

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 10-244

12 SEPTEMBER 2005
Incorporating Through Change 3,
27 September 2010

AIR COMBAT COMMAND
Supplement
27 AUGUST 2008

JOINT BASE LANGLEY-EUSTIS
Supplement
2 MAY 2012

Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A3O-AOR

Certified by: HQ USAF/A3O
(Maj Gen Marke Gibson)

Supersedes: AFI10-244, 19 February
2002

Pages: 34

(ACC)

OPR: HQ ACC/A3O

Certified by: HQ ACC/A3
(Brigadier General Jon R. Shasteen)

Supersedes: AFI 10-244_ACC SUP 1, 27
October 2005

Pages:5

(JBLANGLEY-EUSTIS)

OPR: 633 LRS/LGRDX

Certified by: 633 ABW/CV
(Colonel Reggie L. Austin)

Pages:5

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*.

(ACC) AFI 10-244, 12 September 2005, is supplemented as follows. This supplement provides procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It applies to all Air Combat Command (ACC) units. Upon mobilization, this supplement also applies to ACC-gained Air National Guard (ANG) units and members under USC Title 10 status. In addition, it applies to all ACC-gained Air Force Reserve Command (AFRC) units and members. Maintain official records created as a result of prescribed processes IAW AFMAN 33-363, *Management of Records*, and dispose of records IAW the AF Records Disposition Schedule (AF RDS) on the AF Portal. Contact supporting records managers as required. Reporting requirements in this supplement are based on reports directed in the basic publication. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ ACC/A3O, 22 Rickenbacker Rd, BLDG 10 Langley AFB VA 23665-2789.

(JBLANGLEY-EUSTIS) AFI10-244_ACC SUP dated, 27 August 2008 is supplemented as follows. This supplement provides procedures for those areas listed in AFI 10-244 ACC SUP 1 that require Wing direction. It applies to all 633d Air Base Wing and 1st Fighter Wing Units. It provides policy and 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 AFI 10-401, Force Operations Planning and Execution*. Additional guidance is available in AFI 10-403, *Deployment Planning and Execution*, and AFI 10-404, *Base Support and Expeditionary Site Planning*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located <https://www.my.af.mil/gcss-af61a/afirms/afirms> . 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 Form 847s from the

(JBLANGLEY-EUSTIS) field through the appropriate functional's chain of command.

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.

(ACC) This document is substantially revised and must be completely reviewed. Changes clarify, update and streamline guidance on AEF UTC readiness reporting. The following actions were taken for paragraphs 2.6.4.-deleted, 2.7.16-changed, 2.7.1.7-changed, 2.7.1.7.1-changed, 2.7.1.7.2 -changed, 2.7.1.7.3-deleted, 2.7.1.8-deleted, 2.7.3.1.1-added, 2.7.3.2.1-added, 2.7.3.2.2.-added, 2.7.3.6-changed, 2.7.3.7-changed, 2.7.3.7.1-changed, 2.7.3.7.2-changed, 2.7.3.7.3-changed, 2.7.3.7.4-deleted, 2.7.3.7.5-deleted, 2.7.3.8-changed, 2.7.3.9-changed, 2.7.3.9.1-added, 2.7.3.9.2-added, 2.7.3.9.3-added, 2.7.3.10 through 13-deleted, 2.7.4.2.1-changed, 2.7.4.2.1.1-added, 2.7.4.2.1.1.1-added, 2.7.4.2.1.1.2-added, 2.7.4.2.1.1.3-added, 2.7.4.3.1- changed, 2.7.4.3.2- changed, 2.7.4.3.3- changed, 2.7.4.3.4-deleted, 2.7.4.3.5-deleted, 2.7.4.9 through 2.7.4.10-deleted, 3.4.5.1-changed, 3.4.7.1.1-deleted, 3.4.7.1.1.1-changed, 3.4.7.1.2-deleted, 3.4.7.1.1.2-added, 3.4.7.1.2.1-deleted, 3.4.7.1.2.2-deleted, 3.4.7.1.2.3-deleted, 3.4.7.1.3-deleted, 3.4.7.1.4-deleted, 3.4.7.2.1.1-added, 3.4.7.2.2-deleted, 3.4.7.2.3.1-deleted, 3.4.7.3.1-deleted, 3.4.7.3.1.1-deleted, 3.4.7.4.1-deleted, 3.4.7.4.1.1-deleted, 3.4.7.4.2-deleted, 3.4.7.4.2.1-deleted, 3.4.7.4.2.1.1-deleted, 3.4.7.4.2.1.2-deleted, 3.4.7.4.3-deleted, 3.4.7.4.3.1-deleted, 3.4.7.4.3.1.1 through 3.4.7.4.3.1.6-deleted, 3.5.3.1-added, 3.5.6-deleted, 3.6.2-deleted, 3.7.2.1-changed, 3.7.2.1.1 through, 3.7.2.1.3-deleted, 3.7.2.2-added, 3.7.2.3-added and all of Chapter four is deleted.

(JBLANGLEY-EUSTIS) This document is substantially revised and must be completely reviewed. Changes clarify, update, and streamline guidance on Air Expeditionary Force (AEF) UTC readiness reporting.

Chapter 1—AIR AND SPACE EXPEDITIONARY FORCE (AEF) CONCEPTS	5
1.1. General.	5
1.2. Force Presentation.	5
1.3. Spectrum of Operations.	5
1.4. Force Management.	5
1.5. Reporting AEF Status - General.	6
1.6. System Description:	6

Chapter 2—ORGANIZATION RESPONSIBILITIES 8

2.1. ART Reporting. 8

2.2. Headquarters USAF. 8

2.3. Air Force Personnel Center Directorate of AEF Operations (AFPC/DPW). 9

Figure 2.1. AFPC/DPW Command Relationships. 10

2.4. Air Force Major Commands (MAJCOMs/FOAs/DRUs). 10

2.5. Lead Wings. 11

2.6. Wing and Base-Level Agencies. 11

2.7. ART Reporting Process Responsibilities 11

2.8. Total Force Integration (TFI) Readiness Reporting Policy 16

Chapter 3—REPORTING POLICIES 17

3.1. Classification. 17

3.2. ART Data Classification. 17

3.3. 18

3.4. UTC Assessments. 18

3.5. Assess the overall health of a UTC. 21

Figure 3.1. Monthly Assessment Process. 22

3.6. Tasked to Deploy Assessment. 22

Figure 3.2. Tasked to Deploy Assessment Process. 23

3.7. 23

3.8. When to Report. 24

3.9. Where to Report. 24

Chapter 4—DELETED 25

..... 25

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 26

Attachment 2—ART MONITOR ASSESSMENT CHECKLIST 28

Attachment 3—TABLE A3.1. STANDARD ASSESSMENT REMARKS. 31

Attachment 4—SUBSTITUTION GUIDELINES 33

Attachment 5—DELETED 34

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.

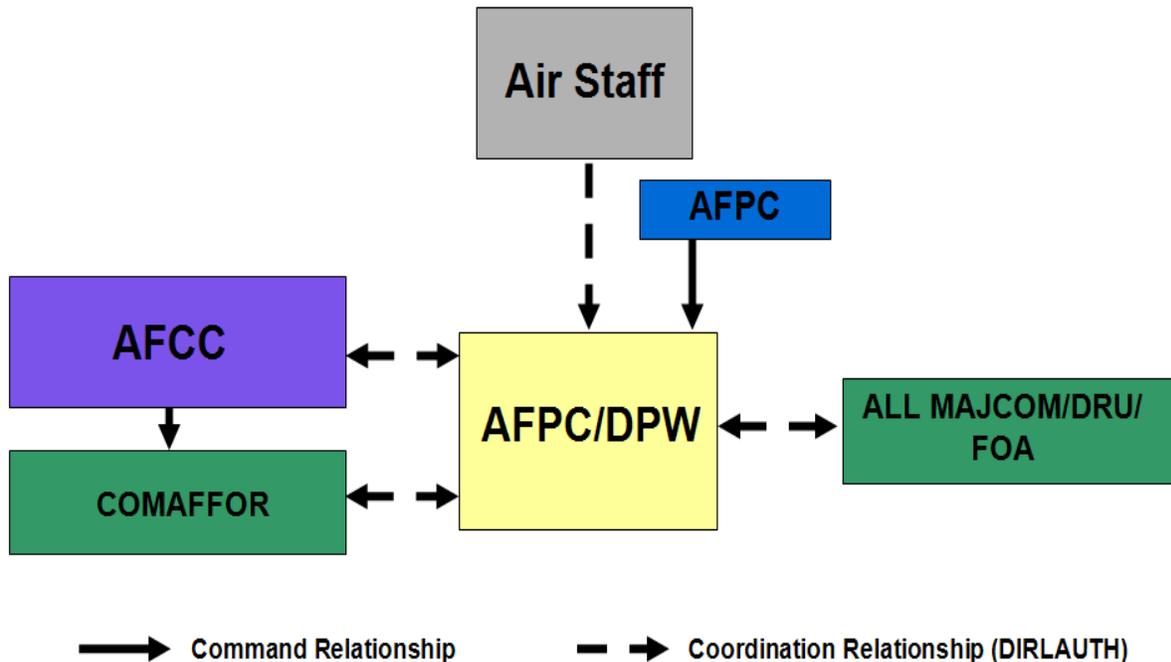
2.3.3.3. Review, validate, prioritize and fix ART functionality problems.

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.

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.

2.6.3. 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.

2.7.1.2. 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.

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

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

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

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

2.7.2. 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. **(ACC)** Designate a primary and alternate wing ART manager in writing by letter. The group/squadron commander will designate a primary and alternate group or squadron ART manager where groups or squadrons report directly to the numbered air force or are not aligned under a wing. Submit the letter to HQ ACC/A3OR. Each individual listed on the letter will apply for the ART role of subordinated administrator

for their wing or equivalent UIC. The subordinate administrator role is reserved for those individuals that will grant write-access to subordinate unit ART POCs. **NOTE:** A classified e-mail address must be included for write-access to the ART to be granted. If the user does not have their own account, they may provide an office or supervisor's email address.

2.7.3.1.1. 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.

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

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

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

2.7.3.2.2.1. **(Added-JBLANGLEY-EUSTIS)** The wing AEF reporting tool (ART) manager(s) will brief wing ART status monthly in the forum designated by the Installation Commander.

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.

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

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

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

2.7.3.7. **(Added-ACC)** Supplements will include, but are not limited to: local procedures for briefing the wing commander on UTC readiness, the requirement for subordinate unit ART appointment letters, a comprehensive and continuing training program including the requirement to document completed training for all ART personnel, and examples of all locally devised forms, if any, that are being used by local units for gathering data. Prior to use, submit all locally devised data collection tools or forms to the wing or equivalent records manager to determine appropriate records management and to ensure management of data does not adversely impact on the AF Records Management Program.

2.7.3.7.1. **(Added-ACC)** Responsibilities. Clearly specify responsibilities for individuals (e.g. wing commander, group commander, unit commander, section

chiefs, wing ART managers, etc.) involved in training personnel and preparing/ensuring the accuracy of unit ART reports.

2.7.3.7.1.1. **(Added-JBLANGLEY-EUSTIS)** Unit ART monitors serve as the focal point for the unit. They are responsible for making all appropriate updates in ART. Unit ART monitors will present the information contained in ART to the unit commander to ensure UTCs are reported correctly.

2.7.3.7.2. **(Added-ACC)** Training. Specify training requirements for ART POCs identifying mandatory criteria and time schedules. Personnel will be required as a minimum to review AFI 10-244, the training aids found under the help dropdown menu on the ART website and a review of chapters 1 through 8 and appendix 1 and 2 of the ART 3.0 User's Manual (which can also be found under the help menu).

2.7.3.7.2.1. **(Added-JBLANGLEY-EUSTIS)** Unit commanders will appoint the Unit ART monitor in writing to 633 LRS/LGRDX. Unit ART monitors will receive initial training from 633 LRS/LGRDX within 30 days of being assigned. Unit ART monitors will not be granted an ART account without initial training.

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

2.7.3.7.3.1. **(Added-JBLANGLEY-EUSTIS)** Reporting Procedures: The unit ART monitor will enter updated data in each assigned UTC at a minimum of every 30 calendar days. In order to generate a Commander's Approval – Readiness Assessment Report, all UTCs must be placed in CC Review. The unit commander must review and sign the commander's approval in the ART database. Note – It is the unit ART Monitor's responsibility to report on UTCs in the correct timeline when there are more than 30 days in a month.

2.7.3.7.3.2. **(Added-JBLANGLEY-EUSTIS)** Unit ART monitors will maintain each signed Commander's Approval Report used for the last ART update in an approved safe.

2.7.3.7.3.3. **(Added-JBLANGLEY-EUSTIS)** The wing ART monitor will review additions, changes, and deletions in the ART database daily and notify affected units. If a UTC is "overdue" in the MAJCOM Compliance Report, an assessment of that UTC is over 30 days old. If a UTC is "invalid," the UTC readiness assessment is invalid and must be re-accomplished (typically due to a Manpower and Equipment Force Packaging (MEFPAK) change). If a UTC is "not reported," no UTC readiness assessment has been accomplished or a change in UTC has occurred. The three UTC statuses above are reporting deficiencies until corrected by the unit ART monitor.

2.7.3.7.3.4. **(Added-JBLANGLEY-EUSTIS)** Unit ART monitors will update the UTCs within 24 hours of notification of deficient UTCs.

2.7.3.7.3.5. **(Added-JBLANGLEY-EUSTIS)** Unit ART monitors will log into

ART every 15 calendar days to pull an aggregated UTC report to ensure their UTCs will not go overdue.

2.7.3.7.3.6. **(Added-JBLANGLEY-EUSTIS)** When UTC reporting deficiencies are not corrected IAW this instruction, they will be forwarded to the unit commander for immediate action and briefed to the Wing Commander monthly.

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

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

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

2.7.3.9.2. **(Added-ACC)** HHQ guidance, letters, messages, etc.

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

2.7.4. Units.

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

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

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

2.7.4.2.2.1. **(Added-ACC)** Current unit ART POC appointment letter.

2.7.4.2.2.2. **(Added-ACC)** HHQ and wing guidance (letters, messages, etc.).

2.7.4.2.2.3. **(Added-ACC)** Documentation of completed ART training.

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

2.7.4.3.1. **(Added-ACC)** Unit commanders shall establish procedures to accurately gather, prepare, and validate the information used to rate unit UTCs in ART.

Procedures should ensure all concerned offices coordinate on or provide the required data to the unit ART POC prior to the unit commander's approval to enter the UTC rating in ART.

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

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

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.

2.7.4.6. 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.

2.7.4.8. DELETED

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.

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

3.4.6. 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.

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

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

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

3.4.7.2. 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

3.4.8. 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.

3.5.2. 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.

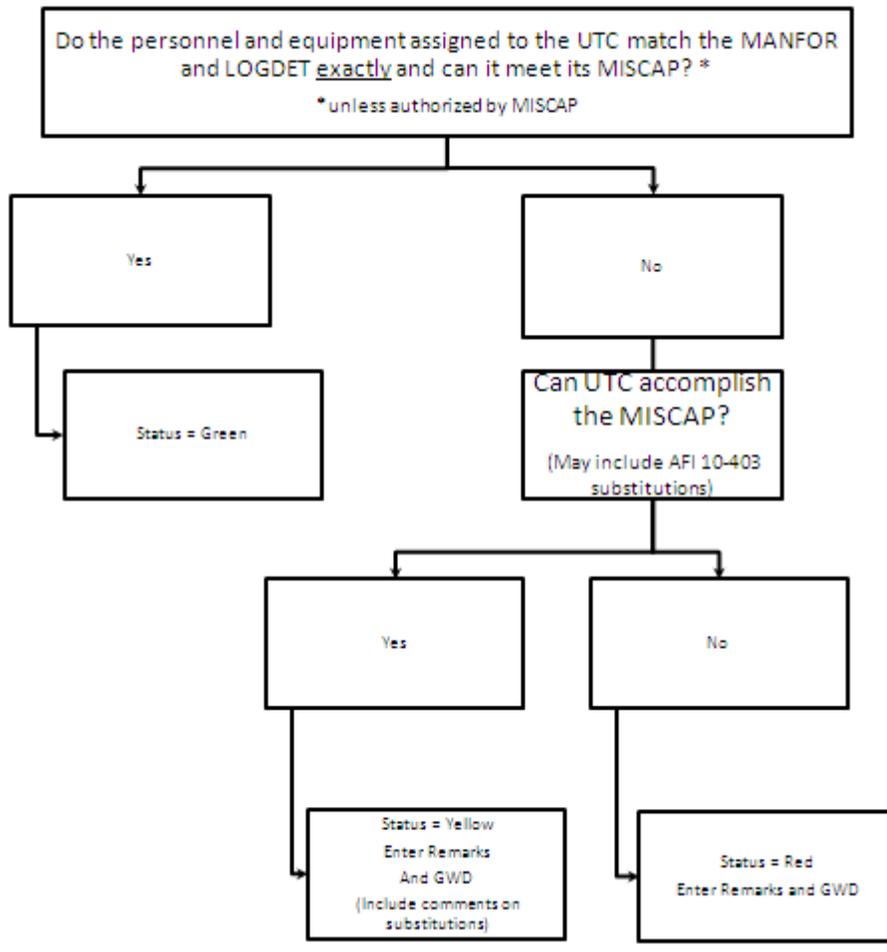
3.5.3. Red = No Go. The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a get-well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

3.5.4. 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-ACC**) Incorrectly Postured/Allocated = Questionable. Use this rating when a UTC is postured against a unit in ART and the unit commander believes this to be in error, to raise the issue with the HQ ACC FAM as to whether they correctly postured the UTC. Assigning this rating in ART will generate an email to the ACC ART POC (A3OR). Provide a detailed explanation in the email of why the UTC should not be postured against your unit. This information will be forwarded to the UTC FAM responsible for posturing the UTC for coordination and resolution. A common error is rating a UTC incorrectly postured when no individual is assigned. Funded authorizations from the unit manning document are used to create UTCs. If there is no individual assigned to the authorization it does not mean the UTC is incorrectly postured. In this instance rating the UTC red or yellow and using the "vacant" personnel deficiency category would be appropriate.

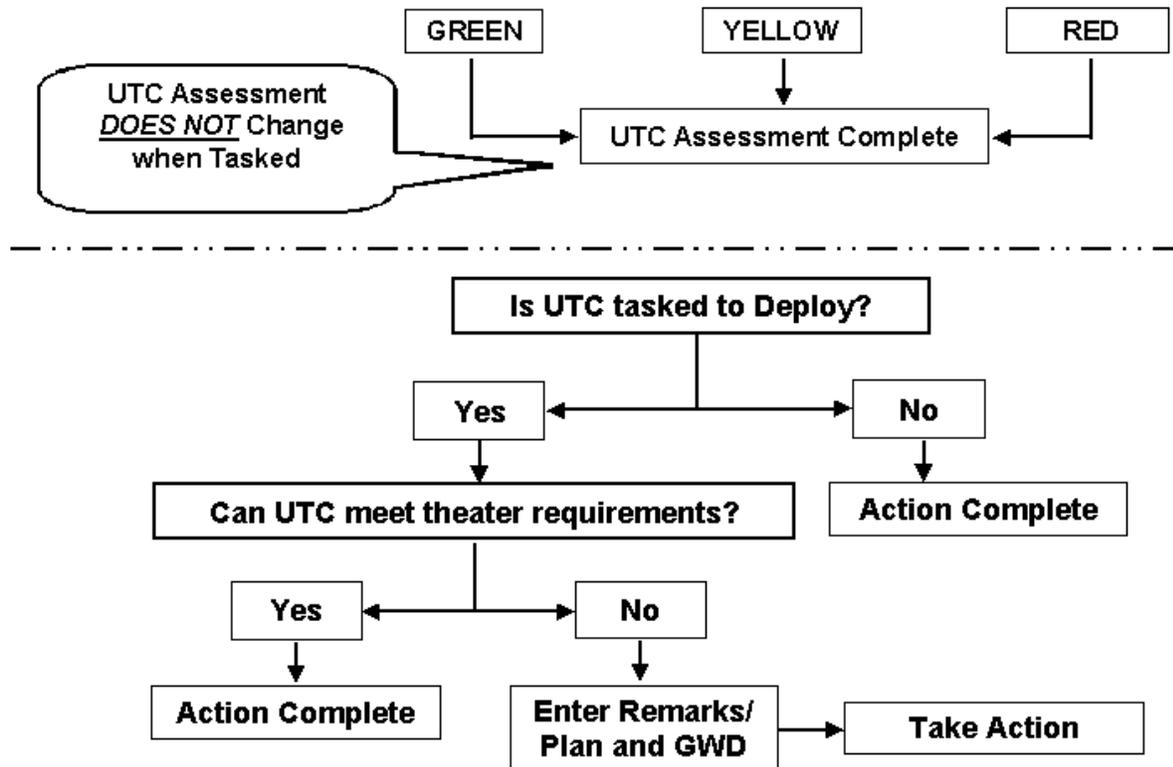
Figure 3.1. Monthly Assessment Process.



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 UTC's 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 UTC's 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](#)).

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).

3.7.1. 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.

3.7.2.1. (Added-ACC) Identify exactly why the UTC is RED or YELLOW. If it is short of personnel, list how many short of each AFSC, what is the impact and what you are doing to get more personnel e.g., short two 2G071s can't accomplish logistics support

for beddown of 12 PAA; working with HQ ACC FAM for more manpower. GWD: 5 March 2002).

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

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

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%.

3.8.1. 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 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

DANIEL J. DARNELL, Lt Gen, USAF
DCS, Air, Space and Information Operations, Plans
& Requirements

(ACC)

JOHN D. W. CORLEY, General, USAF
Commander

(JBLANGLEY-EUSTIS)

KORVIN D. AUCH, Colonel, USAF
Commander

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

(Added-ACC) ART 3.0 Users Manual, 12 April 2007

JP 1, *Joint Warfare of the Armed Forces of the United States*, 10 Jan 95

JP 1-02, *DOD Dictionary of Military and Associated Terms*, as amended through 6 Apr 99

CJCSM 3122.01, *Joint Operations Planning and Execution System (JOPES) Volume 1, Planning Policies and Procedures*, 14 July 2000

CJCSI 3401.02 *Global Status of Resources and Training*

CJCSM 3150.02 *Global Status of Resources and Training*

AFDD 1, *Air Force Basic Doctrine*, 1 Sep 97

AFDD 1-2, *Air Force Glossary*, 9 Jul 99

AFDD 2, *Organization and Employment of Aerospace Power*, 28 Sep 98

AFDD 2-3, *Military Operations Other Than War (MOOTW)*, 5 Oct 96

AFDD 2-4, *Combat Support*, 1 Jun 99

AFDD 2-6, *Air Mobility Operations*, 25 Jun 99

(Added-JBLANGLEY-EUSTIS) AFI 10-215, *Personnel Support for Contingency Operations*, 1 Apr 99

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

AFPD 33-2, *Information Protection*, 1 Dec 96

AFI 10-401, *Air Force Operations Planning and Execution*, 7 Dec 06

AFI 10-402, *Mobilization Planning*, 1 Jan 97

AFI 10-403, *Deployment Planning and Execution*, 9 Mar 01

AFI 10-404, *Base Support Planning*, 16 Nov 94

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, 25 October 2000

AFI 32-4001, *Disaster Preparedness Planning, and Operations*, 1 May 98

AFI 38-101, *Air Force Organization*, 1 Jul 98

AFI 51-604, *Appointment to and Assumption of Command*, 2 Jan 97

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

AFMAN 23-110, *USAF Supply Manual*, 1 October 2000

AFMAN 37-139, *Records Disposition Schedule*, 1 March 1996

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

AFPAM 10-417, USAF Deployment Management, 1 May 97

USAF Chemical and Biological Defense Concept of Operations, Jan 98

Global Military Force Policy

HQ USAF Deputy Chief of Staff, *Personnel, Emergency Actions Book*, May 89

Abbreviations and Acronyms

(ADDED-ACC) **ACC**—Air Combat Command

(ADDED-ACC) **GWD**—Get Well Date

(ADDED-ACC) **HQ ACC/A3OR**—ACC Readiness Branch

(ADDED-ACC) **RDS**—Records Disposition Schedule

(ADDED-ACC) **TDY**—Temporary Duty

(Added-JBLANGLEY-EUSTIS) **ACC**—Air Combat Command

(Added-JBLANGLEY-EUSTIS) **AFI**—Air Force Instruction

(Added-JBLANGLEY-EUSTIS) **AFMAN**—Air Force Manual

(Added-JBLANGLEY-EUSTIS) **ART**—AEF UTC Reporting Tool

(Added-JBLANGLEY-EUSTIS) **MAJCOM**—Major Command

(Added-JBLANGLEY-EUSTIS) **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.			Current AEF		
GREEN = There are absolutely NO UTC deficiencies in any of the four assessed areas			G	Y	R
YELLOW = UTC can meet MISCAP but there are deficiencies to be noted					
RED = UTC cannot meet MISCAP due to too many deficiencies					
BLACK = UTC is postured incorrectly and requires MAJCOM FAM attention.					
<p>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.</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>					
A: PERSONNEL					
1 MANNING: Are all position numbers in the UTC, as outlined by the MANFOR, filled by assigned personnel?					
a	Yes.		G	Y	R
b	No, but can still meet MISCAP.	GWD			
c	No, and cannot meet MISCAP.	GWD			
2 CAFSC (Enlisted), DAFSC (Officer): Does each member's CAFSC/DAFSC listed in each UTC position number match the MANFOR requirement exactly?					
a	Yes.		G	Y	R
b	No, but substitution allowed by MISCAP or AFI 10-403.	GWD			
c	No, and substitution exceeds MISCAP and 10-403 allowances.	GWD			
3 GRADE: Does each member's grade listed in each UTC position number match the MANFOR requirement?					
a	Yes.		G	Y	R
b	No, but substitution allowed by MISCAP or AFI 10-403.	GWD			
c	No, and substitution exceeds MISCAP and 10-403 allowances.	GWD			
4 DAV: Are all members free of any non-waiverable Deployment Availability Codes					
a	Yes.		G	Y	R
b	No, but can still meet MISCAP.	GWD			
c	No, and cannot meet MISCAP.	GWD			
OTHER: Are all members free of any other condition that could affect the ability of the UTC to meet the MISCAP?					

a	Yes.		G		
b	No, but can still meet MISCAP.	GWD		Y	
c	No, and cannot meet MISCAP.	GWD			R
PERSONNEL RATING			G	Y	R
<u>B TRAINING</u>					
1 AFSC: Do all members have all required training to meet MISCAP duties?					
a:	Yes.		G		
b:	No, but can still meet MISCAP.	GWD		Y	
c:	No, and cannot meet MISCAP.	GWD			R
2 SPECIAL EXPERIENCE IDENTIFIER (SEI) and Special Certifications: Does each member have all MISCAP required SEIs and certifications?					
a	Yes.		G		
b	No.	GWD			R
c	Not applicable				
3 SPECIAL TRAINING: Have all members completed MISCAP required training?					
a	Yes.		G		
b	No.	GWD			R
c	Not applicable				
4 MISSION CONVERSION: Have all members completed any required training due to mission conversion to meet new MISCAP requirements?					
a	Yes.		G		
b	No, but can still meet MISCAP.	GWD		Y	
c	No, and cannot meet MISCAP.	GWD			R
d	Not applicable				
TRAINING RATING					
<u>C EQUIPMENT/SUPPLIES</u>					
1 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)					
a	Yes.		G		
b	No, but can still provide enough equipment to meet MISCAP.	GWD		Y	
c	No, and cannot meet MISCAP.	GWD			R
EQUIPMENT/SUPPLIES RATING					
<u>D EQUIPMENT CONDITION</u>					
1 Is all required equipment serviceable?					
a	Yes.		G		
b	No, but can still provide enough equipment to meet MISCAP.	GWD		Y	
c	No, and cannot meet MISCAP.	GWD			R

EQUIPMENT CONDITION RATING			
The lowest rating in any area will drive the overall rating of the UTC!!			
<u>OVERALL UTC ASSESSMENT RATING</u>	G	Y	R

Attachment 3

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>	
TRAINING	
Standard Remark Definition	When to Use
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>	
EQUIPMENT/SUPPLY	
Standard Remark Definition	When to Use
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>	
EQUIPMENT CONDITION	
Standard Remark Definition	
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>	
NOTE: Other comments may be entered in Commanders' Remarks	

Attachment 4

SUBSTITUTION GUIDELINES

Table A4.1. Substitution Guidelines.

UTC MANFOR	Assigned	Max ART Assessment¹
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