

**BY ORDER OF THE COMMANDER  
SHAW AFB**



**AIR FORCE INSTRUCTION 10-244**

**AIR COMBAT COMMAND  
Supplement**

**SHAW AIR FORCE BASE**

**Supplement**

**19 NOVEMBER 2015**

**Operations**

**REPORTING STATUS OF AEROSPACE  
EXPEDITIONARY FORCES**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 10-244, 15 June 2012, and AFI 10-244\_ACCSUP, 26 February 2013, are supplemented as follows:** This publication provides procedures for those areas listed that require installation commander direction. This publication applies to all personnel assigned/attached to Shaw AFB, South Carolina with unit type codes (UTC) listed in the Aerospace Expeditionary Force (AEF) Time-Phased Force Deployment Data (TPFDD) Library. Ensure 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at

<https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers

as required. 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 to 20 LRS/LGLOC, 321 Cullen St., Shaw AFB, SC 29152-5125; route through your appropriate functional chain of command.

## ***SUMMARY OF CHANGES***

This document has been revised and must be completely reviewed. Changes include updating paragraphs to reflect accurately with both the basic instruction as well as the Air Combat Command (ACC) supplement.

**2.6.2.3.** Air Force Central Command, AFCENT/A3XF, is the office of primary responsibility (OPR) for Ninth Air Force (9 AF) headquarters units and is responsible for all AEF Reporting Tool (ART) reporting and training for 9 AF headquarters units. 9 AF ART reporting is an independent program from 20 FW ART program.

2.6.3.1. Plans & Integration, 20 LRS/LGRDX, is the ART OPR for the 20 FW.

2.6.3.1.1. ACC delegated the sub-administrative role to wing OPRs in the ART 3.0 version, which allows Plans & Integration permission to approve/disapprove unit requests for ART access. Plans & Integration will maintain unit appointment letters and provide the necessary initial training to appointed ART monitors and approvers. Plans & Integrations will approve user access only after an individual is appointed in writing and trained. Personnel no longer listed on the unit appointment letter will have their ART access revoked.

2.6.3.2. Plans & Integration will create a monthly ART briefing with data from the ART database as entered by subordinate unit commanders. Plans & Integration will maintain the electronic and hardcopy of each monthly briefing for at least 1 year.

2.6.3.2.1. Plans & Integration will brief wing leadership on the status of deployment process training IAW AFI 10-403.

2.6.3.2.2. 20 FSS/DPMX will brief wing leadership on all reported discrepancies for deployments from the previous month.

2.6.3.3.1. **(Added)** As a minimum initial training will include ART database access and familiarization, UTC assessment, local procedures, and data handling procedures.

2.6.3.3.2. **(Added)** No additional annual or refresher training is required for ART. Additional training and information will be provided as directed by Air Combat Command (ACC) or as needed with system or process changes.

2.6.3.5. Plans & Integration will provide wing leadership a monthly briefing to report the current status of UTCs and the overall status of the 20 FW ART program. Information for this brief will be extracted from the ART database by Plans & Integration as input by subordinate unit OPRs. Generally this meeting is held in conjunction with the wing standup on the fourth Wednesday of each month or as determined by the 20 FW/CC.

2.6.4.1. Plans & Integration will schedule, conduct, and document initial training with appointed unit ART OPRs upon receiving a signed appointment letter by the unit commander.

2.6.4.1.1. **(Added)** Units must appoint at least one primary and one alternate as the ART Approver. Units are highly encouraged to have all appointed UDMs listed as an ART monitor or ART Approver to compensate for deployments,

leave, or unexpected situations that may arise to prevent a UTC from being properly updated.

2.6.4.1.2. Unit commanders will submit appointment letters to Plans & Integration upon selection of Unit ART Monitors and/or as changes occur.

2.6.4.3. Unit commanders are encouraged to make use of existing UTC report products available in the ART database to maintain and report information for their approval and signature. Plans & Integrations will document training and maintain training certificates of all Wing ART Monitors/Approvers.

2.6.4.8. **(Added)** Each month, unit ART OPRs will reconcile UTCs on the monthly AEF TPFDD Library with UTCs listed in their ART database. Any discrepancies must be reported to Plans & Integration and the applicable ACC Functional Area Manager (FAM) for resolution. All units are required to update all UTCs in the ART by the 10th of every month and NLT every 31 days.

STEPHEN F. JOST, Colonel, USAF  
Commander

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

There are no references added to this publication.

***Prescribed Forms***

There are no prescribed forms added to this publication.

***Adopted Forms***

There are no adopted forms added to this publication.

***Abbreviations and Acronyms (Added)***

**9 AF**—Ninth Air Force

**AEF**—Aerospace Expeditionary Force

**AFCENT**—Air Force Central Command

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

**ART**—AEF Reporting Tool

**FAM**—Functional Area Manager

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**TPFDD**—Time-Phased Force Deployment Data

**UTC**—Unit Type Code