

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

AIR FORCE INSTRUCTION 10-244



15 JUNE 2012

**OFFUTT AIR FORCE BASE
Supplement**

27 NOVEMBER 2013

Operations

**REPORTING STATUS OF AIR AND SPACE
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-IR

Certified by: AF/A3O-I
(Col Colin J. Wright)

Supersedes: AFI 10-244, 12 September
2005

Pages: 31

(OFFUTTAFB)

OPR: 55 LRS/LGRDX

Certified by: 55 LRS/CC
(Lt Col Joshua N. Frank)

Supersedes: AFI 10-
244_OFFUTTAFBSUP, 29
June 2006

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) organizations that posture UTCs in DCAPEs (Deliberate and Crisis Action Planning and Execution Segments). Refer recommended changes and questions about this publication to AF/A3O-I, 1480 Air Force, Pentagon RM 5D756, Washington DC 20330-1030 using the AF IMT 847, Recommendation for Change of Publication; route AF IMT

847s from the field through the appropriate functional’s chain of command. This publication may be supplemented by the MAJCOMs, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Unless otherwise specified, the OPR is the waiver authority for this instruction. Except where noted, references to major commands (MAJCOMs) include the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). Any reference to MAJCOMs also includes Field-Operating Agencies (FOAs) and Direct Reporting Units (DRUs). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm/>.

(OFFUTTAFB) AFI 10-244, 15 June 2012, *Reporting Status of Air and Expeditionary Forces* is supplemented as follows. This supplement establishes specific Offutt procedures for AEF reporting. This supplement applies to all organizations assigned or attached to the 55th Wing. 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 the Air Force Records Information Management System (AFRIMS) Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, Recommendation for Change of Publication; route AF forms 847 from the field through the appropriate functional’ s chain of command.

SUMMARY OF CHANGES

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

(OFFUTTAFB) This publication has been substantially revised and must be completely reviewed. The summary of changes include updates to local ART reporting process responsibilities, UTC readiness assessments, and a revised AEF Reporting Tool (ART) Monitor Appointment Letter.

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Chapter 1

AIR AND SPACE EXPEDITIONARY FORCE (AEF) CONCEPTS

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

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

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

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

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

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

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

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

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

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

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

1.3.4.1. Are UTCs able to accomplish their MISCAP?

1.3.4.2. Are UTCs able to accomplish their deployment tasking?

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

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

Chapter 2

ORGANIZATION RESPONSIBILITIES

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

2.2. Headquarters USAF.

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

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

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

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

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

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

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

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

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

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

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

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

2.3.2.1. Maintain the currency of the database by loading UTA data into ART to identify UTC additions, changes and deletions.

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

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

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

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

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

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

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

2.5. Wing and Base-Level Agencies.

2.5.1. Wing Commander or equivalent level supervisor. Ensure the wing reports UTC capability status through ART. Assist, if required, during unit disputes of UTC posturing.

2.5.2. Squadron/Unit Commander or equivalent level supervisor. Advises wing commander of resource changes that may impact UTC capabilities. The squadron/unit commander is the authority for reporting the readiness of unit's UTC(s) in ART. Review unit posturing to ensure that unit is postured IAW AFI 10-401 guidance. Resolve posturing disputes with MAJCOM FAM, OFAMO, and/or AEF Cell IAW MAJCOM policies and procedures. Responsible for associating, tracking, and managing personnel and equipment in UTCs and assigning them to the proper AEF. Commanders should consider known issues that will impact the UTC (i.e., pending retirements/PCS).

2.5.3. Individual Personnel must ensure they are ready for deployment IAW AFI 10-403, AFI 10-401 and other official directives. Deficiencies must be brought to the attention of supervisors and unit commanders as soon as known.

2.5.3.1. Report any change to their personal readiness status to their supervisor, UDM, ART monitor and/or unit commander as soon as known.

2.6. ART Reporting Process Responsibilities

2.6. (OFFUTTAFB)ART Reporting Process Responsibilities

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

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

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

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

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

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

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

2.6.2. Numbered Air Forces (NAFs)

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

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

2.6.3. Wing/Base Commander:

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

2.6.3.1.1. **(Added-OFFUTTAFB)** The 55 WG/CC will designate one member, as well as at least one alternate, from 55 LRS/LGRDX to serve as the 55 WG ART Monitor.

2.6.3.1.2. **(Added-OFFUTTAFB)** Each unit commander owning standard UTCs must appoint at least one primary and one alternate unit ART monitor. See Attachment 2 for the Sample Appointment Letter.

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

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

2.6.3.3.1. **(Added-OFFUTTAFB)** Upon appointment as a unit ART monitor, the appointed member must make contact with the 55 WG ART Monitor or alternate for training. The 55 Wing ART Monitor can be reached via DSN: 271-7733 or 271-7732. This training must be accomplished within 30 days of appointment.

2.6.3.3.2. **(Added-OFFUTTAFB)** Upon request for training from the 55 WG ART Monitor, one-on-one, hands-on training will be scheduled at a mutually agreeable time between the two parties. Geographically Separated Units (GSUs) will be provided with 55 WG-specific training slides and advised to review AFI 10-244 (Along with the ACC Sup and this document), the training aids found under the help dropdown menu on the ART website, and Chapters 1-8 of the ART 3.0 User's

Manual (which can also be found under the help menu). The 55 WG ART Monitor will provide GSU monitors with any assistance that can be provided via telephone.

2.6.3.3.3. **(Added-OFFUTTAFB)** Refresher training will be required of all unit ART monitors annually and will be tracked by the 55 WG ART Monitor.

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

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

2.6.3.5.1. **(Added-OFFUTTAFB)** The Wing ART monitor (or alternate) will brief 55 WG/CC monthly during the second Wing Staff Meeting of each month (typically, the second Monday). The Installation Deployment Officer (IDO); Superintendent, Plans and Integration; or NCOIC, Plans and Integration may also deliver the briefing in the case of ART monitor absence.

2.6.3.5.2. **(Added-OFFUTTAFB)** The briefing classification will be SECRET and the briefing format will be as follows:

2.6.3.5.2.1. **(Added-OFFUTTAFB)** On-Time reporting statistics (broken out weekly and monthly).

2.6.3.5.2.2. **(Added-OFFUTTAFB)** 55 WG monthly on-time averages.

2.6.3.5.2.3. **(Added-OFFUTTAFB)** Aggregate report data broken out by each group. The briefer will summarize changes, and the respective group commander will address causes, justifications, and alibis for these changes, e.g. briefer may state that the 55 MSG has increased X number of green UTCs, Decreased X number of red UTCs, and remained constant in number of not reported UTCs. At this time the 55 MSG/CC would provide any additional information regarding these changes, and answer any questions raised by the 55 WG/CC.

2.6.4. Units.

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

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

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

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

2.6.4.5. Ensures report submissions meet established time lines.

2.6.4.5.1. **(Added-OFFUTTAFB)** In order to ensure maximum compliance, the 55 WG ART Monitor will publish quarterly schedules designating at least one day per month as a "55th Wing ART Day." On these days, each unit must log into ART and update all UTCs. This will ensure no UTC's exceed 30 days without being reviewed. ART Monitors must still review the UTA and ART regularly to check for new UTCs that must be assessed within 24 hours.

- 2.6.4.5.2. (**Added-OFFUTTAFB**) On the last duty day of each week, the 55 WG ART Monitor will send out an email notifying which units have either an overdue assessment or an assessment, which will go overdue during a non-duty day. Units will be required to make this update NLT 1500hrs CST on the day of notification.
- 2.6.4.6. Review discrepancies noted in previous reports and actions being taken to correct them.
- 2.6.4.7. If discrepancies are noted between other deployment tasking databases and the UTA information loaded in ART, it is incumbent on the unit to research the disconnect and work to resolve the issue with MAJCOM FAMs.
- 2.6.5. Units Required to Report. All Air Force units including Air National Guard and Reserve components owning standard UTCs postured in UTA report the readiness of their UTCs IAW this instruction.

2.7. Total Force Integration (TFI) Readiness Reporting Guidance

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

Chapter 3

REPORTING GUIDANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.4. (OFFUTTAFB)UTC Readiness Assessments

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

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

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

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

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

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

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

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

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

3.4.7.3. The training assessment area indicates the status of training needed to support the mission for which a UTC is designed as described in the UTC Mission Capability (MISCAP). All personnel assigned to a UTC must have all required UTC and skill level training completed IAW applicable directives and instructions at the time of assessment.

Individual training not required by the UTC (MISCAP or manpower detail) will not affect the UTC readiness assessment but will be captured for deployment readiness tracking.

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

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

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

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

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

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

3.4.13. **(Added-OFFUTTAFB)** Upon the need for an updated or new UTC assessment, the unit ART monitor will log into ART and review current UTC assessment data. Units will update UTCs accordingly to meet either the minimum 31 day reporting requirement, report on a new UTC, or report a change to status.

3.4.13.1. **(Added-OFFUTTAFB)** When updating applicable data, unit ART monitors will save the assessment under the “CC Review Status” and hold reports in that the respective commander gives status until final approval.

3.4.13.2. **(Added-OFFUTTAFB)** Unit ART monitors are to utilize the commander’s approval report provided by the ART database, but may use supplementary briefing materials as the respective commander sees fit.

3.4.13.3. **(Added-OFFUTTAFB)** Upon commander’s signature on the commander’s approval report, unit ART monitors will store this signed report in their local continuity

binder. At this time, unit ART monitors must log back into ART and update the UTC status "CC Approved."

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

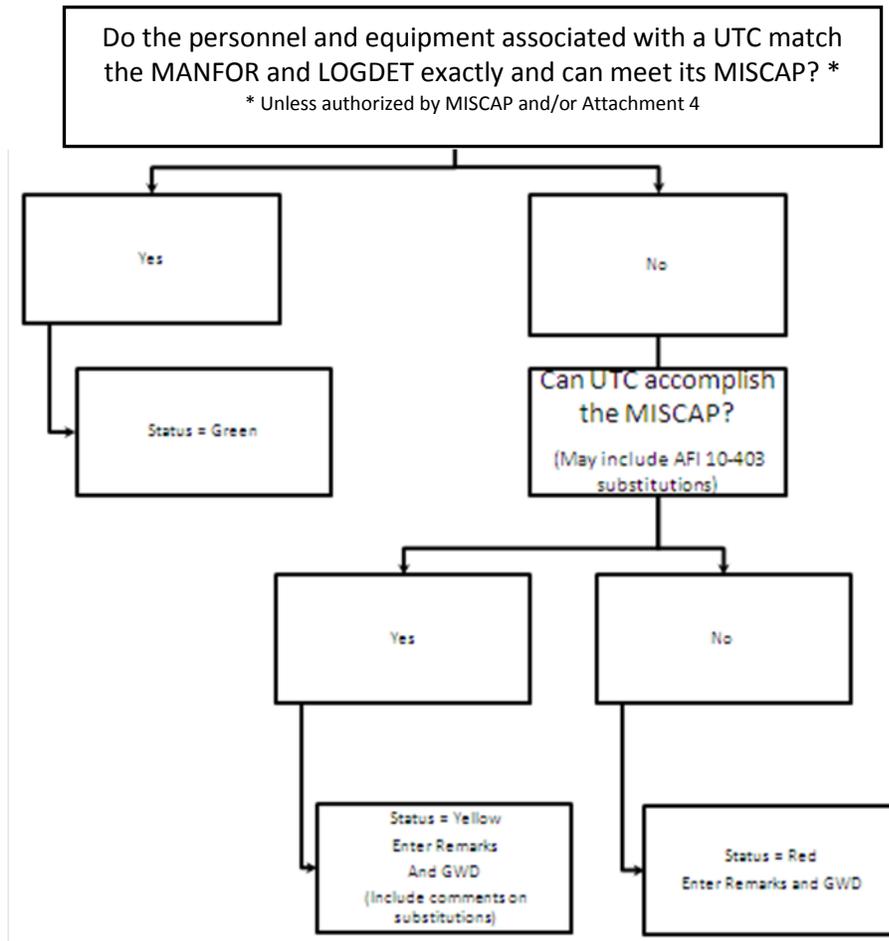
3.5.1. Green. The complete UTC to include the exact MANFOR and LOGFOR equipment with only MISCAP explicit substitutions, or green skill level, or grade substitutions (see Attachment 4). All required deployment training for the UTC can be accomplished within 72 hours of notification or sooner if subject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

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

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

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

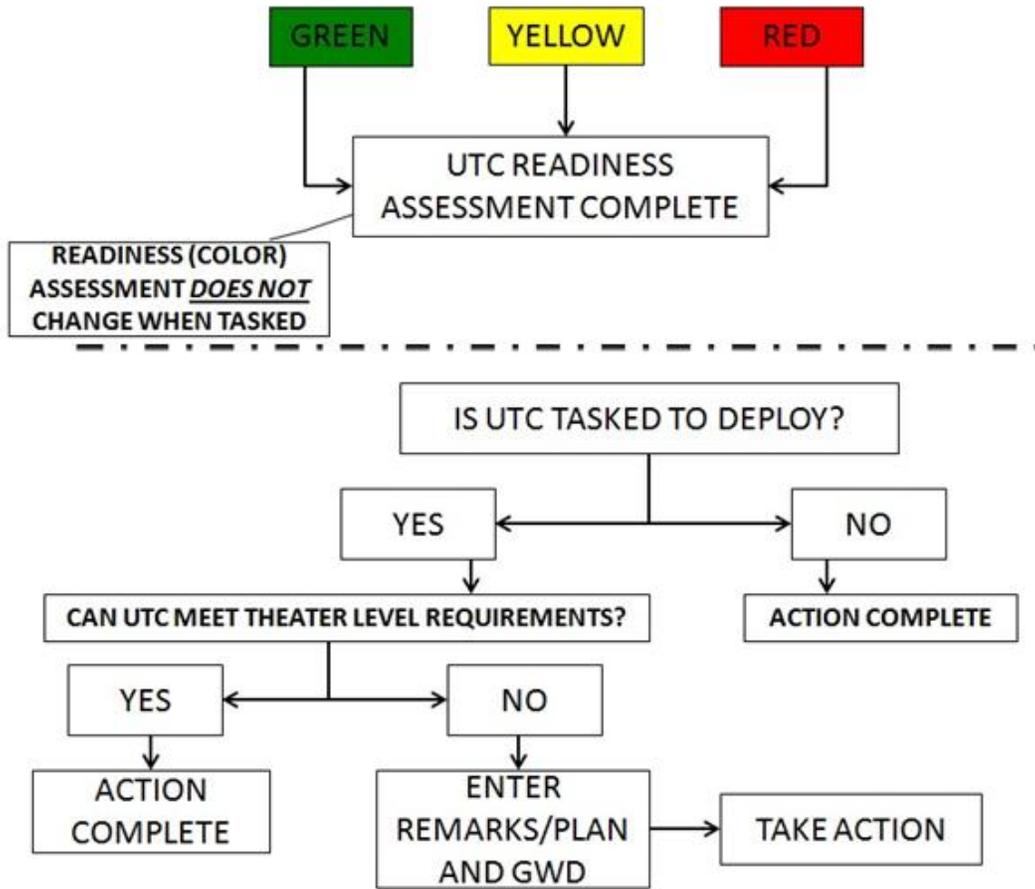
3.5.5. After each refresh, a change report is produced and available through the 'reports' tab. Change reports are kept within the application for three months. The owning organization is responsible for follow-up and review of their unit changes.

Figure 3.1. Monthly Assessment Process

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

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

Figure 3.2. Tasked to Deploy Assessment Process



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

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

3.7.2. As applicable, list resource types with associated deficiencies; state numbers required, assigned, and available; explain the cause of the problem, if known; identify previously

requested assistance; identify remedial actions in progress, highlight further actions required, and provide a projection of when the readiness status will change.

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

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

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

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

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

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

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

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans & Requirements

(OFFUTTAFB)

GREGORY M. GUILLOT, Colonel, USAF
Commander

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted Forms

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

Attachment 1 (OFFUTTAFB)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 10-403, *Deployment Planning and Execution*, 20 September 2012

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 15 June 2012

AFI 10-244_ACCSUP, *Reporting Status of Aerospace Expeditionary Forces*, 26 February 2013

AEF UTC Reporting Tool (ART) User Manual Version 3.0.28, June 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC – Air Combat Command

AEF – Aerospace Expeditionary Forces

ART – AEF UTC Reporting Tool

CST – Central Standard Time

GSU – Geographically Separated Unit

IDO – Installation Deployment Officer

MSG – Mission Support Group

NCOIC – Non-Commissioned Officer in Charge

NLT – No Later Than

RDS – Records Disposition Schedule

UTA – UTC Availability

UTC – Unit Type Code

Attachment 2

ART MONITOR ASSESSMENT CHECKLIST

Table A2.1. ART Monitor Assessment Checklist

Units may use this checklist as a tool to assess UTC Personnel, Training, Equipment/Supplies and Equipment Condition (PTEC) monthly in ART. ALWAYS consider what the UTC's MISCAP states when assessing.			Current AEF	
GREEN = There are absolutely NO UTC deficiencies in any of the four assessed areas			G	Y
YELLOW = UTC can meet MISCAP but there are deficiencies to be noted				
RED = UTC cannot meet MISCAP due to too many deficiencies				
INCORRECTLY POSTURED = UTC is incorrectly postured and requires MAJCOM FAM attention.			R	
<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. 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, their AEFI will only be changed under extenuating circumstances. See AFI 10-401, para 14.4.1.</i></p>				
A: <u>PERSONNEL</u>				
1 MANNING: Does the unit have the capability to meet UTC with assigned personnel?				
a	Yes.		G	
b	No, but can still meet MISCAP.	GWD		Y
c	No, and cannot meet MISCAP.	GWD		R
2 CAFSC (Enlisted), DAFSC (Officer): Does each member's CAFSC/DAFSC match the MANFOR requirement exactly?				
a	Yes, or authorized MISCAP and/or Attachment 4 substitution.		G	
b	No, but substitution allowed by AFI 10-403.	GWD		Y
c	No, and substitution exceeds MISCAP or AFI 10-403 allowances.	GWD		R
3 GRADE: Does each member's grade listed in each UTC position number match the MANFOR requirement?				
a	Yes, or authorized MISCAP substitution.		G	
b	No, but substitution allowed by MISCAP or AFI 10-403.	GWD		Y
c	No, and substitution exceeds MISCAP and AFI 10-403 allowances.	GWD		R
4 DAV: Are all members free of any non-waiverable Deployment Availability Codes				
a	Yes.		G	

b	No, but can still meet MISCAP.	GWD		Y	
c	No, and cannot meet MISCAP.	GWD			R
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 2 (OFFUTTAFB)
SAMPLE APPOINTMENT LETTER

Figure A2.1., Sample Appointment Letter

(Date)

MEMORANDUM FOR 55 LRS/LGRDX

FROM: (*YOUR UNIT*)

SUBJECT: (*YOUR UNIT*) AEF Reporting Tool (ART) Monitor Appointment Letter

1. In accordance with AFI 10-244 Para 2.6.4.2 and AFI 10-244 ACC Supplement Para 2.6.4.2.1, unit commanders will designate a primary and alternate unit ART POC in writing by letter. Submit letter to the wing ART manager or equivalent. The letter is required for ART POCs who require write access to ART under either the ART Approver or ART Monitor role. Letter must include names, ranks, organization(s), DSN, and classified and unclassified email addresses. A classified email 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. The following individuals are appointed as ART approvers for (*YOUR UNIT*):

PRIMARY

Rank/Name: SSgt John Doe

DSN Phone: XXX-XXXX

Comm Phone: (XXX)-XXX-XXXX

NIPRNET Email: john.doe@base.af.mil

SIPRNET Email: john.doe@base.af.smil.mil

ALTERNATE

Rank/Name: TSgt Jane Doe

DSN Phone: XXX-XXXX

Comm Phone: (XXX)-XXX-XXXX

NIPRNET Email: jane.doe@base.af.mil

SIPRNET Email: jane.doe@base.af.smil.mil

3. This letter supersedes all previous letters, same subject.

JOHN A. DOE, Lt Col, USAF
Commander, (YOUR UNIT)

Attachment 3

STANDARD ASSESSMENT REMARKS

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

PERSONNEL (Note: Airmen are not necessarily assigned against a specific UTC/ALN within the unit; they may be assigned to any UTC/ALN within their AEF vulnerability for which they are qualified. Commanders should move Airmen (within their vulnerability period) to maximize the number of "Green" UTCs)	
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	Position not filled and no backfill available
Grade	Individual grade does not match required grade
Deployment Availability (DAV) Code	Use precise 2 digit code and description as listed in AFI 10-403, Table A2.2
Medical (Other than DAV Code)	Member not cleared for deployment per AFI 48-123 , Chapter 13
Security Clearance	Does not meet MISCAP or pending Security Information File (SIF) resolution
<i>Enter Worst Case Get Well Date as PERSONNEL GWD: mm/dd/yyyy</i>	
TRAINING	
Standard Remark Definition	When to Use
Skill Level Training	Individual skill level does not match required skill level (substitution authorized by MISCAP or AFI 10-403)
UTC MISCAP Qualifications	Individual does not possess specified UTC MISCAP qualifications (includes Weapons & Chemical Warfare training)

Awaiting Tech School	Individual awaiting school date/funding
Special Experience Identifier (SEI)	Individual does not possess required SEI (substitution not authorized by MISCAP)
Mission Conversion	Individual requires training to meet new mission standards/assignment
Warrior Skills	Individual requires weapons training/chemical warfare training based on deployment requirements (MISCAP specified) (does not affect Readiness assessment, e.g. Green to Yellow)
<i>Enter Worst Case Get Well Date as TRAINING GWD: mm/dd/yyyy</i>	
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	Self-explanatory
Major Maintenance at Depot	Self-explanatory
In Repair, Unit – Not Mission Capable	Self-explanatory
In Repair, Unit – Partially Mission Capable	Self-explanatory
Awaiting Funding	Self-explanatory
Awaiting Maintenance (AWM)	Self-explanatory
Awaiting Parts (AWP)	Self-explanatory
<i>Enter Worst Case Get Well Date as EQUIPMENT CONDITION GWD: mm/dd/yyyy</i>	
NOTE: Other comments may be entered in Commanders' Remarks	

Attachment 4

SUBSTITUTION GUIDELINES

Table A4.1. Enlisted

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

Table A4.2. Officers

UTC MANFOR	Assigned	Max ART Assessment *
	Below O-6	Red

O-6 and above	O-6 and above	Green
O-5	O-1	Red
	O-2	Red
	O-3	Red
	O-4	Yellow
	O-5	Green
O-4	O-1	Red
	O-2	Red
	O-3	Yellow
	O-4	Green
	O-5	Green
O-3	O-1	Red
	O-2	Yellow
	O-3	Green
	O-4	Green
	O-5	Green
O-2	O-1	Yellow
	O-2	Green
	O-3	Green
	O-4	Green
	O-5	Green
* - Assumes standard substitution rules are authorized and that all other factors with respect to readiness (training, DAV codes, equipment, etc.) support the assessment		