

**BY ORDER OF THE COMMANDER  
480TH INTELLIGENCE SURVEILLANCE  
AND RECONNAISSANCE WING (ACC)**



**AIR FORCE INSTRUCTION 10-244**

**AIR COMBAT COMMAND  
Supplement**

**480TH ISR WING  
Supplement**

**12 JANUARY 2016  
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Operations**

**REPORTING STATUS OF AEROSPACE  
EXPEDITIONARY FORCES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 480 ISRW/MS  
(Mr. Gary Kirsteatter)

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**(480ISRW) AFI 10-244 and 10-244\_ACCSUP are supplemented as follows:** This supplement provides guidance for those areas in AFI 10-244 that require Wing direction. It augments the basic publication and the ACC Supplement. It applies to all 480 ISRW active duty units. It does not apply to 480 ISRW-gained Air National Guard or Air Force Reserve units. Unless otherwise specified, 480 ISRW/CC is the waiver authority for this supplement. Route waiver requests through the appropriate chain of command to 480 ISRW/CC. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this instruction to 480 ISRW/MS, 34 Elm St, Bldg 23, Joint Base Langley-Eustis, VA 23665 using AF Form 847, *Recommendation for Change of Publication*; route through the appropriate functional chain of command.

**2.6.3.1.1.1.** 480 ISRW/CC will appoint a primary and alternate Air Expeditionary Force Unit Type Code Reporting Tool (ART) manager from within 480 ISRW/MSX to: administer the Wing ART program, train all Wing ART monitors, and ensure ART reporting is accurate and on-time.

2.6.3.6.2.1. **(Added)** 480 ISRW/MSX will:

2.6.3.6.2.1.1. **(Added)** Serve as the primary Wing point of contact for all issues relating to ART.

2.6.3.6.2.1.2. **(Added)** Establish and maintain the 480 ISRW/MSX SharePoint site (<https://intelshare.intelink.gov/sites/480isrw/480ms/MSX/default.aspx>). The SharePoint site is the central repository for all 480 ISRW ART training material and general readiness information.

2.6.3.6.2.1.3. **(Added)** Develop initial and recurring training for all Wing ART monitors. Training will be assigned to individuals and tracked via SharePoint.

2.6.3.6.2.1.4. **(Added)** Provide a monthly briefing for the 480 ISRW/CC and key staff regarding the overall status of ART reporting.

2.6.3.6.2.2. **(Added)** Group Commanders will establish policy for reviewing subordinate units' ART information to ensure UTC assessments provided by unit commanders are accurate, timely, valid, and complete.

2.6.3.6.2.3. **(Added)** Unit Commanders will:

2.6.3.6.2.3.1. **(Added)** Ensure ART Monitors complete any training assigned by 480 ISRW/MSX. Initial Training must be completed within 30 days of being appointed as an ART Monitor.

2.6.3.6.2.3.2. **(Added)** Ensure local procedures for gathering assessment information and updating ART are developed and documented.

2.6.3.6.2.3.3. **(Added)** Ensure UTC Readiness Assessments are completed **at least every 31 days**, or within 24 hours of a status change. Assessments can be completed more often, if desired.

2.6.3.6.2.3.4. **(Added)** Ensure Tasking Assessments are completed as soon as possible, but no later than 5 days after a UTC, or a portion of a UTC, is tasked to deploy, is deployed, or is returned from deployment.

2.6.3.6.2.3.5. **(Added)** Brief the readiness status of their unit to the 480 ISRW/CC during the recurring "MS Deep Dive" VTCs.

2.6.3.6.2.4. **(Added)** Unit ART Monitors will:

2.6.3.6.2.4.1. **(Added)** Establish an Intelink account to permit access to the 480 ISRW/MSX SharePoint site (<https://intelshare.intelink.gov/sites/480isrw/480ms/MSX/default.aspx>). The SharePoint site is the central repository for all 480 ISRW ART training material and general readiness information.

2.6.3.6.2.4.2. **(Added)** Complete Initial ART Training within 30 days of appointment.

2.6.3.6.2.4.3. **(Added)** Develop and document local procedures for compiling and submitting

updates in ART. Procedures must outline the steps required to gather supporting information and complete a UTC assessment. They will be included in either the ART Continuity Book (hard copy) or ART Continuity Folder (electronic), as applicable.

2.6.3.6.2.4.4. **(Added)** Monitor all pertinent sources (Alpha Roster, Medical Rosters, Training Records, word-of-mouth, etc.) to identify any issues that would cause a UTC status change. Status changes must be updated in ART within 24 hours.

2.6.3.6.2.4.5. **(Added)** Immediately brief the unit commander of any UTC status changes.

2.6.3.6.2.4.6. **(Added)** Complete a UTC Readiness Assessment **at least every 31 days, or within 24 hours of a status change.** Assessments can be completed more often, if desired.

2.6.3.6.2.4.7. **(Added)** Complete a UTC Tasking Assessment as soon as possible, but not later than 5 days after a UTC, or a portion of a UTC, is tasked to deploy, is deployed, or is returned from deployment. Tasking Assessments are not required every 31 days.

2.6.3.6.2.4.8. **(Added)** Log in to ART at least every Tuesday and Thursday to ensure any added or changed UTCs are assessed within 24 hours.

2.6.3.6.2.5. **(Added)** DOs, designated support staff, and/or Section Chiefs will ensure ART Monitors are informed of any personnel issues (or equipment, if applicable) that would cause a UTC status to change.

2.6.3.6.3.1. **(Added)** In addition to requirements noted in para 2.6.3.6.3. (ACC-Added), unit ART Monitors will complete the Initial ART Training provided by 480 ISRW/MSX. Initial training must be completed within 30 days of appointment.

2.6.3.6.4.1. **(Added)** Unit ART Monitors will use the procedures outlined in Attachment 2 when completing the monthly UTC Readiness Assessments.

2.6.4.2.1.1. **(Added)** Use the appointment letter template provided on Attachment 3. Forward a copy of the letter to 480 ISRW/MSX. Monitors should be appointed for 18 months to ensure continuity. If commanders do not approve assessments directly in ART, they will also delegate approval authority to the ART Monitor in writing. This allows monitors to be granted the *ART Approver* role in ART. Even if the monitor is granted approval authority, commanders retain ultimate responsibility for accurate reporting.

TIMOTHY D. HAUGH, Colonel, USAF  
Commander

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

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 15 Jun 2012

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, ACC Supplement, 26 Feb 2013

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

***Prescribed Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AEF**—Air Expeditionary Force

**AF RDS**—Air Force Records Disposition Schedule

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**ART**—AEF UTC Reporting Tool

**UTC**—Unit Type Code

**VTC**—Video Teleconference

**480 ISRW/MS**—480 ISRW Mission Support

**480 ISRW/MSX**—480 ISRW Mission Support Readiness Section

## Attachment 2

## ART UPDATE PROCEDURES

**A2.1.** Use the locally developed procedures to gather personnel status information, i.e. assigned personnel, upgrade training, medical profiles, etc. (Equipment status also, if applicable).

**A2.2.** For the UTCs that require a status or deficiency update, select the appropriate UTC status on the Draft Readiness screen in ART (as described in Table A2.1. below) and input any/all deficiency information and get well dates. **Save the updated draft assessment(s).**

**Table A2.1. UTC Status/Definition.**

Status	Definition
Green	UTC is Fully Mission Capable. UTC has no (0) deficiencies; all required personnel are assigned, fully trained, and deployable; all equipment is on hand and fully functional, if applicable.
Yellow	UTC is Partially Mission Capable. UTC has deficiencies (vacant position, wrong skill-level, missing/broken equipment, etc.), but it could still deploy and complete the mission as outlined in the MISCAP.
Red	UTC is Not Mission Capable. UTC has deficiencies and is hard broke; it could not deploy and complete the mission as outlined in the MISCAP.
	<b>NOTE:</b> Commanders determine a Yellow or Red status based on the number and severity of deficiencies.

**A2.3.** Once the UTC Draft Readiness Assessments that require an update/change are saved, use the Rapid Update feature to move all draft assessments to the “CC Review” state.

**A2.4.** If the unit commander does not approve the assessments directly in ART, print a CC Approval Report.

**A2.5.** If the unit commander does not approve the assessments directly in ART, obtain unit commander signature (wet or digital) on the CC Approval Report.

**A2.6.** If the commander noted any changes on the CC Approval Report, enter the new information via the Draft Readiness screen in ART for the UTC(s) that require(s) an update/change. **Save the updated assessment(s).**

**A2.7.** Use the Rapid Update feature to move all UTC Readiness Assessments to the “Approved” state. (NOTE: Monitors require the *ART Approver* role in order to approve assessments. Approver authority must be delegated by the unit commander in writing.)

**A2.8.** File the CC Approval Report in the Continuity Binder/Folder. Keep the three most current signed reports on file.

## Attachment 3

## SAMPLE ART APPOINTMENT LETTER TEMPLATE

Figure A3.1. Art Appointment Letter Template.

MEMORANDUM FOR 480 ISRW/MSX

FROM: XX IS/CC

SUBJECT: Appointment of AEF UTC Reporting Tool (ART) Monitor/Approver

1. The following individuals are appointed as the ART Monitors for the 123 Intelligence Squadron, Anywhere AFB.

**Primary**

Name: Jones, Joseph

Rank: TSgt

Unit/Office Symbol: 123 IS/INX

DSN: 575-1111

SIPRNET Email: joseph.jones@anywhere.af.smil.mil

NIPRNET Email: joseph.jones@anywhere.af.mil

Intelink Account: joseph.j.jones

**Alternate**

Name: Jones, Jean

Rank: SSgt

Unit/Office Symbol: 123 IS/INX

DSN: 575-1111

SIPRNET Email: jean.jones@anywhere.af.smil.mil

NIPRNET Email: jean.jones@anywhere.af.mil

Intelink Account: jean.j.jones

2. Individuals are authorized to approve UTC assessments in ART. (*Omit this paragraph if the commander will approve assessments directly in ART.*)

3. Any questions may be directed to Capt Jones or MSgt Jones at DSN 555-5555.

JOHN DOE, Lt Col, USAF  
Commander, XX IS

**Attachment 4****SAMPLE STANDARDIZED ART CONTINUITY BOOK CONTENTS****Figure A4.1. SAMPLE STANDARDIZED ART CONTINUITY BOOK CONTENTS**

- QUARTERLY REVIEW SHEET
  - LETTERS OF APPOINTMENT AND TRAINING CERTIFICATES
  - JOB DESCRIPTION – Fully describe responsibilities, including a list of specific duties and tasks.
  - POINTS OF CONTACT – List functional POCs with phone number, e-mail, etc. Include offices that provide data.
  - REQUIRED MEETINGS – List any regularly attended; include title, time, and place.
  - AFIs and DIRECTIVES – List AFIs, HHQ instructions and any other directives which apply. Include the location of where they are stored or can be found.
  - TRAINING MATERIALS/HOW TO INSTRUCTIONS – Develop step-by-step procedures for gathering readiness data and inputting it into ART. Make them clear enough that anyone can perform the job with little to no assistance. Include, or refer to, the ART User’s Manual for data input procedures.
  - FLOWCHARTS (OPTIONAL) – Include any flowcharts for duties/tasks performed.
  - ART ASSESSMENTS – Keep the last three unit commander signed ART CC Approval reports. If copies are digital, include the stored location.
- NOTE: This attachment lists the minimum requirements. Other details may be added, but do not include items that are not applicable to the ART program. Continuity Binders are intended to be hard copy for easy grab-and-go; however, soft copies are acceptable if the information is easily accessible by others.