

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**AIR FORCE INSTRUCTION 10-244  
AIR NATIONAL GUARD  
Supplement**



**2 DECEMBER 2008**

**Operations**

**REPORTING STATUS OF AEROSPACE  
EXPEDITIONARY FORCES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 9

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AFI 10-244, Reporting Status of Aerospace Expeditionary Forces, 21 January 2008, is applicable to the Air National Guard (ANG) with the following exceptions and modifications. For the purpose of this instruction Major Command (MAJCOM) for the National Guard Bureau (NGB) is defined as the Air National Guard.

**SUMMARY OF CHANGES**

1.6.5.1. **(Added)** ANG War and Mobilization Plans Branch (NGB/A3XW) is the office of primary responsibility (OPR) for maintaining ANG Unit Type Codes (UTCs) in the UTC Availability (UTA) and the Aerospace Expeditionary Force (AEF) Timed Phased Force Deployment Data (TPFDD) libraries. NOTE: Once the Deliberate & Crisis Action Planning & Execution Segments (DCAPES) UTA is online, the Air Force Wide UTA and the AEF TPFDD libraries will no longer be used as the baseline for the AEF Reporting Tool (ART).

2.2.6.1. **(Added)** ANG Readiness Assessment Branch (NGB/A3XR) is the ANG Aerospace Expeditionary Force (AEF) Unit Type Code (UTC) AEF Reporting Tool (ART) point of contact (POC) and responsible for maintaining current ANG policy/guidance.

2.3.1.1. **(Added)** ANG liaisons at the Air Force Personnel Center (AFPC/DPW) function as advisors to NGB/A3XR on current policies, procedures and information relating to the ANG ART Program.

2.4.1.1. **(Added)** Each Wing, GSU will appoint at a minimum an ART Approver for each UIC, and as needed an ART Monitor, and ART Subordinate Administrator to manage the wing's ART program. Designate by Name(s), Rank(s), and Organization, Defense Switched Network (DSN) telephone number, ART Role(s), Secret Internet Protocol Router Network (SIPRNET), and Non-classified Internet Protocol Router Network (NIPRNET) email address and numerical designation of each sub unit.

Provide signed appointment letter via fax or e-mail to NGB/A3XR. See **Attachment 8 (Added)** for sample format.

2.4.2. **(Added)** ANG UTCs in the ART database are entered from the AEF TPFDD libraries and divided into Block pair's in-accordance with (IAW) the ANG AEF Apportionment Schedule.

2.4.3. **(Added)** ANG War and Mobilization Plans Branch (NGB/A3XW) will:

2.4.3.1. **(Added)** With UTC Functional Area Managers (FAM) participation, update and maintain the UTA and AEF TPFDD libraries to correctly posture ANG UTCs.

2.4.4. **(Added)** ANG Readiness Assessment Branch (NGB/A3XR), as the primary ANG ART OPR will:

2.4.4.1. **(Added)** Verify and track access to the ART database through the Wing/independent unit ART Manager.

2.4.4.2. **(Added)** Be the approving authority for Wing and Unit level profiles, as necessary.

2.4.4.3. **(Added)** Provide ART database training for ANG FAMs and ANG Wing level personnel as required.

2.4.5. **(Added)** ANG UTC Functional Area Managers (FAMs) will:

2.4.5.1. **(Added)** Submit UTC updates to NGB/A3XW for inclusion in the UTA and AEF TPFDD library.

2.4.5.2. **(Added)** Review functional area ART reports for timeliness, accuracy and validity. Coordinate with the designated unit ART monitors to verify reporting.

2.4.5.3. Address each Incorrectly Postured UTC and resolve posturing issues.

2.6.1.1. ANG Independent Unit Commanders who are considered a Geographically Separated Unit (GSU) will have equivalent responsibilities of Wing Commanders for ART reporting responsibilities.

2.6.2.1. **(Added)** Unit Commander will sign a monthly commander's report, pulled from the ART database for their responsible area and ensure a current copy is kept on file. The commander will be briefed on the monthly status of the unit's UTCs in the ART database and of any problem areas.

2.7.1.2.1. **(Added)** ANG ART OPR will monitor monthly UTC assessments and provide status updates to ANG unit ART monitors, wing commanders, unit commanders and ANG UTC FAMs.

2.7.1.2.2. **(Added)** ANG UTC FAMs will ensure their functional areas at Wing/Unit level are submitting timely, accurate and valid assessment data.

2.7.1.3.1. **(Added)** ANG UTC FAMs will sample, review and assess the adequacy of remarks and challenge inadequate remarks monthly.

2.7.1.4.1. **(Added)** ANG ART OPR will, when notified by AFPC/DPW of official AEF TPFDD Library updates, notify wings, units and UTC FAMs of changes to the database.

2.7.1.5.1. **(Added)** ANG UTC FAMs will:

2.7.1.5.1.1. **(Added)** Correct unexpected changes to any discrepancies, UTC/UMD mismatches, UTC overtaskings, omissions, and conflicts of accuracy within 60 days and expected changes within 30 days in the TPFDD Libraries through NGB/A3XW.

2.7.1.5.1.2. Work to resolve all Incorrectly Postured UTCs, within 60 days, for their community in the ART database. Coordinate action needed with the wing, unit, and A3X as required.

2.7.1.5.1.3. Review, assess adequacy of remarks and challenge inadequate remarks.

2.7.2. **(Added)** N/A for ANG.

2.7.2.1. **(Added)** N/A for ANG.

2.7.2.2. **(Added)** N/A for ANG.

2.7.2.2.1. **(Added)** Numbered Air Forces (NAFs) are not responsible for ART inputs of ANG units in a less than fully mobilized status.

2.7.3.1.1. **(Added)** The ANG Logistics Readiness Office (LGRR) will serve as the Wing level ART OPR. If an LGRR office exists, it will be the ART OPR for each independent unit. Independent units without an LGRR office will designate a unit level ART OPR and forward OPR information to NGB/A3XR. Each LGRR or Independent unit ART OPR must be equipped with SIPRNET capability.

2.7.3.1.2. **(Added)** ANG Wing level ART OPRs (managers) will maintain an ART continuity folder containing the following information:

2.7.3.1.3. **(Added)** Copies of ART appointment letters for wing and subordinate unit ART monitors listing specific ART functions and roles. See example format in **Attachment 8**.

2.7.3.1.4. **(Added)** A description of the Wing ART Reporting method to include all steps from data collection at unit level through commander assessment and actual ART database update. Timelines for reporting ART data will be included. Method(s) used to describe this process may be shown in a flow chart. ART remarks must be complete, should not reference other UTC assessments and should not be provided in terms such as (“50% equipment available” or “75% personnel trained”). See example in **Attachment 6** for a flow chart.

2.7.3.1.5. **(Added)** Responsibilities of each key unit functional area.

2.7.3.1.6. **(Added)** A description/sample of forms used to collect data. See **Attachment 7** for an example, or you may use any locally established form to meet this requirement as long as the locally developed form does not make any reporting requirements less stringent.

2.7.3.1.7. **(Added)** Wing Commander’s review procedures, method and documentation of review (signature on current commander’s report is sufficient).

2.7.3.1.8. **(Added)** Training method of unit ART OPR’s, copies of materials used in the training program and documentation of training accomplished.

2.7.3.1.9. **(Added)** Wing level ART OPR will be required to produce and maintain a wing ART report on a monthly basis. This can be kept and used to brief the Wing Commander.

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

2.7.4.9. **(Added)** ANG Unit level ART Monitors will:

2.7.4.9.1. **(Added)** Ensure personnel handling classified/unclassified readiness assessment information protect it from unauthorized disclosure.

2.7.4.9.2. **(Added)** Maintain a copy of the unit’s ART appointment letter.

2.7.4.9.3. **(Added)** Maintain a description of Wing ART Reporting Methods to include all steps from data collection at the unit level through commander assessment and actual ART Database update.

Timelines for reporting ART data will be included. Method used to describe this may be a flow chart. See **Attachment 6** for a sample flow chart.

2.7.4.9.4. Understand responsibilities of each key unit functional area.

2.7.4.9.5. Ensure unit commander's review procedures, method and documentation of review (signature on current commander's report is sufficient).

2.7.4.9.6. Maintain training materials and other ART reporting guidance provided by the Wing level ART OPR or NGB/A3XR.

2.7.4.9.7. Maintain unit's current ART report paperwork or AF Form 614 to show location of reports. This paperwork will include any worksheets used to collect data for the current ART report. **NOTE:** Ensure any worksheets used to support an ART UTC assessment are marked appropriately according to the security classification for the information provided. It must also include a monthly ART database generated report showing all unit UTCs. Coordinate any discrepancies or omissions with ANG UTC FAMs.

2.7.6 If the UTC MISCAP requires specific mobility bag assets to complete its mission (i.e. NBC Defense Equipment located in the C-Bag), and the UTC is degraded due to the non-availability of the item(s), ensure the deficiency is noted in the remarks section of the UTC assessment. For example: a UTC is expected to perform its MISCAP in a CBRNE environment, and the individuals on the UTC do not have all required C-Bag assets, then the UTC would be degraded due to the missing items from the C-bag. This is the only time mobility bag deficiencies would be reported in the ART database.

3.4.4.1. **(Added)** ANG personnel available for deployment are personnel a unit commander has Operational Control (OPCON) over who are not on state active duty orders under the appropriate state statute.

3.4.4.2. **(Added)** AFSC substitution rules in AFI 10-403, Deployment Planning and Execution, also apply for ART reporting purposes.

3.4.5.1. **(Added)** (Added). Units will not count the same individual or same equipment for multiple UTCs. If an individual is positioned in a UTC, he/she will not be considered in an additional UTC for assessment purposes. Double counting of personnel or equipment for UTC readiness assessments is prohibited.

3.4.7.1.2. **(Added)** Resources belonging to another unit will not be counted in UTC assessments unless some type of agreement is documented prior to using the resources for reporting purposes.

3.4.7.2.2. **(Added)** If equipment is used to fill a requirement in one UTC, the same equipment cannot be used to fill a requirement in an additional UTC.

3.5.6. **(Added)** Black = Incorrectly Postured. FAM attention is needed. A UTC has been postured against a unit in error (e.g. if a CE UTC has been postured against a Medical unit). The following examples does not make a UTC(s) incorrectly postured: UTC(s) slotted for deletion; UTC/UMD mismatch; unit not capable of filling an AFSC requirement (read UTC MISCAP for substitution rule); AFSCs not specific to a unit; loss of positions or AFSC on UMD; UMD changes; UTCs in the process of being moved within a Wing from one squadron to another; questionable AFSC requirements; tasking is more than UMD authorized; unit no longer supports specific tasking requirements; unit in the process of a conversion; unit no longer tasked with a portion (not all) of equipment or personnel on a UTC; double line numbers listed under the UTC in the ART database; UTC not reflected in UMIS; AFSC grade or skill level changes within a UTC; Equipment not specific to a unit (read UTC MISCAP for suitable replacement rule); questionable P-coded AFSCs; old UTCs in the process of being replaced by

new UTCs. There will be instances where units will have UTC(s) postured in the ART database and the UTC will not appear on the Designed Operational Capability (DOC) Statement (in some cases only). If a UTC is questionable for any reason, the FAM must be contacted first to find out the status of that particular UTC.

3.5.6.1. If a UTC has been erroneously postured against a unit in the AEF TPFDD Library, the unit will report the UTC Black and provide a detailed explanation of the assessment in the remarks section. The unit must contact the UTC FAM for corrective action. Included in the remarks will be name and DSN of unit ART monitor or POC contact information at unit level.

**Figure 3.1.**

**Note 1 (Added)** UTCs containing personnel who are on state active duty orders may not be available for deployment and therefore, must be degraded accordingly for the duration of the orders.

EMMET R. TITSHAW, Jr.  
Major General, USAF  
Acting Director, Air National Guard

**Attachment 1 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**DCAPES**—Deliberate & Crisis Action Planning & Execution Segments

**UMIS**—Unit Type Code (UTC) Management Information System

**UTA**—Unit Type Code Availability

**WMP3 Part 2**—Air Force Unit Type Code (UTC) Availability

*Terms*

**Deliberate & Crisis Action Planning & Execution Segments (DCAPES)**—AF's Single System to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute forces. Real-time Collaborative Tool/Environment providing accurate deliberate and crisis action planning. Synchronize AF's manpower, personnel, readiness, operations and logistics systems.

**Independent Unit**—Unit not aligned under force structure to an ANG Flying Wing. Normally termed as Geographically Separate Units (GSU), although they may be co-located with an ANG Flying Wing.

**UTC Management Information System (UMIS)**—A database developed by NGB/A3X that contains all ANG UTCs tasked for potential deployment, either specifically or notionally. Other information available in UMIS: Unclassified DOCs; Classified DOCs (in the SECRET UMIS); MANFOR; LOGDET; ANG FAM POC; Pilot Unit information; AF Planning Publications.

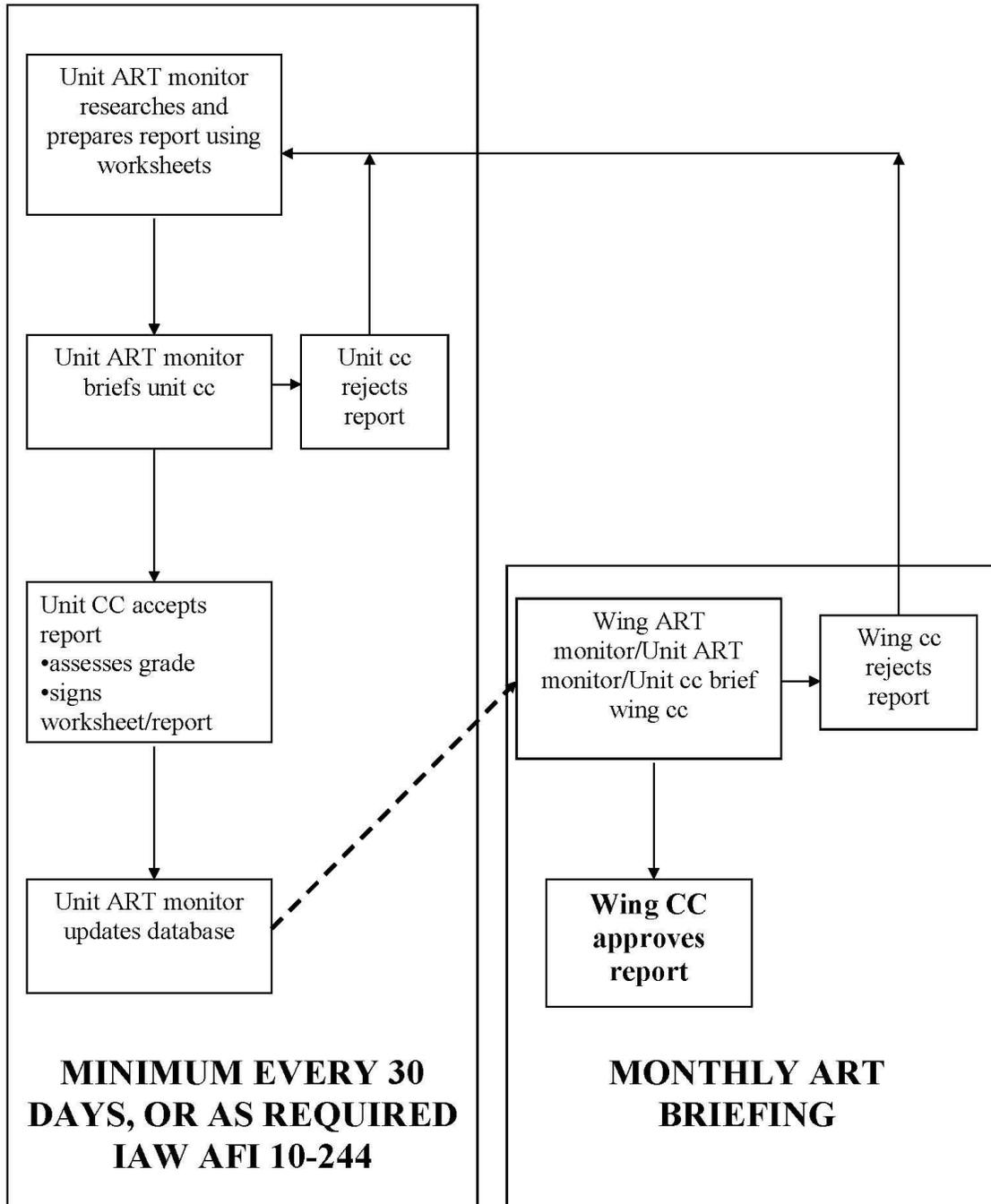
**UTC Availability (UTA)**—A database located in DCAPES that was created merging AFWUS with the AEF TPFDD library. This database contains all Air Force UTC taskings for potential deployment.

**Incorrectly Postured**—UTC(s) postured erroneously against a unit.

Attachment 6 (Added)

SAMPLE FLOW CHART FOR DATA COLLECTION AT UNIT LEVEL

SAMPLE FLOW CHART FOR DATA COLLECTION AT UNIT LEVEL



**Attachment 7 (Added)**

**SAMPLE SECRET (WHEN FILLED IN) ART WORKSHEET**

SAMPLE SECRET (WHEN FILLED IN) ART WORKSHEET

(DO NOT COMPLETE THIS FORM ELECTRONICALLY UNLESS THE PC IS CLEARED FOR CLASSIFIED DATA PROCESSING)

IAW AFI 10-244, this worksheet is classified CONFIDENTIAL when complete with data. Aggregate assessments (two or more UTC assessments) are classified SECRET.			
UNIT		TPFDD Library File Date Date of TPFDD library used to determine your ART reportable UTCs	
UTC Refer to AEF TPFDD library		ULN Refer to AEF TPFDD library (known as REQID in library)	
UTC STOPLIGHT ASSESSMENT (Circle your assessment)	GREEN	YELLOW	RED BLACK
Refer to AFI 10-244, paragraph 3.5 and NGB SUP1, paragraph 3.5.6 to determine the proper UTC status.			
REMARKS (no remarks required if assessment is GREEN)			
If Yellow or Red, provide separate remarks for the following categories as required. At least one remark is required. Attachments are permitted Refer to AFI 10-244, paragraph 3.7 and NGB SUP1, paragraph 3.5.6.1 for REMARKS instructions.			
Personnel			
Training			
Equipment Supply			
Equipment Condition			
GET WELL DATE (must be provided by day/month/year if UTC is Yellow or Red)		"Black" Incorrectly Postured UTC Assessment must have remarks	
Is UTC tasked to support a Contingency? (ONW, OSW, OJG, OJF, Coronet Oak)	YES NO	If NO, continue to next line. If YES, skip to "Can UTC Meet Theater Specific Requirements?"	
Is UTC Tasked to Deploy? (For deployments other than a Contingency)	YES NO	If YES, continue to next line. If NO, continue to "PREPARED BY" Block.	
Can UTC Meet Theater Specific Requirements? (i.e. Monthly assessment may be green, however, UTC cannot meet Theater Specific Requirements. Refer to AFI 10-244, paragraph 3.6)	YES	ENTIRE	
	NO	If YES, is the entire UTC tasked or only a portion? If NO, provide your own remarks below for the specific line remarks that cannot be met and why.	PORTION (Enter into database as a remark)
Theater Specific Requirement Remarks			
PREPARED BY		DATE	
CC SIGNATURE		DATE	

Declassify on: \_\_\_\_\_ 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.

**Attachment 8 (Added)**

**APPOINTMENT LETTER FOR AEF UTC REPORTING TOOL (ART)**

MEMORANDUM FOR NGB/A3XR  
Air National Guard Readiness Center  
Attn: MSgt Carroll Hopkins  
3500 Fetchet Ave  
Andrews AFB, MD 20762

FROM: 555 ARW CC  
1001 Walt Drive  
Disneyland, Florida 88888-2222

SUBJECT: Appointment Letter for AEF UTC Reporting Tool (ART)

1. IAW AFI 10-244 para 2.7.3.1 and 10-244 NGB Supplement 1, para 2.4.1.1, the following personnel are designated as Wing ART monitors. The following personnel are responsible for ensuring UTC assessments and information provided by subordinate unit commanders are accurate, timely, valid and complete. Data entry access to the AFPC ART Database System is requested for each individual listed for all 555 Wing requirements and GSU attachments: 777 CBCS, 888 EIS, 999 Band and DW State Headquarters.

Wing points of contact (POC) and office of primary responsibility (OPR):

<u>NAME</u>	<u>RANK</u>	<u>DSN</u>	<u>ORG</u>	<u>ROLE(s)</u>	<u>NIPRNET</u>	<u>SIPRNET</u>
Minnie Mouse	SMSgt	234-5449	555 Wing	ART Approver	<a href="mailto:minnie.mouse@ang.af.mil">minnie.mouse@ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Mickey Mouse	SSgt	234-7656	555 Wing	ART Subordinate	<a href="mailto:Mickey.Mouse@Disney.ang.af.mil">Mickey.Mouse@Disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Ronald McDonald	Maj	234-5991	555 Wing	ART Subordinate	<a href="mailto:Ronald.mcdonald@ang.af.mil">Ronald.mcdonald@ang.af.mil</a>	firstname.lastname@ang.af.smil.mil

<u>MAILING ADDRESS</u>	<u>NIPRNET</u>	<u>SIPRNET</u>
555 Wing 1001 Walt Drive Disneyland, Florida 88888-2222	GRP XOXRA.555WGW@Disney.ang.af.mil	555wing.XPL@ang.af.smil.mil

2. IAW AFI 10-244 para 2.7.3.1 and 10-244 NGB Supplement 1, para 2.4.1.1 the following personnel are appointed as ART monitors/approvers. Each monitors/approver is responsible for reporting, on a monthly basis, the unit's UTC status(s) within the ART Database.

<u>Unit Monitors Name/Rank</u>	<u>Permission</u>	<u>DSN</u>	<u>Role(s)</u>	<u>NIPRNET Email</u>	<u>SIPRNET Email</u>
Donald Duck, SMS	555SE	234-0054	Monitor	<a href="mailto:Donald.Duck@disney.ang.af.mil">Donald.Duck@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Dick Tracy, Maj	ALL 555MXS	234-6653	Approver	<a href="mailto:Dick.Tracy@disney.ang.af.mil">Dick.Tracy@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Duffy Duck, CMS	555LG	234-5852	Monitor	<a href="mailto:Duffy.duck@disney.ang.af.mil">Duffy.duck@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Peter Rabbit, TSgt	555SP	234-9550	Approver	<a href="mailto:Peter.Rabbit@disney.ang.af.mil">Peter.Rabbit@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Sandra Max, SSgt	555SP	234-9550	Monitor	<a href="mailto:Sandra.Max@disney.ang.af.mil">Sandra.Max@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Daisy May, Lt Col	555CES	234-5431	Monitor	<a href="mailto:Daisy.May@disney.ang.af.mil">Daisy.May@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Betty Brown, MSgt	555CES	234-5431	Monitor	<a href="mailto:Betty.Brown@disney.ang.af.mil">Betty.Brown@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Tom Jones, Sra	555MDG	234-5541	Monitor	<a href="mailto:Tom.Jones@disney.ang.af.mil">Tom.Jones@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Sam Turner, TSgt	555CF	234-5224	Monitor	<a href="mailto:Sam.Turner@disney.ang.af.mil">Sam.Turner@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Kathy Peters, Capt	555MSG/MSF	234-9871	Monitor	<a href="mailto:Kathy.Peters@disney.ang.af.mil">Kathy.Peters@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Mary Lamb, TSgt	555MXS/MOF	234-5786	Monitor	<a href="mailto:Mary.Lamb@disney.ang.af.mil">Mary.Lamb@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Andy Potter, Sgt	All 555MXG	234-5220	Monitor	<a href="mailto:Andy.Potter@disney.ang.af.mil">Andy.Potter@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Mike Henry, Lt Col	140ARS	234-0653	Approver	<a href="mailto:Mike.Henry@disney.ang.af.mil">Mike.Henry@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Penny Low, MSgt	204CBCS	234-5220	Monitor	<a href="mailto:Penny.Low@disney.ang.af.mil">Penny.Low@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Bob Cannon, Maj	204CBCS	234-5220	Approver	<a href="mailto:Bob.Cannon@disney.ang.af.mil">Bob.Cannon@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Tyson Waters, TSgt	114ATC	234-5220	Monitor	<a href="mailto:Tyson.Waters@disney.ang.af.mil">Tyson.Waters@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil
Tyson Waters, TSgt	114ATC	234-5220	Approver	<a href="mailto:Tyson.Waters@disney.ang.af.mil">Tyson.Waters@disney.ang.af.mil</a>	firstname.lastname@ang.af.smil.mil

2. This letter supersedes the previous letter dated 23 July 2006, same subject.

//SIGNED//  
John Doolittle, Col, FLANG  
Commander, 555 Wing

cc: 555 WG/XP  
Personnel Appointed