

**BY ORDER OF THE COMMANDER
355 FIGHTER WING**



AIR FORCE INSTRUCTION 10-244

AIR COMBAT COMMAND

Supplement

355 FIGHTER WING

Supplement

23 DECEMBER 2015

OPERATIONS

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 15 June 2012 and Air Combat Command (ACC) Supplement, 10-244, 26 February 2013 supplements as follows. This instruction applies to all units assigned to 355 Fighter Wing, Davis-Monthan, Air Force Base (AFB.) This supplement provides procedures for those areas listed in AFI 10-244 requiring installation guidance. This publication includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. Authority: 5 U.S.C. 552a; E.O. 9397, 22 November 1943. Send comments and suggested changes on AF Form 847, Recommendation for Change of Publication, through channels to 355 LRS/LGX, 4800 South Phoenix St, Davis-Monthan AFB, AZ 85707. Ensure 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). Contact supporting records managers as required.

2.6.3.6.2. Responsibilities

2.6.3.6.2.1. **(Added)** 355 FW/XP will be the POC for the monthly combined readiness briefing. Air and Space Expeditionary Force (AEF) Reporting Tool (ART) data will be included on the monthly combined readiness briefing. ART data will be briefed by each respective unit.

2.6.3.6.2.2. **(Added)** 355 LRS/LGX will provide reclama trend data and on time reporting statistics to the 355 FW/XP office to be included in the consolidated readiness briefing.

2.6.3.6.2.3. **(Added)** All 355 FW unit ART monitors (or representatives) will be available if necessary to present and brief their unit specific ART data at the consolidated readiness briefing.

2.6.3.6.2.4. **(Added)** The 355 FW ART Manager will be designated from the 355 LRS/LGX flight.

2.6.3.6.2.5. **(Added)** The 355 FW ART Manager will review the ART database daily for new, not reported or overdue Unit Type Codes (UTCs) and notify responsible unit if an update is required.

2.6.3.6.2.6. **(Added)** The 355 FW ART Manager will establish and maintain guidance on ART continuity for unit ART Point of Contacts (POCs) in accordance with the AFI and this supplement.

2.6.3.6.2.7. **(Added)** Unit ART monitors will be appointed by unit commanders. The template housed on the 355 LRS/LGX SharePoint site will be used. The template is located within the ART folder.

2.6.3.6.2.7.1. **(Added)** Unit ART monitors will seek training from 355 LRS/LGX within 30 days of app

2.6.3.6.2.7.2. **(Added)** Unit ART monitors will review AFI 10-244, the ACC supplement, this supplement, ART website, and the ART User's Manual. The ART User's Manual will be reviewed prior to training and can be found on the SIPR ART site under the Help Menu prior to attending the ART initial training class.

2.6.3.6.2.7.3. **(Added)** Units are responsible to review ART data against the Unit Type Code Availability (UTA) listing and Unit Manning Document (UMD) for accuracy, and will coordinate with the Major Command (MAJCOM) Functional Area Managers (FAMs) for corrections.

2.6.3.6.2.7.4. **(Added)** Unit ART personnel will establish procedures to compile and monitor all pertinent sources of information to track any personnel or cargo status changes for assigned UTCs in the ART database.

2.6.3.6.3. (ACC) Training

2.6.3.6.3.1. **(Added)** The 355 FW ART Manager will publish and conduct monthly training classes as needed. Training location is in building 4859 room 123. Class dates and times will be published on the 355 LRS/LGX SharePoint site.

2.6.3.6.3.1.1. **(Added)** Training will consist of reviewing AFI10-244, AFI10-244_ACCSUP, AFI10-244_355FWSUP, AEF Reporting Tool site, and locally developed training slides to include reclama and trend analysis data.

2.6.3.6.3.1.2. **(Added)** ART Training will be documented on certificates and sign in sheets will be used to populate master training spreadsheet.

2.6.3.6.3.2. **(Added)** Each attendee will file the training certificate in their unit continuity binder.

2.6.3.6.3.3. **(Added)** Each unit ART monitor will complete refresher training annually.

2.6.3.6.3.4. **(Added)** Each unit ART monitor must have a personal SIPR e-mail address to be granted access privileges and write-capability to the ART database.

2.6.3.6.4. **(ACC)** Reporting Procedures

2.6.3.6.4.1. **(Added)** Unit ART Monitors will access the ART database at least twice weekly (unless notified sooner) to verify additions/changes/deletions to their UTCs. If there are changes, the UTC must be assessed within 24 hours of identification.

2.6.3.6.4.2. **(Added)** Unit ART monitors will ensure a review and updated assessment is accomplished in accordance with the AFI.

2.6.3.6.5. **(Added)** The 355 FW ART Manager will notify unit ART Monitors by e-mail when assessments become overdue. The notification will request an assessment be accomplished within 24 hours and reemphasize/reinforce the 30-day reporting requirement.

2.6.3.6.5.1. **(Added)** If the unit doesn't accomplish an update within 24 hours of notification, the 355 FW ART Manager will contact the unit chain of command to provide notification of failed compliance and reemphasize/reinforce the 30-day reporting requirement.

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

AFI 10-244, *Reporting Status of Air Space and Expeditionary Forces*, 15 June 2012

AFI 10-244_ACCSUP, *Reporting Status of Air and Space Expeditionary Forces*, 26 February 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

AEF—Air and Space Expeditionary Force

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ART—AEF Reporting Tool

CC—Commander

DM—Davis-Monthan

FAM—Functional Area Manager

GWD—Get Well Date

IAW—In Accordance With

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MSG—Mission Support Group

NLT—No Later Than

POC—Point of Contact

RDS—Records Disposition Schedule

SIPR—Secure Internet Protocol Router

UCMJ—Uniform Code of Military Justice

UMD—Unit Manning Document

UTA—Unit Type Code Availability

UTC—Unit Type Code