

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 10-244

**AIR FORCE MATERIEL COMMAND
Supplement**

6 SEPTEMBER 2012

Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

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AFI 10-244, 15 Jun 2012, is supplemented as follows. This document implements and extends the guidance of AFI 10-244, Reporting Status of Aerospace Expeditionary Forces by defining the roles, responsibilities and processes for Air Force Materiel Command (AFMC) in the management and use of the AEF UTC Reporting Tool (ART). This supplement is applicable to all AFMC units/personnel and will remain in effect until modified or superseded, whichever comes first. This supplement does not apply to Air Force Reserve Command (AFRC) and their units. It does apply to AFMC gained Air National Guard (ANG) units only upon mobilization. Users must read this supplement in conjunction with AFI 10-244. HQ AFMC/A3X is the sole waiver authority for this supplement. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to HQ AFMC/A3X, Building 266, Room A023, 4225 Logistics Avenue, Wright-Patterson AFB OH 45433-5750. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located in at Air Force (AF) Portal:

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This supplement formalizes AFMC's ART reporting procedures and battle rhythm, expands upon Functional Area Manager (FAM) and Wing level ART OPR duties. It also defines specific Command ART Manager responsibilities. Authority, training requirements, how medical deficiencies will be reported and establishment of wing level continuity binders are addressed also.

2.3.1. HQ AFMC/A3X and AFMC Functional Area Managers (FAMs) have direct liaison authorized (DIRLAUTH) with their Directorate of AEF Operations (AFPC/DPW) functional schedulers and HQ USAF counterparts. All subordinate unit personnel will address all ART specific issues through their respective FAM or the Command ART Manager for resolution.

2.4.1. HQ AFMC/A3 will appoint a primary and alternate Command ART Manager to manage and perform ART Administrator duties. See paragraph 2.4.2.1 of this supplement for Command ART Manager specific duties and responsibilities.

2.4.1.1. **(Added)** Center/FOA Commanders will ensure that designated ART POCs have required resources and capability to access secure systems (SIPR/GCCS and ART) to perform readiness reporting duties.

2.4.1.2. **(Added)** At HQ AFMC, the overall management of ART resides within the Directorate of Air, Space and Information Operations, Operational Plans Division (HQ AFMC/A3X). As the process owner for AFMC, HQ AFMC/A3X, through HQ AFMC/A3, will establish policy, recommend guidance, implement Air Staff policies and execute the daily management of the ART database.

2.4.2. **(Added)** Authority. The Director of Air, Space and Information Operations (HQ AFMC/A3) is the Air Force Materiel Command (AFMC) designated authority for all MAJCOM ART matters and responsibilities. HQ AFMC/A3 will oversee and coordinate ART issues between AFMC/CC/CV/CA/CS, HQ AFMC Directorates, AF Life Cycle Management Center (AFLCMC), AF Sustainment Center (AFSC), AF Test Center (AFTC), AF Research Laboratory (AFRL), AF Nuclear Weapons Center (AFNWC), specialized units, wings, units, FAMs, Directorate of AEF Operations (AFPC/DPW) and Air Staff OPR, as applicable.

2.4.2.1. **(Added)** Readiness Monitoring and Reporting. HQ AFMC/A3X is responsible for identifying all AEF readiness reporting requirements for operational force units. The Command ART Manager (HQ AFMC/A3XO) will:

2.4.2.1.1. **(Added)** Maintain a central library of appointment letters for all Wing level ART OPRs. Approval of an ART Role of Subordinate Administrator is contingent upon receipt of a signed appointment letter.

2.4.2.1.2. **(Added)** Exercise ART oversight responsibility by maintaining close coordination with subordinate organizations and HQ Directorate/Functional/A-Staff FAMs ensuring timely and accurate data reporting.

2.4.2.1.3. **(Added)** Notify Wing level ART OPRs and FAMs by electronic mail when UTCs within their portion of the ART database are not being reported in accordance with established guidelines contained within AFI 10-244 and this supplement. Follow-up to ensure corrective action has been taken.

2.4.2.1.4. **(Added)** If requested by Installation or budget allows, conduct ART Staff Assistance and/or Training Visits to subordinate organizations (main operating bases) to assist ART monitors ensuring compliance with USAF and AFMC directives. Educate and train primary Wing level ART OPRs either in person or by alternative means [video teleconference (VTC) or Defense Connect Online (DCO)]. Make training materials available electronically if funding availability restricts travel (see paragraph 2.6.1.7.1.). Coordinate any planned visits with the AFMC 'Gatekeeper' and/or HQ AFMC/IGIR/A4R.

2.4.2.1.5. **(Added)** Considering fiscal climate referenced in 2.4.2.1.4., schedule with each AFMC Wing level ART OPR a site visit approximately every 48 months. Emphasis to visit each unit 4-8 months prior to their respective Compliance Inspection should be a planning consideration. Discussions and training (if presented formally) will address as a minimum:

- System Overview
- AEF Construct/Schedule
- UTC and UTA Data
- ART Reporting Requirements
- Security
- Performing Assessments
- Producing Reports
- Extracting, Analyzing and Presenting data

2.4.2.1.6. **(Added)** At the direction of the Chief, Operational Plans Division (HQ AFMC/A3X); extract, analyze, compile, report and formally present a comprehensive readiness briefing to the AFMC/CC and senior staff. The briefing will represent the readiness status of the total force (including ART specific metrics). Development of and maintaining trend analysis data should be a priority to aid in resource allocation decisions. Maintain at least 12 months of historical data for continuity purposes. Note: HQ AFMC/A3X is OPR for Operational Force (OF) metrics and HQ AFMC/A1R is OPR for Institutional Force (IF)/MILPERS specific metrics.

2.4.2.1.7. **(Added)** Establish and maintain a close working relationship with the AFMC FAM corps. Provide individualized education and training on effective ART Management oversight techniques upon request.

2.4.2.1.8. **(Added)** The Command ART Manager will publish the ART Management Battle Rhythm calendar annually (NLT 31 Dec of each calendar year) and distribute to all AFMC FAMs, Wing level ART OPRs and IDOs. Center, Complex and Wing POCs will disseminate to subordinate organizations responsible for ART reporting.

2.5.2. HQ AFMC/A3X is appointed the AFMC OFAMO and is responsible for resolving UTC posturing disputes IAW AFI 10-401 and AFMC Supplement.

2.6.1.1. HQ AFMC/A3X will post training materials to an Enterprise Information Management (EIM) site, currently @ <https://org.eis.afmc.af.mil/sites/HQAFMCA3/A3X/aefsupport/A3X%20Published%20Documents/Forms/AllItems.aspx> Newly appointed Wing level ART OPRs will review all posted training materials and acknowledge compliance and understanding to Command ART Manager via email message within 30 days of appointment. Wing level ART OPRs are encouraged to use

the training materials as a baseline to develop their own installation ART training program. See paragraphs 2.4.2.1.4. and 2.4.2.1.5. of this supplement for additional training criteria.

2.6.1.7. **(Added)** ART is an assessment tool for MISCAP supportability only. UTC posturing will be analyzed using database extracts from UTA. Additionally, HQ AFMC is responsible for the following:

2.6.1.7.1. **(Added)** HQ AFMC FAMs will serve as their respective Directorate/Functional/A-staff ART POC. FAMs are responsible for:

2.6.1.7.1.1. **(Added)** Assisting HQ AFMC/A3X with reviewing and assessing adequacy and validity of remarks; contacting units to correct any identified discrepancies.

2.6.1.7.1.2. **(Added)** Ensuring their respective UTCs within the ART database are updated by their units' on-time and accurately IAW AFI 10-244 and this supplement.

2.6.1.7.1.3. **(Added)** Providing HQ AFMC/A3X with any UTC re-posturing actions (additions, deletions and modifications) IAW UTC posturing guidance published in AFI 10-401, *Air Force Operations Planning and Execution*, the AFMC Supplement to 10-401 and this Supplement to maintain currency of UTA. Standard UTCs in UTA populate the ART database. If re-posturing actions are required changes may only be made IAW the AFMC ART Management Battle Rhythm calendar to ensure unit reporting is not impacted. Any UTCs assessed as Incorrectly Postured (IP) will be resolved prior to the next months reporting cycle. FAMs are responsible for validating any IP UTCs for their functional area and providing direction to HQ AFMC/A3X as to what action is required to rectify.

2.6.1.7.1.4. **(Added)** Acknowledging and/or responding to all unit requests for UTC corrections (such as Incorrectly Postured, P-code change, etc.) within 5 business days of receipt of electronic mail. Provide HQ AFMC/A3X of a UTA change and inform affected unit when UTA will be updated and changes will be reflected in ART.

2.6.1.7.1.5. **(Added)** Reviewing current UTC readiness and tasking assessments in ART for supportability prior to accomplishing MAJCOM verifications IAW AFI 10-401 and AFMC supplement timelines for operational forces that have been sourced for deployment tasking.

2.6.1.7.1.6. **(Added)** Ensuring their directors are periodically briefed on the ART status of forces under their purview. As required, pre-brief or prepare their directors as to the content of (and any functional area unique issues with) the data contained within the briefing(s) that will be presented to the AFMC Commander.

2.6.1.7.1.7. **(Added)** HQ AFMC/A3X will monitor and provide feedback/guidance to FAMs if required on all functional area unique CC remarks within ART, e.g. gender, security clearance, SEI to ensure remarks are concise and readiness related. Health Insurance Portability and Accountability Act (HIPAA) information will not be entered in ART. The ART database cannot be used as a personnel information data repository.

2.6.3.1. Wings, Wing Equivalents and/or specialized units with Operational Force units (e.g. 635 SCOG, 735 SCOG, etc.) will appoint primary and alternate Wing level ART OPRs; the appointment letter will be signed by the CC/CV or Director equivalent (Col/GS-15). Signed memorandums will be submitted to the Command ART Manager via email (scanned attachment), fax, or mail. Letter will include name, rank/grade, security clearance, organization, UIC, commercial phone #, DSN, classified (SIPR/GCCS) and unclassified (NIPR) e-mail

addresses. Wing level ART OPRs will be granted ART Subordinate Administrator role and will be the primary focal point and person(s) responsible for ART Management of AFMC assets for their installation to include subordinate and/or geographically separated units (GSUs). Use Attachment 5 of this supplement for appointment letter format.

2.6.3.6. **(Added)** Wing level ART OPRs will monitor ART for late or not-reported (NR) UTCs and direct the applicable unit level monitor/approver to complete readiness and tasking assessments within established timelines. Follow up to ensure compliance.

2.6.3.7. **(Added)** Wing level ART OPRs will check ART for pending Role requests. Subordinate administrators will grant roles for subordinate unit level UICs of requesting unit monitors/approvers.

2.6.3.8. **(Added)** The AFMC Wing level ART OPR will ensure all AFMC installation unit ART monitors/approvers/UDMs are properly trained in the use of ART. They will also document when the training was received and maintain a training record of such for all current unit monitors/approvers. As a minimum, training will address: System Overview, ART Reporting Requirements, Security, Performing Assessments, Producing Reports and Extracting, Analyzing and Presenting data (at the Unit Commander level). Newly assigned unit monitors/approvers will receive training within 30 days of appointment. Recommended method of training presentation is through a combination of interactive lecture and hands-on training within the ART application. Training materials will be made available to non-AFMC tenant unit personnel.

2.6.3.9. **(Added)** Wing level ART OPR will retain monthly ART reports for a minimum of 12 months either electronically or hard copy. Historical assessment data/reports will be made available upon request.

2.6.3.10. **(Added)** The AFMC host base Wing level ART OPR will maintain a continuity binder. It should address as a minimum: local requirements to identify wing agencies responsible for assisting units with ART training and reporting; primary and alternate locations to perform ART reporting, senior leader readiness briefing expectations to include ART metrics, scope, frequency and intended audience; and identify any necessary steps to maintain continuity during personnel turnovers (see 2.6.3.10.1. for minimum continuity binder requirements). Wing commanders will establish local procedures to review individual or summary reports/briefings for all units under their command subject to deployment. Continuity binders should be initially established within 180 days of the publish date of this document.

2.6.3.10.1. **(Added)** The following outline will be used as a baseline for preparing the wing ART continuity binder:

2.6.3.10.1.1. **(Added)** Written Guidance: Specify regulatory guidance that must be available at each ART reporting unit.

2.6.3.10.1.2. **(Added)** Responsibilities: Clearly specify responsibilities for individuals (wing commander, unit commander, section chiefs, etc.) involved in preparing and ensuring the accuracy and currency of unit ART reports.

2.6.3.10.1.3. **(Added)** Distribution, Continuity and Reporting Requirements: Describe all locally devised forms that must be used, if any, by local reporting units for gathering data. Identify file plan retention policies, i.e. location and term for maintaining unit ART reports.

Briefing new or incoming commanders on the unit's historical readiness data highlighting any deficiencies is recommended.

2.6.3.10.1.4. **(Added)** Training: Specify training requirements for ART POCs identifying mandatory criteria and time schedules.

2.6.3.10.1.5. **(Added)** Data Reporting Procedures: Include step-by-step procedures accomplished in compiling and submitting ART reports. Address who, when and where. Identify a backup reporting location in the event secure infrastructure (SIPR/GCCS) is temporarily unavailable. Recommend the responsibility to perform ART reporting be delegated to the lowest level (i.e. the unit ART POC/monitor/approver). Suggest wings make every effort possible to provide SIPRNET/GCCS access to unit ART POCs so that units can perform their own assessments directly into the ART application at their primary duty location. Unit level ART monitors and approvers must establish and maintain AEF Online account (including appointed ART role) and physically perform ART assessments within the application. Only in emergency situations will Logistics Plans personnel and/or Wing level ART OPRs perform readiness and tasking assessments or approve UTCs on behalf of subordinate organizations. For AFMC geographically separated units (GSU) or AFMC tenants on non-AFMC installations that have no access to secure infrastructure; ART reporting will be accomplished via chain of command, i.e. the next organization above the unit will perform ART reporting on their behalf. AFMC GSUs/tenant units will make every effort to perform ART reporting for their own respective commanders, they should contact their non-AFMC host installation Logistics Plans office or Command Post for access to secure infrastructure.

2.6.3.10.1.6. **(Added)** Periodic Status Updates: Wing commanders will establish procedures to review individual or summary of reports for all units. Wing level ART OPRs will collect and compile unit reports into a suitable format for Wing Commander and senior staff review/presentation.

2.6.3.10.1.7. **(Added)** Key Personnel Rosters: Wing level ART OPRs will maintain a listing of all wing and unit level ART POCs. Unit ART accounts will not be approved by the Subordinate Administrator until a unit ART appointment letter has been submitted. In addition, maintain a consolidated listing of unit ART monitors/approvers and approved unit ART accounts and copies of current appointment letters, with unit commander signature, for all unit ART monitors/approvers. At a minimum, wing ART POC listings are required to be reviewed quarterly for accuracy/currency. Unit ART Monitors that no longer require write access to the ART application will be deleted from the system by the Subordinate Administrator.

2.6.3.11. **(Added)** Wing level ART OPRs will disseminate correspondence of interest (i.e., ART policy messages, program/system status updates, upcoming/ongoing activities, items of interest) to unit commanders and unit ART POCs, as appropriate, in a timely manner to ensure prompt response to HHQ requirements/requests.

2.6.3.12. **(Added)** Wing level ART OPRs will establish an ART Staff Assistance Visit (SAV) program for all AFMC subordinate operational force units as follows:

2.6.3.12.1. **(Added)** Develop and distribute a SAV schedule. Unit level ART staff assistance visits (SAV) will be conducted at least once every two years for all assigned subordinate units. For AFMC subordinate GSUs, conduct SAV via electronic file interaction, e.g. type written question and answer (Q&A) session or by telephone, video teleconference (VTC) or Defense

Connect Online (DCO). Considering responsible fiscal stewardship, incurring travel costs to conduct SAVs on GSUs should only be accomplished as an alternative option to those mentioned previously. In conjunction with SAV, provide an overview of unit commander, assigned unit ART monitor/approver responsibilities and ART program status.

2.6.3.12.2. **(Added)** Staff the SAV results (observations, findings, and recommendations) by memorandum to the unit commander and the Unit ART monitor with information copies to respective Group commander.

2.6.3.12.3. **(Added)** Ensure unit monitors staff replies to SAV results through the unit commander to the Wing level ART OPR's office. Ensure observations and findings are suspense and tracked until closed.

2.6.3.12.4. **(Added)** As a minimum, maintain the most current completed SAV results.

2.6.3.13. **(Added)** See paragraph 2.4.2.1.5. for minimum training expectations.

2.6.4.2.1. **(Added)** Unit Commanders will designate in writing a primary and alternate unit ART POC (monitor/approver). Submit a copy of the commander signed letter to the Wing level ART OPR. Letter must include name, grade, security clearance, office symbol, UICs responsible for, DSN/commercial phone, secure (GCCS/SIPR) and non secure e-mail addresses.

2.6.4.7.1. **(Added)** Contact your Wing level ART OPR or HQ AFMC/A3XO (afmc.aef.support@wpafb.af.mil) for a current FAM roster.

2.6.4.8. **(Added)** Unit ART offices (Sq monitors/approvers) will be responsive to the Wing level ART OPR, who will act as liaison between unit level OPRs and HQ AFMC/A3X. Unit ART monitors do not have direct liaison authorized (DIRLAUTH) with the Directorate of AEF Operations (AFPC/DPW) or HQ USAF/A3O. Direct all inquiries through the Wing level ART OPR, your respective FAM or the Command ART Manager for resolution. See paragraph 2.3.1.1 for additional information.

3.4.7.5. **(Added) Reporting Medical deficiencies.** All AFMC ART reporting units will use the following Assignment Availability Codes/Assignment Limitation Codes listed in Table 3.1. (Added AFMC) when reporting medical issues (see notes below). The profile designation must be provided by the medical treatment facility. Do not include the Code Definition within ART.

Table 3.1 (Added) Assignment Availability Codes (AACs)/Assignment Limitation Codes (ALCs) and Definitions

AAC/ALC	Code Definition
31	Medical Condition Expected to Resolve within 12 months - medical evaluation board is not expected
81	Pregnancy
37	Medical Evaluation Board pending. Member is undergoing MEB to determine medical fitness for duty and retention. No PCS, deployment or Mobility assignment until disposition is determined.
C1 (ALC-C1, MPF Code X)	Member has been found fit and was returned to duty with the following restrictions: Member may be assigned or deployed only to DoD installations with fixed medical facilities. Member may be assigned to a mobility position.
C2 (ALC-C2, MPF Code Y)	Member has been found fit and was returned to duty with the following restrictions: Member may be assigned or deployed to CONUS, Hawaii or Alaska installations with fixed medical facilities and treatment or referral capability. Member should not occupy mobility position but may be deployed with approval of gaining MAJCOM Chief Clinical Services
C3 (ALC-C3, MPF Code C)	Not worldwide qualified
<p>Note 1: The AAC codes are available from at least two separate sources at your installations; the Preventative Health Assessment and Individual Medical Readiness (PIMR) program administrator or the FSS/IPR/MPF.</p> <p>Note 2: Additional information is identified in AFI 10-203, <i>DUTY LIMITING CONDITIONS</i> or AFI 48-123 <i>MEDICAL EXAMINATIONS AND STANDARDS</i></p>	

3.4.7.5.1. (Added) **Identifying Individual Deploy-to-Dwell deficiencies (DAV 81).** Do not use a DAV 81 as the sole reason to degrade a UTC's readiness assessment to Red. For readiness assessment reporting purposes, it is assumed that a member's DAV 81 will expire prior to their next scheduled rotation. Based solely upon a DAV 81, a UTC may be assessed as Yellow, but never as Red. If a DAV 81 is used for a UTC degraded assessment the GWD needs to be verified with the days of actual deployed days in the AOR. A commander's option remains to degrade a UTC readiness assessment based upon other contributing deficiencies/factors.

3.8. All AFMC units will perform ART reporting (completing both readiness and tasking assessments) during the first 10 calendar days of each month, and not to exceed 31 calendar days since the last assessment.

3.8.4. **(Added) Compliance:** On the first duty day following the 10th calendar day of each month, HQ AFMC/A3X will extract the command's contents of the ART database using the application's report function. A unit will be considered non-compliant if their UTCs do not have current readiness assessment (LAST UPDT Readiness) date time stamps of 1 – 10 of the current reporting month and will be identified as such to the AFMC/CC during the Status of AEF Forces briefing.

WILLIAM J. THORNTON, Brig Gen, USAF
Director, Air, Space, and Information Operations

Attachment 5 (Added)

APPOINTMENT LETTER EXAMPLE

Figure A5.1. Appointment Letter Example

Use applicable letter head

MEMORANDUM FOR AFMC/A3X

FROM: ABW/CC (or equivalent)

SUBJECT: Wing level AEF UTC Reporting Tool (ART) OPR Appointment

1. The individuals identified below are appointed as Subordinate Administrators for this Installation/Wing:

Primary:	Alternate:
Grade/Name	Grade/Name
Security Clearance	Security Clearance
Organization/Office Symbol	Organization/Office Symbol
UIC (highest echelon of command responsible for, e.g. use center, complex or wing level UIC)	UIC (highest echelon of command responsible for, e.g. use center, complex or wing level UIC)
commercial phone	commercial phone
DSN	DSN
classified (SIPR/GCCS) e-mail address	classified (SIPR/GCCS) e-mail address
unclassified (NIPR) e-mail address	unclassified (NIPR) e-mail address

2. My POC is _____ at DSN xxx-xxxx.

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CC/CV or Director equivalent (Col/GS-15)