

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**

AIR FORCE INSTRUCTION 10-244



**AIR COMBAT COMMAND
Supplement**

26 FEBRUARY 2013

Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-244, 15 June 2012, is supplemented as follows. This supplement provides procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It applies to all Air Combat Command (ACC) units. Upon mobilization, this supplement also applies to ACC-gained Air National Guard (ANG) units and members under USC Title 10 status. In addition, it applies to all ACC-gained Air Force Reserve Command (AFRC) units and members. Ensure that 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/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Reporting requirements in this supplement are based on reports directed in the basic publication. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ ACC/A3O, 22 Rickenbacker Rd, BLDG 10 Langley AFB VA 23665-2789. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has not been substantially changed. Changes consist of paragraphs being renumbered to coincide with paragraph number changes to the parent AFI.

2.6.1.5.1. (Added) FAMs will coordinate with and assist units, and others, in resolving mismatched/incorrectly postured UTCs when discovered or reported as incorrectly postured by the unit in ART.

2.6.1.6.1. **(Added)** ACC FAMs will review their respective unit's ART reports monthly and shall have a working knowledge of AEF readiness reporting requirements as specified by AFI 10-244 and this supplement. This will ensure higher headquarters attention or action to help resolve readiness issues at the unit level.

2.6.1.7. **(Added)** All functional area manager (FAM) correspondence regarding readiness reporting policy/procedures or processing of ART reports must be initiated by or coordinated with the Air Combat Command (ACC) Readiness Branch (HQ ACC A3OR).

2.6.3.1.1. Designate a primary and alternate wing ART manager in writing by letter. The group/squadron commander will designate a primary and alternate group or squadron ART manager where groups or squadrons report directly to the numbered air force or are not aligned under a wing. Submit the letter to HQ ACC/A3OR. Each individual listed on the letter will apply for the ART role of subordinate administrator for their wing or equivalent UIC. The subordinate administrator role is reserved for those individuals that will grant write-access to subordinate unit ART POCs. A classified e-mail address must be included for write-access to the ART to be granted. If the user does not have their own account, they may provide an office or supervisor's email address.

2.6.3.2.1. **(Added)** Commanders will establish procedures to review the reports or a summary of the reports for all wing units providing UTCs to the AEF to include enablers.

2.6.3.2.2. **(Added)** Wing ART manager or equivalent will collect and compile unit reports into a suitable format for wing commander and key staff review/presentation.

2.6.3.2.3. **(Added)** Wing ART managers will revoke subordinate unit ART monitor/approver roles in ART once the individual is no longer involved in unit ART reporting. The unit ART appointment letter will be used to determine individual eligibility for ART role approval.

2.6.3.6. **(Added)** Wing commanders are responsible for publishing and maintaining a wing supplement to support local requirements for ART reporting and to provide continuity during personnel turnovers. Provide a copy of the wing supplement to ACC A3OR. The following outline will be used as a baseline for preparing the wing supplement:

2.6.3.6.1. **(Added)** Supplements will include, but are not limited to: local procedures for briefing the wing commander on UTC readiness, the requirement for subordinate unit ART appointment letters, a comprehensive and continuing training program including the requirement to document completed training for all ART personnel, and examples of all locally devised forms, if any, that are being used by local units for gathering data. Prior to use, submit all locally devised data

collection tools or forms to the wing or equivalent records manager to determine appropriate records management and to ensure management of data does not adversely impact on the AF Records Management Program.

2.6.3.6.2. **(Added)** Responsibilities. Clearly specify responsibilities for individuals (e.g. wing commander, group commander, unit commander, section chiefs, wing ART managers, etc.) involved in training personnel and preparing/ensuring the accuracy of unit ART reports.

2.6.3.6.3. **(Added)** Training. Specify training requirements for ART POCs identifying mandatory criteria and time schedules. Personnel will be required as a minimum to review AFI 10-244, the training aids found under the help dropdown menu on the ART website and a review of chapter 1 through chapter 8 of the ART 3.0 User's Manual (which can also be found under the help menu).

2.6.3.6.4. **(Added)** Reporting Procedures. Include step-by-step procedures accomplished in compiling and submitting ART reports. Wings should delegate the responsibility to rate UTCs in ART to the lowest organizational level responsible for the UTC (i.e., the squadron commander or equivalent of the unit the UTC is postured against) and ensure SIPRNET access.

2.6.3.7. **(Added)** Wing ART manager or equivalent will disseminate MAJCOM ART POC correspondence of interest (i.e., ART policy messages, etc.) to unit commanders and unit ART POCs, as required, on a timely basis to ensure prompt response to HHQ requirements.

2.6.3.8. **(Added)** Wing ART manager or equivalent will establish and maintain ART continuity folder(s) or binder(s) IAW the AF RDS to contain as a minimum the following documents:

2.6.3.8.1. **(Added)** Copies of the appointment letters for wing and subordinate unit ART monitors.

2.6.3.8.2. **(Added)** HHQ guidance, letters, messages, etc.

2.6.3.8.3. **(Added)** Training program for wing and unit ART monitors complete with training materials, and documentation of completed training.

2.6.4.2.1. **(Added)** Unit commanders will designate a primary and alternate unit ART POC in writing by letter. Submit the letter to the wing ART manager or equivalent. The letter is required for POCs who require write-access to ART under either the ART approver or ART monitor role. Letter must include names, ranks, organizations, DSN, and classified and unclassified e-mail addresses. A classified e-mail address must be included for write-access to the ART to be granted. If the user does not have their own account, they may provide an office or supervisor's email address.

2.6.4.2.2. **(Added)** Unit ART POCs will establish and maintain ART continuity folder(s) or binder(s) IAW the AF RDS to contain the following documents:

2.6.4.2.2.1. **(Added)** Current unit ART POC appointment letter.

2.6.4.2.2.2. **(Added)** HHQ and wing guidance (letters, messages, etc.).

2.6.4.2.2.3. **(Added)** Documentation of completed ART training.

2.6.4.3.1. **(Added)** Unit commanders shall establish procedures to accurately gather, prepare, and validate the information used to rate unit UTCs in ART. Procedures should ensure all concerned offices coordinate on or provide the required data to the unit ART POC prior to the unit commander's approval to enter the UTC rating in ART.

2.6.4.3.2. **(Added)** Unit commanders must be continually cognizant of current and projected resource status in order to provide accurate Get Well Date (GWD) projections when submitting ART assessments.

2.6.4.3.3. **(Added)** Commanders shall approve all unit UTC assessments prior to the unit ART POC updating the ART database.

2.6.4.7.1. **(Added)** The names, office symbols and phone numbers of ACC UTC FAMs responsible for creating and posturing UTCs against ACC units which are reflected in ART are listed in a roster on the HQ ACC/A3OR community of practice (<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-OP-AC-35>).

3.4.5.1. **(Added)** Unit commanders may use all ACC resources within their unit or wing if those resources will be available to the unit for contingency use. Personnel are considered available if they are assigned to a unit, are physically present at home station, or can be present within the prescribed unit response time and are not restricted from deploying or employing with the unit. Resources belonging to another unit will not be counted in UTC ratings unless some type of agreement is documented IAW AF RDS prior to using the resources for reporting purposes. Resources used to assess one unit's capability may not be used for the same purpose by another unit. Double counting of personnel or equipment is prohibited.

3.4.7.1.1. **(Added)** Personnel/equipment on temporary duty (TDY). Consider personnel and /or equipment who are TDY (as opposed to deployed under a tasking) available for UTC rating/tasking under the following conditions: if the personnel and/or equipment are expected to be able to return to the unit within the unit DOC response time or 72 hours if no response time is given, report as **GREEN**. However, the commander has the discretion to report personnel and/or equipment as **YELLOW** if there is a concern the TDY personnel may not be able to return within the DOC response time or 72 hours. Commanders should not report TDY personnel and equipment as **RED** unless they are positive the employed resources will not be able to return as directed. In this case, place a GWD estimate in ART of when they will return to the unit. In remarks, indicate where they are TDY, name of operation, and any other details known.

3.4.7.1.2. **(Added)** When a unit temporarily transfers (lends) personnel to another unit, the supplying unit will continue to measure and report the personnel unless otherwise directed by the MAJCOM. Likewise, a unit receiving personnel from another unit will not measure or count those personnel unless otherwise directed by the MAJCOM. Temporary assignment of personnel will not be justification for improved readiness levels.

3.4.7.1.3. **(Added)** It would be illogical to count each and every item on the Logistics Detail (LOGDET), until further notice, equipment and supplies are defined as those mobility coded (use code A) items listed in the Allowance Standards (AS). **Note:** Shortages of some non-"A" coded items may affect mission accomplishment and should be considered in the assessment.

3.5.4.1. **(Added)** A common error is rating a UTC incorrectly postured when no individual is assigned. Funded authorizations from the unit manning document are used to create UTCs. If there is no individual assigned to the authorization it does not mean the UTC is incorrectly postured. In this instance rating the UTC red or yellow and using the "vacant" personnel deficiency category would be appropriate.

3.7.2.1. **(Added)** Identify exactly why the UTC is **RED** or **YELLOW**. If it is short of personnel, list how many short of each AFSC, what is the impact and what you are doing to get more personnel (e.g., short two 2G071s can't accomplish logistics support for beddown of 12 PAA; working with HQ ACC FAM for more manpower. GWD: 5 March 2002).

3.7.2.2. **(Added)** If training is needed, identify what AFSCs needs what training. Identify how and when your commander is going to fix it (e.g., two 3E051 need Silver Flag training. Without training, the individuals are not prepared to provide bare base electrical support. Individuals scheduled for class on 30 November 2008.).

3.7.2.3. **(Added)** If the UTC is short on equipment or supplies, identify exactly what equipment is short or not in a condition to deploy e.g., short two 60-kw generators. Without the generator the kitchen tent will not have power. We are working with the FAM for funding to order replacement generators.

GILMARY M. HOSTAGE, General, USAF
Commander

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

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

ART 3.0 Users Manual, June 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

GWD—Get Well Date

HQ ACC/A3OR—ACC Readiness Branch

RDS—Records Disposition Schedule