

**BY ORDER OF THE COMMANDER
OF MOUNTAIN HOME AFB**

AIR FORCE INSTRUCTION 10-244



AIR COMBAT COMMAND

Supplement

MOUNTAIN HOME AFB

Supplement

6 JANUARY 2016

Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 366 LRS/LGRDX

Certified by: 366 LRS/CC
(Maj Robert A. Lee)

Supersedes: AFI10-
244_ACCSUP_MHAFBSUP
, 22 July 2009

Pages: 4

AFI 10-244, 15 June 2012, and ACC Supplement, 26 February 2013, is supplemented as follows. This supplement applies to all 366th Fighter Wing (366 FW) Staff agencies to include the 366th Comptroller Squadron (366 CPTS); the 366th Operations Group (366 OG) and their operations support and flying squadrons; the 366th Maintenance Group (366 MXG) and their aircraft maintenance, equipment maintenance, and component maintenance squadrons; the 366th Mission Support Group and all their squadrons; and the 366th Medical Group (366 MDG). This supplement provides additional guidance for 366 FW ART reporting procedures. This supplement adds commander-directed reporting processes and procedures. This publication does apply to Air National Guard units or the Air Force Reserve Command. Ensure that all records (e.g., ART report; worksheets; ART appointment letter; training documentation, etc.) created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command. See **Attachment 1** for a *Glossary of References and Supporting Information*.

SUMMARY OF CHANGES

In paragraph 2.6.3.6.2.1.1, added reference to paragraph 2.6.3.6.4 for additional responsibilities.

2.6.3.6.2.1. Commanders will ensure a minimum of two unit ART Monitors are appointed, in writing, for their respective unit and at least one monitor is available at the home station at all times to ensure the ART database is updated within 24 hours of a change to a UTC. Unit ART Monitor will maintain a copy of the appointment letter and forward a copy to the wing ART Manager.

2.6.3.6.2.1.1. **(Added)** Unit ART Monitors must have a SECRET security clearance and access to the SIPRNET before being appointed and scheduled for training. Additional responsibilities can be found in section **2.6.3.6.4, Reporting Procedures**. 2.6.3.6.2.2. **(Added)** Wing ART Manager will monitor the ART database and inform wing leadership of overdue or not reported UTCs on a weekly basis, and provide the wing commander a monthly update on the status of UTC readiness.

2.6.3.6.3.1. **(Added)** Wing ART Manager will provide initial and recurring training to unit ART Monitors and commanders.

2.6.3.6.3.2. **(Added)** One-on-one training will consist of hands-on training for accessing the ART database and updating specific UTCs. It will also cover the basic terms, purpose, definitions, updating, report retrievals, required reporting time constraints, and highlight any adverse trends.

2.6.3.6.4.1. **(Added)** Squadron commanders will brief group commanders on a routine basis (e.g. monthly or weekly), and group commanders will determine what information needs to be brought to the attention of the wing commander. Unit ART Monitor will create slides and coordinate through the group commander prior to briefing the wing commander.

2.6.4.6.4.2. **(Added)** Units will create their own procedures for compilation of data. Document the procedures in the form of an operating instruction or policy letter. Once established, maintain a copy in the unit continuity binder. If units develop worksheets or databases for maintaining the data, ensure the data is classified according to applicable security guidance.

2.6.4.6.4.3. **(Added)** Unit ART Monitors will monitor the ART database weekly to ensure their UTCs do not go overdue and new UTCs are updated in a timely manner.

2.6.4.6.4.4. **(Added)** Unit monitors will accomplish a 30-day review with the unit commander or designated representative. Document the review by printing a UTC report. The unit monitor and unit commander, or designated individual will sign and date the report printout. Monitors will retain a copy of the most current review. Monitors are encouraged to print out UTC reports after updates are made for continuity.

2.6.4.6.4.5. **(Added)** Information flow should start with the monitor recording the UTCs assigned to their UIC via ART database and cross-referenced with the current Air Force UTC Availability Time Phased Force

Deployment Data. Review UTCs to ensure applicability to the unit's resources. If discrepancies are found, follow procedures listed in AFI 10-244 and/or ACC supplement for "incorrectly posture/allocated UTCs".

2.6.4.6.4.6. **(Added)** Unit ART monitors should compile information from the Unit Deployment Manager for ancillary training and profile duty limitations. Also, monitors should coordinate with the Unit Training Manager, or supervisor to ensure all training is completed in accordance with the UTC Mission Capability or Manpower Force Packaging System. Additionally, monitors will coordinate with section/flight chiefs and/or superintendents prior to assigning personnel to UTCs. ART Monitors will keep section/flight chiefs apprised of discrepancies and inform them when a UTC is reported as "Red."

DAVID R. IVERSON, Colonel, USAF
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Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

366 CPTS—366th Comptroller Squadron

366 FW—366th Fighter Wing

366 MDG—366th Medical Group

366 MXG—366th Maintenance Group

366 OG—366th Operations Group