

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**



AIR FORCE INSTRUCTION 10-244

**919TH SPECIAL OPERATIONS WING
Supplement**

9 SEPTEMBER 2009
Certified Current on 5 October 2012
Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 919 MSG/CD
(Lt Col Patricia Brewer)

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This supplement implements Air Force Instruction (AFI) 10-244, *Reporting Status of Aerospace Expeditionary Forces*. This supplement applies to all 919th Special Operations Wing (919 SOW) personnel reporting units' status of Air and Space Expeditionary Force (AEF). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

Summary of Changes

This document has been substantially revised and must be completely reviewed. Major changes include administrative corrections, an updated sample letter and new format.

2.7.3.1.1. **(Added)** Wing Level ART OPRs are delegated the authority by 919 SOW/Commander (CC) to manage and direct necessary actions to successfully implement and

sustain the ART program at 919 SOW. They will keep 919 SOW/CC advised on wing readiness status as reflected in the ART report, and local implementation status of current and subsequent versions of ART. They are not responsible for making unit inputs to the ART.

2.7.3.4.1. **(Added)** Wing Level ART OPRs will develop local training that will supplement the training and guidance provided in the ART 3.0 User's Manual. All local training will be based on higher headquarters guidance and intent. Local training will be required on an annual basis for ART 'Approvers' and 'Monitors' in order to ensure trained personnel are updating ART data. Local training requirements must be satisfied before initial requests for ART 'Approver' or 'Monitor' roles will be approved. Local training requirements must also be satisfied annually to retain ART 'Approver' or 'Monitor' roles. ART 'Approver' or 'Monitors' who become non-current without prior coordination with the Wing ART OPR will be removed from the ART system and a new role requested when training requirement are satisfied. ART 'Approvers' or 'Monitors' who had approved accounts prior to release of this supplement will have 120 days from the date of this supplement to complete local training.

2.7.3.4.2. **(Added)** Air Force or MAJCOM provided training for ART 3.0 is nonexistent as of this publication. ART was implemented Air Force wide without a formal training program. The application contains an excellent user's manual. Units will use the ART 3.0 User's Manual as a guide for accomplishing the ART reports. Units will not use lack of training to justify inaction or unnecessary delay in local implementation and reporting.

2.7.4.1.1. **(Added)** Units will establish ART Approver and Monitor roles. Approvers and monitors lost due to personnel changes, etc. will be replaced immediately to ensure the unit maintains its ART reporting capability.

2.7.4.1.1.1. **(Added)** Units will establish a minimum of one ART Approver role. Because the squadron/unit commander is the authority for status of the unit's UTC(s) as reported in ART, the commander is the preferred person to hold the ART Approver role. The commander may delegate approval authority to a competent authority within the same unit. The person to whom authority is delegated must be considered carefully as commanders can delegate authority, but not responsibility.

2.7.4.1.1.2. **(Added)** Units will establish sufficient ART Monitor roles to ensure that reporting can be accomplished on time. Availability of reservists or lack thereof, is not an acceptable reason for late or unreported UTCs. Unit commanders will manage their assets and assign or delegate responsibility in a manner that ensures ART reporting is accomplished on time. This includes, but is not limited to, rescheduling of UTA periods or placing personnel on annual tour status to comply with ART reporting requirements.

2.7.4.2.1. **(Added)** Appointment letter will include name(s), rank, security clearance, office symbol, role (Approver or Monitor), and duty phone. Example letter attached. Role appointment should not be updated no sooner than every 18 months unless there is a change of command, or person leaves Unit.

2.7.4.3.1. **(Added)** Reporting will be accomplished by units through use of the ART 3.0 application residing on the SIPRNET.

2.7.4.3.2. **(Added)** Units will, as a minimum, obtain access to the SIPRNET. The desired end state is to have SIPRNET connectivity at the unit if fiscally possible. Units should plan and budget toward this desired end state. If SIPRNET connectivity cannot be established at your unit

or work center, the unit will gain access via shared/borrowed resources, etc. Regardless of means, SIPRNET access is a unit responsibility.

CHAPTER 5 (Added)

PRESCRIBED AND ADOPTED FORMS

5.1. (Added) Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

STEVEN J. CHAPMAN, Colonel, USAFR
Commander

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

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

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 12 September 2005

Abbreviations and Acronyms

AEF— Air and Space Expeditionary Force

AF— Air Force

AFRIMS— Air Force Records Information Management Systems

CC— *Commander*

OPR— Office of Primary Responsibility

RDS— Air Force Records Disposition Schedule

SOW— Special Operations Wing

UCMJ— Uniform Code of Military Justice

Attachment 6 (Added)**SAMPLE LETTER FOR AEF ART REPORTING**

Date

MEMORANDUM FOR 919 LRS/LGRDX

FROM: (Tasked Unit)

SUBJECT: AEF ART Reporting and Verification Officials Appointment Letter

1. The following individuals are appointed as the Approver(s) and Monitor(s) for (assigned Unit). The below listed individuals will report on all assigned UTC's. Please verify that the security clearances of these individuals are correct and current.

a. PRIMARYb. ALTERNATE

(1) Name:

(1) Name:

(2) Rank:

(2) Rank:

(3) Security Clearance:

(3) Security Clearance:

(4) Office Symbol:

(4) Office Symbol:

(5) Role: (Approver)

(5) Role: (Approver)

(6) Duty Phone:

(6) Duty Phone:

a. PRIMARYb. ALTERNATE

(1) Name:

(1) Name:

(2) Rank:

(2) Rank:

(3) Security Clearance:

(3) Security Clearance:

(4) Office Symbol:

(4) Office Symbol:

(5) Role: (Monitor)

(5) Role: (Monitor)

(6) Duty Phone:

(6) Duty Phone:

2. Appointed ART Approvers and Monitors will maintain proficiency in the ART database system and complete all mandatory training. These appointees will be kept in the position for a minimum of 18 months.

3. This letter supersedes all previous letters, same subject. This information is protected by the Privacy Act of 1974 and can only be used for official purposes only. Any other use is a violation

of the Privacy Act, subject to a \$5,000.00 fine and punishable under the Uniform Code of Military Justice (UCMJ).

Commanders Signature

Commanders Full Name, Rank, USAF

Commanders Title

Security Clearance Verified By:

Security Manager Signature