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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) activities that organize, train, equip, deploy, or employ units and individuals in Air and Space Expeditionary Force (AEF) operations. Any organization may supplement 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). MAJCOMs, FOAs, and DRUs, send one copy of their printed supplement to AF/A3O-AOR; other organizations send one copy of each printed supplement to the next higher headquarters. See Attachment 1 for a glossary of references, abbreviations, acronyms, and terms. Maintain and dispose of records created as a result of processes prescribed in this instruction IAW AFMAN 33-363, *Management of Records*, and AFI 33-364, *Records Disposition Procedures and Responsibilities*.

**(AMC) AFI 10-244, 12 September 2005, is supplemented as follows.** This supplement consolidates the procedures and criteria that support AMC's Air and Space Expeditionary Force (AEF) Unit Type Code (UTC) Reporting Tool (ART). MAJCOM will ensure compliance with this regulation/supplement by all assigned and attached units. This supplement provides procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It applies to all AMC units. This supplement does not apply to AMC-gained Air Force Reserve Command (AFRC) or Air National Guard (ANG) units unless under Title 10 status. HQ AMC/A3OCR is the sole waiver authority for this supplement. 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/gcss-af61a/afrims/afrims/> Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) 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.

**(FAIRCHILD AFB) Air Force Instruction 10-244, 12 September 2005, and Air Mobility Command Supplement, 15 November 2010, is supplemented as follows:** This supplement applies to the 92 ARW and its subordinate units. This supplement provides additional guidance for 336th Fighter Wing (336 FW) Air and Space Expeditionary Forces (AEF) Reporting Tool (ART) reporting procedures. This supplement adds commander-directed reporting processes and procedures. 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/rimc.cfm>. 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's chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

**SUMMARY OF CHANGES**

This revision incorporates IC-3. The major change in IC-3 is to clarify the use of substitutions as they relate to ART reporting as well as some minor administrative changes affecting POC contact info and security marking instructions. IC-3 updates paragraphs 1.2., 1.3., 1.4., 1.5., 1.5.2., 1.6.4.1., 1.6.5., 2.3.2., 2.3.3.1., 2.4.1., 2.5., 2.6.2., 2.6.3., 2.6.3.1., 2.7.3.1.1., 2.7.3.6., 2.7.4.3., 2.7.4.7., 2.8., 2.8.1., 3.2.1.6., 3.3, 3.4., 3.4.10., 3.4.12., 3.4.13., 3.5., 3.5.1., 3.5.2., 3.5.4., 3.5.5., 3.7.3., 3.8., 3.8.1., figure 3.1, attachment 1 and adds attachment 2 and attachment 3.

**(AMC)** This document has been substantially revised and must be completely reviewed. The revision updates AMC-unique ART reporting requirements and aligns it with the present AMC organizational structure.

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## Chapter 1

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

**1.1. General.** The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. 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) status 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. **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. Force Presentation.** The Air Force aligns its war fighting capabilities into a baseline of 10 AEFs, each intended to contain an equivalent capability from which to provide forces. During periods of increased requirements, capability areas from these 10 AEFs may be realigned within the Global AEF construct to a Tempo Band that provides a deeper pool of capability, deploying that capability at a more stringent deploy-to-dwell rate. The Air Force develops and tailors force packages to meet mission requirements. Specifically tailored forces are presented to theater commanders as Air and Space Expeditionary Task Forces (AETFs). Refer to Air Force Doctrine Document (AFDD) 2 for doctrinal guidance on force presentation. The AEF will include strategic "enabler" or common user assets, such as long-range mobility, Special Operations Forces (SOF), and space forces, that will provide support to authorized organizations within and outside of the Department of Defense (DOD), including Air Force movements of AEF forces. Also postured as enablers, the Air Force's High Demand/Low Supply (HD/LS) assets (U2, E-8 JSTARS, E-3 AWACS, RC-135 RIVET JOINT, SOF, CSAR, etc.), will play critical roles in AEF operations.

**1.3. Spectrum of Operations.** The National Military Strategy dictates that the Air Force be prepared to support requirements across the spectrum of operations from humanitarian and disaster relief operations up to and including major war (MW). The Air Force will meet its day-to-day steady-state deployed operational commitments using the UTCs assigned to the two on-call AEFs, one on-call AEW, and available enabler forces. Any substantial or sustained commitment of forces beyond this level will constitute a surge for the Air Force, which will require some degree of reconstitution of the involved forces after the surge ends.

**1.4. Force Management.** The AEF libraries contain a finite amount of capability that at any given time identifies forces that constitute the total force that has been made available or allocated for scheduling. The 10 AEFs are paired (e.g. AEF 1 and 2, AEF 3 and 4, etc.) into five 4-month contingency on-call/deployment eligibility period every 20 months. Most LS/HD assets, as defined in GMFP, are not formally assigned to individual AEFs but are postured in the Enabler library and will rotate as operational requirements dictate. Deployment levels must be consistent with GMFP guidelines. Air refueling forces and medium-range airlift forces (currently consisting of C-130 units) will be assigned to AEFs and enabler operations, subject to careful scheduling to avoid over tasking.

**1.5. Reporting AEF Status - General.** To view the health of forces in the ten (10) designated AEF's, AEWs, lead mobility wings and enablers, Air Force senior leadership determined a need to collect UTC readiness status data from all AEF-allocated UTCs of sufficient detail to support the following goals:

1.5.1. Provide HQ USAF, AF Component Commanders, MAJCOM's, and AFPC/DPW readiness information to employ, manage, and sustain AEF operations.

1.5.2. Provide units a mechanism to report a UTC's current and future (6 months out) ability or inability to fulfill its Mission Capability Statement (MISCAP) across the full ROMO, to include contingency and rotational operations, and highlight associated deficiencies within the UTC.

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

**1.6. System Description:** The AEF UTC Status Reporting Tool (ART) is designed to support the goals listed above. ART allows AEF-allocated 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.

1.6.1. 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://aefcenter.afpc.randolph.af.smil.mil/>) for secure access. Units that are levied UTC taskings under AEF, view and report their status against these taskings directly within the ART application.

1.6.2. 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.

1.6.3. A fully functional training site exists on the NIPRNET (<https://aefcenter.afpc.randolph.af.mil/>). This site also 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.

1.6.4. Operationally, ART supports the goals stated above by collecting and collating unit-reported data to answer, in whole or in part, the following associated questions:

1.6.4.1. Are AEF allocated UTCs able to accomplish their MISCAP defined mission if tasked

1.6.4.2. Are AEF allocated UTCs able to accomplish their component tasked mission?

1.6.4.3. Do adequate resources exist and is training available in order to accomplish and sustain the AEF mission(s)?

1.6.5. ART complements readiness data reported in Status of Resources and Training Systems (SORTS). ART focuses reporting on the modular scalable capability-based UTC's designed to meet the needs of the 21st century force while SORTS is unit-centric with

reporting based on major war (MW) commitments. The basis for both systems is the AEF Time Phased Force Deployment Data (TPFDD) library (Once the UTC Availability Module (UTA) is available in DCAPEs, it will be the basis.). The tasking baseline contained in ART is derived from the AEF Time Phased Force Deployment Data (TPFDD) library which supports the range of military operations (ROMO). Readiness assessments for MW and AEF tasking must be considered together; however, the reporting guidelines for each may be independent. A unit's C level as reported in SORTS may not directly correlate to its ability to support a specific UTC tasking as indicated in ART.

## Chapter 2

### ORGANIZATION RESPONSIBILITIES

**2.1. ART Reporting.** Unit commander assessments reported in ART present the status of each UTC in the AEF library; and they provide higher levels of command the necessary information to make force and resource allocation decisions to effectively support theater commanders. Within the AEF construct, the UTC assessments are used to determine the most effective force tasking. Effective management of Air Force resources requires accurate information at all levels. For these reasons integrity in reporting an accurate status is paramount. ART is not a report card, but a method of identifying 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 aerospace forces to meet CCDR requirements. Final approving authority for Combat Air Forces (CAF) Consolidated Planning Order and Mobility Air Forces (MAF) schedule and subsequent changes to the schedule.

2.2.2. Deputy Chief of Staff, Operations, Plans, and Requirements (HQ USAF/A3/5). 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. Assists MAJCOMs/FOAs/DRUs with contingency and crisis action planning. Conducts analysis of operational concepts supporting AEF operations through the Air Force Studies and Analysis Agency. Responsible for overseeing reconstitution efforts that result from surge operations above steady state levels.

2.2.2.1. Directorate, Operational Planning, Policy and Strategy (HQ USAF/A5X). Assesses capability of AEF forces to support CCDR planning initiatives and requests for support; and, assesses capability of apportioned AEFs to accomplish assigned missions. Interfaces with AFPC/DPW on UTC efforts, AEF libraries, Joint Strategic Capabilities Plan (JSCP) issues, AEF sourcing issues and conferences, Functional Area Managers (FAMs) interface and AEFs relationship to Operations Plan (OPLAN) guidance. USAF focal point for developing and integrating operational strategies, requirements, policies, guidance, and plans necessary to support AEF operations worldwide supporting the warfighter. The War and Mobilization Planning Policy Division (A5XW) develops general policies regarding all facets of the management of UTCs and the general guidelines for assigning available 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 the AFPC/DPW on force readiness issues for AEF operations. This directorate in coordination with AFPC/DPW staffs the Air Force instruction for ART.

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

2.2.4. Air Staff 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).

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

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

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 as well as assessing AEF capabilities to enable the advancement of the AEF. Responsibilities specifically include AEF force tasking and 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 MW execution.

2.3.1. Authority. AFPC/DPW is the CSAF designated coordinating authority for executing the Air Force's 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 (**Figure 2.1**), it is responsible for recommending courses of action to the AF leadership to facilitate expeditionary operations, to include recommending sourcing and tasking during crisis planning.

2.3.2. AEF Library. AFPC/DPW is responsible for the overall management of the AEF library. This includes acting as the focal point with the Joint Operations Support Center (JOSC) to ensure the TPFDDs are networked, and acting as the point of contact to resolve all non-policy related problems associated with the AEF library.

2.3.3. ART Operation. AFPC/DPW is the system manager for ART. The AEF Library is the data source for ART and is uploaded to ART periodically to incorporate changes made to the library. 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 effecting force readiness and their reporting in this system. The AFPC/DPW has the following responsibilities:

2.3.3.1. Maintain the currency of the database by loading UTA data into ART to identify UTC additions, changes and deletions. The library is updated weekly.

2.3.3.2. Maintain and update ART web site and training web site capability as required.

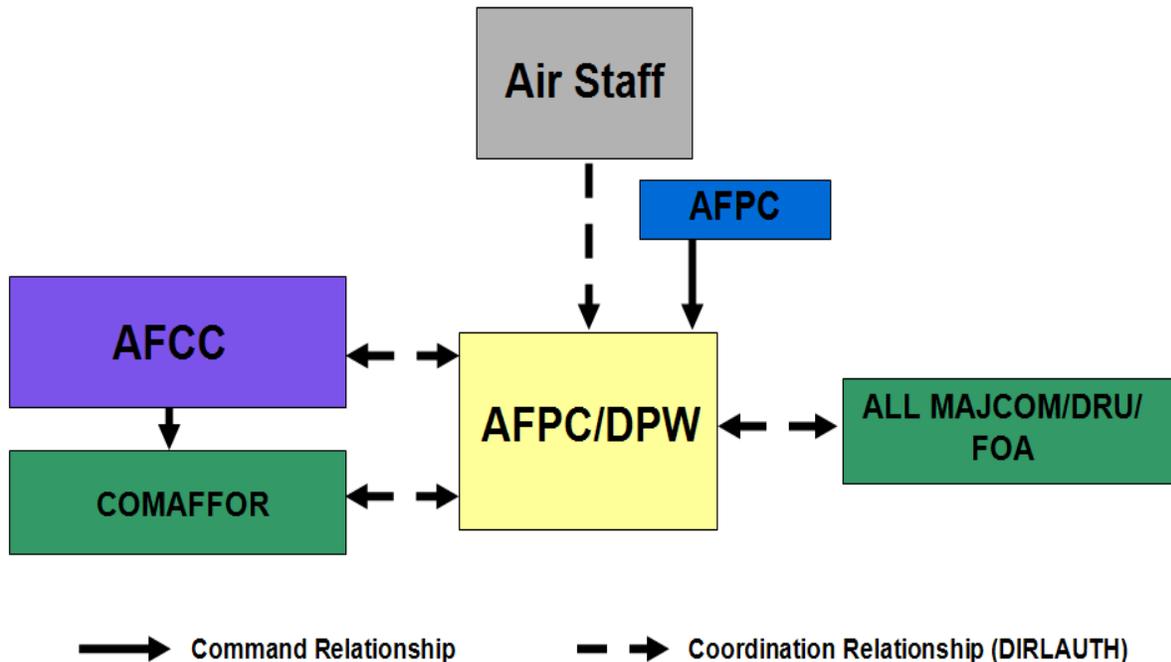
2.3.3.3. Review, validate, prioritize and fix ART functionality problems.

2.3.3.4. Backup/archive data at the end of each month.

2.3.3.5. Provide MAJCOM/DRU/FOA training on ART as requested by the MAJCOM.

2.3.4. 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 functional area managers.

**Figure 2.1. AFPC/DPW Command Relationships.**



### CSAF-designated coordinating authority

**2.4. Air Force Major Commands (MAJCOMs/FOAs/DRUs).** In coordination with USAF component commands, develop concepts of operations (CONOPS) and organizes, trains and equips forces to support AEF operations IAW AFI 10-401. Develops UTCs for systematic planning of force packages. Coordinate and synchronize planning activities with the AFPC/DPW, other supporting commands, and US intergovernmental agencies. Provide final approval authority for all taskings, and through established mechanisms, task their respective units to support AEF requirements. Publish G-series orders to activate and inactivate

expeditionary units IAW AFI 38-101. Maintain the AEF TPFDD libraries (Once UTA is available in DCAPEs, use UTA.). Work with the AFPC/DPW and USAF component commands to identify availability of pre-positioned materiel to support theater operations. Update AEF libraries as needed once AFPC/DPW has unlocked the TPFDDs for maintenance. Provide guidance for personnel and equipment recovery, to include leave policy, prioritization of equipment purchase or replacement, and unit readiness reporting procedures. Consolidate unit reconstitution requirements and coordinate inputs to HQ USAF/A3/5 with AFPC/DPW.

2.4.1. Each MAJCOM, FOA and DRU 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/AEPI or by e-mail to [AEFC/HelpDesk@langley.af.mil](mailto:AEFC/HelpDesk@langley.af.mil).

2.4.1. (AMC) Within the staff of HQ AMC, the overall management of the ART and readiness reporting remains in the Directorate of Operations (AMC/A3). AMC/CC will be continually updated on the status of the forces provided in the UTC Availability (UTA).

2.4.2. (Added-AMC) Authority. The Directorate of Operations is the Air Mobility Command (AMC) designated authority for all MAJCOM ART matters and responsibilities. The HQ AMC/A3 will oversee and coordinate all ART issues between AMC/CC (CV), HQ AMC Directorates, Numbered Air Force (NAF), Expeditionary Mobility Task Force (EMTF), wings, units, Functional Area Managers (FAMs), and the Air and Space Expeditionary Force Center (AEFC), as applicable. HQ AMC/A3 has overall responsibility for providing all AMC units the policy and guidance for AEF readiness reporting.

2.4.2.1. (Added-AMC) Readiness and Reports. HQ AMC/A3OCR is responsible for tracking and managing the AEF readiness reporting requirements. Each month, A-Staff FAMs will provide HQ AMC/A3OCR validation and updates to both postured and tasked UTCs contained in the UTA. As the owner of the ART process for AMC, HQ AMC/A3OCR, through HQ AMC/A3, will establish policy, recommend guidance, implement Air Staff policies and execute the daily management of the ART database. AMC/A3OCR manages oversight of ART by consolidating both organizational-level ART monitor and A-Staff FAM inputs for AMC's monthly Resource Readiness Reviews (RRR) with all affected FAMs within HQ AMC. HQ AMC/A3OCR will:

2.4.2.1.1. (Added-AMC) Ensure, on a weekly basis, all wings and units update the ART database as directed by AFI 10-244, *Reporting of Aerospace Expeditionary Forces*, and this supplement.

2.4.2.1.2. (Added-AMC) Maintain a central library of appointment letters for all organizational-level ART monitors/POCs, and Directorate ART POCs. Approval of an ART user account is contingent upon AMC/A3OCR's receipt of a signed appointment letter

2.4.2.1.3. (Added-AMC) Exercise ART oversight responsibility by maintaining close coordination with both organizations and their HQ/A-Staff functional area representatives, as necessary, to ensure timely and accurate data reporting.

2.4.2.1.4. (Added-AMC) Notify organizational-level ART monitors and Directorate ART POCs 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

2.4.2.1.5. **(Added-AMC)** Conduct ART Staff Assistance Visits (SAV) to assist the wing and unit ART monitors and unit monitors, ensuring compliance with United States Air Force (USAF) and AMC directives, and provide any required/needed training.

2.4.2.1.5.1. **(Added-AMC)** AMC/A3OCR will schedule with each AMC wing ART monitor for a visit approximately every 36 months with specific emphasis on visiting each unit 4-6 months prior to the UCI/ERI. Normally, SAVs will not be conducted three months before or after a unit's target inspection/evaluation month.

2.4.3. **(Added-AMC)** Appointed Directorate ART POC: Designate Directorate-level ART POCs by letter or electronic memorandum signed by their respective 2-Digit Director. The letter must be provided to AMC/A3OCR. Designation should include name(s), rank(s), organization, UIC, DSN telephone number, classified and unclassified e-mail addresses, and UTCs that they are responsible to update in ART. Directors will identify no fewer than two ART POCs and the status of each as either the primary or alternate. Directorate ART POC is responsible for:

2.4.3.1. **(Added-AMC)** Assisting HQ AMC/A3OCR with reviewing and assessing adequacy of remarks, reporting status of AMC units, and contacting the reporting unit to discuss plausible changes to ensure reporting consistency. Also, provides ART data inputs to HQ AMC/A3OCR within the prescribed response time for inclusion in the monthly RRR. ART data inputs provided to HQ AMC/A3OCR will be validated using the ART database and/or other automated tools available to the A-Staff FAMs or Directorate ART POCs.

2.4.3.2. **(Added-AMC)** Ensuring UTCs within their portion of the ART database are updated on-time and accurately IAW AFI 10-244.

2.4.3.3. **(Added-AMC)** Responding to a unit ART monitor's request for UTC corrections (such as Incorrectly Postured UTC, DEPID code, etc.) within two business days of receipt of an electronic mail

2.4.4. **(Added-AMC) Resource Readiness Review (RRR).** The RRR is briefed (which consist of ART Readiness Data) on a monthly basis to HQ AMC/CC and HQ AMC 2-digits. AMC/A3OCR and HQ AMC/A3 determine what ART data will be presented.

2.4.4.1. **(Added-AMC)** At 1000L on the first duty day of every month, HQ AMC/A3OCR will pull ART data from the database using the ART website's "Report Function".

2.4.4.2. **(Added-AMC)** The "Compliance Report" will be pulled on the 1<sup>st</sup> of every month for the RRR. If the 1<sup>st</sup> falls on a holiday or weekend, the report will be pulled the duty day prior.

## 2.5. Lead Wings.

2.5.1. Lead Wing Commanders. If required, lead wing commanders may serve as AEW commanders, especially in expanding contingency operations with no pre-established C2

capability. They also ensure coordination and DIRLAUTH with AFPC/DPW and AEF assigned units to accomplish required planning, preparation and reporting. Lead wing commanders are not responsible for training, preparation, or reporting of other units forces' assigned to the AEF.

## 2.6. Wing and Base-Level Agencies.

2.6.1. Wing Commander or equivalent level supervisor. Responsible for the assignment and training of personnel and resources to wing UTCs IAW AFI 10-401. Ensures the wing reports its' UTCs capability status through ART. Advises MAJCOMs/FOAs/DRUs of activities specified by wing or base-level agencies that might restrict or delay AEF operations from either home or deployed locations. Recommends alternative plans, as required.

2.6.2. Squadron/Unit Commander or equivalent level supervisor. Ensures assigned personnel meet mission training requirements and plan for deployment in accordance with AFI 10-401 and AFI 10-403. Advises wing commander of resource changes that may impact UTC capabilities. Responsible for associating, tracking, and managing personnel and equipment in UTCs and assigning them to the proper AEF. The squadron/unit commander is the authority for status of the unit's UTC(s) as reported in ART.

2.6.2. (AMC) Advises AMC FAMs of resource changes that may impact UTC capabilities through their unit ART monitor. The unit ART monitor will transmit an electronic message to the UTC FAM identifying the problem and annotate the UTC problem in ART (in commander's remarks).

2.6.2.1. (Added-FAIRCHILD AFB) The 92 ARW ART Manager will also be courtesy copied on the electronic message.

2.6.3. Individual. Individual personnel must ensure they are trained and ready for deployment IAW AFI 10-403, AFI 10-401 and guidelines on the AEF online website. Deficiencies must be brought to the attention of supervisors and unit commanders.

2.6.3.1. Report any change to their mobility status to their supervisor, UDM, ART monitor and/or unit commander. This also includes the responsibility to report any personal equipment shortfalls/deficiencies through the next six months within CC's comments.

## 2.7. ART Reporting Process Responsibilities

2.7.1. MAJCOMs. Designate OPRs for ART and establish procedures for identifying and tracking wing and unit level write-access-approved ART OPRs. MAJCOMs have authority to designate appropriate resources for reporting in ART. ART is a command and control system designed to give readiness information on all AEF allocated forces. 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:

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

2.7.1.1. (AMC) HQ AMC/A3OCR will ensure our Community of Practice (CoP) (<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=207030>) updated training slides and current ART users manual annually to ensure wing ART POCs and

directorates ART POCs are properly trained in ART data reporting procedures. Newly appointed wing monitors

2.7.1.2. Ensuring timeliness, accuracy and validity of subordinate units' data.

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

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

2.7.1.5. Ensuring MAJCOM FAMS assist units in resolving tasking conflicts between the UTA and Air Force Component Command requirements as required.

## 2.7.2. Numbered Air Forces (NAFs)

2.7.2.1. NAFs are responsible for the timeliness, accuracy and validity of subordinate units' data.

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

## 2.7.3. Wing/Base Commander:

2.7.3.1. 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.

2.7.3.1. (AMC) Designate in writing a primary and alternate wing ART POC. Signed memorandums designating wing ART POCs will be submitted to the MAJCOM ART POC (HQ AMC/A3OCR) via email (scanned attachment), fax, or mail. Letter will include name, rank, organization, UIC, ALSO, DSN, classified and unclassified e-mail addresses. See attachment 6 for appointment letter example.

2.7.3.1.1. At a minimum, Wing ART Monitors will monitor ART for late or unreported UTCs on a weekly basis and report discrepancies to the Wing CC. MAJCOMs should check for incorrectly postured UTCs at least once a month.

2.7.3.1.1.1. (AMC) If the Wing ART POC also assess UTCs in ART, then they must reference para 2.7.4.2.1. - 3.4.7.5.1

2.7.3.1.1.2. (Added-FAIRCHILD AFB) The 92 ARW Command Post (CP) will be the ART Office of Primary Responsibility (OPR) for the Wing.

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

2.7.3.3. Ensure all personnel involved in ART reporting are trained in data handling procedures.

2.7.3.4. ART OPR will conduct and document ART training.

2.7.3.4. (AMC) Ensure all personnel involved in ART reporting are trained in data handling procedures. This will include the classification and declassification of single (Confidential – 4 years) and multiple UTCs (Secret – 8 years).

2.7.3.4.1. (Added-FAIRCHILD AFB) Initial and annual training will be posted on the ART Schedules and posted no later than (NLT) the 15th of January of the current

year. The schedule will be sent to all Unit Monitors on a yearly basis or when changes occur. The schedule will also be posted at: G:\Fairchild\_All\ART\ART SCHEDULES.

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

2.7.3.5.1. **(Added-FAIRCHILD AFB)** The OPR is the Installation Personnel Readiness (IPR) office .

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

2.7.3.6. **(AMC)** The wing ART OPR, on behalf of the wing commander, will publish a wing supplement. The wing supplement, at a minimum, will support local requirements to identify wing agencies responsible for assisting units with ART reporting and to provide continuity during personnel turnovers. A published copy of the wing supplement will be provided to HQ AMC/A3OCR via appropriate electronic media. The following outline will be used as a baseline for preparing the wing supplement:

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

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

2.7.3.6.3. **(Added-AMC)** Distribution and Reporting Requirements: Describe all locally devised forms that must be used, if any, by local reporting units for gathering data.

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

2.7.3.6.4.1. **(Added-FAIRCHILD AFB)** After individual unit training is accomplished the new monitor will attend Initial wing ART training given by the 92 ARW ART manager. Initial training by the 92 ARW ART manager will be given upon request. Additionally, all ART monitors will receive refresher training at least once a year and when required. Refresher training will normally be accomplished via e-mail but may be accomplished in a classroom setting. All training is considered a mandatory appointment. Training will be scheduled and published on a yearly basis (calendar year) at G:\Fairchild\_All\ART\ART SCHEDULES. Training will also be provided at the request of any unit ART point of contact (POC).

2.7.3.6.4.2. **(Added-FAIRCHILD AFB)** Initial unit commander training will be accomplished as soon as possible after a new commander arrives on station and refresher will be on a yearly basis, when required, or when requested. This training will be on a one-on-one basis or via e-mail.

2.7.3.6.5. **(Added-AMC)** Data Reporting Procedures: Include step-by-step procedures accomplished in compiling and submitting ART reports. Recommend the responsibility to load the information into the ART be delegated to the lowest level (i.e. the unit ART POC). Suggest wings make every effort possible to provide

SIPRNET access to unit ART POCs, so units can submit their own reports directly into the ART.

2.7.3.7. **(Added-AMC)** Wing commanders will establish procedures to review individual or summary of reports for all units, under that wing supporting AEWs/AEFs and Enablers.

2.7.3.7.1. **(Added-FAIRCHILD AFB)** 92d Operations Group (92 OG) will establish written procedures to review a summary of reports for all OG ART reporting agencies (i.e. Weather, Intel, Air Operations Flight (AOF) and Operations Support Squadron (OSS)).

2.7.3.7.2. **(Added-FAIRCHILD AFB)** 92d Mission Support Group (92 MSG) will establish written procedures to review a summary of reports for all MSG agencies (i.e. Security Forces Squadron (SFS), Force Support Squadron (FSS), Communications Squadron (CS), Contracting Squadron (CONS), Logistics Readiness Squadron (LRS), and Civil Engineer Squadron (CES)).

2.7.3.7.3. **(Added-FAIRCHILD AFB)** 92 ARW/DS will establish written procedures to review a summary of reports for all DS agencies (i.e. CP, CPTS, Equal Opportunity (EO), Chapel (HC), Judge Advocate (JA), and Public Affairs (PA), Inspector General (IG), Historian (HO), Protocol (CCP), Plans and Programs (XP), Safety (SE), as applicable) and for the WG/CC, WG/CV, WG/CCC, WG/CCE, and WG/CCEA.

2.7.3.8. **(Added-AMC)** Wing ART POCs will collect and compile unit reports into a suitable format for Wing Commander and key staff review/presentation.

2.7.3.8.1. **(Added-FAIRCHILD AFB)** The review/presentation should be presented at Wing Standup; if events preclude this then the review/presentation will be via secure internet protocol router network (SIPRNET) e-mail.

2.7.3.9. **(Added-AMC)** Wing ART POCs will maintain a listing of all wing and unit ART Monitors. Unit ART accounts will not be approved by the wing ART POCs unless a unit ART appointment letter has been submitted.

2.7.3.9.1. **(Added-AMC)** Wing ART POC will maintain a consolidated listing of unit ART monitors and approved unit ART accounts. Wing ART POCs will maintain copies of current appointment letters, with unit commander signature, for all unit ART monitors.

2.7.3.9.2. **(Added-AMC)** At a minimum, wing ART POC listings are required to be reviewed quarterly for accuracy. Unit ART Monitors that no longer require write access will be deleted from the ART system. Document quarterly review and maintain it in a ART continuity binder.

2.7.3.9.2.1. **(Added-FAIRCHILD AFB)** Quarterly review will be documented using a print out from the ART database POC listing page.

2.7.3.10. **(Added-AMC)** Wing ART POCs will disseminate correspondence of interest (i.e., ART policy messages, etc.) to unit commanders and unit ART POCs, if required, in a timely manner to ensure prompt response to HQ requirements.

2.7.3.11. **(Added-AMC)** Establish and maintain ART continuity binder(s) containing at a minimum the following documents:

2.7.3.11.1. **(Added-AMC)** Copies of the appointment letters for wing and unit ART monitors.

2.7.3.11.2. **(Added-AMC)** 2.7.3.11.2. (Added) Current copy of the wing commanders monthly ART briefing. Since it is classified it needs to be maintained in a Secret binder or on the SIPRNET (ensure you have a memo directing them to the location of file).

2.7.3.11.2.1. **(Added-FAIRCHILD AFB)** A downloaded ART report using the reports function of the ART database or an approved slide show will be used to compile the wing commander's presentation.

2.7.3.11.3. **(Added-AMC)** HQ ART Information File (AIF), such as instructions, guidance, letters, messages, a current copy of AFI 10-244 and the AMC supplement, etc.

2.7.3.11.3.1. **(Added-AMC)** AIF serves as the primary reference for passing initial changes in ART procedures and keeping the wing Monitors informed of ongoing ART events. It is the first line of communications from AMC/A3OCR to the wing ART Monitors. It ensures that important ART information is disseminated in a rapid and formalized manner. AIF messages will be transmitted by electronic mail and the message format will be IAW AFH 33-337, *Tongue and Quill*. AIF releasing authority will be AMC/A3OCR and to ensure the AIF system's integrity AMC/A3OCR will maintain control of sequence numbers and a master list of AIF items released. Each wing ART Monitors will maintain the AIF as part of their ART continuity binder.

2.7.3.11.4. **(Added-AMC)** Training program for wing and unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.3.11.5. **(Added-AMC)** Classify ART continuity binders IAW Chapter 3 of AFI 10-244 and CJCSI 3401.02.

2.7.3.12. **(Added-AMC)** Wing ART Offices (wing ART monitors) will be responsive to the direction of AMC/A3OCR. To handle ART problems at the lowest possible level and prevent circumvention of command authority levels, wing ART monitors will solicit all contact with AEF Center through AMC/A3OCR.

2.7.3.13. **(Added-AMC)** On a weekly basis, ensure units update the ART database IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, and this supplement.

2.7.3.14. **(Added-AMC)** Establish a ART SAV program for all units as follows:

2.7.3.14.1. **(Added-AMC)** Develop and distribute a SAV schedule annually. Visit each unit at least annually to conduct ART SAVs. SAVs may be performed more often if deemed necessary by the wing ART monitor. Maintain the most current completed SAV results.

2.7.3.14.2. **(Added-AMC)** Staff the SAV results (observations, findings, and recommendations) by memorandum to the unit commander and the Unit ART monitor. Ensure the wing commander is also addressed on the report.

2.7.3.14.3. **(Added-AMC)** Ensure unit monitors staff replies to SAV results through the unit commander to the wing commander and wing ART office. Ensure observations and findings are suspended and tracked until closed.

#### 2.7.4. Units.

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

2.7.4.1.1. **(Added-FAIRCHILD AFB)** Initial unit training should be conducted and documented by either the Primary or Alternate Unit Monitor within seven days of appointment by their squadron/group commander. If not accomplished within seven days, ensure the reason is documented. At a minimum, training will cover any unit unique requirements, submission requirements, data gathering process, security classifications, and hands on portion in the ART database. Initial unit training documentation will be provided to the Wing ART manager after the training is completed.

2.7.4.1.2. **(Added-FAIRCHILD AFB)** Initial and annual training conducted by the Wing ART manager is mandatory for all Unit ART Monitors and should be conducted in a classroom, but can be accomplished via e-mail as a last resort. E-mail will only be used as a last case scenario. Training will be scheduled and published on a yearly basis (calendar year). Training will also be provided at the request of any unit ART POC.

2.7.4.1.3. **(Added-FAIRCHILD AFB)** Each ART reporting unit must have a copy of Air Force Instruction (AFI) 10-244, *Reporting Status of Aerospace Expeditionary Forces*, AFI 10-244\_AMCSUP\_I, AFI 10-244\_AMCSUP\_I\_FAIRCHILD AFB SUP, and AFI 10-400, *AEF Planning and Operations*. These documents can be either hard copy or electronically filed on a shared location for their unit.

2.7.4.2. 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.

2.7.4.2.1. **(Added-AMC)** Unit Commanders will designate in writing a primary and alternate unit ART POC. Submit a copy of the commander signed letter to the wing ART monitors. Letter must include names, ranks, organization, DSN, and classified and unclassified e-mail addresses.

2.7.4.2.1.1. **(Added-AMC)** Designated unit ART monitors will establish and maintain an ART account.

2.7.4.2.1.2. **(Added-FAIRCHILD AFB)** Unit Monitors will not be added to the Unit Monitor POC letter or the e-mail address list until all training has been completed. POC letters will be re-accomplished annually or when changes occur in Unit Monitors and/or commanders.

2.7.4.2.1.2.1. **(Added-FAIRCHILD AFB)** Unit Monitors will not be granted an ART account without first attending both initial training sessions

(Unit Training and Wing Training) and be on the unit's current appointment letter. Monitors will not be added to the ART e-mail address listing until all training is completed.

2.7.4.2.1.2.2. **(Added-FAIRCHILD AFB)** POC letters will include all Unit Type Code (UTC) that the unit is responsible for.

2.7.4.3. Report on all UTCs allocated to an AEF, Enabler, or Bundle.

2.7.4.4. Ensure data and remarks adequately and accurately reflect the UTC's capability.

2.7.4.5. Ensures report submissions meet established time lines.

2.7.4.5.1. **(Added-FAIRCHILD AFB)** The monthly ART update is due between the 20th - 25th of each month. However, that does not excluded the Unit Monitor's responsibility for updating when changes occur. When a change occurs, ART for that UTC must be updated within 24 hours of being informed of the change. Unit Monitors should schedule their ART appointments with their squadron commander/group commander early enough to ensure the above timelines are met.

2.7.4.6. Review discrepancies noted in previous reports and actions being taken to correct them. Release the report for entry into the ART system.

2.7.4.7. 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.

2.7.4.7.1. **(Added-FAIRCHILD AFB)** Units will check their ART database at least every Tuesday and Thursday (the two days that Air Force Personnel Center (AFPC), Directorate of AEF Operations (AFPC/DPW) does refresh) to see any changes that may have occurred for their unit. This can be done using the report function on the ART site or reviewing your changes on the initial ART web page. All UTCs that require update will be updated as soon as possible.

2.7.4.8. DELETED

2.7.4.9. **(Added-AMC)** Unit commanders shall establish procedures to ensure all concerned offices coordinate on, or provided the required worksheets/data, to the unit ART POC prior to submission of the ART report to the unit commander for approval.

2.7.4.9.1. **(Added-FAIRCHILD AFB)** Written procedures will identify how their units procedures flow. Procedures should be specific enough that it is clear how the information is collected and processed.

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

2.7.4.11. **(Added-AMC)** Unit commanders must establish procedures to accurately gather, prepare, validate, and submit ART assessments, reports, and certification message to the Wing/Group ART POC IAW established time lines.

2.7.4.12. **(Added-AMC)** Establish and maintain unit ART continuity binder(s) containing the following documents:

2.7.4.12.1. **(Added-AMC)** Appointment letter for unit ART monitors.

2.7.4.12.2. **(Added-AMC)** A copy of current unit ART assessment(s) submitted to the Wing POC to include worksheets and all other supporting documentation used to compile the ART report. A copy of the unit's final ART report and supporting documents will be maintained for 30 days.

2.7.4.12.2.1. **(Added-FAIRCHILD AFB)** A copy of the unit's final ART report and supporting documents will be provided to the the Wing ART Manager no later than five days after the final report is submitted.

2.7.4.12.2.2. **(Added-FAIRCHILD AFB)** Updates made to the ART database other than the monthly assessment do not need to be provided to the Wing POC; however, they do need to be kept for 30 days. These daily/weekly assessments do not need to be approved by the unit commander, if the unit commander has designated approval authority for daily/weekly assessments to the unit ART monitor on the unit's POC letter.

2.7.4.12.3. **(Added-AMC)** HQ and wing guidance, letters, messages, etc.

2.7.4.12.4. **(Added-AMC)** A training program for squadron/unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.4.12.5. **(Added-AMC)** Classify ART continuity binders IAW Chapter 3 of AFI 10-244 and CJCSI 3401.02.

2.7.4.12.6. **(Added-FAIRCHILD AFB)** ART Information File (AIF) messages. AIF serves as the primary reference for passing initial changes in ART procedures and keeping the Unit Monitors informed of ongoing ART events. It ensures that important ART information is disseminated in a rapid and formalized manner. AIF messages will be transmitted by e-mail from the 92 ARW ART Manager and the message format will be IAW Air Force Handbook (AFH) 33-337, *Tongue and Quill*. AIF releasing authority will be Air Mobility Command (AMC/A3OCR) and to ensure the AIF system's integrity, AMC/A3OCR will maintain control of sequence numbers and a master list of AIF items released. Each Unit ART Monitor will maintain the AIF as part of their ART continuity binders. Maintain the AIF IAW AFMAN 33-363 and, in the AFRIMS RDS. Ensure your file plan references the location of the documents.

2.7.4.12.7. **(Added-FAIRCHILD AFB)** Unit ART monitors will maintain a unit ART self-inspection program and conduct self-inspections at least twice a year as directed by the 92 ARW Commander. A copy of the findings will be provided to the 92 ARW ART Manager. Open items will be left open and tracked by the Unit Monitors. The 92 ARW ART Manager will be notified when all items are complete via e-mail or letter.

2.7.4.12.8. **(Added-FAIRCHILD AFB)** The 92 ARW ART Manager will conduct a staff assistance visit (SAV) on each reporting unit once a year. Those findings will be kept in the units and Wing Managers ART continuity files.

2.7.4.13. **(Added-AMC)** Unit ART offices will be responsive to the wing ART offices, who will act as liaison between Unit ART offices and the AMC/A3OCR. To handle ART problems at the lowest possible level and to prevent circumvention of command authority levels, unit ART monitors will solicit all contact with AEF Center and AMC/A3OCR through their wing ART monitors.

2.7.5. Units Required to Report. All Air Force units including Air National Guard and Reserve components owning UTCs allocated in an AEF or designated an enabler will report the status of their UTCs IAW this instruction.

## **2.8. Total Force Integration (TFI) Readiness Reporting Policy**

2.8.1. 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 readiness in ART.

## Chapter 3

### REPORTING POLICIES

**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. A UTC assessments in ART is classified confidential, 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.

**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 at a minimum CONFIDENTIAL.

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.

3.2.1.4. Data classification. Raw resource data used to derive UTC assessments is classified IAW it's 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. As with SORTS, ART combines elements of the JOPES database with assessments of the ability of units to provide combat capability. The assessments are used in the Air Force war-planning effort as a readiness feed to the Deliberate and Crisis Action Planning and Execution Segments (DCAPES) which parallels SORTS and JOPES war-planning capability. The Joint Staff SORTS database is classified SECRET. Information extracted from this database is classified IAW, CJCSI 3401.02 and must contain derivative classification markings consistent with EO 12958, except where authorized otherwise. Derivative classification rules apply when extracts contain exempted data. ART will follow this same rule set and classification guidance.

3.2.1.6. Classification Marking. ART data or extracts are classified by this AFI. Mark documents or data "DERIVED FROM: AFI 10-244 dated 12 Sep 05, Declassify on: (date)." The 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. See *DOD 5200.1r, Information Security Program* and *CJCSM 3150.02 Global Status of Resources and Training* for additional classification guidance.

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. What to Report.** Commanders will report the unit's current ability through the next six months to support each allocated UTC. NOTE: ART uses an extract of the approved UTC/UIC AEF assignment of forces in the UTC Availability. A-UTCs are not currently reported in ART. ART is a source for AEF UTC/UIC alignment for the unit commander.

3.3.1. Units reporting SORTS with UTCs allocated to an AEF or identified as an enabler 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 Assessments.** Assessments are based on all aspects of the UTC to include: (1) the ability to perform the capability defined by the Mission Capability (MISCAP) Statement, (2) can fulfill the standard manpower requirements, and (3) can 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. A UTC readiness assessment is based on resources that are expected to be mission ready and available within their DOC response time, (if the UTC is referenced in the unit's DOC statement), or within 72 hours of tasking or less depending on the UTC requirements. A UTC is eligible to be tasked to perform its mission at any time.

3.4.2. The Mission Capability Statement (MISCAP) provides a brief description of the capability for which the UTC is designed.

3.4.3. The Logistic Force Packaging Subsystem (LOGFOR) provides a list of equipment the UTC requires to perform the mission.

3.4.4. The Manpower Force Packaging System (MANFOR) contains the manpower detail required to provide the capability for a standard UTC.

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.

3.4.6. Commanders are not constrained by the unit SORTS "C" rating when assessing the health of the UTC.

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, equipment, training, and equipment condition. Personnel must be worldwide mobility qualified 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 and are physically present at the unit for deployment.

3.4.7.1.1. Units should report the status of UTCs as stand-alone requirements. For “rainbowed” 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 rainbowed UTC a comment should be entered to indicate the status of the shared equipment.

3.4.7.1.2. **(Added-AMC)** Equipment and supplies are required to be available to redeploy within 72 hours, unless otherwise directed by the MAJCOM.

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 equipment condition for combat essential and support equipment based on the availability of required equipment.

3.4.7.2.1. Units should report the status of UTCs as stand-alone requirements. For “rainbowed” 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 rainbowed UTC a comment should be entered to indicate the status of the shared equipment.

3.4.7.3. The training assessment area indicates the status of training needed to support the mission for which a UTC is designed (MISCAP). All personnel assigned to a UTC must have all required mission 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 readiness assessment but will be captured for deployment readiness tracking.

3.4.7.4. DELETED

3.4.7.5. **(Added-AMC)** Personnel filling a UTC requirement may be considered available to deploy if the projected TDY completion date is more than 30 days prior to their report no later than date (RNLTD), separation date, or retirement date.

3.4.7.5.1. **(Added-AMC)** When assessing the status of UTCs in ART, report skill level substitutions as either Yellow or Red, only if the substitutions are not specifically allowed in the UTC Mission Capability Statement (MISCAP). Report as follows: Yellow if the UTC can meet the MISCAP (include a remark specifying the skill level substitution). Red if the UTC cannot meet the MISCAP. This is not to be confused with skill level substitutions authorized during actual sourcing, as outlined in AFI 10-401, *Air Force Operations Planning and Execution*.

3.4.8. Commanders are expected to use their judgment during assessments of missing or deficient capabilities (i.e. shortage of one computer may not make a UTC red; shortage of one generator may, similarly a member on a 72 hour medical profile would not require a

UTC status change, whereas a person with a broken leg would). Remarks should reflect training requirements and/or resource actions necessary to improve the readiness status.

3.4.9. In addition and independent of the 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 IAW timing criteria.

3.4.10. When substitutions, not explicitly allowed in the MISCAP but authorized IAW AFI 10-401 guidance, are used in ART reporting, they will be noted using the Standard Assessment Remark of AFSC, Skill Level Training or Grade, and drive at a minimum a "Yellow" UTC assessment.

3.4.11. If a portion of a UTC is tasked to deploy, the remaining assets continue to be available for the entire deployment eligibility window. Commanders should indicate this in a remark.

3.4.12. Commanders will continue to submit an overall UTC assessment that treats the deployed portion of that UTC as available and healthy unless circumstances/information warrants otherwise. Commanders will also continue to submit an overall UTC assessment for complete UTCs that have deployed. 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.

**3.5. 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).

3.5.1. Green. The complete UTC to include the exact MANFOR and LOGFOR equipment with only MISCAP explicit substitutions and all training for the AEF allocated UTC are available for deployment within 72 hours of notification or sooner if subject to more stringent criteria.

3.5.1. (AMC) If a UTC is coded "Green" and cannot meet all or part of its MISCAP during an IG inspection, UTC will receive an "Unsatisfactory" or "Marginal" grade. The affected unit will change the UTC's ART status to reflect the correct assessment (yellow or red) and provide the rationale for not being green with an associated Get Well Date. HQ AMC/IG will forward the "Yellow" or "Red" UTCs to the applicable MAJCOM FAM(s) and courtesy copy AMC/A3OCR to ensure accurate ART reporting. Once corrective actions have been completed and the Wing/CC or equivalent determines the UTC can meet its full MISCAP, unit will return the UTC ART status to "Green."

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 still drives a 'Yellow' state.

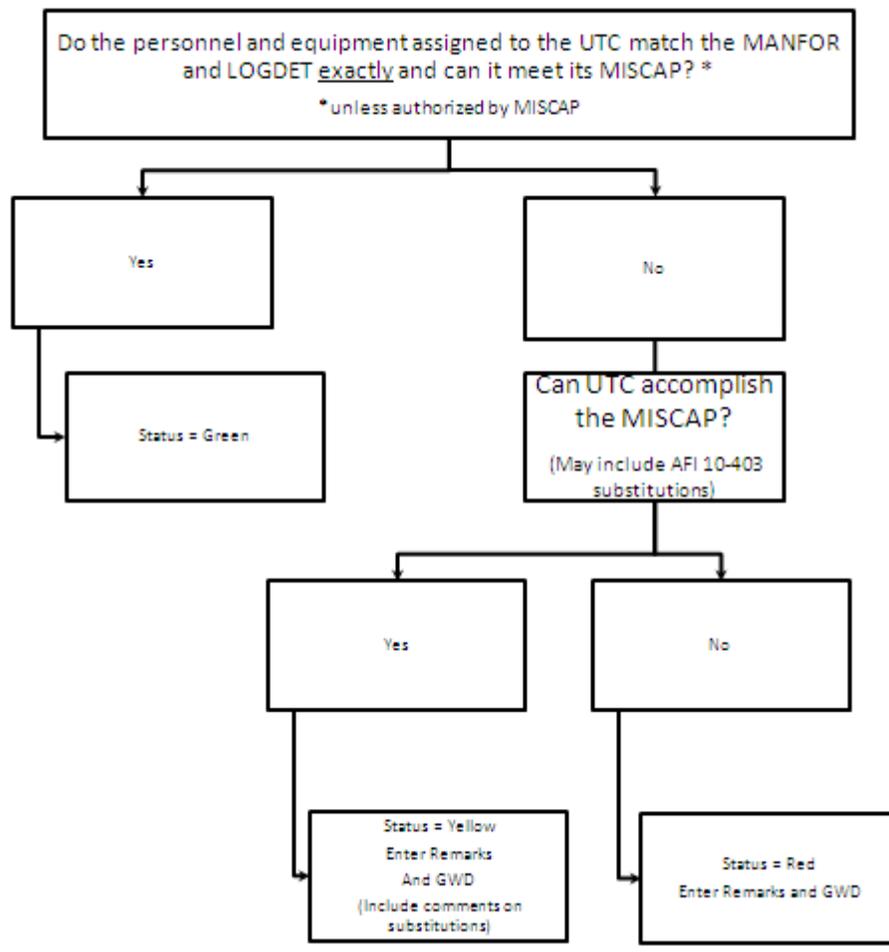
3.5.3. Red = No Go. The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a get-well date.

3.5.3. (AMC) Red = No Go. The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation based on the UTC MISCAP statement. However, residual capability with the UTC may still be capable of supporting its theater specific tasking.

3.5.4. Incorrectly Postured. This rating is to be used when a UTC is postured against a unit in ART and the unit commander believes this to be in error. Assigning this rating in ART will 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 against your unit. This information will be forwarded to the MAJCOM UTC FAM ,who postured the UTC against the unit, for coordination and resolution.

3.5.5. 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**).

3.5.6. (**Added-AMC**) Assess UTCs when determined to be "bad" or "incorrectly postured". Input specific rationale as to why the UTC is suspected of being bad or incorrectly postured using the appropriate comment area on the deficiency screen. For "incorrectly postured" UTCs, input the AMC UTC FAM's email address (listing provided at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=20703>).

**Figure 3.1. Monthly Assessment Process.**

**3.6. Tasked to Deploy Assessment.** Upon deployment notification, commanders owning UTC's tasked to deploy, in whole or in part, are required to assess the UTCs ability to meet theater specific requirements to include line remarks. Each unit commander's UTC tasking assessment is the Air Force's certification of forces. This assessment is independent of the overall UTC 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 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 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**).

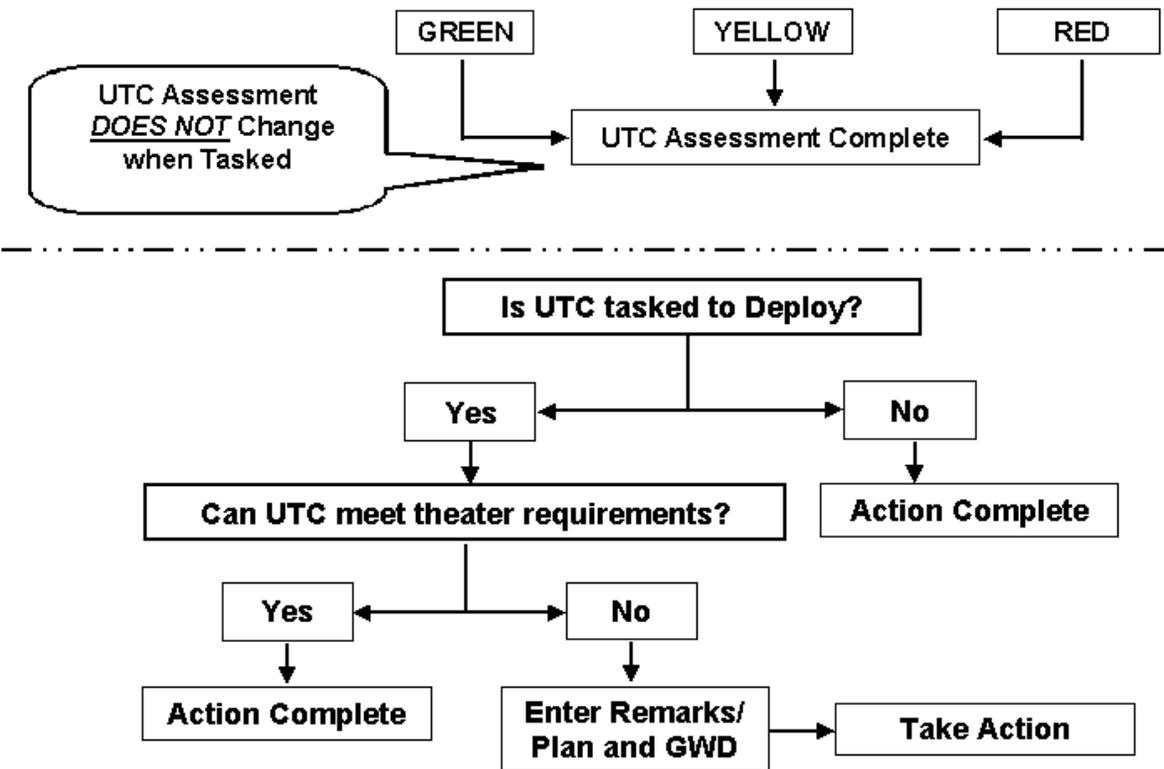
3.6.2. **(Added-AMC)** When a UTC is partially tasked and the unit can meet the theater requirements, mark tasked line numbers within the UTC as "Tasked – Yes", and mark "Yes" or "No" whether the line number is deployed. Then identify that the UTC can meet its tasking, (e.g., "Can Meet – Yes"). Overall UTC assessment does not change when partially tasked.

3.6.3. **(Added-AMC)** When indicating “Meets – No” outline the planned action (i.e. waiver requested, training scheduled, or shortfall to be submitted) in the tasked remark area. Units will continually update the tasked remark area with the status of the waiver request or reclama until final disposition.

3.6.3.1. **(Added-AMC)** ART must be updated immediately with concise information identifying: The shortfall condition (i.e. condition 1 – 5), Shortfall justification to include authorized and assigned personnel, and ability to fulfill any other AFSC or equipment requirements.

3.6.3.2. **(Added-AMC)** When possible, units tasked to deploy under a non-postured UTC will identify a postured UTC with similar requirements and mark it as “Tasked - Yes” and “Meets - Yes.” The unit must identify the actual tasked UTC in the general remark area.

**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. However, the Commander’s Remarks section is an additional avenue that should be utilized to relay 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).

**3.7. (AMC)Remarks.** Unit ART Monitors must provide rank, last name, and Defense Switched Network (DSN) number when entering free text remarks on any of the Remark Fields as its last line. For example: "TSgt Buck B. Buck at DSN: (312)779-2323."

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.

3.7.2. 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.

3.7.3. Air Force standard abbreviations 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 every 30 calendar days. The Air Force goal for on-time reporting is 97%.

**3.8. (AMC)When to Report.** All AMC and AMC gained units (upon activation under Title 10) will submit and update the overall UTC health assessments every 31 calendar days. This update will be accomplished no earlier than the 20<sup>th</sup> and no later than the 25<sup>th</sup> of each month.

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.

3.8.1. (AMC) All AMC and AMC gained units (upon activation under Title 10) will check ART every Tuesday and Thursday for Not Reported UTCs. These UTCs will be assessed within 24 hours.

3.8.2. Additionally, commanders owning UTC's 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 return to home station.

**3.9. Where to Report.** ART is accessed from the AFPC/DPW homepage located at the following URL <https://aefcenter.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.

**Chapter 4****DELETED**

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& Requirements

**(AMC)**

FREDERICK H. MARTIN, Brig Gen, USAF  
Director of Operations

**(FAIRCHILD AFB)**

PAUL H. GUEMMER, Col, USAF  
Commander, 92d Air Refueling Wing

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

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AFMAN 33-363, *Management of Records*, 01 March 2008

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

AFI 10-244\_AMCSUP\_I, *Reporting Status of Aerospace Expeditionary Forces*, 15 November 2010

**Prescribed Forms:**

None

**Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AEF** — Air and Space Expeditionary Forces

**AF**— Air Force

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFMAN**— Air Force Manual

**AFPC**— Air Force Personnel Center

**AFRIMS** — Air Force Records Information Management System

**AIF**- ART Information File

**AMC**—Air Mobility Command

**ART**—Air and Space Expeditionary Forces Reporting Tool

**ARW**— Air Refueling Wing

**CP--** Command Post

**IAW**— In Accordance With

**IPR**- Installation Personnel Readiness

**NLT** – No Later Than

**OPR**— Office of Primary Responsibility

**POC**- Point of Contact

**RDS** — Records Disposition Schedule

**SAV** – Staff Assistance Visit

**SIPRNET** – Secure Internet Protocol Router Network

**UTC**—Unit Type Code

## Attachment 2

## ART MONITOR ASSESSMENT CHECKLIST

Table A2.1. ART Monitor Assessment Checklist.

All units MUST 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>R</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>BLACK</b> = UTC is postured incorrectly and requires MAJCOM FAM attention.					
<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.</b></p> <p>Refer to the MISCAP, MANFOR, LOGFOR, MILPDS, AFI 10-244 (Ch 3), AFI 10-401 and AFI 10-403.</p> <p><i>Once an individual is associated to an AEF they cannot be changed without obtaining a MAJCOM/CV waiver IAW AFI 10-401, 9.7.6</i></p>					
<b>A: PERSONNEL</b>					
<b>1 MANNING:</b> Are all position numbers in the UTC, as outlined by the MANFOR, filled by assigned personnel?					
<b>a</b>	Yes.		<b>G</b>	<b>Y</b>	<b>R</b>
<b>b</b>	No, but can still meet MISCAP.	GWD			
<b>c</b>	No, and cannot meet MISCAP.	GWD			
<b>2 CAFSC (Enlisted), DAFSC (Officer):</b> Does each member's CAFSC/DAFSC listed in each UTC position number match the MANFOR requirement exactly?					
<b>a</b>	Yes.		<b>G</b>	<b>Y</b>	<b>R</b>
<b>b</b>	No, but substitution allowed by MISCAP or AFI 10-403.	GWD			
<b>c</b>	No, and substitution exceeds MISCAP and 10-403 allowances.	GWD			
<b>3 GRADE:</b> Does each member's grade listed in each UTC position number match the MANFOR requirement?					
<b>a</b>	Yes.		<b>G</b>	<b>Y</b>	<b>R</b>
<b>b</b>	No, but substitution allowed by MISCAP or AFI 10-403.	GWD			
<b>c</b>	No, and substitution exceeds MISCAP and 10-403 allowances.	GWD			
<b>4 DAV:</b> Are all members free of any non-waiverable Deployment Availability Codes					
<b>a</b>	Yes.		<b>G</b>	<b>Y</b>	<b>R</b>
<b>b</b>	No, but can still meet MISCAP.	GWD			
<b>c</b>	No, and cannot meet MISCAP.	GWD			

<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.		<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>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.		<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 SPECIAL EXPERIENCE IDENTIFIER (SEI) and Special Certifications:</b> Does each member have all MISCAP required SEIs and certifications?				
<b>a</b>	Yes.		<b>G</b>	
<b>b</b>	No.	GWD		<b>R</b>
<b>c</b>	Not applicable			
<b>3 SPECIAL TRAINING:</b> Have all members completed MISCAP required training?				
<b>a</b>	Yes.		<b>G</b>	
<b>b</b>	No.	GWD		<b>R</b>
<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.		<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>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.		<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/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 No, but can still provide enough equipment to meet MISCAP.	GWD		Y		
c No, and cannot meet MISCAP.	GWD			R	
<b>EQUIPMENT CONDITION RATING</b>					
<b>The lowest rating in any area will drive the overall rating of the UTC!!</b>					
<b>OVERALL UTC ASSESSMENT RATING</b>			G	Y	R

## Attachment 3

## STANDARD ASSESSMENT REMARKS

Table A3.1. Standard Assessment Remarks.

PERSONNEL	
Standard Remark Definition	When to Use
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	Authorization not filled and no backfill available (includes no inbound)
AFSC	Individual AFSC does not match required AFSC (substitution not authorized by MISCAP)
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, Attachment 18
Security Clearance	Does not meet MISCAP or pending Security Information File (SIF) resolution
UTC/UMD AFSC Mismatch	Required AFSC not on Unit Manpower Document (UMD)
UTC/UMD Overtasking	Requirement exceeds authorization

<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 not authorized by MISCAP)
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)
<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>	
Major Maintenance at Depot	
In Repair, Unit – Not Mission Capable	
In Repair, Unit – Partially Mission Capable	
Awaiting Funding	
Awaiting Maintenance (AWM)	
Awaiting Parts (AWP)	
<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>	

Attachment 4

**SUBSTITUTION GUIDELINES**

**Table A4.1. Substitution Guidelines.**

<b>UTC MANFOR</b>	<b>Assigned</b>	<b>Max ART Assessment<sup>1</sup></b>
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
1 - 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**

**DELETED**

**Attachment 6 (Added-AMC)****SAMPLE – WING/UNIT ART MANAGER APPOINTMENT LETTER****Figure A6.1. Wing/Unit ART Manager Appointment Letter**

**DEPARTMENT OF THE AIR FORCE  
AIR MOBILITY COMMAND**

**MEMORANDUM FOR AMC/A3OCR**

**(DATE)**

**FROM: (Office Symbol)**

**SUBJECT: HQ AMC Point of Contacts (POCs) for: ART**

**1. The following personnel are the POCs for (Office Symbol).**

**PRIMARY**

**Full Name:**

**Rank:**

**Commercial Phone Number:**

**DSN Phone Number:**

**E-Mail:**

**Classified E-Mail:**

**Classified DSN Phone Number**

**ALTERNATE (There can be more than 1 alternate POC)**

**Full Name:**

**Rank:**

**Commercial Phone Number:**

**DSN Phone Number:**

**E-Mail:**

**Classified E-Mail:**

**Classified DSN Phone Number**

**2. Organizational Email Addresses:**

**a. Classified:**

**b. Unclassified:**

**3. Responsible for the following ART UIC:**

**4. All ART personnel listed above are aware of their ART manager/monitor responsibilities and have accomplished the required on-line ART training.**

**5. Responsible for the following UTC(s):**

**6. This letter supersedes any previous document pertaining to this subject. Previous POCs were: (List Names) that you can delete from pertinent documents.**

**(Signature)  
TIM D. SMIRNOFF, Col, USAF  
Commander**