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**REPORTING STATUS OF AIR AND SPACE  
EXPEDITIONARY FORCES**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. It provides guidance for reporting Air Force Unit Type Code (UTC) status. It formalizes reporting policies for taskings for the full range of military operations. Guidance in this instruction supplements Air Force Instruction (AFI) 10-401, Air Force Operations Planning and Execution. Additional guidance is available in AFI 10-403, Deployment Planning and Execution; AFI 10-402, Mobilization Planning; AFI 10-404, Base Support and Expeditionary Site Planning; and AFI 10-416, Personnel Readiness and Mobilization. This instruction applies to all Air Force (AF) and Air Reserve Component (ARC) organizations that posture UTCs in DCAPEs (Deliberate and Crisis Action Planning and Execution Segments). Refer recommended changes and questions about this publication to AF/A3O-I, 1480 Air Force, Pentagon RM 5D756, Washington DC 20330-1030 using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command. This publication may be supplemented by the MAJCOMs, but all direct Supplements must be routed to the Office

of Primary Responsibility (OPR) for coordination prior to certification and approval. Unless otherwise specified, the OPR is the waiver authority for this instruction. Except where noted, references to major commands (MAJCOMs) include the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). Any reference to MAJCOMs also includes Field-Operating Agencies (FOAs) and Direct Reporting Units (DRUs). 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/>.

(ANG) sure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This publication is rewritten to reflect changes in guidance and procedures dealing with the Reporting Status of Air and Space Expeditionary Forces. The document has been substantially revised and must be completely reviewed. The major changes include the removal of Force Presentation, Spectrum of Operations, and Force Management to avoid contradiction with AFI 10-401, Air Force Operations Planning and Execution. Additionally, this publication sets out significant changes in AEF UTC Reporting Tool (ART) reporting responsibilities which reflect recent policy changes.

(ANG) This document is substantially revised and must be completely reviewed. Major changes include elimination of references to the AEF TPFDD libraries, inclusion of the Unit Type Code (UTC) Availability, inclusion of expanded ART remarks, and changes to reporting responsibilities.

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## Chapter 1

### AIR AND SPACE EXPEDITIONARY FORCE (AEF) CONCEPTS

**1.1. General.** The AEF is the Air Force's force generation construct used to manage the battle rhythm of expeditionary forces in order to meet global CCDR requirements while maintaining the highest possible level of overall readiness. Through the AEF, the Air Force establishes a predictable, standardized battle rhythm ensuring rotational forces are properly organized, trained, equipped, and ready to sustain capabilities while rapidly responding to emerging crises. Through the AEF, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

1.1.1. How to use this AFI. This AFI governs Unit Type Code (UTC) readiness reporting. This instruction should be followed in the context of AFI 10-401 Air Force Operations Planning and Execution, which contains planning considerations for these UTCs and a full description of AEF concepts. In cases where this AFI and AFI 10-401 contradict, AFI 10-401 will take precedence. Chapter 1 contains the basic description of the AEF and AEF UTC Reporting Tool (ART). Chapter 2 outlines roles and responsibilities in UTC reporting. Chapter 3 describes assessment and reporting policies.

**1.2. Reporting AEF Readiness - General.** To view the health of USAF forces postured in the UTC Availability (UTA), Air Force senior leadership determined the need to collect UTC readiness data from ART reportable units in sufficient detail to support the following goals:

1.2.1. Provide HQ USAF, AF Component Commanders, AF components to Joint Force Providers (JFPs), MAJCOM's, and the Directorate of Air and Space Expeditionary Forces Operations (AFPC/DPW) readiness information to employ, manage, and sustain AEF operations.

1.2.2. Provide units a mechanism to report a UTC's ability or inability to fulfill its Mission Capability Statement (MISCAP) across the full range of military operations (ROMO), to include contingency and rotational operations, and highlight associated deficiencies within the UTC.

1.2.3. Provide information to aid resource allocation and tasking decisions during steady state and crisis actions.

**1.3. System Description.** The AEF UTC Reporting Tool (ART) allows units the ability to report UTC level readiness data. It provides one central location to archive reported data. It allows immediate updates and ready access to an aggregate UTC status for all levels of command with sufficient depth of information to make informed decisions on the employment of forces for AEF operations. It further provides a means for identifying and analyzing actionable indicators of change.

1.3.1. ART is a web-based, non-intrusive, html-environment tool with associated databases to support collection, collation, and report generation of unit and aggregate UTC readiness data. It resides on the SIPRNET (<https://aef.afpc.randolph.af.smil.mil>) for secure access. Units that have standard UTCs postured in UTC Availability (UTA) view and report their status against these UTCs directly within the ART application.

1.3.2. ART's report generating capability allows all levels of command to arrange data to produce tailored written reports and graphics. The reports section is read-only and can be accessed by anyone with SIPRNET access and an AEF Online account.

1.3.3. A fully functional training site will be maintained by AFPC/DPW. This site allows personnel to review the ART tutorial and other guidance. There are no restrictions on this site; anyone can login and enter training data or experiment with the report section. DO NOT enter real world data on the training site.

1.3.4. Operationally, ART collects and collates unit-reported data to answer, in whole or in part, the following questions:

1.3.4.1. Are UTCs able to accomplish their MISCAP?

1.3.4.2. Are UTCs able to accomplish their deployment tasking?

1.3.4.3. Are adequate resources and training available in order to accomplish and sustain the AEF mission(s)?

1.3.5. ART complements readiness data reported in the Status of Resources and Training System (SORTS). ART focuses reporting on the modular, scalable capability-based UTCs designed to meet the needs of the AEF while SORTS is unit-centric.

1.3.5.1. **(Added-ANG)** . The ANG's Global Force Management and Adaptive Planning Branch (NGB/A3XW) is the office of primary responsibility (OPR) for maintaining ANG UTCs in the UTC Availability (UTA).

## Chapter 2

### ORGANIZATION RESPONSIBILITIES

**2.1. ART Reporting.** Effective management of Air Force resources requires accurate information at all levels. Within the AEF construct, the UTC assessments are used to determine the most effective force tasking. When unit commanders present the readiness of each postured UTC in ART, they provide higher levels of command the necessary information to make force and resource allocation decisions to effectively support theater commanders. For this reason, integrity in reporting an accurate status is paramount. ART is not a report card, but identifies a UTCs ability to perform its MISCAP and identify shortages of resources. Therefore, commanders must "tell it like it is."

#### **2.2. Headquarters USAF.**

2.2.1. Chief of Staff of the Air Force (CSAF). Responsible for organizing, training, and equipping air, space, and cyber forces to meet CCDR requirements.

2.2.2. Deputy Chief of Staff, Operations, Plans, and Requirements (HQ USAF/A3/5). Oversees AEF operational planning and represents the Air Force on all AEF policy and doctrine to include all matters involving the scheduling, sourcing, operation planning, and presentation of AEF capabilities. Coordinates AF-wide efforts to develop capabilities and field AEF forces and the associated operational-level C2 infrastructure and units. Coordinates with MAJCOMs/FOAs/DRUs, AFPC/DPW, and USAF component commands to ensure unity in the AEF implementation effort. Oversees AEF operational planning and concept development. Conducts analysis of operational concepts supporting AEF operations through the Air Force Studies and Analysis Agency.

2.2.2.1. Directorate, Operational Planning, Policy and Strategy (HQ USAF/A5X). USAF focal point for developing and integrating operational strategies, requirements, policies, guidance, and plans necessary to support AEF operations worldwide supporting the war fighter. AF OPR on UTC efforts, AEF libraries (UTA), Joint Strategic Capability Plan (JSCP) issues, AEF sourcing issues, FAM interface, and AEF relationship to OPLAN guidance. The War and Mobilization Planning Policy Division (A5XW) develops general policies regarding all facets of the AEF, of UTCs and the general guidelines for assigning postured UTCs to the AEF construct. They are responsible for managing the UTA in DCAPES, but not for the actual updating of available UTCs.

2.2.2.2. Directorate of Operations (HQ USAF/A3O). Responsible for overall AF current operations, readiness and training. Administers policies governing operational training, force readiness, range and airspace issues, personnel recovery, and special plans and programs. As the OPR for AF readiness, this directorate coordinates with AFPC/DPW on force readiness issues for AEF operations.

2.2.3. The Deputy Chief of Staff for Logistics, Installations and Mission Support (HQ USAF/A4/7). Develops policy and provides guidance for all logistics plans, transportation, supply, maintenance, civil engineer, security forces, and munitions support. Acts as HQ USAF lead for developing Agile Combat Support (ACS) capabilities, and appropriately sizing these capabilities as Expeditionary Combat Support (ECS), to support AEF operations.

2.2.4. Air Staff Functional Area Managers (FAMs). The Air Staff FAM acts as a central coordinator of the actions of their MAJCOMs/FOAs/DRUs counterparts to ensure their applicable functional area UTCs are being properly assigned to the AEF construct. (See AFI 10-401 for additional Air Staff FAM responsibilities). Monitor MAJCOM reporting to identify trends and elevate UTC shortfalls and deficiencies for resolution to maximize deployable resources.

2.2.5. Commander, Air Force Reserve Command (HQ AFRC/CC dual-rolled as HQ USAF/RE). Establishes policy and provides guidance for the participation of AFRC forces in AEF operations.

2.2.6. The Director, Air National Guard (NGB/CF). Establishes policy and provides guidance for the participation of Air National Guard (ANG) forces in AEF operations.

2.2.6.1. **(Added-ANG)** . The ANG Readiness Assessment Branch (NGB/A3XR) is the ANG's point of contact for the AEF Reporting Tool (ART) and is responsible for maintaining current ANG policy/guidance.

2.2.7. For a more complete description of roles and responsibilities for AEF see AFI 10-401.

**2.3. Air Force Personnel Center Directorate of AEF Operations (AFPC/DPW).** AFPC/DPW is a cross-functional, centralized management team responsible for planning, configuring, scheduling, and preparing AEFs. Responsibilities specifically include AEF scheduling for steady state operational requirements. The AFPC/DPW integrates trained aerospace forces to meet theater CCDRs' requirements. Included in this is responsibility for working with the Air Force Operations Group during crisis action planning and with HQ USAF/A3/5 for force reconstitution planning. Identifies escalated reconstitution requirements when force commitment exceeds sustainment levels. Coordinates with MAJCOMs/FOAs/DRUs to identify units in surge operations and those that require reconstitution. Monitors personnel, training, equipment, and supply status throughout surge operations, advising Air Staff of critical impacts to on-call operations, the AEF schedule, and Major War (MW) execution.

2.3.1. Authority. AFPC/DPW is the CSAF designated coordinating authority for executing the Air Forces battle rhythm and delivering versatile air and space power. Accordingly, AFPC/DPW is direct liaison authorized (DIRLAUTH) across all MAJCOMs/FOAs/DRUs, AF Component Commands (AFCCs), and deployed units to provide readiness oversight and to integrate required planning and sourcing processes. Although AFPC/DPW has no chain of command authority with AEF units, it may use ART information for recommending courses of action to the AF leadership to facilitate expeditionary operations, to include recommending sourcing and tasking during crisis planning.

2.3.1.1. **(Added-ANG)** ANG liaisons at the Air Force Personnel Center (AFPC/DPW) function as advisors to NGB/A3XR on current policies, procedures and information relating to the ART Program.

2.3.2. ART Operation. AFPC/DPW is the system manager for ART. UTA is the data source for ART and is uploaded to ART weekly to incorporate changes made to AF posturing. As the manager for ART and coordinating authority for AEF operations, AFPC/DPW advises HQ USAF A1, A3/5 and CSAF on readiness issues pertaining to AEF. It advises on AF reporting policies and procedures for ART, and issues affecting force readiness and their reporting in this system. The AFPC/DPW has the following responsibilities:

- 2.3.2.1. Maintain the currency of the database by loading UTA data into ART to identify UTC additions, changes and deletions.
- 2.3.2.2. Maintain and update ART web site and training web site capability as required.
- 2.3.2.3. Review, validate, prioritize and fix ART functionality problems.
- 2.3.2.4. Backup/archive data at the end of each month.
- 2.3.2.5. Provide MAJCOM/DRU/FOA training on ART as requested by the MAJCOM.
- 2.3.2.6. **(Added-ANG)** ANG UTCs in the ART database are uploaded from the UTA and divided into Blocks in accordance with the ANG AEF Apportionment Schedule.

2.3.3. Readiness Monitoring. AFPC/DPW monitors UTC readiness through ART. Assesses UTC problem areas for overall AEF impact. Assists in asset reprioritization based on reported UTC readiness level. Monitors UTC shortfalls and deficiencies and ensures visibility by MAJCOMs/FOAs/DRUs and Air Staff FAMs.

**2.4. Air Force Major Commands (MAJCOMs/FOAs/DRUs).** Maintain UTA posturing IAW AFI 10-401 guidelines.

2.4.1. Each MAJCOM, FOA, DRU with standard UTCs postured in UTA will appoint an ART Administrator to manage the ART program. Designation will include name(s), rank(s), organization, DSN telephone number, classified, and unclassified e-mail addresses. Provide appointment letter to the AEFC/DPWPA or by e-mail to AFPC/DPWPA Assessments Branch ([AFPC.DPWPAAsmtsBr@randolph.af.mil](mailto:AFPC.DPWPAAsmtsBr@randolph.af.mil)).

2.4.1.1. **(Added-ANG)** Each Wing, and GSU will appoint, at a minimum, an ART Approver for each UIC, and as needed an ART Monitor, and ART Subordinate Administrator to manage their ART programs. Designate by Name(s), Rank(s), and Organization, Defense Switched Network (DSN) telephone number, ART Role(s), Secret Internet Protocol Router Network (SIPRNET), and Non-classified Internet Protocol Router Network (NIPRNET) email address and numerical designation of each subordinate unit. The wing appointment letter must include all wing affiliated GSUs. Provide the appointment letter, signed by the wing commander, via fax or e-mail to NGB/A3XR. See **Attachment 5** for sample format.

2.4.1.1.1. **(Added-ANG)** ART role requests are approved by NGB Administrator when appointed personnel have been listed on the ART appointment letter signed by the wing commander.

2.4.1.1.2. **(Added-ANG)** New/updated ART appointment letters will supersede all previous letters on file with NGB/A3XR. ART access for personnel who are no longer listed on the new/updated ART appointment letter will be revoked.

2.4.1.2. **(Added-ANG)** ANG Global Force Management and Adaptive Planning Branch (NGB/A3XW) will:

2.4.1.2.1. **(Added-ANG)** With UTC Functional Area Managers (FAM) participation, update and maintain the UTA to correctly posture ANG UTCs.

2.4.1.3. **(Added-ANG)** ANG Readiness Assessment Branch (NGB/A3XR), as the primary ANG ART OPR will:

- 2.4.1.3.1. **(Added-ANG)** Verify and track access to the ART database through the Wing/independent unit ART Manager.
- 2.4.1.3.2. **(Added-ANG)** Be the approving authority for Wing and Unit level role profiles, as necessary.
- 2.4.1.3.3. **(Added-ANG)** Provide ART database training for ANG FAMs and ANG Wing level personnel as required.
- 2.4.1.4. **(Added-ANG)** ANG UTC Functional Area Managers (FAMs) will:
  - 2.4.1.4.1. **(Added-ANG)** NGB UTC FAMs will apply for a Guest User role in the ART database to review UTC assessments and remarks.
  - 2.4.1.4.2. **(Added-ANG)** Submit UTC updates to NGB/A3XW for inclusion in the UTA.
  - 2.4.1.4.3. **(Added-ANG)** Review functional area ART reports for timeliness, accuracy and validity. Coordinate with the designated unit ART monitors to verify reporting.

## **2.5. Wing and Base-Level Agencies.**

- 2.5.1. Wing Commander or equivalent level supervisor. Ensure the wing reports UTC capability status through ART. Assist, if required, during unit disputes of UTC posturing.
  - 2.5.1.1. **(Added-ANG)** ANG Independent Unit Commanders who are considered a Geographically Separated Unit (GSU) will have equivalent responsibilities of Wing Commanders for ART reporting responsibilities.
- 2.5.2. Squadron/Unit Commander or equivalent level supervisor. Advises wing commander of resource changes that may impact UTC capabilities. The squadron/unit commander is the authority for reporting the readiness of unit's UTC(s) in ART. Review unit posturing to ensure that unit is postured IAW AFI 10-401 guidance. Resolve posturing disputes with MAJCOM FAM, OFAMO, and/or AEF Cell IAW MAJCOM policies and procedures. Responsible for associating, tracking, and managing personnel and equipment in UTCs and assigning them to the proper AEF. Commanders should consider known issues that will impact the UTC (i.e., pending retirements/PCS).
  - 2.5.2.1. **(Added-ANG)** Unit Commander will sign a monthly commander's report, pulled from the ART database for their responsible area and ensure a current copy is kept on file. Copies of ART reports with both UTCs and ratings are classified and must be stored appropriately. The wing commander will be briefed monthly regarding the status of the wing's UTCs in the ART database and of any problem areas.
- 2.5.3. Individual Personnel must ensure they are ready for deployment IAW AFI 10-403, AFI 10-401 and other official directives. Deficiencies must be brought to the attention of supervisors and unit commanders as soon as known.
  - 2.5.3.1. Report any change to their personal readiness status to their supervisor, UDM, ART monitor and/or unit commander as soon as known.

## **2.6. ART Reporting Process Responsibilities**

2.6.1. MAJCOM. Designate OPRs for ART and establish procedures for identifying and tracking wing and unit level write-access-approved ART OPRs. MAJCOMs will posture appropriate UTCs in UTA. ART is a command and control system designed to give readiness information on ART reportable forces. ART reportable forces are those Combat, Combat Service and Combat Service Support units that have standard UTCs postured in UTA. Appropriate procedures and OPRs should be designated to ensure that ART reporting is consistent with other readiness reporting systems and procedures. Additionally, MAJCOMs are responsible for the following:

2.6.1.1. Ensuring their units are properly trained in ART data reporting procedures.

2.6.1.2. Ensuring timeliness, accuracy and validity of subordinate unit's data.

2.6.1.3. Sampling, reviewing, and assessing adequacy of the remarks and challenging inadequate remarks.

2.6.1.4. Notifying units of added, changed or deleted UTCs.

2.6.1.4.1. **(Added-ANG)** ANG ART OPR will, when notified by AFPC/DPW of official AEF UTA updates, notify wings, units and UTC FAMs of changes to the database.

2.6.1.4.2. **(Added-ANG)** UTC FAMS will notify each affected wing and unit prior to the occurrence of all UTC additions, changes or deletions to include Tempo Band and/or Block changes or movements.

2.6.1.4.3. **(Added-ANG)** ANG ART OPR will monitor monthly UTC assessments and provide status updates to ANG unit ART monitors, wing commanders, unit commanders and ANG UTC FAMs.

2.6.1.5. Ensuring MAJCOM assists units in resolving posturing concerns and respond to "incorrectly postured" UTCs.

2.6.1.6. Monitoring ART for late or unreported UTCs on a weekly basis and researching/rectifying incorrectly postured UTCs prior to the next month's reporting cycle.

2.6.1.6.1. **(Added-ANG)** The ANG ART OPR will check all ANG units UTC assessments for overdue status each week. If overdue UTC assessments exist the following actions will be taken:

2.6.1.6.1.1. **(Added-ANG) Late Reporting Notices.** All correspondence regarding Late/Delinquent or Not Reported UTC assessments will be sent directly to the Installation Deployment Officer (IDO).

2.6.1.6.1.2. **(Added-ANG) First Overdue Notice.** Notification will be sent to the respective late reporting unit from the ANG ART OPR, to the wing LGRDX office, via email. If UTCs cannot be assessed prior to the close of business (COB), the unit is required to send an email explaining why the UTCs cannot be assessed. ANG ART OPR will work with the unit until UTCs have been assessed.

2.6.1.6.1.3. **(Added-ANG) Second Overdue Notice.** If UTCs have not been assessed after the first notification has been sent to the late unit, ANG ART OPR

will send out a second notification, to the wing LGRDX office and unit commander, for immediate action from unit to update UTC status. If the UTCs cannot be assessed immediately, the unit is required to send an email with an explanation, an estimated completion date must be included. ANG ART OPR will work with the unit until the UTCs have been assessed.

2.6.1.6.1.4. **(Added-ANG) Third Overdue Notice.** If UTCs have not been assessed after the second notification has been sent to the late unit, ANG ART OPR will follow-up with an email to the wing LGRDX office, group commander, unit commander and/or the respective 3 digit of the applicable directorate directly.

2.6.1.6.1.5. **(Added-ANG) Fourth Overdue Notice.** If UTCs have not been assessed after the third notification has been sent, the late reporting issue will be elevated to NGB senior management. All documentation regarding the late assessments will be forwarded to NGB senior management. NGB senior management will contact the wing commander of the late reporting unit via email directly.

2.6.1.7. **(Added-ANG)** ANG UTC FAMs will:

2.6.1.7.1. **(Added-ANG)** Correct unexpected changes to any discrepancies, UTC/UMD mismatches, UTC overtaskings, omissions, and conflicts of accuracy within 60 days and expected changes within 30 days in the UTA through NGB/A3XW.

2.6.1.7.2. **(Added-ANG)** ANG UTC FAMs will ensure their functional areas at Wing/Unit level are submitting timely, accurate and valid assessment data monthly.

2.6.1.7.3. **(Added-ANG)** ANG UTC FAMs will sample, review and assess the adequacy of remarks and challenge inadequate remarks monthly.

2.6.1.7.4. **(Added-ANG)** Work to resolve all Incorrectly Postured UTCs and resolve posturing issues, within 60 days, for their respective community in the ART database. Coordinate required actions with the wing, unit, and NGB/A3XR as required.

2.6.2. Numbered Air Forces (NAFs)

2.6.2. **(ANG)** N/A for ANG.

2.6.2.1. NAFs are responsible for the timeliness, accuracy and validity of subordinate unit's data.

2.6.2.1. **(ANG)** N/A for ANG.

2.6.2.2. NAFs will review, assess adequacy of the remarks and will challenge inadequate remarks.

2.6.2.2. **(ANG)** N/A for ANG.

2.6.2.2.1. **(Added-ANG)** Numbered Air Forces (NAFs) are not responsible for ART inputs of ANG units in a less than fully mobilized status.

2.6.3. Wing/Base Commander:

2.6.3.1. Designate wing level ART OPR by letter or e-mail as directed by MAJCOM, FOA, or DRU guidance. Designation will include name(s), rank(s), organization, DSN telephone number, classified e-mail and unclassified e-mail addresses.

2.6.3.1.1. **(Added-ANG)** The ANG Logistics Readiness Office (LGRDX) will serve as the Wing level ART OPR. If an LGRDX office exists, it will be the ART OPR for each independent unit. Independent units without an LGRDX office will designate a unit level ART OPR and forward OPR information to NGB/A3XR. Each LGRDX or Independent unit ART OPR must be equipped with SIPRNET capability.

2.6.3.1.2. **(Added-ANG)** The wing LGRDX office is responsible for distributing guidance, provided by NGB agencies, to unit ART monitors.

2.6.3.1.3. **(Added-ANG)** ANG Wing level ART OPRs (managers) will maintain an ART continuity folder containing the following information:

2.6.3.1.3.1. **(Added-ANG)** Copies of ART appointment letters for wing, GSU and subordinate unit ART monitors listing specific ART functions and roles. See example format in [Attachment 5](#).

2.6.3.1.3.2. **(Added-ANG)** A description of the Wing ART Reporting method to include all steps from data collection at unit level through commander assessment and actual ART database update. Timelines for reporting ART data will be included. Method(s) used to describe this process may be shown in a flow chart. See example in [Attachment 6](#) for a flow chart.

2.6.3.1.3.3. **(Added-ANG)** Responsibilities of each key unit functional area.

2.6.3.1.3.4. **(Added-ANG)** A description/sample of forms (worksheets) used to collect data. See [Attachment 7](#) for an example, or you may use any locally established form to meet this requirement as long as the locally developed form does not make any reporting requirements less stringent.

2.6.3.1.3.5. **(Added-ANG)** Wing Commanders review procedures, method and documentation of review (signature on current commander's report is sufficient).

2.6.3.1.3.6. **(Added-ANG)** Training method of unit ART OPRs, copies of materials used in the training program and documentation of training accomplished.

2.6.3.1.3.7. **(Added-ANG)** Wing level ART OPR will be required to produce and maintain a wing ART report on a monthly basis. This can be kept and used to brief the Wing Commander.

2.6.3.2. Ensure UTC assessments and information provided by subordinate unit commanders are accurate, timely, valid, and complete.

2.6.3.3. Ensure ART OPRs conduct and document initial and annual ART training. ART OPRs will conduct ART training within 30 days of appointment and document IAW MAJCOM/local directives. Ensure all personnel involved in ART reporting are trained in classified and unclassified data handling procedures.

2.6.3.4. Ensure unit commanders are aware of all tasked and postured UTCs, through official deployment information systems.

2.6.3.5. Review wing ART reporting at least monthly with respective unit commanders.

2.6.4. Units.

2.6.4.1. Appoint and train ART personnel IAW wing/group or equivalent direction.

2.6.4.2. Designate ART OPR in writing as directed by the MAJCOM, FOA, or DRU. Include name(s), rank(s), unit and DSN telephone number. Continuity and consistency in this position is critical and therefore should be for a minimum of 18 months.

2.6.4.3. Report on all standard postured UTCs as reflected in ART.

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

2.6.4.4. Ensure data and remarks adequately and accurately reflect the UTC's capability to perform its MISCAP.

2.6.4.5. Ensures report submissions meet established time lines.

2.6.4.6. Review discrepancies noted in previous reports and actions being taken to correct them.

2.6.4.7. If discrepancies are noted between other deployment tasking databases and the UTA information loaded in ART, it is incumbent on the unit to research the disconnect and work to resolve the issue with MAJCOM FAMs.

2.6.4.8. **(Added-ANG)** ANG Unit level ART Monitors will:

2.6.4.8.1. **(Added-ANG)** Ensure personnel handling of classified/unclassified readiness assessment information is protected from unauthorized disclosure.

2.6.4.8.2. **(Added-ANG)** Maintain a copy of the unit's ART appointment letter and provide a copy to the wing LGRDX office.

2.6.4.8.3. **(Added-ANG)** Maintain a description of Wing ART Reporting Methods to include all steps from data collection at the unit level through commander assessment and actual ART Database update. Timelines for reporting ART data will be included. Method used to describe this may be a flow chart. See [Attachment 6](#) for a sample flow chart.

2.6.4.8.4. **(Added-ANG)** Understand responsibilities of each key unit functional area.

2.6.4.8.5. **(Added-ANG)** Ensure unit commanders review procedures, method and documentation of review (signature on current commander's report) is sufficient.

2.6.4.8.6. **(Added-ANG)** Maintain training materials and other ART reporting guidance provided by the Wing level ART OPR or NGB/A3XR.

2.6.4.8.7. **(Added-ANG)** Maintain unit's current ART report paperwork or AF Form 614, Charge Out Record, to show location of reports. This paperwork will include any worksheets used to collect data for the current ART report. **NOTE:** Ensure any worksheets used to support an ART UTC assessment are marked appropriately according to the security classification for the information provided. It must also

include a monthly ART database generated report showing all unit UTCs. Coordinate any discrepancies or omissions with ANG UTC FAMs.

2.6.5. Units Required to Report. All Air Force units including Air National Guard and Reserve components owning standard UTCs postured in UTA report the readiness of their UTCs IAW this instruction.

## **2.7. Total Force Integration (TFI) Readiness Reporting Guidance**

2.7.1. TFI units are critical to Air Force operations. They are organizational constructs that functionally integrate units from the regular Air Force, Air National Guard, and Air Force Reserve. Each unit in the association (host and associate) will independently report their UTCs' readiness in ART.

2.7.1.1. **(Added-ANG)** Each ANG unit designated as a Total Force Integrated (TFI) Unit will:

2.7.1.1.1. **(Added-ANG)** Assess UTC readiness status separate from Host Wing.

2.7.1.1.2. **(Added-ANG)** Inform Host Wing if UTC tasking cannot be fulfilled and provide the appropriate readiness assessment based on the unit's ability to support the UTC for mission execution.

## Chapter 3

### REPORTING GUIDANCE

**3.1. Classification.** ART contains real world deployment and personnel data. It is incumbent on all personnel to be aware of the classification of data entered in ART. All ART assessment data and aggregate unit UTC reports are classified secret IAW Executive Order (EO) 12958. Do not enter data that is classified under other guidance such as "Special Access Required" information or Privacy Act of 1972. ART is not Privacy Act compliant.

**3.2. ART Data Classification.** Executive Order (EO) 12958, Classified National Security Information, requires us to protect classified information while striking a balance between protection and the need to inform the American public of their governmental activities. Additionally, this EO increases and emphasizes personal responsibility for classification and declassification decisions.

3.2.1. Derivative Classification. Derivative classification is the incorporating, paraphrasing, restating, or generating in a new form, information that is already classified, and marking the newly developed material consistent with the classification markings that apply on the source information.

3.2.1.1. Derivative Classifier. Persons applying derivative classification markings must carry forward to any newly created document the classification markings from the original source or document.

3.2.1.2. ART assessment data (i.e., color codes, missing resources detailed in remarks, and limiting factors) for a single UTC, is classified SECRET.

3.2.1.3. Aggregate ART assessments (two or more UTC assessments) are classified SECRET. ART data converted to a new type information must be evaluated for its impact on national security if released. This covers any use of ART data in other forms (briefings, presentations, e-mails, etc) with the desire to circumvent classification guidance.

3.2.1.4. Data classification. Raw resource data used to derive UTC assessments is classified IAW its original source. When data is directly associated with an ART rating or used in an ART worksheet, the data becomes classified IAW this guidance. Preformatted worksheets should be clearly marked with instructions on classification.

3.2.1.5. Classification Authority. ART combines elements of the JOPES database with unit readiness assessment information. Information extracted from this database is classified IAW CJCSI 3401.02 and CJCSM 3150.02 and must contain derivative classification markings consistent with EO 12958, except where authorized otherwise. Derivative classification rules apply when extracts contain exempted data.

3.2.1.6. Classification Marking. ART data or extracts are classified by this AFI. Mark documents or data "DERIVED FROM: AFI 10-244, Declassify on: (date)." The date of declassification is 10 years from the date of the document for each level of classification.

3.2.1.7. Downgrading Authority. Initial downgrading of force readiness data and aggregate information will be determined by CJCS. HQ USAF/A3/5 is the authority to

extend or accelerate downgrading classification of ART and SORTS data following an initial determination by CJCS.

**3.3. Global Force Management.** The AF currently uses a Tempo Banding construct to present, schedule and deploy its forces. ART reports readiness of AF resources to support both Contingency and Crisis Action planning processes. To meet both rotational scheduling (traditional AEF type) and crisis response scheduling, it is vital to determine which band/block for which FY is visible at what time. That visibility process is managed by AFPC/DPWPA in conjunction with AF/A5XW and is based on business rules to ensure the best data is visible at the right time to provide the best sourcing solution. AF/A5XW publishes the execution vulnerability windows for all the upcoming band/blocks along with guidance under which FY each of those band/blocks will execute.

**3.3.1. Business rules for determining if a Band/Block is visible in ART:**

3.3.1.1. Blocks are made visible in ART NLT 8 months prior to execution of that block. The purpose of the '8-Month Rule' is to give all units 2 months to review and assess the new cycle data before standard sourcing begins. It is understood that in some rare occasions that units postured in the current FY but not in the next FY, may lose visibility of that resource in ART when the 8-Month Rule brings the next cycle into ART. Units undergoing BRAC/Service-directed resource action are one example where this may come into play.

3.3.1.2. Blocks are removed from ART after the availability date has expired.

3.3.1.3. When an expired block is removed, the next occurrence for that block will be added.

3.3.1.4. Bands or blocks not expected to execute during the FY will have the current FY cycle made visible until the 8-month rule comes into effect. This ensures visibility of current FY authorizations during that FY even though that resource is not planned to be available. The goal is to support crisis sourcing if needed.

3.3.1.5. Enablers are rolled over from the current FY to the next FY in October of each year.

**3.3.2. What to Report.** Commanders will report the unit's current cycle and the next cycle; if applicable to support each postured UTC. NOTE: ART uses an extract of the approved UTC/UIC AEF posturing from UTA application in DCAPEs. Associate-UTCs (A-UTCs) - UTCs designated with a posturing code of "A" are not currently reported in ART. ART is not a posturing tool, it is an assessment tool. For a commander to obtain a complete sight picture as to what their prospective expeditionary commitments are, they should obtain a database extract for their respective UICs from UTA and any OPLAN / CONPLAN / FUNCPLAN TPFDD UIC specific entries.

3.3.2.1. Units reporting SORTS with UTCs postured in UTA shall continue to report SORTS IAW their Designed Operational Capability (DOC) statement and AFI 10-201, in addition to reporting in ART.

**3.4. UTC Readiness Assessments.** Assessments are based on all aspects of the UTC to include: (1) the ability to accomplish the Mission Capability (MISCAP) Statement, (2) the ability to fulfill the standard manpower requirements, and (3) the ability to fulfill the complete equipment

requirements. The Logistic Force Packaging Subsystem (LOGFOR) Logistics Detail (LOGDET) and Manpower Force Packaging System (MANFOR) of the Manpower and Equipment Force Packaging System (MEFPAK) will be used to maintain the manpower and equipment requirements.

3.4.1. Response Time. If a UTC is on a DOC statement, then the UTC readiness assessment is based on resources that are expected to be mission ready and available within their DOC response time. Unless otherwise directed the UTC must be mission ready and available within 72 hours of tasking depending on the UTC requirements.

3.4.2. MISCAP provides a brief description of the capability for which the UTC is designed and may provide authorized substitutions to AFSCs, skill levels, grades, and SEIs. If no restrictions or substitutions are listed refer to Attachment 4 for AFSC consideration.

3.4.3. LOGFOR provides a list of equipment the UTC requires to perform the mission.

3.4.4. MANFOR contains the manpower detail required to provide the capability for a standard UTC.

3.4.4.1. **(Added-ANG)** ANG personnel available for deployment are personnel a unit commander has Operational Control (OPCON) over who are not on state active duty orders under the appropriate state statute. UTCs containing personnel who are on state active duty orders may not be available for deployment and therefore, must be degraded accordingly for the duration of the orders.

3.4.4.2. **(Added-ANG)** AFSC substitutions are authorized in AFI 10-403, Deployment Planning and Execution.

3.4.5. Commanders provide an assessment of UTC readiness based on the unit's ability to provide the UTC for mission execution at any time.

3.4.5.1. **(Added-ANG)** Units will not count the same individual or same equipment for multiple UTCs. If an individual is positioned in a UTC, he/she will not be considered/positioned in an additional UTC for assessment purposes. Double counting of personnel or equipment for UTC readiness assessments is prohibited except under special circumstances where a waiver has been approved by AF/A5XW IAW procedures in AFI 10-401.

3.4.5.2. **(Added-ANG)** . Student Flight Personnel cannot be counted in UTC readiness assessments.

3.4.6. Commanders are not constrained by the unit SORTS "C" rating when assessing the health of the UTC. For example, a unit may have an overall rating of C-3 in GSORTS (Global Status of Resources and Training System) but a particular UTC from the unit will be assessed Green; conversely a unit may have a C-1 rating but one of its UTCs could be assessed Red.

3.4.7. Commanders rate each UTC against the unit's current ability to deploy and employ the UTC. Areas to be considered are personnel, training, equipment or supply, and equipment condition. Personnel must be fully qualified without deployment limitations and have all required mission and skill level training complete IAW applicable directives and instructions. Equipment must be serviceable and available for deployment.

3.4.7.1. Equipment and supplies on hand reporting includes the status of LOGFOR equipment and supplies required to support the UTC. It may indicate budget and supply problems when details are known. Commanders determine the readiness status based on the availability of mission required equipment and supplies. Items are considered available if they are assigned to the unit, physically present at the unit or have been deployed by the unit with an expectation of return.

3.4.7.1. (ANG) If the UTC MISCAP requires specific mobility bag assets to complete its mission (i.e. NBC Defense Equipment located in the C-Bag), and the UTC is degraded due to the non-availability of the item(s), ensure the deficiency is noted in the remarks section of the UTC assessment. For example: a UTC is expected to perform its MISCAP in a CBRNE environment, and the individuals on the UTC do not have all required C-Bag assets, then the UTC would be degraded due to the missing items from the C-bag. This is the only time mobility bag deficiencies would be reported in the ART database.

3.4.7.1.1. (Added-ANG) If equipment is used to fill a requirement in one UTC, the same equipment cannot be used to fill a requirement in an additional UTC.

3.4.7.2. The equipment condition area is used to determine the combat essential and support equipment that can be made ready within the UTC's response time to undertake the mission. Units assess the condition of equipment based on whether the available UTC required equipment (as determined in paragraph 3.4.7.1.) is in working order and mission ready.

3.4.7.3. The training assessment area indicates the status of training needed to support the mission for which a UTC is designed as described in the UTC Mission Capability (MISCAP). All personnel assigned to a UTC must have all required UTC and skill level training completed IAW applicable directives and instructions at the time of assessment. Individual training not required by the UTC (MISCAP or manpower detail) will not affect the UTC readiness assessment but will be captured for deployment readiness tracking.

3.4.7.4. Units should report the status of UTCs as stand-alone requirements. For "rainbow" UTCs where a UTC has both personnel and equipment requirements, but shares the equipment with a sister organization already deployed, the UTC should be assessed as Red, since it does not currently have the required equipment prior to deployment. For a "rainbow" UTC, a comment should be entered to indicate the status of the shared equipment.

3.4.7.4.1. (Added-ANG) Resources belonging to another unit will not be counted in UTC assessments unless some type of agreement is documented prior to using the resources for reporting purposes.

3.4.8. Commanders are expected to use their judgment during assessments of missing or deficient capabilities, e.g. a shortage of one computer may not make a UTC red, but a shortage of one generator may. Remarks should reflect training requirements and/or resource actions necessary to improve the readiness status.

3.4.9. In addition and independent of the readiness stoplight (Green, Yellow, Red) assessment, each unit will indicate if a UTC is tasked to deploy and, if tasked, whether it can meet theater specific requirements including line remarks within deployment timeline.

3.4.10. When skill level and/or grade substitutions, not explicitly allowed in the MISCAP but authorized IAW AFI 10-403 guidance, are used in ART reporting, they will be noted using the Standard Assessment Remark of Skill Level or Grade, and drive an assessment equivalent to the assessment found in guidance within Attachment 4 of this AFI.

3.4.11. Commanders will continue to accomplish Readiness assessments even if the capability is deployed. When conducting such assessments units will presume that the health of the ALN has not changed unless circumstances/information warrants otherwise. Whether or not an ALN is deployed, has no impact on the readiness assessment. If a UTC is deployed and was being assessed as Green, commanders will continue to assess the UTC as Green unless circumstances/information warrants otherwise. For UTCs that were deployed while being assessed Yellow or Red, commanders will continue with that assessment until circumstances/information warrants upgrading the assessment.

3.4.11.1. **(Added-ANG) Deployed Units.** Units will continue to report in ART when committed to combat operations (i.e. located in a combat zone), when on Temporary Duty (TDY) for training, when involved in local training (base exercises, base inspections, etc.), or deployed.

3.4.11.2. **(Added-ANG) Unit Activation or Re-activation.** Upon posturing of new UTCs, it is expected that activating units report downgraded assessments until UTC capability can be supported.

3.4.11.3. **(Added-ANG) Unit Inactivation.** Inactivating units will continue to assess postured UTCs until they are deleted or the fill rate of personnel has decreased to 25% or less. UTCs will be deleted upon MAJCOM approval; units must provide a written request to NGB/A3XR. Once the unit has been officially inactivated, NGB/A3XR will ensure all UTCs are removed from the ART database.

3.4.11.4. **(Added-ANG) Mission Conversion.** When a unit is transitioning to another mission, the unit will continue to assess its current UTCs until mission change is reflected in positions on the UMD and new UTCs are postured.

3.4.12. Comments regarding ULN and RDD-type information must be applied to the "TASKING ASSESSMENT REMARK" not "CC Comments".

3.4.12.1. **(Added-ANG)** Report/information from deployed location indicates unavailability/inability of personnel and/or equipment.

**3.5. Assess the overall health of a UTC.** The UTC represents a capability that is assessed using the category areas described in paragraph 3.4.7. The overall assessment will be rated using the following guidelines and the ART Monitor Assessment checklist (Attachment 2). Think of the monthly assessment as a Yes/No process (Figure 3.1). Additionally, a Yes/No process can be used when assessing if a UTC is tasked to deploy and if it can meet theater specific requirements (Figure 3.2).

3.5.1. Green. The complete UTC to include the exact MANFOR and LOGFOR equipment with only MISCAP explicit substitutions, or green skill level, or grade substitutions (see Attachment 4). All required deployment training for the UTC can be accomplished within 72 hours of notification or sooner if subject to more stringent criteria.

3.5.2. Yellow. The UTC has a missing or deficient MANFOR or LOGFOR requirement, but that missing or deficient capability does not prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. This includes AFI 10-403 approved standard substitutions. Provide a detailed explanation in remarks. Describe the condition, the corrective action and provide a projected get-well date. In the event that a skill level or grade is dependent only on a members' promotion it still needs to be noted and, if not listed in Attachment 4, still drives a "Yellow" Readiness Assessment at a minimum.

3.5.3. Red. The UTC has a missing or deficient capability that prevents the entire UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a get-well date.

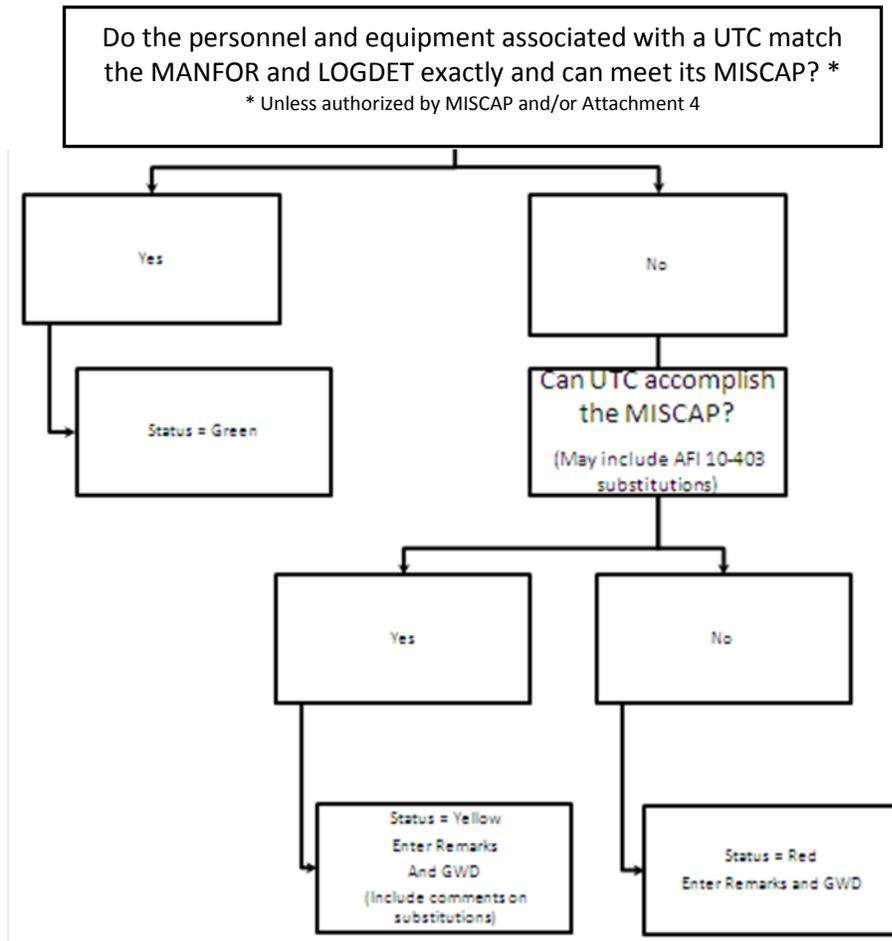
3.5.4. Black (Incorrectly postured). UTCs are assessed "incorrectly postured" when the UTC is postured against the unit in UTA and the unit commander believes this to be in error based on a comparison of authorizations to postured positions. An explanation must be provided in the commander's remarks section to explain why the unit commander believes the UTC was postured in error. Assigning this rating in ART will automatically generate an email to the MAJCOM ART POC, raising the issue with the MAJCOM FAM to help determine whether or not the UTC is correctly postured. A detailed explanation is to be provided in the email of why the UTC should not be postured in UTA. For coordination and resolution, this information will be forwarded to the MAJCOM FAM responsible for posturing the UTC in UTA.

3.5.4.1. **(Added-ANG)** Black (Incorrectly Postured). FAM attention is needed. A UTC has been postured against a unit in error (e.g. if a CE UTC has been postured against a Medical unit). The following examples do not make a UTC(s) incorrectly postured: UTC(s) marked for deletion; UTC/UMD mismatch; UTC/UMD overtasking; unit not capable of filling an AFSC requirement (read UTC MISCAP for substitution rule); AFSCs not specific to a unit; loss of positions or AFSC on UMD; UMD changes; UTC(s) in the process of being moved from one Tempo Band to another or from a Tempo Band to the Enabler Band; UTCs in the process of being moved within a Wing from one squadron to another; questionable AFSC requirements; tasking is more than UMD authorized; unit no longer supports specific tasking requirements; unit in the process of a conversion; unit no longer tasked with a portion (not all) of equipment or personnel on a UTC; double line numbers listed under the UTC in the ART database; UTC not reflected in UMIS; AFSC grade or skill level changes within a UTC; Equipment not specific to a unit (read UTC MISCAP for suitable replacement rule); questionable P-coded AFSCs; old UTCs in the process of being replaced by new UTCs. If a UTC is questionable for any reason, the FAM must be contacted to find out the status of the UTC.

3.5.4.2. **(Added-ANG)** If a UTC has been erroneously postured against a unit in the ART database, the unit will report the UTC Black and provide a detailed explanation of the assessment in the remarks section. The unit must contact the UTC FAM for corrective action. Included in the remarks will be the name and DSN of unit POC or ART monitor.

3.5.5. After each refresh, a change report is produced and available through the 'reports' tab. Change reports are kept within the application for three months. The owning organization is responsible for follow-up and review of their unit changes.

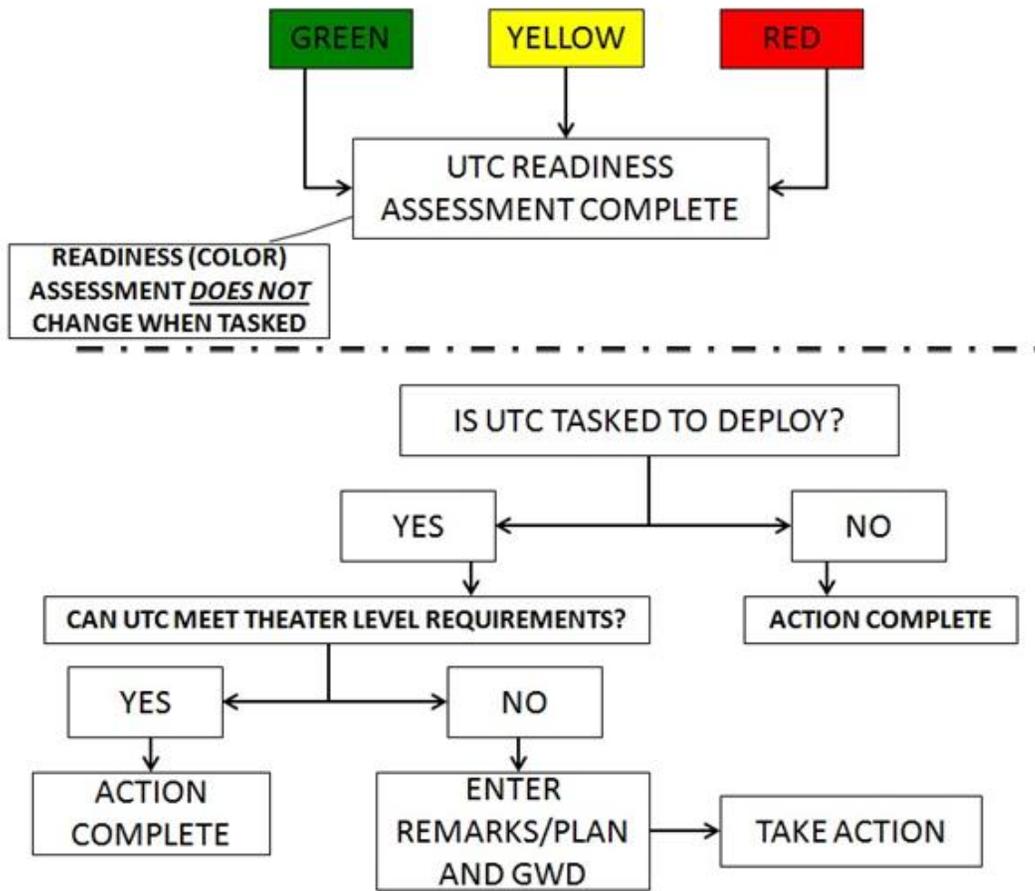
Figure 3.1. Monthly Assessment Process



**3.6. Tasked to Deploy Assessment.** Upon deployment notification, commanders owning UTCs tasked to deploy, in whole or in part, are required to assess the UTCs ability to meet theater-specific requirements to include line remarks. This assessment is independent of the overall UTC readiness stoplight assessment. As an example, a UTC may not have a person with specific skill level and experience required by line remarks, however the UTC status (Green, Yellow, Red) does not change since the readiness stoplight assessment is based on the UTCs ability to deploy anywhere in the world at the time of the assessment. Another example is a Red UTC readiness stoplight assessment due to equipment which could be tasked to support a personnel only theater requirement. Even though it can meet that specific deployment tasking, the overall status is still Red.

3.6.1. A Yes/No process can be used when assessing if a UTC is tasked to deploy and if it can meet theater specific requirements (Figure 3.2).

Figure 3.2. Tasked to Deploy Assessment Process



**3.7. Remarks.** Plain language supplemental remarks are a critical component of the ART report and are used as a management tool. Remarks are required if a unit is less than fully capable in any reportable area. Remarks are used to identify trends and to redirect resources if necessary. Remarks are mandatory for UTCs assessed Yellow and Red. All status remarks will be standardized remarks from Standard Assessment Remarks listing maintained within ART (ART Guidance under Information Tab) only. The Commander's Remarks section is an additional avenue that should be utilized to provide vital information that affects the readiness or availability of the UTC. This area of ART can be utilized regardless of the readiness status of the UTC (i.e. Green, Yellow, or Red). For UTCs assessed as Black (Incorrectly Postured), an explanation must be entered in the CC Remarks Section.

3.7.1. Commanders use the remarks and associated get-well-dates (GWD) to explain and amplify data contained in ART reports. Write remarks in plain text English and ensure they contain all appropriate details such as AFSCs, projected improvements, workarounds, etc. Remarks should be sufficient to allow responsible managers to take specific corrective action. The remarks sections are not size limited.

3.7.1.1. **(Added-ANG)** A detailed explanation must be provided for clarification of all UTCs assessed as Yellow, Red and Black. Explanations must include the specific deficiency and corrective action. Career field specific acronyms must be spelled out for

remark clarification. Explain deficiencies in layman's terms, addressing planned corrective actions and provide a realistic GWD date.

3.7.2. As applicable, list resource types with associated deficiencies; state numbers required, assigned, and available; explain the cause of the problem, if known; identify previously requested assistance; identify remedial actions in progress, highlight further actions required, and provide a projection of when the readiness status will change.

3.7.2.1. **(Added-ANG)** Remarks must explain the issue clearly and should not reference other UTC assessments. See **Attachment 3** for examples of remarks.

3.7.3. Air Force standard abbreviations as reflected in AFDD 1-2 and/or AFI 10-401 are acceptable. However, non-common, unique, or unit/system/functional specific acronyms will be defined when first used in a report. Do not refer to previous reports (ART is dynamic and will not retain previous remarks).

3.7.4. Wing Commanders should challenge inadequate remarks. MAJCOMs will sample, review, and assess adequacy of unit remarks.

**3.8. When to Report.** All Air Force and Air Force gained units will submit and update UTC assessments at least every 31 calendar days. The Air Force goal for on-time reporting is 97%.

3.8.1. Upon notification of a significant event that changes the assessment of a UTC, the unit commander will submit an out-of-cycle report within 24 hours of the change. This includes notification of a UTC change or addition.

3.8.2. Additionally, commanders owning UTCs tasked to deploy will submit via ART an assessment of their ability to support the tasking, including theater-specific requirements, within five (5) days of receipt of a deployment notification.

3.8.3. Units owning a UTC tasked to deploy will reset the deployment status from "Yes" to "No" not later than five (5) calendar days after the tasked resources in process at their home station.

**3.9. Where to Report.** ART is accessed from the AFPC/DPW homepage located at the following URL: <https://aef.afpc.randolph.af.smil.mil>. Click on the "AEF UTC Reporting Tool" link. Users are required to have SIPRNET access in order to submit ART updates.

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DCS, Operations, Plans & Requirements

**(ANG)**

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USAF  
Director, Air National Guard

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

JP 1, *Doctrine for the Armed Forces of the United States*, 20 Mar 09

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 15 Mar 12

CJCSM 3122.01A, *Joint Operations Planning and Execution System (JOPES) Volume 1, Planning Policies and Procedures*, 29 Sep 06

CJCSI 3401.02B, *Force Readiness Reporting*, 31 May 11

CJCSM 3150.02B, *Global Status of Resources and Training (GSORTS)*, 25 Mar 11

AFDD 1, *Air Force Basic Doctrine, Organization, and Command*, 14 Oct 11

AFDD 1-02, *Air Force Glossary*, 11 Jan 07

AFDD 2, *Operations and Organization*, 3 Apr 07

AFDD 3-17, *Air Mobility Operations*, 28 Jul 11

AFDD 4-0, *Combat Support*, 28 Jul 11

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, 30 Apr 09

AFPD 33-2, *Information Assurance (IA) Program*, 3 Aug 11

AFI 10-401, *Air Force Operations Planning and Execution*, 13 Mar 12

AFI 10-402, *Mobilization Planning*, 1 May 12

AFI 10-403, *Deployment Planning and Execution*, 13 Jan 08

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 11 Oct 11

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, 2 May 05

AFI 38-101, *Air Force Organization*, 16 Mar 11

AFI 51-604, *Appointment to and Assumption of Command*, 4 Apr 06

AFMAN 10-401 Vol 2, *Planning Formats and Guidance*, 1 May 98

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 12

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFH 10-416, *Personnel Readiness and Mobilization*, 22 Dec 94

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

#### *Abbreviations and Acronyms*

**(Added-ANG) DCAPEs**—Deliberate & Crisis Action Planning & Execution Segments

**(Added-ANG) GSU**—Geographically Separated Unit

**(Added-ANG) UMIS**—Unit Type Code (UTC) Management Information System

**(Added-ANG) UTA**—Unit Type Code Availability

**(Added-ANG) WMP3 Part 2**—Air Force Unit Type Code (UTC) Availability

### *Terms*

**(Added-ANG) Deliberate & Crisis Action Planning & Execution Segments (DCAPES)**—AF's Single System to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute forces. Real-time Collaborative Tool/Environment providing accurate deliberate and crisis action planning. Synchronize AF's manpower, personnel, readiness, operations and logistics systems.

**(Added-ANG) Incorrectly Postured**—UTC(s) postured erroneously against a unit.

**(Added-ANG) Independent Unit**—Unit not aligned under force structure to an ANG Flying Wing. Normally termed as Geographically Separate Units (GSU), although they may be co-located with an ANG Flying Wing.

**(Added-ANG) UTC Availability (UTA)**—A database located within DCAPES that was created merging AFWUS with the AEF TPFDD library. This database contains all Air Force UTC taskings for potential deployment.

**(Added-ANG) UTC Management Information System (UMIS)**—An ANG database tool developed by NGB/A3X that contains all ANG UTCs tasked for potential deployment, either specifically or notionally. Other information available in UMIS: UTC Tempo Bands and Blocks, MANFOR; LOGDET; ANG FAM POC; Pilot Unit information; AF Planning Publications.

## Attachment 2

## ART MONITOR ASSESSMENT CHECKLIST

Table A2.1. ART Monitor Assessment Checklist

Units may use this checklist as a tool to assess UTC Personnel, Training, Equipment/Supplies and Equipment Condition (PTEC) monthly in ART. ALWAYS consider what the UTC's MISCAP states when assessing.			<b>Current AEF</b>	
<b>GREEN</b> = There are absolutely <b>NO</b> UTC deficiencies in any of the four assessed areas			<b>G</b>	<b>Y</b>
<b>YELLOW</b> = UTC can meet MISCAP but there are deficiencies to be noted				
<b>RED</b> = UTC cannot meet MISCAP due to too many deficiencies				
<b>INCORRECTLY POSTURED</b> = UTC is incorrectly postured and requires MAJCOM FAM attention.			<b>R</b>	
<p><b>Check the appropriate shaded block (G, Y, R) below, depending on how you answer the question. The lowest rating in any area will drive the overall rating of the UTC. Any deficiencies must have remarks and Get Well Dates (GWD); check each month for expiration. Only the FINAL rating is used in ART. Refer to the MISCAP, MANFOR, LOGFOR, MILPDS, AFI 10-244 (Ch 3), AFI 10-401 and AFI 10-403.</b></p> <p><i>Once an individual is associated to an AEF, their AEFI will only be changed under extenuating circumstances. See AFI 10-401, para 14.4.1.</i></p>				
<b>A: <u>PERSONNEL</u></b>				
<b>1 MANNING:</b> Does the unit have the capability to meet UTC with assigned personnel?				
<b>a</b>	Yes.		<b>G</b>	
<b>b</b>	No, but can still meet MISCAP.	GWD		<b>Y</b>
<b>c</b>	No, and cannot meet MISCAP.	GWD		<b>R</b>
<b>2 CAFSC (Enlisted), DAFSC (Officer):</b> Does each member's CAFSC/DAFSC match the MANFOR requirement exactly?				
<b>a</b>	Yes, or authorized MISCAP and/or Attachment 4 substitution.		<b>G</b>	
<b>b</b>	No, but substitution allowed by AFI 10-403.	GWD		<b>Y</b>
<b>c</b>	No, and substitution exceeds MISCAP or AFI 10-403 allowances.	GWD		<b>R</b>
<b>3 GRADE:</b> Does each member's grade listed in each UTC position number match the MANFOR requirement?				
<b>a</b>	Yes, or authorized MISCAP substitution.		<b>G</b>	
<b>b</b>	No, but substitution allowed by MISCAP or AFI 10-403.	GWD		<b>Y</b>
<b>c</b>	No, and substitution exceeds MISCAP and AFI 10-403 allowances.	GWD		<b>R</b>
<b>4 DAV:</b> Are all members free of any non-waiverable Deployment Availability Codes				
<b>a</b>	Yes.		<b>G</b>	

<b>b</b>	No, but can still meet MISCAP.	GWD		Y	
<b>c</b>	No, and cannot meet MISCAP.	GWD			R
<b>OTHER:</b> Are all members free of any other condition that could affect the ability of the UTC to meet the MISCAP?					
<b>a</b>	Yes.		G		
<b>b</b>	No, but can still meet MISCAP.	GWD		Y	
<b>c</b>	No, and cannot meet MISCAP.	GWD			R
<b>PERSONNEL RATING</b>			<b>G</b>	<b>Y</b>	<b>R</b>
<b><u>B TRAINING</u></b>					
<b>1 AFSC:</b> Do all members have all required training to meet MISCAP duties?					
<b>a:</b>	Yes.		G		
<b>b:</b>	No, but can still meet MISCAP.	GWD		Y	
<b>c:</b>	No, and cannot meet MISCAP.	GWD			R
<b>2 SPECIAL EXPERIENCE IDENTIFIER (SEI) and Special Certifications:</b> Does each member have all MISCAP required SEIs and certifications?					
<b>a</b>	Yes.		G		
<b>b</b>	No.	GWD			R
<b>c</b>	Not applicable				
<b>3 SPECIAL TRAINING:</b> Have all members completed MISCAP required training?					
<b>a</b>	Yes.		G		
<b>b</b>	No.	GWD			R
<b>c</b>	Not applicable				
<b>4 MISSION CONVERSION:</b> Have all members completed any required training due to mission conversion to meet new MISCAP requirements?					
<b>a</b>	Yes.		G		
<b>b</b>	No, but can still meet MISCAP.	GWD		Y	
<b>c</b>	No, and cannot meet MISCAP.	GWD			R
<b>d</b>	Not applicable				
<b>TRAINING RATING</b>					
<b><u>C EQUIPMENT/SUPPLIES</u></b>					
<b>1</b> Does the UTC have all USE-CODE "A" equipment items listed on the Logistics Detail (LOGDET) as published in the LOGFOR? (The owning section's CA/CRL or R-14 can provide more info)					
<b>a</b>	Yes.		G		
<b>b</b>	No, but can still provide enough equipment to meet MISCAP.	GWD		Y	
<b>c</b>	No, and cannot meet MISCAP.	GWD			R
<b>EQUIPMENT/SUPPLIES RATING</b>					

<b><u>D EQUIPMENT CONDITION</u></b>				
<b>1</b> Is all required equipment serviceable?				
<b>a</b> Yes.		<b>G</b>		
<b>b</b> No, but can still provide enough equipment to meet MISCAP.	GWD		<b>Y</b>	
<b>c</b> No, and cannot meet MISCAP.	GWD			<b>R</b>
<b>EQUIPMENT CONDITION RATING</b>				
<b>The lowest rating in any area will drive the overall rating of the UTC!!</b>				
<b><u>OVERALL UTC ASSESSMENT RATING</u></b>		<b>G</b>	<b>Y</b>	<b>R</b>

## Attachment 3

## STANDARD ASSESSMENT REMARKS

Table A3.1. Standard Assessment Remarks. (Not for use with Incorrectly Postured UTCs)

<b>PERSONNEL (Note: Airmen are not necessarily assigned against a specific UTC/ALN within the unit; they may be assigned to any UTC/ALN within their AEF vulnerability for which they are qualified. Commanders should move Airmen (within their vulnerability period) to maximize the number of "Green" UTCs)</b>	
<b>Standard Remark Definition</b>	<b>When to Use</b>
PCS during AEF Eligibility	Use if PCS is during eligibility window
PCS before AEF Eligibility Period	Use if PCS is during 2 months prior to eligibility window (preparation period)
PCS after AEF Eligibility Period	Use if PCS is after eligibility window and at least 2 month prior to next eligibility window
Separation during AEF Eligibility Period	Use if separation is during eligibility window
Separation after AEF Eligibility Period	Use if separation is after eligibility window and at least 2 months prior to next eligibility window
Separation before AEF Eligibility Period	Use if separation is during 2 months prior to eligibility window (preparation period)
Retirement during AEF Eligibility Period	Use if retirement is during eligibility window

Retirement after AEF Eligibility Period	Use if retirement is after eligibility window and at least 2 months prior to next eligibility window
Retirement before AEF Eligibility Period	Use if retirement is during 2 months prior to eligibility window (preparation period)
Short Tour or ITDY Returnee	Use if member does not meet time on station (TOS) requirements in AFI 36-2110, Table 4.2
Vacant	Position not filled and no backfill available
Grade	Individual grade does not match required grade
Deployment Availability (DAV) Code	Use precise 2 digit code and description as listed in AFI 10-403, Table A2.2
Medical (Other than DAV Code)	Member not cleared for deployment per AFI 48-123 , Chapter 13
Security Clearance	Does not meet MISCAP or pending Security Information File (SIF) resolution
<i>Enter Worst Case Get Well Date as PERSONNEL GWD: mm/dd/yyyy</i>	
<b>TRAINING</b>	
<b>Standard Remark Definition</b>	<b>When to Use</b>
Skill Level Training	Individual skill level does not match required skill level (substitution authorized by MISCAP or AFI 10-403)
UTC MISCAP Qualifications	Individual does not possess specified UTC MISCAP qualifications (includes Weapons & Chemical Warfare training)

Awaiting Tech School	Individual awaiting school date/funding
Special Experience Identifier (SEI)	Individual does not possess required SEI (substitution not authorized by MISCAP)
Mission Conversion	Individual requires training to meet new mission standards/assignment
Warrior Skills	Individual requires weapons training/chemical warfare training based on deployment requirements (MISCAP specified) (does not affect Readiness assessment, e.g. Green to Yellow)
<i>Enter Worst Case Get Well Date as TRAINING GWD: mm/dd/yyyy</i>	
<b>EQUIPMENT/SUPPLY</b>	
<b>Standard Remark Definition</b>	<b>When to Use</b>
UTC Required on Order	Self-explanatory
UTC Required Awaiting Funding	Self-explanatory
No Funding Available	Self-explanatory
Pallet and/or Net Shortage	Self-explanatory
Mobility Gear Shortage	Applies only to unit controlled mobility gear
Equipment Deployed/Transferred	Self-explanatory

<i>Enter Worst Case Get Well Date as EQUIPMENT/SUPPLY GWD: mm/dd/yyyy</i>	
<b>EQUIPMENT CONDITION</b>	
<b>Standard Remark Definition</b>	Self-explanatory
Major Maintenance at Depot	Self-explanatory
In Repair, Unit – Not Mission Capable	Self-explanatory
In Repair, Unit – Partially Mission Capable	Self-explanatory
Awaiting Funding	Self-explanatory
Awaiting Maintenance (AWM)	Self-explanatory
Awaiting Parts (AWP)	Self-explanatory
<i>Enter Worst Case Get Well Date as EQUIPMENT CONDITION GWD: mm/dd/yyyy</i>	
<b>NOTE: Other comments may be entered in Commanders' Remarks</b>	

**Table A3.1. (ANG) Sample of Reason Code and Remarks by Category (Personnel/Equipment/Training).**

<b>CATEGORY - PERSONNEL</b>	<b>SUGGESTED REMARK</b>
<b>AFSC</b>	Removed from ART system - Should not be listed
<b>Deployment Availability (DAV) Code (non-Medical)</b>	Must use the 2-digit code, see AFI 10-403 Table A2.1. This is not an all-inclusive list.
---Unable to hand-carry or possess firearms/ammunition	Non-Medical - DAV 28 (Governing Guidance AFI 31-207, para 2.3.2.3 & para 2.3.4)
---Control Roster	Non-Medical - DAV 31 (Governing Guidance AFI 36-3207, para 2.2)
---Pending SFS/AFOSI Investigation	Non-Medical - DAV 32 (Governing Guidance AFI 31-501)
---International Hold	Non-Medical - DAV 33 (Governing Guidance AFI 41-703, para 4.2.1)

---Material Witness	Non-Medical - DAV 34 (Governing Guidance AFI 51-201, para 6B & Manual for Court Martial)
---Prisoner	Non-Medical - DAV 36 (Governing Guidance AFI 51-201)
---Adoptive Parent	Non-Medical - DAV 39 (Governing Guidance AFI 36-2110, para 2.19.3, & CJCS guidance)
---Approved Separation/Retirement (within 180-days)	Non-Medical - DAV 50 (Governing Guidance AFI 10-403 & 10-401)
---PCS Inter-command (within 180-days) - USE	Non-Medical - DAV 53 (Governing Guidance AFI 36-2100)
---PCS Intra-command (within 180-days)	Non-Medical - DAV 54 (Governing Guidance AFI 36-2100)
---Airman declines to extend	Non-Medical - DAV 58 (Governing Guidance AFI 36-2606)
---Deferred from Hostile Fire Zone	Non-Medical - DAV 60 (Governing Guidance AFI 91-106 & AFI 36-2110, Atch 6)
---Sole Surviving Son or Daughter	Non-Medical - DAV 61 (Governing Guidance AFI 36-2110, Atch 11)
<b>CATEGORY - PERSONNEL</b>	<b>SUGGESTED REMARK</b>
---Member has less than "Secret" security clearance	Non-Medical - DAV 63 (Governing Guidance AFI 31-501)
---Conscientious Objector	Non-Medical - DAV 66 (Governing Guidance AFIs 36-3204, 3207(Officers), & 3208(Enlisted))
---Voluntary Expiration Term of Service (ANG) Enlisted	Non-Medical - DAV 68 (Governing Guidance AFI 36-3209)
---Involuntary Expiration Term of Service (ANG) Enlisted	Non-Medical - DAV 69 (Governing Guidance AFI 36-3209)
---Conditional Release (ANG)	Non-Medical - DAV 70 (Governing Guidance AFI 36-3209)
---Promotion Deferral (ANG) Officer	Non-Medical - DAV 71 (Governing Guidance AFI 36-2504)
---Mandatory Separation Date (ARC) Officer	Non-Medical - DAV 72
---Age 60 (ARC)	Non-Medical - DAV 73 (10 USC 14702)
---Involuntary Discharge Pending (ARC)	Non-Medical - DAV 74 (Governing Guidance AFI 36-3209)

---Selective Retention (ANG)	Non-Medical - DAV 75 (Governing Guidance ANGI 36-2606)
---Individual Dwell Time	Non-Medical - DAV 81 (See AFI 10-403 Table A2.1, Note 4)
---ANG on Special Tour MPA man-days	Non-Medical - DAV 96 (Governing Guidance 10 USC 12301d & AFI 36-2619)
---ANG on Extended Active Duty Presidential Call-Up	Non-Medical - DAV 98 (Governing Guidance 10 USC 12304)
<b>Medical (DAV Code or Other)</b>	Must use the 2-digit code, see AFI 10-403 Table A2.1. This is not an all-inclusive list.
---Deployment Limited to Global Installations with Medical Treatment Facilities	Medical - DAV 40 (Governing Guidance AFI 41-210, 8106 message (311845Z AUG 06))
---Temporary Medical Deferment (ALC 31)	Medical - DAV 41 (Governing Guidance AFI 10-203, para 3.3)
---MEB/PEB (ALC 37)	Medical - DAV 42 (Governing Guidance AFI 36-3212 & AFD 41-1)
---Deployment Limited to CONUS installations with Medical Treatment Facilities or OCONUS with approved waiver	Medical - DAV 43 (Governing Guidance AFI 41-210, 8106 message (311845Z AUG 06))
<b>CATEGORY - PERSONNEL</b>	<b>SUGGESTED REMARK</b>
<b>Medical (DAV Code or Other) (continued)</b>	Must use the 2-digit code, see AFI 10-403 Table A2.1. This is not an all-inclusive list.
---Medically Disqualified for Deployment	Medical - DAV 48 (Governing Guidance AFI 41-210)
---Pregnancy Deferment (ALC 81)	Medical - DAV 49 (Governing Guidance AFI 36-2110, parpa 2.39)
---DAV not assigned yet	Medical - DAV being processed
<b>Grade</b>	Individual grade does not match required grade
<b>PCS during AEF Eligibility Period</b>	Use if PCS is during 4 month eligibility window
<b>PCS after AEF Eligibility Period</b>	Use if PCS is within 30 days after 4 month eligibility window
<b>PCS before AEF Eligibility Period</b>	Use if PCS is during 2 months prior to eligibility window (preparation period)
<b>Retirement during AEF Eligibility Period</b>	Use if retirement is during 4 month eligibility window

<b>Retirement after AEF Eligibility Period</b>	Use if retirement is within 30 days after 4 month eligibility window
<b>Retirement before AEF Eligibility Period</b>	Use if retirement is during 2 months prior to eligibility window (preparation period)
<b>Security Clearance</b>	Does not meet MISCAP
	Pending Security Information File (SIF) resolution
<b>Separation during AEF Eligibility Period</b>	Use if separation is during 4 month eligibility window
<b>Separation after AEF Eligibility Period</b>	Use if separation is within 30 days after 4 month eligibility window
<b>Separation before AEF Eligibility Period</b>	Use if separation is during 2 months prior to eligibility window (preparation period)
<b>Short Tour Returnee/ITDY</b>	Use if member does not meet time on station (TOS) requirements in AFI 36-2110, Table 4.2
<b>CATEGORY - PERSONNEL</b>	<b>SUGGESTED REMARK</b>
<b>UTC/UMD Mismatch</b>	Removed from ART system - should not be listed (see "Vacant" to report these)
<b>UTC/UMD Overtasking</b>	Removed from ART system - should not be listed (see "Vacant" to report these)
<b>Vacant</b>	Actively recruiting for position
	Non-prior member in student flight --has TLN or needs TLN (requested date) --scheduled for BMT/tech school graduation date XXXXX
	ANG Assist Required. Hard to recruit AFSC
	Member recruited, start date XXXXXX
	UTC/UMD Mismatch - ANG FAM assistance required
	UTC/UMD Overtasking - ANG FAM assistance required
<b>CATEGORY - EQUIPMENT</b>	<b>SUGGESTED REMARK</b>
<b>No Funding Available</b>	ANG Assist Required. Awaiting Funding (enter amount needed) to purchase UTC required equipment.
	ANG Assist Required. This is a new UTC, Awaiting Funding (enter amount needed) to purchase UTC required equipment.

<b>Equipment Shortage</b>	Do not have required equipment to support UTC capability (enter the specific type of equipment). Minor impact—consists of XXXXXX. (Is the equipment on order? GWD?)
<b>Awaiting Funding</b>	Awaiting funding for required items repair (enter amount of funding to purchase item(s))
<b>Awaiting Maintenance (AWM)</b>	Required items waiting maintenance for repair (*Item has been turned over to Maintenance for evaluation)
<b>Awaiting Parts (AWP)</b>	Required items awaiting parts for repair (*Parts are on order or awaiting funding)
<b>In Repair, Unit – Not Mission Capable</b>	Items are in repair and the UTC is NOT mission capable
<b>In Repair, Unit – Partially Mission Capable</b>	Items are in repair, however the UTC is PARTIALLY mission capable
<b>Major Maintenance at Depot</b>	Item must be and/or has been sent to depot for maintenance/repair
<b>CATEGORY - TRAINING</b>	<b>SUGGESTED REMARK</b>
<b>Skill Level Training</b>	Enter Skill Level (AFSC) in UGT to xxxxx Level, enter name of individual and percent of completion (Include GWD - ensure GWD covers ALL requirements for the skill level - not just CDC's)
	Individual (enter name of individual) currently attending Tech School, enter graduation date
	Individual skill level does not match required skill level (substitution not authorized by MISCAP)
	ANG Assist Required (enter seasoning days, etc.)
<b>Awaiting Tech School</b>	TLN has been received, (Enter name of individual) is scheduled for Tech School, enter graduation date
	TLN has been requested (enter date requested)
	ANG Assist Required. Member (Enter name of individual) - no formal school slots available
	ANG Assist Required. Enter member's name - funding not available

<b>Mission Conversion</b>	Individual requires training to meet new mission standards/assignment
<b>Special Experience Identifier (SEI)</b>	Individual does not possess required SEI (substitution not authorized by MISCAP)
	Enter percent of SEI Training completed. (Describe any limitations that keep this from being accomplished (e.g. training classes, funding etc.)
<b>UTC MISCAP Qualification</b>	Enter percentage of specific MISCAP Training completed. (Use when individual does not possess specified UTC MISCAP qualifications (includes Weapons & Chemical Warfare training).

## Attachment 4

## SUBSTITUTION GUIDELINES

Table A4.1. Enlisted

UTC MANFOR	Assigned	Max ART Assessment *
3-level	3-level	Green
	5-level	Green
	7-level	Green
	9-level	Green
5-level	3-level	Yellow
	5-level	Green
	7-level	Green
	9-level	Green
7-level	3-level	Red
	5-level	Yellow
	7-level	Green
	9-level	Green
9-level	3-level	Red
	5-level	Red
	7-level	Yellow
	9-level	Green
* - Assumes standard substitution rules are authorized and that all other factors with respect to readiness (training, DAV codes, equipment, etc.) support the assessment		

**Table A4.2. Officers**

<b>UTC MANFOR</b>	<b>Assigned</b>	<b>Max ART Assessment *</b>
O-6 and above	Below O-6	Red
	O-6 and above	Green
O-5	O-1	Red
	O-2	Red
	O-3	Red
	O-4	Yellow
	O-5	Green
O-4	O-1	Red
	O-2	Red
	O-3	Yellow
	O-4	Green
	O-5	Green
O-3	O-1	Red
	O-2	Yellow
	O-3	Green
	O-4	Green
	O-5	Green
O-2	O-1	Yellow
	O-2	Green
	O-3	Green
	O-4	Green
	O-5	Green
* - Assumes standard substitution rules are authorized and that all other factors with respect to readiness (training, DAV codes, equipment, etc.) support the assessment		

## Attachment 5 (Added-ANG)

## SAMPLE ART APPOINTMENT LETTER

DD Month

YYYY

MEMORANDUM FOR NGB/A3XR  
 Air National Guard Readiness Center  
 3500 Fetchet Ave  
 Andrews Joint Air Base, MD 20762

Subject: Letter of Appointment for AEF Reporting Tool (ART)

1. IAW AFI 10-244, para. 2.6.3.1, the following personnel are designated as Wing ART Monitors. The following personnel are responsible for ensuring UTC assessments and remarks provided by Unit Commanders are accurate, timely, valid and complete. Data entry access to the AFPC ART Database System is requested for each individual listed within their assigned organization.

**XXX Wing Office of Primary Responsibility (OPR):**

NAME	RANK	DSN	ROLE	NIPR	SIPR
Frank Smith	SMSgt	234-5449	Approver	<a href="mailto:frank.smith@ang.af.mil">frank.smith@ang.af.mil</a>	frank.smith@ang.af.smil.mil
Barbara Tzu	Capt	234-5449	Approver	<a href="mailto:Barbara.tzu@ang.af.mil">Barbara.tzu@ang.af.mil</a>	Barbara.tzu@ang.af.smil.mil

2. IAW AFI 10-244, para. 2.6.4, the following personnel are appointed as ART monitors or approvers. Each are responsible for reporting on a monthly basis the unit's UTC status within the ART database.

NAME	RANK	DSN	ORG	ROLE	NIPR	SIPR
Glenda Shoe	SMSgt	234-5449	XXX/SFS	Approver	<a href="mailto:glenda.shoe@ang.af.mil">glenda.shoe@ang.af.mil</a>	<a href="mailto:Glenda.shoe@ang.af.smil.mil">Glenda.shoe@ang.af.smil.mil</a>
Robert Ball	Maj	234-5789	XXX/SFS	Monitor	<a href="mailto:robert.ball@ang.af.mil">robert.ball@ang.af.mil</a>	<a href="mailto:robert.ball@ang.af.smil.mil">robert.ball@ang.af.smil.mil</a>
Frank Hall	SSgt	234-5678	XXX/LRS	Monitor	<a href="mailto:frank.hall@ang.af.mil">frank.hall@ang.af.mil</a>	<a href="mailto:frank.hall@ang.af.smil.mil">frank.hall@ang.af.smil.mil</a>
Sally Duck	Capt	234-8978	XXX/LRS	Approver	<a href="mailto:sally.duck@ang.af.mil">sally.duck@ang.af.mil</a>	<a href="mailto:sally.duck@ang.af.smil.mil">sally.duck@ang.af.smil.mil</a>

3. This letter supersedes the previous letter, dated 23 Jul 09, same subject.

4. Point of contact is Capt Barbara Tzu; XXX LRS/LGRDX, Commercial: 265-234-5449, DSN 234-5449, email: [Barbara.tzu@ang.af.mil](mailto:Barbara.tzu@ang.af.mil).

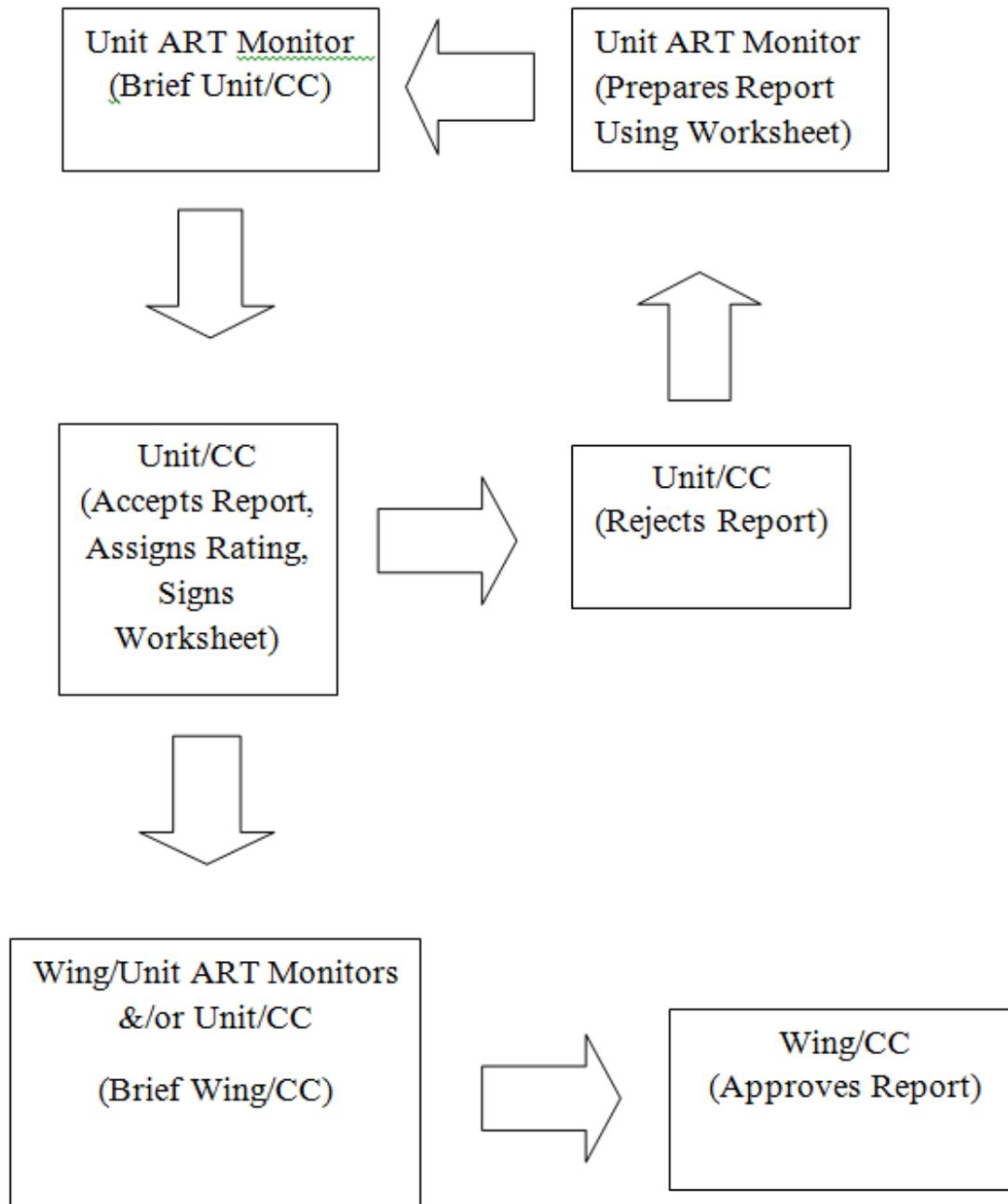
//SIGNED, jd, XX Mar  
 13// JOHN  
 DOOLITTLE, Col,  
 USAF Commander

cc: XXX Wing/XP

**Attachment 6 (Added-ANG)**

**SAMPLE FLOW CHART FOR MONTHLY ART REPORTING**

**Figure A6.1. Sample Flow Chart for Monthly ART Reporting**



*All Air Force units will submit and update UTC assessments at least every 31 calendar days. The Air Force goal for on-time reporting is 97%.*

**Attachment 7 (Added-ANG)**

**SAMPLE SECRET (WHEN FILLED IN) ART WORKSHEET**

SAMPLE SECRET (WHEN FILLED IN) ART WORKSHEET

(DO NOT COMPLETE THIS FORM ELECTRONICALLY UNLESS THE PC IS CLEARED FOR CLASSIFIED DATA PROCESSING)

IAW AFI10-244, this worksheet is classified CONFIDENTIAL when complete with data. Aggregate assessments (two or more UTC assessments) are classified SECRET			
UNIT	UTA Date	Date of UTA used to determine your ART reportable	
		UTCs	
UTC Refer to UTA		ULN Refer to UTA (known as REQID in DCAPEs)	
UTC STOPLIGHT ASSESSMENT (Circle your assessment)	GREEN	YELLOW	RED      BLACK
Refer to AFI10-244, paragraph 3.5 to determine the proper UTC status.			
REMARKS no remarks required if assessment is GREEN			
If Yellow or Red, provide separate remarks for the following categories as required. At least one remark is required. Attachments are permitted Refer To AFI10-244, paragraph 3.7 and NGB SUP1 paragraph 3.7.1.1 for REMARKS instructions.			
Personnel			
Training			
Equipment Supply			
Equipment Condition			
GET WELL DATE (must be provided by day/month/year if a UTC is assessed as Yellow, Red or Black)			
Assessment MUST have Remarks			
Is UTC tasked to support a Contingency? (ONW, OSW, OJG, OJF, Coronet Oak)	YES NO	If NO, continue to next line. If YES, skip to "Can UTC Meet Theater Specific Requirements?"	
Is UTC Tasked to Deploy? (For deployments other than a Contingency)	YES NO	If YES, continue to next line. If NO, continue to "PREPARED BY" Block.	
Can UTC Meet Theater Specific Requirements? (i.e. Monthly assessment may be green, however, UTC cannot meet Theater Specific Requirements. Refer to AFI 10-244, paragraph 3.6)	YES	If YES, is the entire UTC tasked or only a portion?      ENTIRE	
	NO	If NO, provide your own remarks below for the specific line remarks that cannot be met and why.      PORTION (Enter into database as a remark)	
Theater Specific Requirement Remarks			
PREPARED BY		DATE	
CC SIGNATURE		DATE	

Declassify on: \_\_\_\_\_ date of declassification is 4 years from the date of the document for each level of classification Declassification timeline is 4 years for CONFIDENTIAL, 8 years for SECRET.