CSS can run inquiries or reports through PC-III on their READY augmentees, whenever needed. The Bolling MPF will conduct quarterly reviews of READY data in PC-III with Unit READY Monitors to ensure accuracy of the database.

4.3.4. Conflict Resolution. READY Program Coordinators and Unit READY Monitors should work hand-in-hand to ensure augmentation taskings are being met. For example, if a unit is tasked to provide three augmentees for Resource Protection, but the Security Forces READY Program Coordinator doesn't receive some or all of the augmentees, he should work directly with the aug-

menting unit's READY Monitor to obtain the required augmentees. Any conflicts which cannot be resolved at that level should be reported to the augmenting unit commander. In most cases, conflicts should be resolved at this level (as there are procedures for reporting shortfalls if a unit is unable to meet its READY taskings, as indicated in Paragraph 5.5). If a conflict cannot be resolved at that level, it should be surfaced at the RWG for resolution. If the RWG cannot resolve the conflict, the RWG Chairperson will take appropriate action to attempt resolution through the appropriate command structure or, as a last resort, forward to the RRB for resolution.

4.4. Replacing Augmentees. Personnel identified as READY augmentees will remain assigned to their READY tasking unless replaced in writing. To ensure necessary stability and continuity, an augmentee should have a minimum of 12 months retainability from the date assigned to the READY Program. Selecting individuals for augmentee duty who will not be able to remain in the READY Program for at least a year causes problems with augmentee training, utilization and replacement.

4.4.1. Augmenting units must coordinate actions such as permanent change of station (PCS), permanent change of assignment (PCA), temporary duty (TDY), medical or administrative disqualification, placement on a mobility (UTC) tasking, etc., with the affected READY Program Coordinator. When military personnel PCS, separate or retire, their RTF will be forwarded to the MPF for appropriate action. When civilian personnel participating in the READY Program are reassigned, separate, or retire, their RTF will be returned to them.

4.4.2. When an augmenting unit replaces an augmentee for other than the reasons outlined in 5.4.1, if he or she has served less than one year, it will submit a letter with justification. The appropriate command function (i.e., Wing Director of Staff, Group Commander or Tenant Unit Commander, etc.) must approve the letter and forward to the READY Program Coordinator. In addition, units will notify the RPC by duty assignment letter or e-mail identifying replacements regardless of the replacement reason. The augmenting unit's READY Monitor will work with the READY Program Coordinator to ensure any replacement augmentees are scheduled for training. As a general rule, training of a replacement augmentee should be completed prior to the departure of the previous augmentee.

4.5. Shortfall Requests. A unit which can no longer support some or all of its READY taskings will submit a shortfall request through the appropriate command function (Wing Director of Staff, Group Commander or Tenant Unit Commander) using the format at **Attachment 6**. If the appropriate command function recommends approval, it must first be determined if the shortfall can be filled from elsewhere in the organization. If not, the request will be forwarded to the RPM (11 MSS/DPM), with a courtesy copy to 11 WG/XPM, for a review of personnel/exemption issues. The RPM will determine if coordination from 11 WG/XPM is needed and request input, if appropriate. If the request is justified, it will be forwarded to the RWG for review and submission to the RRB for consideration and appropriate action (i.e., tasking reallocation or deletion, etc.). If 11 MSS/DPM and/or 11 WG/XPM do not consider the request to be justified, 11 MSS/DPM will forward a staff summary sheet through the RWG Chairperson to the READY Review Board Chairperson with rationale and recommended action. Either the RPM, RWG Chairperson, or RRB Chairperson will notify the requesting command function of the final decision, as appropriate.

4.6. Use of Augmentees. The RPC will coordinate with augmenting units to schedule preliminary and refresher training for augmentees. During a contingency, the augmented unit may "call up" needed augmentees through the crisis action team or battle staff. Augmented unit commanders may consult with 11 MSS/DPM for "fair share" taskings as approved by the RRB. During non-contingency opera-

tions (such as special events), the augmented unit commander must request the use of augmentees through the augmented group commander or 11 WG/DS. The group commander or 11 WG/DS forwards the request to the 11 WG/CV for approval. The 11 MSS/DPM provides 11 WG/CV the "fair share" taskings as approved by the RRB. Prior to requesting augmentation, the augmented commander must consider all other means (i.e. using internal resources and requesting IMA, Reserve or Guard support). It is imperative that the augmented commander request the use of augmentees as soon as possible to minimize the impact on augmentees and their units.

WILLIAM A. CHAMBERS,   Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Augmented Unit—A unit with a validated and approved requirement for augmentation support under the READY Program.

Augmentee—An individual required to perform duty <u>outside of his/her career field</u> in support of a validated and approved READY requirement; augmentees are only trained to a certain level of proficiency and no AFSC is awarded.

Augmenting Unit—A unit which provides personnel augmentation to a tasking unit with validated and approved READY requirements.

Core Tasks—Functions not related to an ongoing contingency which a unit must continue to perform during the contingency. For example, while supporting a state funeral (which involves a large number of augmentees), installation units will still be responsible for performing normal daily operations to some degree.

Core Tasks Manning Requirements—The minimum manning needed by a unit to perform "core" tasks which must continue even during a contingency.

General Assumptions—Overall assumptions regarding the Wing's READY Program, which apply to all installation-level plans supported.

Plans-Specific Assumptions—Assumptions that apply to a particular/ installation-level plan supported by the READY Program.

READY Exemption—An individual excused from augmentation support duty under one or more plans, because he or she is required to perform "core" mission tasks or is Unit Type Code (UTC) tasked (identified for a mobility commitment).

READY Program Coordinator (RPC)—The person "functionally" responsible for a particular validated READY requirement, such as the individual in the 11th Civil Engineering Squadron (11 CES) who manages the installation Snow and Ice Removal Plan.

READY Program Manager (RPM)—The individual responsible for oversight of the installation READY Program (11 MSS/DPM).

READY Program OPR—The person with primary responsibility for the installation's READY Program (11 WG/CC).

READY Requirement—A validated need for non-AFSC specific augmentation support for installation-level exercises, contingencies, wartime, or emergency situations/scenarios.

READY Shortfall—The validated inability of a unit to provide augmentation support for an approved READY requirement for which it has been tasked; requires reallocation of the tasking to another unit or deletion of the READY requirement.

READY Review Board (RRB)—The decision-making body with final approval authority for all matters relating to the installation READY Program; the RRB is chaired by the READY Program OPR.

READY Working Group (RWG)—The body chartered by the installation READY Program OPR and

RRB to identify augmentation support requirements, exemptions, resources, shortfalls, and tasking allocations for submission to the RRB for consideration. The RWG resolves READY issues at the "grass roots" level and submits issues which it cannot resolve to the RRB for decision/guidance.

Unit READY Monitor—The person responsible for administering a unit's READY Program, to include ensuring augmentation taskings are filled, augmentee status is accurately reflected in PC-III, augmentees attend any required training, and augmentee replacements are identified when needed. Note: READY Monitors should also be appointed at the Wing Staff, group and appropriate tenant organization level to handle READY issues with subordinate units and/or READY Program Coordinators.

Unit READY Program OPR—For organizations which provide augmentees, the unit commander typically acts as the unit READY Program OPR, unless the unit already has a unit READY Program Coordinator.

Attachment 2

**RESOURCE AUGMENTATION DUTY (READY) PROGRAM REQUIREMENTS
AND/OR EXEMPTIONS**

                                                                    (Date)

MEMORANDUM FOR (HQ 11 WG/DS, GP/CC, etc.)

FROM: (Wing Staff Agency Director, SQ/CC, etc.)

SUBJECT: Resource Augmentation Duty (READY) Program Requirements and/or

    Exemptions

1. As required by the 11th WING INSTRUCTION 10-2 and guidance provided through the READY Working Group (RWG), the following requirements and/or exemptions are submitted. Both requirements and exemptions have been determined based on installation-level plans (mobility, resource protection, disaster operations, snow/ice removal and state funeral/inaugural support), considering general assumptions established for the program, specific assumptions relevant to each plan (see attached), and "core" mission minimum manning requirements under each plan. Augmentation requirements reflected are "non-AFSC specific" needs which cannot be filled from within internal resources. Augmentation requirements that are filled from within internal resources have been included as exemptions based on "core" mission manning needs.

2. Augmentation Requirements are:

  a. Deployment (Mobility) Plan:

    (1) Required Augmentation:

Duty Position Title	Grade or Grade Category	# of Primaries	# of Alternates	Internal Resources Used
XXXXXXXXXXXXX	XXXXXX	XXX	XXX	XXXXXXXXXXX

    (2) Augmentee Duty Descriptions:

(3) Support Justification:

(4) Estimation Rationale:

(5) Impact if not Approved:

(6) Training Required:

(7) Equipment Required:

b. <u>Base Defense</u> Plan:

(1) Required Augmentation:

Duty Position Title	Grade or Grade Category	# of Primaries	# of Alternates	Internal Resources Used
XXXXXXXXXXXXX	XXXXXX	XXX	XXX	XXXXXXXXXXX

(2) Augmentee Duty Descriptions:

(3) Support Justification:

(4) Estimation Rationale:

(5) Impact if not Approved:

(6) Training Required:

(7) Equipment Required:

c. Disaster Operations Plan:

(1) Required Augmentation:

Duty Position Title	Grade or Grade Category	# of Primaries	# of Alternates	Internal Resources Used
XXXXXXXXXXXXX	XXXXXX	XXX	XXX	XXXXXXXXXXX

(2) Augmentee Duty Descriptions:

(3) Support Justification:

(4) Estimation Rationale:

(5) Impact if not Approved:

(6) Training Required:

(7) Equipment Required:

d. <u>Snow/Ice Removal</u> Plan:

(1) Required Augmentation:

Duty Position Title	Grade or Grade Category	# of Primaries	# of Alternates	Internal Resources Used
XXXXXXXXXXXXX	XXXXXX	XXX	XXX	XXXXXXXXXXX

(2) Augmentee Duty Descriptions:

(3) Support Justification:

(4) Estimation Rationale:

(5) Impact if not Approved:

(6) Training Required:

(7) Equipment Required:

e. State Funeral/Inaugural Support Plans:

(1) Required Augmentation:

Duty Position Title	Grade or Grade Category	# of Primaries	# of Alternates	Internal Resources Used
XXXXXXXXXXXXX	XXXXXX	XXX	XXX	XXXXXXXXXXX

(2) Augmentee Duty Descriptions:

(3) Support Justification:

(4) Estimation Rationale:

(5) Impact if not Approved:

(6) Training Required:

(7) Equipment Required:

3.   Ready Exemptions:

a. Deployment (Mobility) Plan:

(1) Required Exemptions:

Duty Position Title	Position Number (From UMD)	Unit & Title (From UMD)	Grade	Exemption Type Core Task/UTC)
XXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XXXX	XXXX

    (2) Exemption Justification:

    (3) Impact if not Approved:

  b. <u>Base Defense Plan:</u>

    (1) Required Exemptions:

Duty Position Title	Position Number (From UMD)	Unit & Title (From UMD)	Grade	Exemption Type Core Task/UTC)
XXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XXXX	XXXX

    (2) Exemption Justification:

    (3) Impact if not Approved:

  c. <u>Disaster Operations</u> Plan:

    (1) Required Exemptions:

Duty Position Title	Position Number (From UMD)	Unit & Title (From UMD)	Grade	Exemption Type Core Task/UTC)
XXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XXXX	XXXX

    (2) Exemption Justification:

    (3) Impact if not Approved:

d. <u>Snow/Ice Removal</u> Plan:

(1) Required Exemptions:

Duty Position Title	Position Number (From UMD)	Unit & Title (From UMD)	Grade	Exemption Type Core Task/UTC)
XXXXXXXXXXXX	XXXXXXX	XXXXXXX	XXXX	XXXX

(2) Exemption Justification:

(3) Impact if not Approved:

a. <u>State Funeral/Inaugural Support</u> Plans:

(1) Required Exemptions:

Duty Position Title	Position Number (From UMD)	Unit & Title (From UMD)	Grade	Exemption Type Core Task/UTC)
XXXXXXXXXXXX	XXXXXXX	XXXXXXX	XXXX	XXXX

(2) Exemption Justification:

(3) Impact if not approved:

4. We will immediately notify you, in writing, should any of the above READY requirements and/or exemptions change or are eliminated in the future.

(Signature Block)

Attachment:

General and Plans-Specific Assumptions

1st Ind, (11 WG/DS, GP/CC or Tenant Unit/CC)   (Date)

TO: HQ 11 WG/XPM

Recommend approval; please conduct validation and take appropriate action.

                                                  (Signature Block)

Attachment 3

PROGRAM GENERAL AND PLANS-SPECIFIC ASSUMPTIONS

Headquarters 11th Wing READY Program

General and Plans-Specific Assumptions

1. General Assumptions:

    a. Units will support augmentation taskings as outlined in existing plans.

    b. Plans "functional" OPRs will fill personnel requirements from "internal resources" (within reason) before seeking augmentation support through the READY Program.

    c. Unit "core" tasks manning needs under each plan will consider "plans-specific" assumptions.

    d. Augmentation needs which cannot be filled by plans "functional" OPRs will be "equitably" spread across participating units based on ability to provide resources.

    e. Some plans may be implemented simultaneously (avoid "multi-tasking" individuals for READY taskings, when possible).

    f. Plans are based on "reasonable" worst-case scenarios (extreme situations may require additional unexpected augmentation support).

    g. Civilian employees may or may not be available under all plans to assist with "core" tasks.

    h. Implementation of more than a single plan at one time may require prioritization of augmentation requirements for fill action.

2. Deployment (Mobility) Plan Assumptions (typical requirements – vehicle operators, mobility baggage handlers, and mobility control center entry controllers):

    a. Unit Control and Deployment Control Centers (UCCs/DCCs) activated

    b. Augmenting units' normal "core" tasks still being performed

c. Weather not restricting normal operations

d. Availability of augmentation support may be impacted if plan implemented in conjunction with one or more other installation-level plans (may require prioritization of augmentation support).

3. Base Defense Plan (typical requirements – installation entry controllers and sector patrol assistants):

a. Deployment of Security Forces personnel to support contingency operations while under Force Protection Conditions (FPCON) will result in the need for augmentation support to ensure security for the installation.

b. FPCON ALPHA may be implemented for an extended period of time; FPCON BRAVO will typically be implemented for only a month or less at a time; FPCONs CHARLIE and DELTA will normally only be implemented for a week or less at a time.

c. The need for augmentation support will increase as FPCON level increases.

d. Augmenting units' "core" tasks will likely change as FPCON level increases.

e. Availability of augmentation support may be impacted if the Base Defense Plan is implemented in conjunction with one or more other installation-level plans, and may require prioritization of augmentation support.

4. Disaster Operations Plan (typical requirements – disaster preparedness support teams, lodging desk support and fitness complex desk support):

a. Crisis Action Team (CAT), Disaster Control Group (DCG), and Unit Control Centers (UCCs) are activated.

b. Augmenting units' "core" tasks may vary based on the nature of the disaster being faced.

c. Availability of augmentation support may be impacted if the Disaster Operations Plan is implemented in conjunction with one or more other installation-level plans, and may require prioritization of augmentation support.

5. Snow/Ice Removal Plan (typical requirements – snow/ice removal teams for snowfall over six inches or significant icy conditions):

a. Snow/ice conditions are such that only on-base residents and possibly key/essential personnel are available for duty, and these personnel will be primary resources for snow/ice removal actions.

b. Augmenting units' "core" tasks will likely change based on prohibitive weather conditions.

c. Availability of augmentation support may be impacted if the Snow/Ice Removal Plan is implemented in conjunction with one or more other installation-level plans, and may require prioritization of augmentation support.

6. State Funeral Plan/Inaugural Support Plan (typical requirements – vehicle operators, escorts, and street cordon members):

a. The USAF Honor Guard and USAF Band can meet "functional" requirements with their own "internal" resources.

b. Augmenting units' normal missions are still being performed.

c. Availability of augmentation support may be impacted if either the State Funeral or Inaugural Support Plan is implemented in conjunction with one or more other installation-level plans, and may require prioritization of augmentation support.

Attachment 4

READY TASKING NOTIFICATION

                                                                                    (Date)

MEMORANDUM FOR (Tasked Organization Command Function)

FROM: READY Program Manager (11 MSS/DPM)

SUBJECT: READY Tasking Notification

1. 11th Wing READY Review Board (RRB) has tasked you to provide the following augmentation for: (indicate type of augmentation duty).

   a. Number of Personnel: (self-explanatory)

   b. Grade or Grade Range: (O3, E1-E5, etc.)

2. Please provide the grade/rank, name, unit/office symbol and duty phone number of selected augmentee(s) within 10 duty days of receipt of this letter to the READY Program Coordinator for *the tasking unit*, which is (grade/rank, name, unit/office symbol and duty phone number). Additionally, please acknowledge receipt of this letter by indorsing below within 10 duty days of receipt and return to me. The READY Program Coordinator will notify selected personnel regarding initial training and other pertinent information. If you have any questions, contact me at DSN ( ) or Commercial ( ).

                                                                    (Signature block)

Attachment 5

READY AUGMENTATION DUTY ASSIGNMENT

(Date)

MEMORANDUM FOR (Tasked Unit Command Function)

FROM: (Appropriate READY Program Coordinator)

SUBJECT: READY Augmentation Duty Assignment

1.   Request your support to notify (grade/rank, name) of his/her appointment as (specific augmentation duty) under the 11th Wing's READY Program. The augmentee is required to report to (indicate date/time/ place, etc.) to begin initial indoctrination and training.

2.   Please ensure appropriate data for the augmentee is updated in PC-III. Place the augmentee in READY Program ID (indicate specific code for augmentation duty). I will keep you informed, in advance, of any upcoming training to prevent mission degradation.

3.   Should the augmentee ever be unavailable for augmentation duty for 15 days or longer or replaced by another augmentee, please notify me immediately so appropriate action can be taken.

(Signature Block)

Attachment 6

READY AUGMENTATION TRAINING

(Date)

MEMORANDUM FOR (Tasked Unit Command Function)

FROM: (Appropriate READY Program Coordinator)

SUBJECT: READY Augmentation Training

1. Please notify (grade/rank, name) of the training identified below in support of the 11th Wing READY Program. This training is mandatory and will be conducted (indicate date/time/place, etc.). If augmentee is unable to attend, please notify me not later than 5 duty days prior to training start date.

2. If you have any questions, please call me at (duty phone).

(Signature Block)

Attachment 7

READY PERSONNEL UNAVAILABILITY

(Date)

MEMORANDUM FOR (Appropriate READY Program Coordinator)

FROM: (Tasked Unit Command Function)

SUBJECT: READY Personnel Unavailability Notification

1. This is to inform you (grade/rank, name) currently identified as a READY augmentee will be unavailable due to (indicate the specific reason) from (indicate inclusive dates) and will not be available for either augmentation duty or related training. Should the augmentee's status change during the above period, you will be notified immediately.

2. Please contact my unit READY monitor, (grade/rank, name) at (duty phone) if you have any questions.

(Signature Block)

Attachment 8

READY SHORTFALL

(Date)

MEMORANDUM FOR (Organization Command Function)

FROM: (Unit Command Function)

SUBJECT: READY Shortfall

1. I can no longer support the below listed READY tasking(s) for the reasons   indicated:

   a. **READY Tasking Shortfall(s):**

Duty Title/ Functional Grouping	Grade or Grade Category	# Primaries/ # Alternates

   b. **Justification.** (Be specific and thorough).

2. Should the need to shortfall this/these tasking(s) change in the future, I will immediately advise by memorandum.

(Signature Block)

1st Ind, (Organization Command Function)   (Date)

TO: READY Program Manager (11 MSS/DPM)

I cannot resolve this/these shortfall(s) with personnel resources within the Group (or Wing Staff); request this/these READY taskings be reallocated.

(Signature Block)

cc:
HQ 11 WG/XPM

Attachment 9

READY PROGRAM ID CODES AUTHORIZED
FOR THE 11TH WING READY PROGRAM
(To Fill READY Requirements approved by the READY Review Board)

READY ID   **TITLE**

READY ID	TITLE
AA	MOBILITY (DEPLOYMENT) CONTROL CENTER (UNIT)
AB	MOBILITY (DEPLOYMENT) PROCESSING UNIT
AC	PERSONNEL CONTROL CENTER
AD	NONCOMBATANT EVAC OPS PROCESSING UNIT
AE	(BASE) RECEPTION (CONTROL) PROCESSING UNIT
AF	UNIT CONTROL CENTER
AG	UNIT MOBILITY (DEPLOYMENT) OFFICER/NCO (MANAGER)
AH	PRIMARY ON MOBILITY
AI	NONCOMBATANT EVAC OPS OFFICER/NCO
AJ	COLLOCATED OPERATING BASE RECEPTION TEAM
AK	MOBILITY BAGGAGE HANDLER
AL	MISSION DIRECTOR
AM	ESCORT
AN	CONTROLLER
B0	ALERT FACILITY CONTROLLER
B1	SHELTER STOCKER
B2	SERVICES EMERGENCY SUPPORT TEAM
B4	MILITARY AFFILIATE RADIO SYS BASE SUPPORT TEAM
B5	ENTRY CONTROL POINT
B7	BASE SUSTAINING FORCE
B8	RECONSTITUTION TEAM
BA	POSTAL
BB	SUBSISTENCE OPERATIONS
BC	PHOTOGRAPHIC PROCESSOR
BD	VIDEO DOCUMENTATION
BE	PUBLISHING DISTRIBUTION OFFICE
BF	MORTUARY AFFAIRS
BG	LIFE SUPPORT
BH	COMMAND POST
BI	BATTLE STAFF
BJ	COMMAND POST COURIER/DRIVER
BK	SEARCH AND RECOVERY TEAM
BL	SURVIVAL RECOVERY TEAM

READY PROGRAM ID CODES AUTHORIZED
FOR THE 11TH WING READY PROGRAM

READY ID	TITLE
BM	CASUALTY COLLECTION POINT
BN	TELEPHONE OPERATOR
BO	MASS CASUALTY
BP	CASUALTY ASSISTANCE
BR	COMMUNICATION RELAY
BS	DISPERSAL CONTROL CENTER
BT	INTELLIGENCE DEBRIEF
BU	INTELLIGENCE
BV	COMMAND POST BOARD POSTER
BW	COMMAND POST REPORT CELL
BX	SURVIVABLE RECOVERY FACILITY
BY	SURVIVAL COLLECTION PROTECTION SYS TEAM
BZ	DAMAGE ASSESSMENT TEAM
CA	SNOW AND ICE REMOVAL
CB	CONSTRUCTION EQUIPMENT OPERATOR
CD	BASE FIRE FIGHTER
CE	SHELTER HARDENING TEAM
DA	DISASTER PREPAREDNESS SUPPORT TEAM
EA	MEDICAL ADMINISTRATION
EB	MEDICAL SERVICES
EC	AMBULANCE DRIVER
ED	MEDICAL CONTROL TEAM
EF	MEDICAL DECONTAMINATION TEAM
FM	BATTLE DAMAGE REPAIR
GA	AIR BASE GROUND DEFENSE
GB	LAW ENFORCEMENT
GC	SECURITY POLICE
GD	OWNER USER GUARD
HC	TRANSPORTATION CONTROL UNIT
HD	MOTOR POOL DISPATCHER
HE	MOTOR POOL DRIVER
HF	WAR RESERVE SPARE KITS
HG	MISSION SPARE KIT LOAD TEAM
HH	PALLET TEAM BUILDUP
HI	SUPPLY READINESS CONTROL CENTER

READY PROGRAM ID CODES AUTHORIZED

FOR THE 11TH WING READY PROGRAM

READY ID   **TITLE**

LA	PRIMARY/ALTERNATE MOBILITY
LB	MISSION ESSENTIAL
LC	EXEMPT
SA	SENIOR BATTLE STAFF AUGMENTATION
SB	CONTINGENCY RADIO NET
SC	DECONTAMINATION TEAM
SD	NUCLEAR/BIOLOGICAL/CONTAMINATION SUPPORT TEAM
SE	SHELTER MONITOR/MANAGER
SF	BASE RECOVERY AFTER ATTACK
SG	AIRCRAFT CRASH RECOVERY
SH	HURRICANE RESPONSE TEAM
SI	DISASTER CONTROL GROUP
SJ	DISASTER PREPAREDNESS OFFICER/NCO
SK	EXPLOSIVE ORDINANCE DISPOSAL
SL	AREA DECONTAMINATION TEAM
SM	VEHICLE DECONTAMINATION TEAM
SN	AIRCRAFT DECONTAMINATION TEAM
SO	PERSONNEL DECONTAMINATION TEAM
SP	OFF-BASE PERSONNEL DECONTAMINATION TEAM
SQ	MOBILE DECONTAMINATION TEAM
SR	CLOSE DEFENSE AREA OF OPERATION
ST	MUNITIONS DECONTAMINATION

NOTE: The following data (three occurrences each) is available in PC-III for the READY Program - READY Program ID, READY Active Status, READY Training Year/Month, and Date Assigned Augmentee Duty.