

**BY ORDER OF THE COMMANDER  
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE  
INSTRUCTION 10-243**



**29 AUGUST 2013**

**Operations**

**AUGMENTATION SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**SUMMARY OF CHANGES**

The publication numbering has changed to 10-243. All references to the Air Force Flight Test Center have been removed. All 95 ABW and subordinate unit references have been replaced with 412 TW. All augmented functions were included in paragraph 1. The membership of the READY Review Board has been revised in paragraph 2.1.2. The advisors to the READY

Review Board have been revised in paragraph 2.1.3. The core members of the READY Working Group have been revised in paragraph 2.3.1.2. READY Working Group responsibilities were changed in paragraph 2.3.3 to indicate advice is provided to the Installation Vice Commander. Sample augmentee requirements justification was added in Attachment 2. Ready Program Manager responsibilities are listed in paragraph 2.4 through 2.4.8. Requirement to forward listing of augmentees and training status on a quarterly basis to FSS was removed. Requirement for Group Augmentation Program Managers to work directly with Command Chief was removed and replaced with requirement to coordinate regularly with Augmented Program Managers and Squadron Augmentation Coordinators in paragraph 2.5.3. In paragraph 2.6.3, Squadron Augmentation Coordinators are required to ensure unit personnel meet the requirements of the augmented task before appointment. FSS/FSMPM (Personnel) responsibilities were added in paragraphs 2.8 through 2.8.1. Augmentation task tracking data reporting changed from FSS to MSG/CCC in paragraph 3.1. Group Augmentation Program Manager appointment letter forwarding changed from FSS to MSG/CCC in paragraph 3.2 along with adding the requirement for the AFOTEC Det 5/CC to appoint a Group Augmentation Program Manager for the Associate Units. Group Augmentation Program Manager tracking of assigned unit personnel was clarified when taking on Squadron Augmentation Coordinator duties in paragraph 3.3. Command Chief or equivalent representative were removed from issue coordination process in paragraph 3.4. Time on station was clarified in paragraph 4.1 to include Group Commanders ensuring approved allocations are released from units. Personnel who can activate augmentees were revised in paragraph 4.2. The number of parent organizations was changed in paragraph 5.3. The Resource Augmentation Duty Program Manager distributes initial allocations as noted in paragraphs 5.4 and 5.5. The exempted agencies have been updated in paragraphs 5.7 through 5.7.6. Augmentation Tasks and Augmented Program Managers have been updated in Attachment 3. Sample appointment letters have been revised in Attachments 4, 5 and 6. Sample Fair Share Chart has been revised at Attachment 7.

**1. Purpose.** The Resource Augmentation Duty (READY) Program assists commanders in identifying, training and tracking personnel to meet short-term augmentation needs for installation-level exercises, contingencies, wartime, or emergency situations or scenarios to include support for the Cargo Deployment Function, Deployment Control Center, Honor Guard, Installation Control Center, Personnel Deployment Function, Readiness Support Team, Search & Recovery and Security Forces. The READY Review Board reviews and approves the requirements, training and usage of augmentees. The use of this augmentation program is essential for mission success at Edwards AFB.

## **2. Responsibilities.**

2.1. The Installation Commander determined an installation augmentation program is required and the following are the members of the READY Review Board

2.1.1. Chairperson - Installation Vice Commander.

2.1.2. Members – MDG/CC, MSG/CC, MXG/CC, OG/CC, AFRL/CC and AFOTEC Det 5/CC representing all associate units.

2.1.3. Advisors – Command Chief, MSG/CCC, senior enlisted member representing all associate units, 412 FSS/FSMM (Manpower) and 412 FSS/FSMPM (Personnel).

2.2. The READY Review Board should convene annually or more often as directed by the chairperson, to revalidate requirements and prioritize exercise, contingency, wartime, or other emergency augmentation needs and to identify available resources to fill them. The board validates and approves augmentation requirements and exemptions authorized based on the servicing manpower representative's advice. The READY Review Board has overall responsibility for tasking installation units to meet augmentation requirements.

2.3. READY Working Group Responsibilities.

2.3.1. The following are the members of the READY Working Group.

2.3.1.1. Chairperson – MSG Commander.

2.3.1.2. Core members - Squadron Commanders, augmented organization commanders, Chiefs, senior enlisted members and equivalent parent organization representatives for the Associate Units, 412 FSS/FSMM and 412 FSS/FSMPM. Note: AFOTEC/Det 5 or representative will represent Associate Units as a core member.

2.3.2. Convene 30 days prior to READY Review Board meeting.

2.3.3. Provide the Installation Vice Commander with advice on decisions needed to meet the temporary augmentation needs of the installation. Prepare and review itinerary, proposed changes and allocation adjustments.

2.4. MSG/CCC Responsibilities (READY Program Manager {RPM}).

2.4.1. Send out the call 60 days prior to the READY Review Board (30 days prior to the READY Working Group) for augmentee requests. Requests must be validated by 412 FSS/FSMM. (See sample in Attachment 2)

2.4.2. Schedule meetings, when required, for the READY Working Group and READY Review Board.

2.4.3. Hold READY Working Group meeting, when required, to review procedural guidance and review augmentation duty status prior to the READY Review Board. Record and publish READY Working Group minutes.

2.4.4. Meet with the READY Review Board chairperson to discuss proposed agenda prior to the board. Facilitate the board process to include logistical matters; record and publish READY Review Board minutes.

2.4.5. Work directly with Group Augmentation Program Managers (GAPMs) to ensure ample personnel are assigned to each task.

2.4.6. Ensure Augmented Program Managers (APMs listed in Attachment 3) provide and track training to ensure coverage during activation of the augmentation program and throughout the year.

2.4.7. Gather complete listing of augmentees along with their training status from augmented program managers on a quarterly basis for tracking purposes.

2.4.8. See Attachment 3 for APM listing and contact information.

2.5. GAPM Responsibilities: (See Attachment 4 for appointment letter sample.)

2.5.1. Work directly with RPM and equivalent parent organization representatives to ensure each group has the appropriate taskings.

2.5.2. Apportion augmentee taskings to the subordinate squadrons.

2.5.3. Coordinate regularly with APMs and Squadron Augmentation Coordinators (SACs) to ensure they have ample people trained and assigned to each appointed task. (See Attachment 3 for APMs and Attachment 5 for SAC appointment letter sample.)

#### 2.6. SAC Responsibilities:

2.6.1. Work directly with GAPM to ensure the squadron has the appropriate tasking and can meet all requirements based on assigned manning.

2.6.2. Primary responsibility is to communicate and collaborate with the squadron Unit Deployment Manager (UDM) to ensure ample manpower is available to meet wartime, Air and Space Expeditionary Force (AEF), or exercise tasking along with the squadron's augmentation commitments.

2.6.3. Provide augmentees tasked by the READY Review Board and apportioned by the GAPM. Additionally, the SAC will ensure tasked unit personnel meet the requirements of the augmented task before appointment. Refer to Attachment 6 for augmentee appointment letter format.

2.6.4. Rotate personnel when members actually perform the augmentation duty for over 60 continuous days with GAPM's concurrence.

2.6.5. Ensure outprocessing checklist is updated (put on base outprocessing checklist) to maintain accurate accountability. The checklist will indicate if member is/is not a member of the READY Program.

#### 2.7. FSS/FSMM (Manpower) Responsibilities.

2.7.1. Validate augmentation requirements/exemptions prior to READY Review Board consideration.

2.7.2. Advise READY Review Board on unit manpower validation and potential and actual gains and losses.

#### 2.8. FSS/FSMPM (Personnel) Responsibilities:

2.8.1. Extract current personnel statistics for READY Working Group and READY Review Board "Fair Share" data and submit to MSG/CCC.

### 3. Managing an Effective Program.

3.1. Each augmentation task identified in the program will have a point of contact assigned to ensure individuals are accounted for, training is completed, tracking maintained and data is reported to MSG/CCC. See Attachment 3 for the list of augmentation tasks along with augmented points of contact.

3.2. Each group commander will appoint a GAPM to ensure subordinate squadrons meet the intent of this directive. Forward appointment letters assigning the GAPM and an alternate to the MSG/CCC at least annually or when changes occur. AFOTEC Det 5/CC will appoint a GAPM for the Associate Units.

3.3. Each squadron commander who has members assigned to the READY Program will appoint a SAC to track availability of assigned individuals unless the GAPM takes on SAC duties. When a member becomes unavailable, squadron commanders are responsible for replacing them from within their organization. Forward appointment letters assigning a coordinator and alternate to respective GAPM at least annually or when changes occur.

3.4. Prior to presenting issues to the READY Review Board, they must be coordinated through the owning Group Commander and then submitted to the RPM for discussion at the READY Working Group meeting.

3.5. The total number of augmentees trained should be enough to allow for leave, PCS, TDY and retirements. Prior to augmentees departing for leave, PCS, TDY, or retirement, the SAC must ensure replacements are identified and trained. Close coordination between RPM, GAPM and SAC must be established to ensure there are no shortfalls in providing augmentee replacements. The squadron commander is ultimately responsible to ensure there are no gaps in the augmentation service provided to the RPM.

#### **4. Establishing and Implementing Augmentation Requirements.**

4.1. Squadron Commanders should appoint augmentees with at least 12 months remaining time on station (TOS). Once appointed, augmentees will remain in the duty until replaced by the squadron commander (one year after initial training is conducted is the expected minimum time in augmentation duty). Units must request training for and replace augmentees 60 days prior to removing them from augmentee duty due to PCS, extended TDY, retirement, pregnancy or any other reason that affects their availability.

4.2. Augmentees may only be activated by the Crisis Action Team (CAT), Emergency Operations Center (EOC) Director, Command Chief, MSG/CCC (RPM) Mission Support Group Commander, Installation Vice Commander or Installation Commander. A CAT Directive (CATD) will be sent out to all Unit Control Centers outlining taskings to parent organizations. Group Commanders will ensure unit allocations have been released to the augmented unit.

#### **5. READY Program Assumptions.**

5.1. The READY Program identifies functions that need to be trained in advance. It is up to each augmented unit to provide the necessary training.

5.2. Basic eligibility is E-6 and below with at least 12 months remaining TOS. Commanders may use their discretion to utilize other ranks or civilians, when necessary. However, commanders should be cognizant of the training status of all members prior to appointment to the augmentation program.

5.3. The two parent organizations at Edwards AFB are 412 TW and the Associate Units. AFOTEC Det 5/CC will act as the coordinating commander for all AF Associate Units assigned to Edwards AFB. This role will be limited to coordinating Associate Unit responses with TW requests for READY team augmentees in order to provide a single, unified response from these organizations to the READY Review Board. After READY taskings are established by the READY Review Board, individual Associate Units will coordinate directly with TW APMs to designate personnel and accomplish required training.

5.4. RPM will distribute initial allocations to senior enlisted assigned to the two parent organizations, equivalent representatives and READY Review Board. These allocations will be based on a fair share percentage, which is determined by dividing the total number of assigned E-1 through E-6 in each parent organization, by the sum of all assigned E-1 through E-6 in the two parent organizations. This percentage is then multiplied by the number of validated requests to determine the overall allocations for each parent organization. See Attachment 7 for sample fair share chart.

5.5. RPM will determine and distribute group allocations to TW GAPMs for further distribution to SACs. Associate Unit senior enlisted representative on behalf of AFOTEC Det 5 CC will determine and distribute allocations to Associate Unit GAPM for further distribution to SACs.

5.6. Units will provide required Security Force READY Augmentee trained personnel to fulfill Security Force Real-World Force Protection Condition (FPCON) Charlie and Delta. These Security Force READY Augmentees will not be required during non-real world contingency tasks.

5.7. Exemptions are noted as follows:

5.7.1. Security Forces (AFMAN 31-201 Volume 3, *Flight Operations*)

5.7.2. Honor Guard (AFI 34-242, *Mortuary Affairs Program*)

5.7.3. Safety (AFI 91-202, *The US Air Force Mishap Prevention Program*)

5.7.4. Explosive Ordnance Disposal (AFI 32-3001, *Explosive Ordnance Disposal Program*)

5.7.5. Air Traffic Control and Airfield Operations Facility (AFI 13-204 Volume 3, *Airfield Operations Procedures and Programs*)

5.7.6. Command Post (AFI 10-207, *Command Posts*)

MICHAEL T. BREWER, Brigadier General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 10-207, *Command Posts*, 1 February 2012

AFI 13-204 Volume 3, *Airfield Operations Procedures and Programs*, 1 September 2010

AFI 32-3001, *Explosive Ordnance Disposal Program*, 2 June 2011

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 34-242, *Mortuary Affairs Program*, 2 April 2008

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

AFMAN 31-201 Volume 3, *Flight Operations*, 24 August 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 10-243, *Augmentation Duty*, 1 August 2002

***Adopted Form***

AF IMT 847, *Recommendation for Change of Publication*

## Attachment 2

## SAMPLE - REQUIREMENT JUSTIFICATION

Figure A2.1. Deployment Control Center

**Requirement:** 4 augmentees (2 per shift)

**Duty Description:**

Perform door guard, entry control and runner  
Administrative support

**Duration:** 12 hour shifts during exercises, contingency

**Training:** JIT training (**JIT not acceptable for Admin**)

**Fitness for Duty:** Profile not OK, cannot be color blind

## Attachment 3

## AUGMENTATION TASKS AND AUGMENTED PROGRAM MANAGERS

Figure A3.1. Augmentation Tasks and Augmented Program Managers

<b>TASK</b>	<b>POC</b>	<b>PHONE</b>
CARGO DEPLOYMENT FUNCTION	412 MSG/LGRR	277-7180
DEPLOYMENT CONTROL CENTER	412 MSG/LGRR	277-7180
HONOR GUARD	412 FSS/FSOH	275-2583
INSTALLATION CONTROL CENTER	412 TW/XP	277-4009
PERSONNEL DEPLOYMENT FUNCTION	412 MSG/LGRR	277-7180
READINESS SUPPORT TEAM	412 TW/CEX	277-4840
SEARCH & RECOVERY	412 FSS/FSOX	277-7950
SECURITY FORCES	412 SFS/S3T	277-1988

## Attachment 4

**SAMPLE - GROUP AUGMENTATION PROGRAM MANAGER LETTER OF APPOINTMENT**

**Figure A4.1. Sample - Group Augmentation Program Manager Letter of Appointment**

USE APPROPRIATE LETTERHEAD			
MEMORANDUM FOR (DESIGNATED INDIVIDUAL)			
412 MSG/CCC			
AUGMENTED PROGRAM MANAGER			
IN TURN			
FROM: (GROUP CC)			
SUBJECT: Group Augmentation Program Manager (GAPM) Letter of Appointment			
1. You have been appointed to support wartime and contingency operations, as well as readiness exercises for this group as the GAPM.			
NAME (Primary/Alternate)	Rank	Phone #	Effective Date
Primary – Jane Doe	E/O-X	7-XXXX	15 Jan 08
Alternate – John Doe	E/O-X	7-XXXX	30 Jun 08
2. Please refer to EAFB Instruction 10-3 for a listing of responsibilities.			
3. This letter will be part of your personal information file.			
Signature of Group Commander			

## Attachment 5

## SAMPLE - SQUADRON AUGMENTATION COORDINATOR LETTER OF APPOINTMENT

Figure A5.1. Sample - Squadron Augmentation Coordinator Letter of Appointment

MEMORANDUM FOR (DESIGNATED INDIVIDUAL)

GAPM

GRP/CC

412 MSG/CCC

AUGMENTED PROGRAM MANAGER

IN TURN

FROM: (SQUADRON COMMANDER)

SUBJECT: Squadron Augmentation Coordinator (SAC) Letter of Appointment

1. You have been appointed to support wartime and contingency operations, as well as readiness exercises for our squadron as the SAC.

NAME (Primary/Alternate)	Rank	Phone #	Effective Date
Primary – Jane Doe	E/O-X	7-XXXX	15 Jan 08
Alternate – John Doe	E/O-X	7-XXXX	30 Jun 08

2. Please refer to EAFB Instruction 10-3 for a listing of responsibilities.

3. This letter will be part of your personal information file.

Signature of Squadron Commander

## Attachment 6

## SAMPLE - AUGMENTATION APPOINTMENT LETTER

Figure A6.1. Sample - Augmentation Appointment Letter

MEMORANDUM FOR (DESIGNATED INDIVIDUAL)

SAC  
 GAPM  
 GRP/CC  
 412 MSG/CCC  
 AUGMENTED PROGRAM MANAGER  
 IN TURN

FROM: (SQUADRON COMMANDER)

SUBJECT: Augmentation Appointment Letter

1. You have been appointed to support wartime and contingency operations, as well as readiness exercises as an augmentee for (Security Forces, Installation Control Center support, or Installation Deployment Office support.)

NAME (Primary/Alternate)	Rank	Phone #	Effective Date
Primary – Jane Doe	E/O-X	7-XXXX	15 Jan 08
Alternate – John Doe	E/O-X	7-XXXX	30 Jun 08

2. The (Security Forces, Installation Control Center support, Installation Deployment Office support) Augmentation Program Manager will be your contact for a complete listing of responsibilities. Before going on leave, TDY, or PCS, you are required to contact the squadron coordinator and your supervisor to start the replacement process.

3. Contact (List SAC) and Augmentation Program Manager for training requirements.

4. This letter will be part of your personal information file.

Signature of Squadron Commander

