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Operations

**AETC REPORTING STATUS OF AIR AND
SPACE EXPEDITIONARY FORCES (AEF)**

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OPR: HQ AETC/DOXC (TSgt Ruben Perez)

Certified by: HQ AETC/DOX
(Col Clarence E. Taylor, Jr., II.)

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This instruction implements AFD 10-2, *Readiness*. It provides policy and guidance to report status to execute air and space expeditionary forces (AEF) taskings. It formalizes reporting policies for unit-assigned AEF taskings for steady state and contingency operations and provides guidance to headquarters agencies for certifying the readiness of allocated forces to accomplish their designated missions under the AEF construct. Guidance in this instruction supplements AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*; and AFI 10-400, *Expeditionary Aerospace Force Planning*. Additional guidance is available in AFI 10-403, *Deployment Planning and Execution*; AFI 10-402, *Mobilization Planning*; AFI 10-404, *Base Support Planning*; AFH 10-416, *Personnel Readiness and Mobilization*; AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation*; and AFMAN 10-401, Volume 2, *Planning Formats and Guidance*.

This instruction applies to AETC wings, Air National Guard (ANG) wings (upon mobilization), and Air Force Reserve Command (AFRC) units (when activated) that organize, train, equip, deploy, and/or employ units and individuals in AEF operations. Units may supplement this instruction. However, they will send HQ AETC/DOXC a copy of their proposed local supplement prior to publication. In addition, they will send HQ AETC/DOXC a copy of their published supplement.

See **Attachment 1** for a glossary of references and supporting information. Maintain and dispose of records created as a result of processes prescribed in this instruction in accordance with AFMAN 37-139, *Records Disposition Schedule*.

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Section A—Organization and Functions

1. Executive Agents:

1.1. The wing AEF unit type code (UTC) reporting tool (ART) manager will serve as executive agent for wing commander ART data, while the installation deployment officer (IDO) is the 24-hour-a-day (inclusive of on-call basis) executive agent for deployment issues. The range of IDO functions ultimately depends on the missions of the host and tenant units and the priority given to each mission based on urgency and importance.

1.2. The OPR for command ART policy and guidance is HQ AETC/DOX, who is the executive agent for the HQ AETC/DO and the AETC Commander and staff.

2. Tenant Support:

2.1. Generally, the tenant unit without host-base support can directly update ART. However, AETC IDOs and/or wing ART managers will establish formal memorandums of understanding (MOU) or memorandums of agreement (MOA) with tenant units (where the host wing is not AETC) to ensure applicable support requirements are documented. AETC tenant units collocated on an AETC base will follow host directives and/or guidance. Prior to implementation, coordinate tenant MOUs or MOAs with the owning wing and HQ AETC/DOXC. Send a copy of the proposed written agreements to HQ AETC/DOXC, 1 F Street Suite 2, Randolph AFB TX 78150-4325.

2.2. Wing commanders with geographically separated units (GSU) and/or FOAs located on non-AETC installations will ensure support is provided to comply with AFI 10-244 and this instruction.

Section B—Responsibilities

3. MAJCOM ART Point of Contact (POC). The MAJCOM ART POC (HQ AETC/DOXC) will:

3.1. Develop, publish, monitor, manage, and provide AETC-specific guidance on the status of the ART according to AFI 10-244 and this instruction.

3.2. Develop a self-inspection checklist for field use.

3.3. Serve as the MAJCOM POC for the Air and Space Expeditionary Forces Center (AEFC).

3.4. Serve as the MAJCOM POC for ART matters and issues.

3.5. Compile ART data for the AETC Commander and staff.

3.6. Receive group (primarily, GSU groups assigned as tenant units at other than AETC bases) and wing ART certification and numbered Air Force (NAF) and Air University (AU) validation memorandums.

3.7. Develop MAJCOM staff certification briefings and MAJCOM certification memorandums.

3.8. Ensure AETC units are properly trained in ART reporting.

3.9. Ensure data obtained from the NAFs and AU is timely, accurate, and valid for each subordinate unit in accordance with certification procedures listed in AFI 10-244 and this instruction. To ensure

accuracy, the certification memorandum will be signed by the NAF or AU commander, as applicable. (A sample memorandum is at [Attachment 2](#).)

3.10. No later than the 20th of each month, review the ART database and, if necessary, challenge the adequacy of each wing, base, or unit remark. Identify units that did not meet the reporting suspense.

3.11. Via the Secret Internet Protocol Router Network (SIPRNET) and/or NIPRNET, as applicable, send the NAF or AU POC an e-mail list of units requiring update or having inadequacies. Validate the accuracy of the remarks through the career field FAM.

3.12. Track suspenses. If updates or inadequacies have not been completed or resolved within 24 hours, elevate them for resolution. Allow for system malfunctions and server problems. Inform AEFC when reporting will be delayed, as necessary. Track and document, as necessary.

3.13. Establish a continuity tracking system to ensure documentation is maintained for any problem areas. Include all correspondence with NAF, AU, or wings who have not met their reporting timeline or are experiencing problems. Review for trends and log documentation quarterly. Use review results to establish guidance and/or policy, as necessary.

4. Career Field Functional Area Managers (FAM). Each career field FAM will:

4.1. Submit a FAM appointment memorandum to the MAJCOM ART POC.

4.2. Review ART data via the SIPRNET or Global Command and Control System (GCCS), as applicable, for his or her perspective career field or assigned UTCs no later than the 20th of each month (or sooner at the direction of the MAJCOM ART POC). Send an e-mail to HQ AETC/DOXC, indicating completion of the review. Monitor all problems reported by units that require higher headquarter attention or action to resolve.

4.3. Review ART-certified data prior to a MAJCOM AEF certification as directed by the MAJCOM ART POC. Sign the review log.

4.4. Verify mismatched data and disparities against current UTC posturing and taskings. Ensure these mismatches and disparities are corrected with AETC war planners (HQ AETC/DOXO). Ensure the time-phased force and deployment data (TPFDD) contains only UTCs listed in the Air Force-Wide UTC Availability and Tasking Summary (AFWUS).

4.5. Ensure field unit deficiencies are being corrected and properly handled to ensure effective use of manpower, equipment, and training.

4.6. Maintain effective communications with subordinate units to ensure UTC reporting is valid and accurate while challenging inadequate remarks.

4.7. Possess a working knowledge of AEF readiness reporting requirements specified in AFI 10-244 and this instruction.

4.8. When mismatches are discovered, help units and others involved to resolve mismatches between the AFWUS and the TPFDD library.

4.9. Ensure the accuracy of unit remarks in the ART database with MAJCOM ART, NAF, and AU POCs, as necessary.

5. NAF Commanders and the AU Commander. NAF commanders and the AU Commander will:

5.1. Use a certification memorandum (sample at [Attachment 2](#)) and the ART to validate tasked-to-deploy UTCs under their control. **NOTE:** NAF- and AU-level validation means the NAF or AU commander has reviewed the wing commander's certification memorandum and ART inputs and is confident it represents a true picture of the wing's capability. Validation also includes documenting readiness deficiency trends and forwarding them to the AETC/CC through the MAJCOM ART POC. NAF commanders and the AU commander will also validate the wing commander's ART get-well dates as achievable for all tasked-to-deploy UTCs.

5.2. In addition to ART inputs, ensure the wing commander's shortfall, reclama, and waiver requests are consistent with known resource and/or personnel limitations.

5.3. Prepare a validation memorandum that shows a consolidated picture of NAF or AU AEF capabilities and formalizes his or her review of the tasked-to-deploy UTCs. The memorandum will document unit participation in significant training exercises such as Red Flag, Maple Flag, Cope Thunder, or wing-level exercises.

5.4. Forward the validation memorandum via the SIPRNET (or GCCS) or classified fax to the AETC/CC via the MAJCOM ART POC no later than 37 days prior to the AEF deployment eligibility window or the timeline identified by the MAJCOM ART POC. Adjust dates that fall on a weekend or holiday to the previous duty day.

5.5. Appoint two ART POCs from AU and two ART POCs from each NAF. Send appointment memorandums (see [Attachment 3](#)) to the MAJCOM ART POC. Appointees should have AEF knowledge in order to functionally manage the program. They must maintain continuity of position and be consistently available to manage ART matters within their respective field units. Primary and alternate POCs may not be deployed on mobility missions or TDY at the same time. Waiver authority is HQ AETC/DOXC.

5.6. Ensure tenant units manage their ART responsibility in accordance with the host-base MOA.

5.7. Ensure NAF and AU ART POCs possess a minimum of a Secret clearance and have access to the GCCS or SIPRNET, secure e-mail, STU-III phone, and secure fax. Establish ART accounts for the purpose of validating field unit ART inputs, as applicable, and maintaining correspondence with MAJCOM and field unit ART POCs. All individuals requiring updating access to the ART database must have a SIPRNET or GCCS account and be included on the ART appointment memorandum.

5.8. Notify HQ AETC senior staff of any ART applicable situations, directly or through the MAJCOM ART POC.

5.9. Ensure current AEF validation memorandums are submitted with the prescribed suspense dates to the MAJCOM ART POC.

5.10. Ensure field units conduct UTC updates in the ART within the 30-day updating period. All UTCs in the cycle as well as past AEFs must be updated.

6. NAF and AU ART POCs. Each NAF or AU ART POC will:

6.1. Develop, publish, monitor, manage, and/or provide NAF- and AU-specific guidance on the status of the ART according to AFI 10-244 and this instruction.

6.2. Serve as the NAF or AU POC for the MAJCOM ART POC and the AEFC.

6.3. Serve as the NAF or AU POC for ART matters and issues.

- 6.4. Compile ART data for his or her respective commander and staff.
- 6.5. Receive group (primarily, GSU groups assigned as tenant units at other than AETC bases) and wing ART certification memorandums. After data compilation, forward them directly to the MAJCOM ART POC.
- 6.6. Develop NAF or AU staff validation briefings and NAF or AU validation memorandums for submission via classified means to the MAJCOM ART POC.
- 6.7. No later than the 20th of each month (or as directed by the MACOM ART POC), review the ART database and, if necessary, challenge the adequacy of each wing, base, or unit remark. Identify units that did not meet the reporting suspense.
- 6.8. Ensure field units are updating ART data for all UTCs to include past AEFs required within the 30-day updating period.
- 6.9. Coordinate any unresolved UTC mismatches from AETC units with the MAJCOM FAM in question.
- 6.10. Ensure certification data provided to the MAJCOM ART POC is timely, accurate, and valid for each subordinate unit, in accordance with certification procedures listed in AFI 10-244 and this instruction. (To ensure accuracy, the certification memorandum will be signed by the NAF or AU commander, as applicable.)
- 6.11. Via the SIPRNET and/or NIPRNET, as applicable, send ART POCs an e-mail list of units requiring update or having inadequacies. Validate the accuracy of the remarks through the career field FAM.
- 6.12. Track suspenses. If updates or inadequacies have not been completed or resolved within 24 hours, elevate the problem to the MAJCOM ART POC. Allow for system malfunctions and server problems. Inform the MAJCOM ART POC when reporting will be delayed. Track and document, as necessary.
- 6.13. Establish a continuity tracking system to ensure documentation is maintained for any problem areas. Include all correspondence with units who have not met their reporting timeline or are experiencing problems. Review for trends and log documentation quarterly. Use review results to establish guidance and/or policy, as necessary.

7. AETC Wing Commanders and Tenant Group Commanders. Each AETC wing commander or vice wing commander and tenant group or vice tenant group commander will:

- 7.1. Certify tasked-to-deploy UTCs to ensure units possess the personnel, training, supplies, and serviceable equipment to perform the mission. Certify all deploying personnel have completed their mobility requirements. (Commanders have visibility over their resources that may fulfill a unit's projected shortfall.) Provide a final check for requested shortfalls, reclaims, and waivers and ensure remarks are annotated accordingly.
- 7.2. Prepare a certification memorandum (according to [Attachment 2](#)), documenting certification of tasked-to-deploy UTCs. Document unit participation in significant training exercises such as Red Flag, Maple Flag, Cope Thunder, and local base-level exercises.
- 7.3. Forward the certification memorandum via SIPRNET or GCCS to the NAF or AU commander and the MAJCOM ART POC 6 weeks prior to the AEF deployment eligibility window or in the time-

line prescribed by the MAJCOM ART POC. Adjust dates that fall on a weekend or holiday to the previous duty day. Maintain a copy of the current and previous AEF certification memorandum in the ART POC continuity binder or folder.

7.4. Send negative responses to the NAF or AU commander and the MAJCOM ART POC if the wing or group is not tasked to deploy in the AEF cycle.

7.5. Appoint wing or group ART primary and alternate POCs per [Attachment 3](#). Send the appointment memorandum to the MAJCOM ART POC and a courtesy copy to the NAF or AU ART POC. **NOTE:** POCs must maintain continuity of position and consistently be available to manage ART matters within their respective field units. Primary and alternate POCs may not be deployed on mobility missions or TDY at the same time. Waiver authority is HQ AETC/DOXC.

7.6. Ensure ART POC training is accomplished and documented within 30 days of appointment. Documentation will be maintained in the wing or group ART POC continuity binder or folder.

7.7. Ensure wing or group ART POCs possess a minimum of a Secret clearance and have access to SIPRNET or GCCS, secure e-mail, and STU-III phone. Also ensure they establish ART accounts for the purpose of reviewing unit ART inputs, submitting updates, and maintaining correspondence with NAF or AU ART POCs, as applicable, and the MAJCOM ART POC.

7.8. Notify AETC senior staff of any ART-applicable situations directly or through the MAJCOM ART POC.

7.9. Ensure field units conduct UTC updates in the ART every 30 days (no later than the 15th of each month or the date approved by the MAJCOM ART POC) for all UTCs, to include past and future AEF cycles. Out-of-cycle reports are required within 24 hours of a UTC status change or upon notification of a UTC change, addition, or deletion.

7.10. Ensure field units cross-reference UTC listings in the TPFDD with those listed in the ART database on a weekly basis and as needed. The TPFDD is populated daily; the ART database is populated weekly. Cross-referencing will ensure any timing gaps are taken into consideration when reporting UTC status. When population gaps and reporting requirements do not match between TPFDD and ART databases, accomplish the UTC update as an out-of-cycle report within 24 hours upon notification of a UTC change, addition, or deletion. Report discrepancies to the career field FAM for resolution. (The FAM will, in turn, notify HQ AETC/DOXO for database correction, as required.)

7.11. Review the ART database, ensure accurate status color codes are included and detailed remarks are submitted, and explain the limiting factors and/or deficiencies. Remarks such as "person missing," "equipment missing," "equipment broken," or "needs training" are not sufficient to access accurate capability. Remarks must reflect who, what, where, when, why, and how.

7.12. Through tenant MOUs and/or MOAs, ensure GSUs and/or FOAs located on non-AETC installations are provided the required support to comply with AFI 10-244 and this instruction. Ensure a copy of MOUs and/or MOAs are maintained in the wing ART POC continuity binder or folder.

8. Wings and Group ART POCs. Each wing and group ART POC will:

8.1. Collect and compile unit reports into a suitable format for wing or group commander and key staff review.

8.2. Ensure squadron and wing or group commander review of the ART database or the SIPRNET or GCCS report printout, as applicable.

8.3. Brief and document the host wing commander, unit commanders, and tenant unit commanders (if applicable) on the contents of AFI 10-244 and this instruction.

8.4. No later than the 15th of every month, submit and update all UTCs after briefing the wing commander. If the 15th falls on a weekend, accomplish the updates the duty day prior. Out-of-cycle reports are required within 24 hours of a UTC status change or upon notification of a UTC change, addition, or deletion.

8.5. Ask for delays or changes to the reporting timeline from the MAJCOM ART POC. **NOTE:** A change in reporting times may only be requested by the wing POC (with the wing commander's concurrence) and will only be granted due to extenuating circumstances (for example, computer outages, SIPRNET or GCCS connectivity problems, or server delays).

8.6. Gain and maintain a minimum of a Secret clearance and have access to GCCS or SIPRNET, secure e-mail, and STU-III phone. Establish ART accounts for the purpose of reviewing unit ART inputs, submitting updates, and maintaining correspondence with the MAJCOM and NAF or AU ART POCs.

8.7. Prior to requesting access to the ART, ensure the ART POC appointment memorandum is sent to the MAJCOM ART POC and a courtesy copy is sent to the NAF or AU ART POC. Initial unit ART training will be conducted by the outgoing POC prior to his or her departure and documented within 30 days of appointment.

8.8. Ensure UTC listings in the TPFDD are cross-referenced with those listed in the ART database on a weekly basis and as required. Ensure current and previous month's reviews are documented and maintained in the unit continuity binder. The TPFDD is populated daily; the ART database is populated weekly. Cross-referencing will ensure any timing gaps are taken into consideration when reporting UTC status. When population gaps and reporting requirements do not agree (between the TPFDD and the ART database), accomplish the UTC update as an out-of-cycle report within 24 hours or upon notification of a UTC change, addition, or deletion. Report discrepancies to the career field FAM for resolution. (The FAM will, in turn, notify HQ AETC/DOXO for database correction, if necessary.)

8.9. Publish and maintain procedures via a local publication (supplement, instruction, etc.) to monitor, manage, and provide AETC-specific guidance on the ART according to AFI 10-244 and this instruction. Ensure the publication supports local requirements by identifying wing agencies responsible for assisting units with ART reporting and providing continuity during personnel turnovers. Provide a copy of the publication to the MAJCOM ART POC via appropriate electronic media. Ensure the publication contains at least the following information:

8.9.1. How information flows within the wing or group and units or agencies.

8.9.2. A comprehensive and continuing training program, to include documentation of training for all ART personnel and worksheets and instructions to be used by reporting units (including local changes made by the unit).

8.9.3. Specific regulatory guidance that must be available at each ART reporting unit.

8.9.4. Specific responsibilities for individuals (wing commander, group commander, unit commander, section chiefs, etc.) involved in preparing and ensuring the accuracy of unit ART data.

- 8.9.5. A description of any locally approved forms to be used by local reporting units for gathering data. Establish a wing-level report requirement date and time that will allow ample time to prepare a wing report.
- 8.9.6. Specific training and documentation requirements for ART POCs, including mandatory criteria and time schedules.
- 8.9.7. Systematic procedures to be accomplished in compiling and submitting ART reports.
- 8.10. Maintain current appointment memorandums of unit POCs. Also maintain a listing of wing- and unit-level ART POCs who provide updates or data for updates. At a minimum, review and update ART POC listings quarterly and as required.
- 8.11. Send correspondence of interest (ART policy messages, etc.) to wing leadership, unit commanders, and unit ART POCs on a timely basis to ensure prompt response to mission requirements.
- 8.12. Provide unit commanders and POCs with a copy of the downloaded ART report used to compile the wing commander's certification briefing, as applicable.
- 8.13. Develop, conduct, and document initial and recurring ART training semiannually with all unit ART POCs. Conduct initial training within 30 days of appointment and maintain documentation in the continuity binder or folder. Provide a copy of the training documentation to the attending unit POC.
- 8.14. At least semiannually and as required, accomplish and document a self-inspection on the wing ART program and reporting units. Coordinate results with the wing or unit commander and wing Inspector General (optional). Maintain results in a continuity binder or folder, suspending and tracking findings and observations until closed.
- 8.15. Establish and maintain ART continuity binders or folders containing, at a minimum, the following documents:
- 8.15.1. Copies of appointment memorandums for wing and unit ART POCs.
 - 8.15.2. The current and previous month's downloaded unit ART reports as well as the worksheets and other supporting documentation used to compile the wing commander's presentation.
 - 8.15.3. Higher headquarters and AEFC guidance, memorandums, messages, e-mails, etc., concerning AEF reporting or ART.
 - 8.15.4. A training program for wing and unit ART POCs, including training materials, sample worksheets, and signed documentation of completed training.

9. Unit Commanders. Each unit commander will:

- 9.1. Designate in writing primary and alternate unit ART POCs. Submit the memorandum to the wing ART POC and ensure a copy is forwarded to the applicable career field FAM. The memorandum must include the name, grade, organization, DSN, security clearance, and classified and unclassified e-mail addresses of each unit ART POC. (See [Attachment 3](#) for a sample memorandum.)
- 9.2. Ensure unit ART POC training is accomplished and documented within 30 days of appointment.
- 9.3. Be responsible for reporting the status of all UTCs the unit is tasked to deploy or posture for any AEF, to include enablers. Ensure detailed remarks are included to accurately explain limiting factors and/or shortfalls. In addition, ensure an accurate assessment of the unit's ability to provide the specific capability (as described in the UTC's mission capability statement [MISCAP]) is reported or updated

via the ART no later than every 30 days and by the 15th of each month. Out-of-cycle reports are required within 24 hours of a UTC status change or upon notification of a UTC change, addition, or deletion. Remarks such as “person missing,” “missing equipment,” “equipment broken,” or “needs training” are not sufficient to access accurate capability. Ensure a UTC reclama statement is included in appropriate remarks along with the limiting factor until the UTC is reassigned and/or deleted. For example, “An IA Reclama has been submitted for this UTC.”

9.4. Ensure the unit ART POC cross-references UTC listings in the TPFDD with those listed in the ART database on a weekly basis and as needed. The TPFDD is populated daily; the ART database is populated weekly. Cross-referencing will ensure timing gaps are taken into consideration when reporting UTC status. When population gaps and reporting requirements do not match, accomplish UTC updates as an out-of-cycle report within 24 hours or upon notification of a UTC change, addition, or deletion. Report discrepancies to the career field FAM for resolution. (The FAM will, in turn, notify HQ AETC/DOXO for database correction, as required.)

9.5. Ensure procedures are established to accurately gather, prepare, and validate the information used to update the ART database. **NOTE:** Procedures should ensure all concerned offices coordinate on or provide required worksheet data to the unit ART POC prior to the unit commander’s approval.

9.6. Make unit worksheets available to the wing ART POC in a timely manner.

9.7. Be continually aware of current and projected resource status in order to provide accurate get-well-date projections when submitting ART assessments. Get-well dates will not extend beyond 90 days without prior MAJCOM ART POC and FAM coordination. Air Force Recruiting Service (AFRS) groups and squadrons will report ART data to the HQ AFRS ART POC.

9.8. Approve and sign the ART report or printout. The current and previous month’s signed copy of the downloaded ART report will be kept on file in the established continuity binder or folder.

9.9. Frequently log on to the AEFC Web site (<https://aefcenter.acc.af.mil/eafonline/>) to stay up to date on current AEF issues.

10. Unit ART POCs. Each unit ART POC will:

10.1. Establish and maintain an ART continuity binder or folder containing the following documents:

10.1.1. An appointment memorandum for the unit ART POC.

10.1.2. Appointment memorandums for unit personnel providing inputs for ART reporting.

10.1.3. A copy of current and previous month’s signed unit ART assessments submitted to the wing ART POC to include worksheets and other supporting documentation used to compile the ART report.

10.1.4. Higher headquarters and wing guidance, memorandums, messages, etc.

10.2. Establish a training program for unit ART POCs to include training materials, sample worksheets, and documentation of signed completed training.

10.3. Develop a training program for all newly appointed unit and subordinate ART POCs. Initial training must be within 30 days of appointment, and documentation must be maintained in the unit continuity binder or folder.

- 10.4. Establish unit procedures to accurately gather, prepare, and validate the information used to update the ART database. Procedures should ensure concerned offices coordinate on or provide required worksheets or data to the unit ART POC prior to the unit commander's approval to enter the information into the ART database.
- 10.5. Mark classified ART worksheets in accordance with CJCSI 3401.02, *Global Status of Resource and Training System*, and AFI 10-244.
- 10.6. Control and maintain classified ART products in accordance with AFI 31-401, *Information Security Program Management*, in a General Services Administration (GSA) approved container.
- 10.7. Follow the procedures established by the wing ART POC. (AFRS groups and squadrons will follow procedures established by HQ AFRS.)
- 10.8. Query the career field FAM through the wing ART POC in cases of UTC mismatch and annotate these cases in the ART database remarks.
- 10.9. Accurately reflect assessments of UTCs for the unit commander and, if applicable, provide detailed remarks on limiting factors, shortfalls, reclama, or mismatches.
- 10.10. Cross-reference and document UTC listings in the TPFDD with those listed in the ART database on a weekly basis and as needed. Document and maintain current and previous months' reviews in the unit continuity folder or binder. The TPFDD is populated daily; the ART database is populated weekly. Cross-referencing will ensure timing gaps are taken into consideration when reporting UTC status. When population gaps and reporting requirements do not match, accomplish UTC updates as an out-of-cycle report within 24 hours or upon notification of a UTC change, addition, or deletion. Report discrepancies to the career field FAM for resolution. (The FAM will, in turn, notify HQ AETC/DOXO for database correction, if necessary.)
- 10.11. Attend wing ART semiannual training.
- 10.12. Conduct semiannual self-inspection on the unit ART program. Coordinate results through the unit commander and wing ART POC and maintain the results in the unit continuity binder. Suspense and track all findings and observations until closed.
- 10.13. In coordination with the wing POC, brief the unit commander on the contents of AFI 10-244 and this instruction within 14 days of reporting for duty or immediately if not previously accomplished.

Section C—Measured Area Data, Training, and Certification

11. Resources—Overview. Unit commanders may use resources within a unit or wing if those resources will be available to the unit for contingency use. Resources belonging to another unit will not be counted in measured resource areas unless some type of agreement is documented prior to using the resources for reporting purposes. Resources used to assess one unit's capability may not be used for the same purpose by another unit.

12. Measured Area Data—Personnel:

- 12.1. Units will compute the personnel readiness level (**Table 1.**) based on the availability of personnel required by the manpower details in the UTCs that the unit is required to provide. All unit personnel may be considered for the availability determination, whether they are assigned against wartime-

or peacetime-linked authorizations. Personnel assigned within the wing or group who are not assigned to the unit (for example, wing staff) may be used for assessing the readiness of the UTC if they (1) are not currently measured (reported within any other unit's report), and (2) are fully trained in the measured unit's mission and available to the assessing commander within the UTC's response time.

Table 1. Personnel On-Hand Readiness Levels.

I T E M	A	B
	Readiness Level	Criteria
1	GREEN = GO	MEFPAK- and MANFOR-identified personnel for the AEF-allocated UTCs are available for deployment within 72 hours of notification (or sooner if subject to more stringent criteria).
2	YELLOW = CAUTION	The UTC is missing one or more personnel, but those missing do not prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in the remarks. Describe the shortfall and corrective action and provide a get-well date.
3	RED = NO-GO (note)	The UTC is missing one or more personnel, and those missing prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in the remarks. Describe the shortfall and corrective action and provide a get-well date.

NOTE: A RED UTC may be deployed as is or fragmented to fulfill another requirement if that portion is GREEN.

12.2. Two units cannot simultaneously report the same individual. The wing or group must establish procedures to ensure all personnel comply with the guidelines.

12.3. Personnel are considered available if they are assigned to a unit, are physically present at home station (or can be present within the prescribed unit-response time), and are not restricted from deploying or employing with the unit. Also count personnel as available if their availability codes on personnel data products provided through MILPDS or another personnel system (1) match those from AFI 10-403, and (2) the commander determines them available where appropriate. Personnel should not be coded RED on the preface of future unit-tasking shortfalls.

12.4. Once associated with an AEF, individuals will remain in the same AEF for the duration of their assignment to the unit. Waiver authority for this requirement is the AETC/CV.

12.5. Count all personnel in a gaining unit from the time they sign in until they sign out. Commanders should make every attempt at accommodating their personnel's transition requirements, but not at the expense of limiting the capability of the unit.

12.6. Personnel filling a UTC position may be considered available to deploy until within 60 days of their return-no-later-than date, PCS date, separation date, or retirement date. Members should be coded as "not available" if they are within their 60-day PCS window. Every effort should be made to replace members prior to this window. Units should not release a member from deployment status

responsibility until his or her replacement is available or prior to outprocessing. This will keep in mind the possibility of a directed PCS, separation date, or retirement date freeze for contingency or wartime requirements. Waiver authority for availability to deploy or redeploy is the AETC/CV.

12.7. A time on station (TOS) minimum for personnel deploying is as follows:

12.7.1. Personnel who are PCS into an AETC base from either an overseas long tour or another CONUS base are not available for deployment until after 60 days TOS. These personnel should be assigned a deployment availability code 57.

12.7.2. Personnel returning from a short overseas tour to an AETC base are not available for deployment until after 180 days.

12.7.3. Personnel with less than the minimum TOS (and/or falling in the other categories listed in Table 4.2 of AFI 36-2110, Assignments) are not available for deployment unless waived by the unit commander. The unit commander has the authority to waive these deployment selection minimums if necessary to meet deployment taskings after all other available personnel are considered.

12.7.4. If a unit receives an AEF tasking for which only individuals in the 180-day sanctuary are available to deploy, HQ AETC will support a reclama request.

12.8. Unit commanders must continue to update the Military Personnel Data System (MILPDS) to capture newly allocated and departing AEF personnel. AEF TDY history should be considered when assigning new personnel to an AEF. The AETC/CV or equivalent must approve deployment of newly allocated individuals with less than the 15-month-cycle stability against a steady state requirement.

12.9. Personnel measurement is limited to emergency essential DoD civilian personnel and US military personnel. (That is, foreign national military and civilian positions who integrate into host-nation military positions are not counted in the personnel area.)

12.10. For skill-level substitutions:

12.10.1. There should be an exact match of an Air Force specialty code (AFSC) requirement with no skill level deviations unless specifically addressed in the MISCAP, including MISCAP line remarks; for example, "Skill level substitutions are not authorized for this AOR requirement." If substitutions are permitted according to one of the various documents listed in AFI 10-403, the substitutions are limited to personnel with two skill levels higher and one skill level lower and one grade either way.

12.10.2. To be eligible for a skill level substitution, an individual must be able to perform at the required skill level. Therefore, a skill level substitution will be applied after counting assigned and available personnel by required skill level.

12.10.3. If an authorized AFSC substitute is listed in the UTC MISCAP or functional area guidance, that UTC or guidance is the source of authority for that substitution.

13. Measured Area Data—Equipment and Supplies On Hand:

13.1. The equipment and supplies on hand measurement is used to indicate the resource status of equipment and supplies required to support the measured UTC mission. This area identifies the equipment required by the UTC actually possessed by the unit. The equipment and supplies readiness level is determined by the logistics detail (LOGDET) of the UTC that the unit is required to provide.

13.2. Because it is not practical to count every item on the LOGDET, equipment and supplies are defined as those mobility-coded (use code A) items listed in the allowance standards (AS). **NOTE:** Shortages of some non-A coded items may affect mission accomplishment and should be considered in the assessment. Units should grade their UTC's equipment and supplies as described in [Table 2](#).

Table 2. Equipment and Supplies On-Hand Readiness Levels.

I T E M	A	B
	Readiness Level	Criteria
1	GREEN = GO	All MEFPAK or LOGDET items or equipment needed to complete the mission (as described by the UTC miscap) for the AEF-allocated UTCs are available for deployment within 72 hours of notification (or sooner if subject to more stringent criteria).
2	YELLOW = CAUTION	The UTC has missing items, but those missing items do not prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in the remarks. Describe the shortfall and corrective action and provide a get-well date.
3	RED = NO-GO (note)	The UTC is missing items, and those missing items prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in the remarks. Describe the shortfall and corrective action and provide a get-well date.

NOTE: A RED UTC may be deployed as is or fragmented to fulfill another requirement if that portion is GREEN.

14. Measured Area Data—Equipment Condition. The equipment condition measured area data is used to determine the condition of the combat essential and support equipment that can be made ready within the UTC's response time. This measure is also used to indicate maintenance and equipment reliability, serviceability, and operational status of assets. See [Table 3](#). for equipment condition readiness levels.

Table 3. Equipment Condition Readiness Levels.

I T E M	A	B
	Readiness Level	Criteria
1	GREEN = GO	MEFPAK and LOGDET items or equipment for the AEF-allocated UTCs are operable and available for deployment within 72 hours of notification (or sooner if subject to more stringent criteria).
2	YELLOW = CAUTION	The UTC has deficient or inoperable items, but that deficient capability does not prevent it from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in remarks. Describe the shortfall and corrective action and provide a get-well date.
3	RED = NO-GO (note)	The UTC has deficient or inoperable items, and those items prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in remarks. Describe the shortfall and corrective action and provide a get-well date.

NOTE: A RED UTC may be deployed as is or fragmented to fulfill another requirement if that portion is GREEN.

15. Measured Area Data—Training. This measurement is used to indicate the resource status of training needed to support the mission for which a unit is apportioned in the AEF. This portion of the report specifies whether the commander assesses that personnel assigned to this UTC meet both individual training requirements and whether the UTC, as a whole, is trained to accomplish the mission for which it is tasked as outlined in the UTC MISCAP. Units will determine if personnel have the required skill level identified in the UTC MEFPAK and have completed all their required mobility training. From a UTC training perspective, the unit commander must assess whether the unit is currently able to accomplish the mission task outlined in the UTC MISCAP. **Table 4.** contains training readiness levels.

Table 4. Training Readiness Levels.

I T E M	A	B
	Readiness Level	Criteria
1	GREEN = GO	Personnel for the AEF-allocated UTC have the required skill levels identified in the UTC detail of the MEFPK and have completed their individual warrior training or the training is expected to be completed within 72 hours of notification or sooner (if subject to more stringent criteria describe the shortfall).
2	YELLOW = CAUTION	Personnel for the AEF-allocated UTC have missing or deficient training, but that deficiency does not prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in the remarks. Describe the shortfall and corrective action and provide a get-well date.
3	RED = NO-GO (note)	Personnel allocated to the UTC have missing or deficient training that will not be accomplished before scheduled AEF. This deficiency prevents the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in the remarks. Describe the shortfall and corrective action and provide a get-well date.

NOTE: A RED UTC may be deployed as is or fragmented to fulfill another requirement if that portion is GREEN.

16. Remarks:

16.1. Identify exactly why a UTC is RED or YELLOW. If short of personnel, list how many each AFSC is short, what the impact is, and what you are doing to obtain more personnel. For example, "Short two 2G071's, can't accomplish logistics support for beddown of 12 PAA, working with HQ AETC FAM for more manpower, GWD: 5 March 2002."

16.2. If you need training, identify which AFSCs need what kind of training. Including specialized training such as civil engineering and bare base training. Identify get-well plans; for example, "Two 3E051 need Silver Flag training. Without training, the individuals are not prepared to provide bare base electrical support. Individuals scheduled for class on 30 November 2002."

16.3. If you are short equipment or supplies, identify exactly what equipment is short or not in condition to deploy; for example, "Short two 60-kW generators. Without the generator, the kitchen tent won't have power. Working with FAM to get additional funds to order it." Ensure remarks are specific and tell the story from start to finish.

16.4. GREEN-coded UTCs can also have remarks that may be placed in the unit commander's inputs. Here a commander can report that a "UTC is missing one member who is being deployed on a fragged UTC, but the remainder of the UTC is available and ready to deploy." Remarks such as "person missing," "missing equipment," "equipment broken," and "needs training" are not sufficient to assess accurate capability. A UTC reclama statement must be included in appropriate remarks along with the

limiting factor until the UTC is reassigned and/or deleted; for example, "An IA Reclama has been submitted for this UTC."

17. Specialty Training and UTC Training. Ensure individuals have the required job knowledge and specialty skills required to provide the capability described in the MISCAP. Measure against the AFSC, to include job proficiency skill levels. Ensure members have completed all required training for that position and can perform the tasks outlined in MISCAP. If they have not completed training or cannot perform specific tasks, report that information. Report completed skill level requirements and specialized and/or certified training; for example, "Completed Silver Flag training."

18. Warrior Training: (*NOTE:* This is sometimes described as unit or individual training.)

18.1. Information of this type is usually recorded in other training databases and can be extracted if more than one type of training is listed (for example, chemical warfare and weapons). First determine if everyone is required to have the training. If so, count only those personnel who have all the training.

18.2. Warrior and mobility training is listed on the AEFC's Web site (<http://aefcenter.acc.af.mil/aefonline/deploy.asp>) under Readiness (Ancillary) Training Requirements. Some items listed are Chemical Warfare, Small Arms, Self Aid and Buddy Care (SABC), Law of Armed Conflict (LOAC), Explosive Ordnance Recognition (EDR), and Level I Force Protection.

18.3. Discrepancies between ART, TPFDD, and Air Force-Wide UTC Availability and Tasking Summary (AFWUS) must be investigated. Report discrepancies requiring correction to the career field FAM who will, in turn, report to them to HQ AETC/DOXO, if necessary. Discrepancies must also be reported in the remarks portion of the UTC ART update. If your unit has a tasking in ART that is not on the AFWUS, first confirm taskings with FAM. Then you may rate it RED and enter in the remarks portion that your unit is not required to posture UTC. Annotate FAM coordination in the remarks. At this time, the AEFC does not have a process for the reverse (that is, UTCs that are postured in AFWUS but not listed in TPFDD and ART). The career field FAM will take action to have the discrepancy, corrected, as necessary.

18.4. The wing or unit ART POC should use the deployment requirements manning document (DRMD) and the prepare-to-deploy order (PTDO) for the specific tasking; that is, what or who he or she is actually sending on the deployment. The wing or unit ART POC will not mark the "tasked to deploy" box in the ART database until the DRMD or PTDO is released (approximately 120 days prior to the window) and taskings are confirmed.

19. Certification:

19.1. The AEF certification process assesses the tasked-to-deploy UTC's ability to meet theater requirements for an AEF eligibility period, while ART reporting assesses the UTC's capability to meet the worldwide MISCAP mission today (spotlight snapshot). Commanders use the ART to support the AEF certification process. It is possible for a UTC to be RED in ART and still be capable of performing the mission. Likewise, a GREEN UTC could be unable to perform the commander's tasking because of AOR line remark requirements. *NOTE:* The AEF certification process should not be confused with the ART assessment process. The two are independent and separate processes.

19.2. The ART certification memorandum is the wing, NAF, or AU commander's affirmation to provide or posture the resources under his or her command as tasked to deploy by the DRMD. These

resources must also be available to deploy as notified by the PTDO. **NOTE: Attachment 2** contains a sample format of an AGF certification memorandum.

19.3. Shortfalls and/or wing reclaims will be listed in paragraph 3 of the certification memorandum, describing the status of those still pending. Do not list resolved reclaims, but list any exercises or special training events accomplished in preparation for the AEF. Break down all color-coded UTCs per measured resource area. Annotate the projected number of YELLOW and RED UTCs estimated to be GREEN by the start of the AEF cycle. Also identify the number of mismatched or incorrectly postured UTCs.

20. General AEF Certification Timelines: (**NOTE:** Upon receipt of the AEFC direction, the MAJ-COM ART POC will distribute the actual dates and the type of certification.)

20.1. Approximately 120 days (4 months) prior to the AEF window, the AEFC releases DRMD and/or PTDO, as follows:

20.1.1. Within 30 days of DRMD and/or PTDO release, units and wings identified by either of these products will mark the *Tasked to Deploy* box in the ART within 5 duty days. These units will then assess their ability to provide the resources identified to include any specific line remarks associated with special commander requirements.

20.1.2. A "Yes" will be marked in the "Can Meet Theater Requirements" box if all resources required will be available to deploy by the AEF window.

20.1.3. A "No" will be marked in the "Can Meet Theater Requirements" box if the unit or wing is unable to provide the resources required to meet the mission. **NOTE:** A reclama should already have been submitted through other channels in accordance with HQ AETC or AEFC directions.

20.2. Three months prior to the AEF window:

20.2.1. Wings will continue to update ART at a minimum interval of every 30 days.

20.2.2. NAFs and AU will verify update of all UTCs for the AEFs (PTDO).

20.2.3. Wing, NAF, and AU staffs will review and research YELLOW and RED UTCs.

20.2.4. Wings will compile a list of all exercises, major training events, and/or evaluations completed in the last 15 months or those used in preparation for this deployment eligibility.

20.3. Two months prior to the AEF window:

20.3.1. Wing commanders will disseminate shortfalls and reclaims throughout staffs and career field FAMs for tracking and resolution of reclaims and issues of remaining YELLOW and RED UTCs. NAF and AU staffs will review YELLOW and RED UTC and showstoppers. FAMs will contact wing POCs to assist with issues.

20.3.2. Wing, NAF, and AU staffs will brief their commanders on progress and problems. The staffs will compile a list of problems and recommendations for further review.

20.3.3. Wing, NAF, and AU commanders will prepare a list of wing training events, exercises, and evaluations for paragraph 2 of the validation or certification memorandum according to the format in **Attachment 2**. In addition, they will include remarks on YELLOW and RED UTCs and showstoppers in paragraph 3 of the memorandum.

20.4. Six weeks prior to the AEF window, the wing commander will:

- 20.4.1. Via a memorandum (using the format in [Attachment 2](#)), certify to the NAF or AU commander regarding the ability of UTCs to meet AEF tasking.
 - 20.4.2. Certify that UTCs of units under his or her command possess or have access to personnel, training, supplies, and serviceable equipment to perform their missions. Any exceptions must be listed in paragraph 3 of the report.
 - 20.4.3. Verify the exercises, major training events, and evaluations in paragraph 2 of the report. Verify a plan to address all RED and YELLOW UTCs and showstoppers (to include status of rec-lamas and comments on trends) in paragraph 3 of the report.
- 20.5. Thirty-seven days prior to the AEF window, each NAF or AU commander will:
- 20.5.1. Validate the ability of his or her units to meet AEF taskings via memorandum, using the format in [Attachment 2](#). Send the memorandum via secure means to the MAJCOM ART POC.
 - 20.5.2. State the overall readiness and capabilities of UTCs (by validating the certification memorandum).
 - 20.5.3. Validate wing or group exercises, major training events, and evaluations and include them in the validation memorandum.
 - 20.5.4. List all YELLOW and RED UTCs, especially showstoppers.
 - 20.5.5. Note trends in UTC problems.
- 20.6. Monthly throughout the cycle:
- 20.6.1. Units will continue to update ART at a minimum interval of every 30 days.
 - 20.6.2. Career field FAMS and NAF and AU staffs will monitor the status of deployments through wing IDOs.
- 20.7. The MAJCOM ART POC will compile the NAF and AU data into one memorandum for the AETC Commander, and a MAJCOM certification memorandum will be to forward to the AEFC and the ACC Commander.

THOMAS J. QUELLY, Colonel, USAF
Deputy Director of Operations

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

JP 1-02, *DoD Dictionary of Military and Associated Terms*

CJCSI 3401-02, *Global Status or Resources and Training System*

AFPD 10-2, *Readiness*

AFH 10-46, *Personnel Readiness and Mobilization*

AFI 10-244, *Reporting Status of Airspace Expeditionary Forces*

AFI 10-400, *Airspace Expeditionary Force Planning*

AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation*

AFMAN 10-401, Volume 2, *Planning Formats and Guidance*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-404, *Base Support Planning*

AFI 31-401, *Information Security Program Management*

AFI 36-2110, *Assignments*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ACS—agile combat support

AEFC—air and space expeditionary force center

AES—air and space expeditionary squadron

AFFOR—Air Force forces

AFRC—Air Force Reserve Command

AFSC—Air Force specialty code

AFWUS—Air Force-Wide UTC Availability and Tasking Summary

ANG—Air National Guard

AOC—Air Operations Center

AOR—area of responsibility

AU—Air University

CJCS—Chairman of the Joint Chiefs of Staff

DRMD—deployment requirements manning document

DRU—direct reporting unit
FOA—field operation agency
GCCS—Global Command and Control System
GSORT—Global Status of Resources and Training System
GSU—geographically separated unit
IDO—installation deployment officer
JOPEs—Joint Operation Planning and Execution System
MAJCOM—major command
MOA—memorandum of agreement
MOU—memorandum of understanding
NAF—numbered Air Force
POC—point of contact
PTDO—prepare-to-deploy order
SORTS—Status of Resources and Training Systems
SIPRNET—Secret Internet Protocol Router Network
TOS—time on station
UIC—unit identification code
ULN—unit line number
UTC—unit type code

Terms

Air and Space Expeditionary Force (AEF)—A composite organization of air and space capabilities from which a tailored AETF, composed of AEGs and AESs, is created to provide forces to meet theater commander-in-chief requirements. An AEF is not a discrete warfighting unit.

AEF library—A collection of 13 TPFDDs in JOPEs, which lists the Air Force's available UTCs for specific AEF and enabler forces.

Air and Space Expeditionary Group (AEG)—An independent group assigned or attached to an AETF or an in-place NAF by MAJCOM G-series orders. Normally, the AETF or in-place NAF commander also exercises operational control of AEGs. An AEG is composed of the group command element and one or more squadrons. Depending on the size and structure of the AEF, the AEG is the lowest command echelon of AEFs that may report directly to a COMAFFOR.

Air and Space Expeditionary Task Force (AETF)—A tailored, task-organized AEF presented to a joint force commander and consisting of a deployed NAF headquarters (or command echelon subordinate to a NAF headquarters) and assigned and attached operating forces (command element plus operating forces). An AETF can be sized, depending on the level and nature of the conflict and the size of the air and space component required. The AETF is commanded by the designated Commander, Air Force Forces (COMAFFOR), and is activated by MAJCOM G-series orders.

AEF UTC reporting tool (ART)—An Air Force web-based, nonintrusive, html-environment tool with associated databases to support collection, collation, and report of UTC-level readiness data. UTCs in the ART database are derived from an Air Force AEF library and are all inclusive, with the exception of associate UTCs (A-UTC), to meet the national military strategy to be prepared to support requirements across the spectrum of operations from humanitarian and disaster relief operations up to and including major war. UTC breakdowns, requirements, and line remarks do not differ from SORTS or ART. (Also see the definition of UTC.)

Command and Control (C2)—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission (Joint Pub [JP] 1-02).

Deploy or Deployment—To relocate a unit, or an element thereof, to a desired area of operations or staging area. Accomplished with all required personnel and equipment. Deployment begins when the first aircraft, personnel, or item of equipment leaves the home base. Normally, deployment in support of training exercises or joint exercises would not prevent recall or release of forces by the exercising commander.

Deployed—These are resources not currently at home station by reason of execution of a properly authorized movement order or joint deployment order. They are not recallable by a commander's leave and TDY recall message. The force is deployed when the last component of the unit has arrived.

Enabler—Enabler forces are those with low density/high demand (LD/HD) assets (also called limited availability assets), either aviation or support forces, that should not be placed in one of the ten AEFs due to their limited availability or unique nature. Examples of a unique nature include:

- Red Horse units and Global Mobility Task Force (formerly known as Global Reach Laydown), including strategic airlift and associated support assets.
- Special operations forces (SOF), but not necessarily those expeditionary combat support forces assigned to Air Force Special Operations Command unless their UTC provides unique capabilities for supported SOF forces and/or are funded by US Special Operations Command.
- Forces retained for immediate response to humanitarian relief operations, noncombatant evacuation operations, or theater crisis and disaster responses (for example, EUCOM medical crisis response teams).
- Theater battle management, including AOC, AFFOR, and tactical air control forces. Republic of Korea in place UTCs for units on the Korean Peninsula.
- Army support (coded ARY in AFWUS) includes Air Force UTCs, such as weather UTCs, which support Army operations.

Equipment—In logistics, all nonexpendable items needed to outfit or equip an individual or organization.

Equipment condition—The status of an item of equipment in the possession of an operating unit that indicates it is capable of fulfilling its intended mission and in a system configuration that offers a high assurance of an effective, reliable, and safe performance.

Functional area manager (FAM)—The individual responsible for the management and planning of all

personnel and equipment within a specific functional area to support wartime and peacetime contingencies.

Global Military Force Policy (GMFP)—CJCS policy that determines the Air Force's ability to provide full distribution of C2, intelligence surveillance and reconnaissance, and combat search and rescue assets.

Low density/high demand (LD/HD)—Limited assets or forces with unique mission capabilities stressed by continual high Operation Tempo because of commander-in-chief requirements. Often referred to as forces assigned to the GMFP.

Limiting factor—A factor or condition that either temporarily or permanently impedes mission accomplishment. Examples include transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, and political conditions (JP 1-02).

Logistics detail (LOGDET)—The specific material identified for deployment within the UTC.

Logistic Force Packaging Subsystem (LOGFOR)—This MEFFPAK component that contains UTC LOGDET data and serves as a database for operations plan development and execution.

Manpower Force Packaging System (MANFOR)—The MEFFPAK component that provides the title of the unit or force element and its unique JCS UTC. The capability statement containing the definition of unit capability. The manpower detail by function, grade (officers only), and AFSC required to meet the defined capability.

Manpower and Equipment Force Packaging System (MEFFPAK)—A data system designed to support contingency and general war planning with predefined standardized manpower and equipment force packages. MEFFPAK, which operates in the C2 environment, is composed of two subsystems—MANFOR and LOGFOR.

Mission capability statement (MISCAP)—A short paragraph associated with each UTC, describing significant employment information. It briefly explains mission capability and states the types of bases a unit may be deployed to (that is, bare base, standby deployment base, or limited operating base).

Status—A "stoplight" commander's assessment reporting the degree to which a UTC meets its designed capability.

Tasked to deploy—The owning unit has received an order or directive to actually deploy the UTC in whole or in part (approximately 120 days out for steady-state commitments). This is different from a UTC being allocated to an AEF or entering its primary vulnerability period for deployment.

Time-phased force and deployment data (TPFDD)—The JOPES database portion of an operation plan. It contains time-phased force data, nonunit-related cargo and personnel data, and movement data for the operation plan, including the following: in-place units; units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation; routing of forces to be deployed; movement data associated with deploying forces; estimates of nonunit-related cargo and personnel movements to be conducted concurrently with the deployment of forces; and estimates of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources (JP 1-02).

Unit type code (UTC)—The following further define UTCs:

Associated UTC (A-UTC)—A UTC that identifies deployable positions that cannot be described with or do not fit into an existing standard deployable UTC. A-UTCs do not contain MISCAPs and are not available for use by a combatant commander or its component to describe deployment requirements in an executable TPFDD. However, A-UTCs do provide AEF association for people assigned to those positions in the UTC. The capability of an A-UTC is defined by the capability of the authorizations within the UTC. A-UTCs provide a pool of capability to meet alternate requirements. They will be postured in the AFWUS and allocated to AEF libraries. They are not reported in ART.

Available UTC—A UTC tasked to a unit (unit identification code [UIC]) and registered in the AFWUS as a UTC/UIC combination. When a unit has the required personnel and equipment available, units may be tasked to provide multiple instances of the same UTC combination. A unique record number in the AFWUS identifies the additional instances of the UTC/UIC.

Fragged UTC—When only part or portion of a UTC is tasked to deploy and is attached to another unit's fragged UTC to make up a whole. Also, when a UTC is postured in parts or portions to different units.

Standard UTC—A package of capability with a specific MISCAP, as defined in the MEFFAK, designed to reduce the amount of detailed planning and coordination needed during combatant commander COA TPFDD development. **NOTE:** A UTC is used to describe Air Force capability, not availability. With unit coordination, the Air Staff and MAJCOM FAMs posture UTCs based on the sequencing and priority guidance defined by each FAM. Positions that cannot be aligned with a standard deployable UTC will be postured into an associated UTC (A-UTC).

Attachment 2

SAMPLE FORMAT—AEF CERTIFICATION (OR VALIDATION) MEMORANDUM

(CLASSIFIED SECRET WHEN ACCOMPLISHED)

MEMORANDUM FOR *(NAF, AU, or AETC Commander, as appropriate)**(Date)*FROM: *(Appropriate Commander)*SUBJECT: AEF 5/6 Cycle III *(Appropriate Commander)* Certification *(or Validation)* (S)

1. (U) I have reviewed all the (unit) forces in AEF 5/6 including those forces in the Enabler AEF. Based on the assessments of my squadron commanders, I certify *(or validate)* that these forces possess or have access to the personnel, training, supplies, and serviceable equipment to perform their mission, with the exception of those indicated in ART.

2. (U) During the preparation phase, the following units participated in a variety of spinup events. Significant preparatory activity is listed below.

<u>Unit</u>	<u>Spinup Event</u>
<i>(Wing or Squadron)</i>	<i>(Exercise or Activity)</i>

3. (S) For AEF 5/6 and Enabler Cycle 3, (unit) has the YELLOW and RED UTCs listed below. Specific UTCs and associated limiting factors of those in the status of RED and YELLOW can be produced upon request or obtained through the ART:

(#) YELLOW (Some UTCs have more than one deficiency):

- (#) for Personnel
- (#) for Training
- (#) for Equipment/Supply
- (#) for Equipment/Condition

(#) RED (Some UTCs have more than one deficiency):

- (#) for Personnel
- (#) for Training
- (#) for Equipment/Supply

(#) for Equipment/Condition

(#) GREEN UTCs:

(#) are invalid UTCs and will be deleted by MAJCOM FAMs

4. (S) Additionally, (*wing*) projects (#) of the (#) UTCs coded YELLOW for training and (#) of the (#) UTCs coded RED for training will be recoded GREEN prior to deployment.

5. (U) My POC for AEF Certification (*or Validation*) is (*name, grade, and DSN*).

(Name and grade)

Commander

cc: MAJCOM ART POC

Derived from:	ART/SORTS data classified IAW, CJCSI 3401.02 and consistent with EO 12958
Declassify on:	01 June 2012

Attachment 3

SAMPLE FORMAT—ART POC APPOINTMENT MEMORANDUM

(Date)

MEMORANDUM FOR HQ AETC/DOXC

FROM: *(Appropriate Commander)*

SUBJECT: Air and Space Expeditionary Forces (AEF) Unit Type Code (UTC) Reporting Tool (ART) Points of Contact (POC)

1. The following individuals have been trained and are hereby appointed as (unit) ART managers:

Primary

Name: John Doe

Grade: MSgt

Office: 12FW/XPL

Clearance: Secret

DSN : 487-1234

Unclas e-mail:

<mailto:john.doe@randolph.af.mil>

SIPRNET e-mail:

<mailto:fa3doeex@aetc.randolph.af.smil.mil>Alternate

Name: John Smith

Grade: TSgt

Office: 12FW/XPL

Clearance: Secret

DSN : 487-1234

Unclas e-mail:

<mailto:john.smith@randolph.af.mil>

SIPRNET e-mail:

<mailto:fa3smitex@aetc.randolph.af.smil.mil>

2. The clearances of these individuals have been validated by MSgt Johnson, unit security manager, DSN 487-3445.

3. Direct any questions concerning this matter to MSgt Ivan D. Doe, DSN 487-1234.

4. This memorandum supersedes all previous memorandums of the same subject.

DAVID M. JONES, Brig Gen, USAF
Commander

cc: NAF or AU ART POC