



**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-244, Reporting Status of Aerospace Expeditionary Forces dated 19 February 2002, and AFI 10-244/AMCSUP1 dated 1 November 2002 is supplemented as follows. This supplement provides procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It applies to all AMC units. This supplement does not apply to Air National Guard and United States Air Force Reserve Units.

2.7.3.1. Responsible for reviewing the wing's UTC forces allocated in ART.

2.7.3.7.1. (Added) Unit Commanders will keep the group CC informed of their unit's ART status.

2.7.3.8.1. (Added) Wing ART Manager will brief all reporting unit's ART status to the wing commander and key staff at Wing Standup (or other venues as directed by the Wing Commander).

2.7.3.11.2. A new UTC worksheet must be filled out and signed by the unit CC every time ART is updated. Unit ART POCs will not rely on the wing and/or group ART POCs to update their data in ART.

2.7.3.11.2.1. (Added) Unit ART POCs will completely fill out AEF UTC worksheets and the TPFDD worksheet. The unit ART POC will upload the information from the worksheets into ART. The unit ART POC then briefs the unit CC and has them sign the CC review report prior to transmission. Units will use checklists given to them by the Wing ART POC.

2.7.3.11.4. Training will be conducted on an initial and semiannual basis.

2.7.4.2.1. Will serve as the focal point for the unit. Responsible for making sure appropriate updates are made within the unit. Will present the information contained in ART to the unit CC and ensure what is reported is correct.

2.7.4.2.2. (Added) Establishes both a SIPRNET and ART profile and password.

2.7.4.3. Will ensure unit CCs receive AEF message traffic posted on the AEF Center's website and/or received from 92 ARW AEF OPR.

2.7.4.3.1. (Added) Will use the standard AEF UTC worksheets in collecting data. Once AEF UTC worksheets are filled in, the unit will then transpose them into the ART database and have the CC sign the CC review report prior to submission. All data is considered classified and must be handled appropriately.

2.7.4.5. The ART database will be updated monthly NLT the 15th of each month. Units will use the submission schedule that is sent out by the Wing ART POC.

2.7.4.6.1. (Added) Will review the AEF website once a week NLT each Thursday. The website is located at <https://aefcenter.acc.af.mil/aefonline/> . If discrepancies are found or new UTCs are added, the unit will then update the database within 24 hours.

2.7.4.7. All ART reporting units must have AFI 10-244, the AMC supplement, and the Fairchild AFB supplement. They must also have access to the current AEF TPFDD library, the commander's deployment guide, and the UTC worksheets used for the latest ART update. Resolves all UTC discrepancies with ART, the AEF TPFDD library, AFWUS, and DOC statements through their command-level functional manager(s). Unit ART POCs will keep their wing ART Manager informed of the status of their UTC-related discrepancies.

2.7.4.12.2. Maintains all signed worksheets, and TPFDD worksheets used for the current month's ART update in an approved safe.

2.7.6. (Added) Group Commanders will review UTC forces allocated in ART for their units.

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