

**BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 10-244**

22 OCTOBER 2013

Operations

***REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES***



COMPLIANCE WITH THE PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 10-244, *Reporting Status of Aerospace Expeditionary Forces*, AFI 10-244_AMCSup 1 and Air Force Policy Directive (AFPD) 10-2, *Readiness*. It specifies procedures which govern reporting for the 22d Air Refueling Wing at McConnell Air Force Base (AFB). It applies to the wing commander, individual group commanders, unit commanders of the air refueling squadrons, individual squadron commanders, weather flight, intelligence flight, tow-base ops flight, military equal opportunity, judge advocate, command post, safety, historian, manpower, public affairs, mobility plans, chapel, comptrollers, and any other agency responsible for reporting expeditionary unit type codes (UTCs). This instruction ensures that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

1. Air and Space Expeditionary Force (AEF) Unit Type Code (UTC) AEF Reporting Tool (ART) Reporting. Unit commander assessments reported in ART present the status of each UTC in the UTC Availability Module (UTA) library. Provide higher levels of command the necessary information to make force and resource allocation decisions to effectively support theater commanders. Within the AEF construct, 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 UTC's ability to perform its Mission Capability (MISCAP) and identify shortages of resources. Therefore, commanders must "tell it like it is".

2. Written Guidance. Each ART reporting unit must have a soft copy of AFI 10-244_AMCSUP1 *Reporting Status of Aerospace Expeditionary Forces* to AFI 10-244, AFI 10-400 *AEF Planning and Operations*, and McConnell Air Force Base Instruction (MAFBI) 10-244.

3. ART Reporting Process Responsibilities:

3.1. Wing ART Manager:

3.1.1. Will conduct and document ART training for all primary and alternate designated unit approvers (managers).

3.1.2. Will collect and compile each unit's report into an approved format for wing commander and key staff review at the wing monthly SORTS/ART Briefing.

3.1.3. Will review ART Point of Contact (POC) listings quarterly for accuracy and for personnel that have departed station.

3.1.4. Will conduct an annual staff assistance visit to all units responsible for ART reporting.

3.1.5. Will monitor database daily for overdue UTCs and immediately notify unit managers.

3.1.6. Will report ART status to WG/CC in conjunction with monthly Status of Training and Resources System (SORTS) briefing.

3.2. Unit commanders:

3.2.1. Will designate at least two ART managers in writing and provide wing ART administrator a copy for file. Units must maintain the ability to deploy one trained manager and allow for peacetime leave and temporary duty assignment (TDY) without disrupting normal reporting requirements. (Attachment 1)

3.2.2. Must ensure ART managers have the proper security clearance to access AEF materials. This will be verified by the Unit Security Manager on each unit's appointment letter.

3.2.3. Must be aware of current and projected resources status in order to provide accurate get well date (GWD) projections when submitting assessments.

3.2.4. Must receive training from the Wing ART Manager within 10 duty days of taking command.

3.3. Unit Monitors/Approvers:

3.3.1. Primary and alternate unit ART managers must receive training from the Wing ART Administrator within 10 duty days of appointment.

3.3.2. If discrepancies are noted between other deployment tasking databases and the UTA time phased force development data (TPFDD) loaded in ART, it is incumbent on the **unit** to research the disconnect and work to resolve the issue with their respective Major Command (MAJCOM) Functional Area Managers.

3.3.3. Ensure continuity is maintained in the unit ART program. Maintain a separate continuity binder to include the following **MANDATORY** sections:

TAB 1:

- Wing ART Administrator Appointment Letter
- Unit ART Manager Appointment Letter
- Unit Appointment Letter for Authorization to sign ART reports in absence of the commander

TAB 2:

- AFI 10-244
- AFI 10-244_AMCSup 1
- All AFI 10-244 Interim Changes (ICs)
- MAFBI 10-244
- Headquarter (HHQ) guidance, letters, messages, etc.

Note: Above referenced material may be kept in soft copy provided it is readily accessible at all times.

TAB 3:

- Training documentation from Wing ART Administrator
- Copy of AMC/A3 Training Slide Show
- Copy of the AEF ART User Manual
- Sample Worksheet
- Assessment Checklists

TAB 4:

- Cross reference location of the unit commander's readiness and tasking approval reports

TAB 5:

- Copy of last two self-inspections (required semi-annually)
- Copy of last two Staff Assistance Visit (SAV) Reports along with the required response

TAB 6:

- Copy of meeting minutes

4. Unit Reporting Requirements/ Procedures:

4.1. All units reporting AEF status must use the ART On-line. The Air Force goal for on-time reporting is 97% with AMC setting its goal at 98%. McConnell AFB goal for on-time

reporting is no less than 100% at all times. Any failure to maintain this will require justification to be provided to and through the group commander to the wing commander.

4.2. For updated information used in compiling your monthly assessments, such as the TPFDD, Manpower and Equipment Force Packing System (MEFPAK) regulations, Manpower Force Packing System (MANFOR) and Functional Area Manager listing, please refer to the AMC website, <https://afkm.wrightpatterson.smil.mil/community/views/home.aspx?Filter-382> and for further information on Aerospace Expeditionary Forces (AEF), refer to the AEF center website, <https://aef.afpc.randolph.af.smil.mil>.

4.3. Units are required to update and submit the approval of commander's UTC assessment (readiness and tasking) between the 10th and 15th of each month. Commander's Approval Reports (Readiness and Tasking) are only required to be submitted to the Wing ART Administrator in hard copy once a month, no later than close of business (COB) on the 15th.

4.4. Upon notification of a significant event that changes the assessment of a UTC, the unit will submit an out-of-cycle assessment report within 24 hours of the change. This includes notification of a UTC add, change, or deletion. 22 LRS/LGRDX will make every attempt to keep the unit informed but this will be a courtesy notification and does not relieve the unit ART manager of their responsibility to review ART daily.

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

4.6. Units with a UTC returning from deployment will reset the deployment status from "Yes" to "No" not later than five (5) calendar days after the tasked resources return to home station.

4.7. Units will ensure data and remarks adequately and accurately reflect the UTC's capability.

4.8. Units will utilize the worksheets to provide an accurate assessment.

5. Commander's Approval Report:

5.1. Unit: Unit Reporting on UTC/AEF

5.2. AEF: AEF # or Enabler. (Enabler: A UTC not assigned to an AEF but can be tasked at any time.)

5.3. Unit Type Code/Unit Line Number (UTC/ULN)

5.4. GWD: Get Well Date (Date expected status to be back to green)

5.5. UTC Status:

5.5.1. Green = Go: MEFPAK (MANFOR, Logistics Force Packing System (LOGFOR)) Identified personnel and equipment for the AEF allocated UTC are available for deployment within 72 hours of notification or sooner if subject to more stringent criteria.

5.5.2. **Yellow** = Caution: The UTC has a missing or deficient capability; 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. **Mandatory:** Provide a

detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a Get Well Date.

5.5.3. **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. **Mandatory:** Provide a detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a Get Well Date.

5.6. Resource Area: Commanders rate each UTC against the unit's current ability to deploy and employ the UTC. Areas to be assessed 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. For reporting purposes personnel substitutions reflected in the UTC MISCAP are authorized unless precluded in the deployment planning guidance.

5.7. Tasked to Deploy/Can meet Theater specific Required/Line Remarks: Each unit will indicate if a UTC is tasked to deploy, the remaining question is whether it can meet theater specific requirements including line remarks IAW timing criteria. Remarks are mandatory if UTC cannot meet theater specific requirements. If a portion of a UTC is tasked to deploy, the remaining assets continue to be postured for the entire deployment eligibility window. Commanders will continue to submit an overall UTC assessment that treats the deployed portion of that UTC as available and healthy unless circumstances/information warrant otherwise. Units owning a UTC tasked to deploy will reset the deployment status from "Yes" to "No" not later than five (5) days after the tasked resource returns to home station.

5.8. Remarks: Each unit will submit remarks IAW AFI 10-244, Chapter 3.

6. AEF Tempo Bands:

6.1. Based on Chief of Staff of the Air Force (CSAF) approval and direction, functional area placement in one of five Tempo Bands is based on the deploy-to-dwell ratio corresponding to levels of risk to a functional area's effort to effectively train and sustain forces.

6.1.1. **Tempo Band A** = Four months deployed every 20 months. Deployment dwell ratio is 1:6.

6.1.2. **Tempo Band B** = Six months deployed followed by two years at home. Deployment dwell ratio is 1:4.

6.1.3. **Tempo Band C** = Six months deployed followed by 18 months home. Deployment dwell ratio is 1:3.

6.1.4. **Tempo Band D** = Six months deployed and one year home. Deployment dwell ratio is 1:2.

6.1.5. **Tempo Band E** = Six months deployed and six months home. Deployment dwell ratio is 1:1.

7. Initiating a Readiness Assessment

7.1. Log in to ART and select the appropriate ART role.

7.2. Click on the Update tab. Window will reload.

- 7.3. The UTC/Availability Line Numbers (ALN) listing pane on the left lists all of the units you have visibility over/for based on your approved roles(s).
- 7.4. Expand the appropriate unit (click the plus + sign) to display all the UTCs/ALNs associated with your unit.
- 7.5. Select the UTC/ALN that requires an assessment, window will reload.
- 7.6. Expand the UTC/ALN to display the Draft Readiness and Draft Tasking lines.
- 7.7. Expand the Draft Readiness to display the equipment and personnel line numbers.
- 7.8. Click the Draft Readiness line, window will reload.
- 7.9. Select the correct UTC/ALN Readiness Status (Green, Yellow, Red, or Incorrectly Postured).
- 7.10. Type information in the Remarks pane, as necessary.
- 7.11. Click Save.

8. Initiating a Personnel Assessment

- 8.1. Log in to ART.
- 8.2. Click Update. Window will reload.
- 8.3. The UTC/ALN listing pane on the left lists all of the units you have visibility over/for based on your approved roles(s).
- 8.4. Expand the appropriate unit (click the plus + sign) to display all the UTCs/ALNs associated with your unit.
- 8.5. Select the UTC/ALN that requires an assessment, window will reload.
- 8.6. Expand the UTC/ALN to display the Draft Readiness and Draft Tasking lines.
- 8.7. Expand the Draft Readiness to display the equipment and personnel line numbers.
- 8.8. Click the appropriate line number under Draft Readiness in the UTC/ALN Listing.
- 8.9. Click Add button to add the appropriate deficiency reason. The Add update deficiencies window now displays.
- 8.10. Select a Deficiency Category from the drop down list. Use this table of deficiency categories to determine which reason and category applies.
- 8.11. Select a Get Well Date.
- 8.12. Add any necessary remarks. Note: Remarks are required for all Yellow and Red ratings.
- 8.13. Click Add/Update Deficiencies button.
- 8.14. The deficiency displays in the appropriate section at the bottom of the page, or click Cancel to cancel the action. Repeat steps 8.5 through 8.14 until all deficiencies are entered for this line number.
- 8.15. Click Remove to remove an existing deficiency.

8.16. Click Edit to edit an existing deficiency.

8.17. Repeat steps 8.5 through 8.16 if deficiencies exist for other line numbers.

9. To initiate an equipment assessment.

9.1. Log in to ART and select the ART Approver role.

9.2. Click Update.

9.3. The UTC/ALN listing pane on the left lists all of the units you have visibility over/for based on your approved roles(s).

9.4. Expand the appropriate unit (click the plus + sign) to display all the UTCs/ALNs associated with your unit.

9.5. Select the UTC/ALN that requires an assessment, window will reload.

9.6. Expand the UTC/ALN to display the Draft Readiness and Draft Tasking lines.

9.7. Expand the Draft Readiness to display the equipment and personnel line numbers.

9.8. Click the Draft Readiness line, window will reload.

9.9. Click the applicable equipment line (EQP) under Draft Readiness in the UTC/ALN Listing.

9.10. Click Add to add the appropriate deficiency reason.

9.11. The Add Update Deficiencies window displays.

9.12. Select a Deficiency Category from the drop down list.

9.13. Select Get Well Date.

9.14. Add any necessary remarks.

9.15. Click Add/Update Deficiencies. The deficiency displays in the appropriate section at the bottom of the page. Or click cancel to cancel the action.

9.16. Repeat steps 9.5 through 9.15 until all equipment deficiencies are entered.

9.17. Click Remove to remove an existing deficiency.

9.18. Click Edit to edit an existing deficiency.

9.19. Click CC Review if all deficiencies are entered and you are ready to forward the assessment to the unit commander for approval.

10. Initiating a Tasking Assessment.

10.1. Navigate to the ART Update page. The UTC/ALN listing shows all the units for which you are responsible.

10.2. Expand the correct unit to display all the UTCs/ALNs associated with that unit.

10.3. Select the correct UTC/ALN. ART displays the current reported UTC/ALN status, the UTC MEFPK detail and other status information.

10.4. Expand the UTC/ALN to display the Draft Readiness and Draft Tasking Lines.

10.5. Select the Draft Tasking Line.

10.6. Select “In Work” in the Assessment status pane (you cannot edit the assessment unless it is In Work).

10.7. Click the correct line number, then select either Tasked and/or deployed. You may also select all Tasked/Deployed or None Tasked/Deployed if applicable.

10.8. Select either Yes or No for Can Meet Tasking.

10.9. If Can Meet Tasking is No, select a Get Well Date and type Remarks explaining why the tasking cannot be met and what is being done about it (fix or RECLAMA).

10.10. Click Save.

10.11. Click CC Review after all entries are completed.

10.12. Click Save.

11. Approving Assessments.

11.1. Navigate to the ART update page. The UTC/ALN Listing shows all units for which you are responsible.

11.2. Expand the appropriate unit to display all the UTC/ALNs associated with the unit.

11.3. Select appropriate UTC/ALN. ART displays current UTC/ALN status & UTC MEFPAK detail.

11.4. Expand the UTC/ALN to display the Draft Readiness and Draft Tasking lines.

11.5. Skip to Step 11.13 if you are approving only a Draft Tasking Assessment.

11.6. Expand Draft Readiness to display the equipment and personnel line numbers.

11.7. Click Draft Readiness. ART displays the draft readiness information.

11.8. Select either the personnel or equipment line items to view deficiencies.

11.9. After reviewing the Draft Readiness Assessment, click with Approved or Disapproved.

11.10. Type any Commander’s Remarks.

11.11. Click Save.

11.12. If you are reviewing a Draft Tasking Assessment, select the Draft Tasking line in the UTC/ALN listing. ART displays the draft tasking.

11.13. After reviewing the Draft Tasking Assessment, click Approved or Disapproved.

11.14. Click Save.

JOEL D. JACKSON, Colonel, USAF
Commander

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

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 (JOPEX) Volume 1, Planning Policies and Procedures*, 14 July 02

CJCSI 3401.02, *Global Status of Resources and Training*

CJCSM 3150.02, *Global Status of Resources and Training*

AFDD 1, *Air Force Basic Doctrine*, 14 Oct 11

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

AFDD 2, *Organization and Employment of Aerospace Power*, 3 Apr 07

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

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

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

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

AFI 10-402, *Mobilization Planning*, 01 May 12

AFI 10-403, *Deployment Planning and Execution*, 20 Sep 12

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

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

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

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

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

Prescribed and Adopted Forms

None

Abbreviations and Acronyms

AEF— Air and Space Expeditionary Forces

AF— Air Force

AFB— Air Force Base

AFI— Air Force Instruction

AFMAN— Air Force Manual
AFPD— Air Force Policy Directive
AFRIMS— Air Force Records Information Management System
ALN— Availability Line Numbers
AMC— Air Mobility Command
ART— Air and Expeditionary Reporting Tool
CC— Commander
COB— Close of Business
CSAF— Chief of Staff of the Air Force
EQP— Equipment Line
GWD— get well date
HHQ— Headquarters
IAW— In Accordance With
IC— Interim Change
LOGFOR— Logistics Force Packaging System
MAFBI— McConnell Air Force Base Instruction
MAFBSUP— McConnell Air Force Base Supplement
MAJCOM— Major Command
MANFOR— Manpower Force Packaging System
MEFPAK— Manpower and Equipment Force Packaging System
MISCAP— Mission Capability
OPR— Office of Primary Responsibility
POC— Point of Contact
RDS— Records Disposition Schedule
SAV— Staff Assistance Visit
SORTS— Status of Training and Resources System
TDY— Temporary Duty Assignment
TPFDD— Time Phased Force Deployment Data
ULN— Unit Line Number
UTA— UTC Availability Module
UTC— Unit Type Code
WG/CC— Wing Commander

Attachment 2

APPOINTMENT OF UNIT ART MONITORS/APPROVERS

(DATE)

MEMORANDUM FOR 22 LRS/LGRDX

FROM: (Unit/Organization Symbol)

SUBJECT: Appointment of Unit ART Monitors/Approvers

1. The following personnel are the POCs for (Unit/Organization 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 E-Mail 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/approver responsibilities and have accomplished the required on-line ART training.

5. Responsible for reporting on the following UTC(s):

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

(Unit Commander Signature Block)

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