

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 10-244**

**PACIFIC AIR FORCES COMMAND**

**Supplement 1**

**1 APRIL 2003**

**Operations**

**REPORTING STATUS OF AEROSPACE  
EXPEDITIONARY FORCES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ PACAF/DOXF (TSgt Don K. Sims)

Certified by: HQ PACAF/DO  
(Maj Gen Garry R. Trexler)

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This publication supplements AFI 10-244, 19 February 2002, Reporting Status of Aerospace Expeditionary Forces for PACAF units. HQ PACAF Directorates, Numbered Air Forces (NAFs), 15 Air Base Wing and the 502 AOG will ensure compliance with this instruction/supplement by all assigned or attached units. This publication may be supplemented by lower organizational elements. NAFs, Wings and 502 AOG send one copy of their printed supplement to HQ PACAF/DOXF. Maintain and dispose of records created as a result of process prescribed in this instruction IAW AFMAN 37-139, *Records Disposition Schedule*. The reporting requirement in this publication is exempt from licensing in accordance with paragraph 2.11.10 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. This publication does not apply to the Air National Guard (ANG) or U.S. Air Force Reserve (USAFR) units.

**AFI 10-244, 19 February 2002, is supplemented as follows:**

2.4.1. (Added) HQ PACAF/DOXF (AEF-Pacific Center) is the COMPACAF-designated authority for all MAJCOM ART matters and responsibilities and assumes the overall management of the Aerospace Expeditionary Force UTC Reporting Tool (ART) and readiness reporting. HQ PACAF/DOXF will oversee and coordinate all ART related issues between COMPACAF, HQ PACAF directorates, commanders, wings, units, HQ PACAF FAMs, and the AEF Center, as applicable.

**2.7.3. Wing/Base Commander:**

2.7.3.1.1. (Added) Designate a primary and alternate wing level ART POC by letter (**Attachment 5 (Added)**) signed by the Wing commander. Include name, rank, organization, DSN, classified and unclassified e-mail addresses. Forward a signed copy to the MAJCOM ART POC for record via email to <mailto:pacaf.doxf@hickam.af.mil>. ART users requiring data entry access should submit account request through the ART SIPRNET website at:

<http://knowledge.langleys.af.smil.mil/ART/mngmt/loginNew1.asp>

2.7.3.6. (Added) Publish and maintain a wing supplement to support local requirements, identify wing agencies responsible for assisting units with ART reporting and to provide continuity during personnel turnovers. Provide a copy of wing supplement to HQ PACAF/DOXF via email to <mailto:pacaf.doxf@hickam.af.mil>. The following outline will be used as a baseline for preparing wing supplements:

2.7.3.7. (Added) **Written Guidance:** Specify regulatory guidance that must be available at each ART reporting unit (e.g. AFI's, Supplements, Policy Letters etc.).

2.7.3.8. (Added) **Responsibilities:** Clearly specify responsibilities for individuals (i.e., wing commander, group commander, unit commander, section chiefs, etc.) involved in preparing, reviewing and ensuring the accuracy of unit ART reports.

2.7.3.9. (Added) **Distribution and Reporting Requirements:** Describe all locally devised forms that must be used, if any, by local reporting units for gathering data.

2.7.3.10. (Added) **Training:** Specify training requirements for ART POCs identifying mandatory criteria and time schedules.

2.7.3.11. (Added) **Reporting Procedures:** Include step-by-step procedures accomplished in compiling and submitting ART reports.

2.7.3.12. (Added) ART POC is responsible for maintaining a consolidated listing of all wing and unit level write-access-approved ART POCs. At a minimum, ART POC listings are required to be reviewed quarterly for accuracy, for personnel that have departed station or no longer require write access.

2.7.3.13. (Added) ART POC will provide a consolidated listing of all wing and unit ART POCs to HQ PACAF/DOXF via email to <mailto:pacaf.doxf@hickam.af.mil> and notify them whenever changes occur.

2.7.3.14. (Added) ART POC will maintain current appointment letters with unit commander signature, for all appointed wing and unit ART monitors.

2.7.3.15. (Added) ART POC will disseminate correspondence of interest (i.e., ART policy messages, ART advisories, certification guidance etc.) to unit commanders and unit ART POCs, if required, on a timely basis to ensure prompt response to HHQ requirements.

2.7.3.16. (Added) Establish and maintain ART continuity folder (s) or binder (s) for each respective reporting unit containing the following documents:

2.7.3.17. (Added) Appointment letters with commanders signature for all wing and unit ART monitors.

2.7.3.18. (Added) A copy of all wing and unit ART assessments submitted by the unit POCs to include signed commander's worksheets plus all other supporting documentation used to compile the ART reports.

2.7.3.19. (Added) HHQ, guidance, letters, messages, etc.

2.7.3.20. (Added) Training program or outline for wing and unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.4.2.1. (Added) ART users requiring data entry access should submit account request through the ART SIPRNET website at: <http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp>

2.7.4.6.1. (Added) Be continually cognizant of current and projected resource status in order to provide accurate GWD projections when submitting ART assessments.

2.7.4.9. (Added) Ensure all concerned agencies have coordinated on or provided required worksheets signed by the unit commander prior to submission to the wing POC.

2.7.4.10. (Added) Establish procedures to accurately gather, prepare, validate, and submit ART assessments to the wing POC in a timely, efficient manner.

2.7.4.11. (Added) Establish and maintain ART continuity folder (s) or binder (s) containing the following documents:

2.7.4.12. (Added) A current copy of ART POC appointment letter designating the primary and alternate unit ART monitors signed by the unit commander.

2.7.4.13. (Added) A copy of all unit ART assessment(s) submitted to the wing POC to include worksheets signed by the unit commander plus all other supporting documentation used to compile the ART report.

2.7.4.14. (Added) HHQ guidance, Wing guidance, messages, etc. (e.g. wing supplements, OI's, policy letters).

2.7.4.15. (Added) Training program or outline for squadron/unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.5.1. (Added) All PACAF units are required to submit monthly UTC assessments (commander's worksheets) to the appropriate wing or NAF level ART OPR for review, approval and submission. Wing and NAF level ART OPRs are not required to receive or submit monthly UTC assessments for the following agencies or organizations, since they report directly or through their HHQ:

2.7.5.2. (Added) Air Force Audit Agency (AFAA), Armed Forces News Service (AFNS), Air Force Office of Special Investigations (AFOSI), AFOSI Field Investigation Detachments/Regions, Information Operations Group (AIA), Information Operations Squadron (AIA), Air Force Material Command (AFMC).

2.7.6. (Added) **Group Commander:** Group commanders play an integral role in their subordinate units ART reporting process. Established unit UTC assessments do not require approval by group commanders, however, commanders should develop procedures for an internal review process.

2.7.6.1. (Added) Designate a primary and alternate group-level ART POC by letter (**Attachment 5 (Added)**) signed by the Group commander. Include name(s), rank(s), organization, DSN, classified and unclassified e-mail addresses. Forward a signed copy to the MAJCOM ART POC for record via email to <mailto:pacaf.doxf@hickam.af.mil>. ART users requiring data entry access should submit account request through the ART SIPRNET website at:

<http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp>

2.7.6.2. (Added) Establish a group level review process for subordinate unit's monthly UTC assessments prior to submission to the wing for approval and submission.

2.7.6.3. (Added) Challenge inaccurate UTC assessments; get well dates (GDWs) and inadequate, incomplete or ineffective remarks submitted by subordinate units.

2.7.6.4. (Added) ART POC's will maintain on-hand any ART related HHQ guidance, Wing guidance, messages, etc. (e.g. wing supplements, OI's, policy letters).

- 2.7.6.5. (Added) Ensure unit report submissions and HHQ suspenses meet established timelines.
- 2.7.6.6. (Added) ART POC will disseminate correspondence of interest (i.e., ART policy messages, ART advisories, certification guidance etc.) to subordinate unit commanders and unit ART POCs, if required, on a timely basis to ensure prompt response to HHQ requirements.
- 2.7.6.7. (Added) Group commanders should establish a process or procedures to assist unit commanders in resolving deployment-tasking discrepancies or disconnects. Unit disconnects should be resolved through the MAJCOM FAMs.
- 2.7.6.8. (Added) Ensure readiness and certification of assigned UTCs IAW **Chapter 4** of AFI 10-244.
- 2.7.7. (Added) **HQ PACAF Functional Area Managers (FAMs)**. The functional area manager (FAM) is the individual or designated agency responsible for the management and planning of all personnel and equipment within a specific functional discipline supporting AEF and wartime contingencies. The HQ PACAF functional manager has a key role in the development and maintenance of PACAF-unique UTCs. Each AFSC and career field within PACAF has a designated FAM to ensure proper management of their assets. They are responsible for ensuring the functional requirements to support employing AEF forces are adequate and documented in the AEF TPFDD. They act as the liaison in the planning process between AEF Center and the units in the PACAF AOR. They respond to AEF Center UTC nominations and AEF guidance and relay appropriate nominations, guidance and taskings to the units in the field. HQ PACAF functional managers designate specific units and specific UTC configurations for possible AEF and contingency tasking. Each FAM is responsible for:
- 2.7.7.1. (Added) Ensuring UTCs are postured in the AEF libraries to reflect accurate unit sourcing, deployment windows and enabler capabilities.
- 2.7.7.2. (Added) Ensuring unit sourcing and tasking does not exceed authorized manning. The FAM will work closely with the AEF Center to track and update sourcing requirements as needed.
- 2.7.7.3. (Added) Coordinating with HQ PACAF/DOXF to ensure the AEF Libraries are current and updated as required. FAMs will coordinate and notify TPFDD Library discrepancies and actions with the affected wings and units in a timely manner.
- 2.7.7.4. (Added) Monitoring the readiness status of all PACAF ART reporting units within their functional area on a continuous basis. FAMs will review and assess the adequacy of remarks and reporting status of their reporting units in ART monthly to ensure validity and consistency across the function within PACAF. FAMs cannot change or direct the change of a unit's remarks or status, since the remarks are unit and wing assessed, validated and certified. When inaccurate or invalid information is noted, FAMs will coordinate with the reporting unit for resolution.
- 2.7.7.5. (Added) Initiate measures to correct deficiencies within affected units. For those PACAF resource deficiencies that cannot be corrected at the MAJCOM level, forward recommendations to the appropriate AEF Center functional manager.
- 2.7.7.6. (Added) Ensuring all UTCs assigned to their HQ PACAF functional area of responsibility have UTC assessments submitted and updated in ART every 30-calendar days. Ensure the data and remarks reported adequately and accurately reflect the UTCs capability.
- 2.7.7.7. (Added) Ensuring all personnel involved in ART reporting within their functional area are trained in data handling procedures.

2.7.7.8. (Added) Ensuring their respective directorate and branch chiefs are aware of all tasked and allocated UTCs through official deployment information systems. Certify readiness of deploying UTCs IAW **Chapter 4** of AFI 10-244.

2.7.7.9. (Added) FAMs requiring data entry access should submit account request through the ART SIPRNET website at: <http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp>

3.4.7.4.1. (Added) **Specialty Training.** UTC training ensures that individuals have the required job knowledge and specialty skills required to provide the capability described in the MISCAP. Measure against AFSC to include job proficiency skill levels.

3.4.7.4.1.1. (Added) Job Training.

3.4.7.4.1.2. (Added) Completed skill level requirements.

3.4.7.4.1.3. (Added) Specialized training/certified (e.g., Civil Engineer (CE) completed Silver Flag Training).

3.4.7.4.2. (Added) **Warrior Training** (sometimes described as Unit Training or Individual Training). Information of this type is usually recorded in the Defense Automated Maintenance System (DEMAS) or the Consolidated Automated maintenance System (CAMS) if there is more than one type of training listed (e.g., chemical warfare and weapons); determine if everyone is required to have the training. Personnel are counted as trained if they have completed or are expected to complete the required training within the response time. If everyone is required to have all training, count only those personnel who have completed ALL required training as fully trained. Indicate in remarks, the number of individuals who require training, when they are scheduled or an estimated completion date.

3.4.7.4.2.1. (Added) Warrior/Mobility Training is listed on the AEF Center's web site (<http://aefcenter.acc.af.mil/aefonline/deploy.asp>):

3.4.7.4.2.2. (Added) Chemical Warfare.

3.4.7.4.2.3. (Added) Small Arms.

3.4.7.4.2.4. (Added) Self-Aid and Buddy Care.

3.4.7.4.2.5. (Added) Law of Armed Conflict (LOAC).

3.4.7.4.2.6. (Added) Explosive Ordnance Recognition.

3.4.7.4.2.7. (Added) Force Protection.

3.7.5. (Added) Commanders establishing get-well-dates (GWD) that exceed 1-year will provide additional justification in the remarks including actions taken or that will be taken to resolve deficiency.

3.8.4. (Added) All PACAF and PACAF gained units will submit and update UTC assessments in ART every 30-calendar days but not later than the 15th of each month. Units should ensure that UTC assessment data is not older than 30-calendar days old by the monthly suspense date. Units having UTC's with unchanged UTC assessment data since the last reporting period are still required to submit a new UTC assessment updating the overall date of the report. If an update is not accomplished, the status will be reported as overdue.

3.8.5. (Added) All PACAF units will review the ART library periodically to identify any UTCs aligned to their unit in a "not reported" (UTC has never been assessed) or "Overdue" (older than 30-calendar days) status and ensure assessments are submitted/updated as required.

4.1.7. (Added) Units must respond to processing discrepancies IAW AFI 10-215 and ensure that HQ PACAF/DPAX (<mailto:pacaf.dpax@hickam.af.mil>), HQ PACAF/DOXF (<mailto:pacaf.doxf@hickam.af.mil>) and AEFC CAT (<mailto:aeffc.cat@langley.af.mil>) are included in responses.

4.2.8. (Added) **HQ PACAF Director:** Each PACAF director has a unique but equally important role in the ART reporting and certification process. Personnel assigned to HQ PACAF are aligned to either a standard or associate UTC. Those UTCs reflect a portion of PACAF's total capability and meet the requirement for ART reporting and AEF certification. Although all UTCs are postured and visible in the AEF TPFDD libraries, only standard UTCs require ART reporting and AEF certification.

4.2.8.1. (Added) HQ PACAF Directors will use ART and commanders worksheets from each branch (if required) to validate their UTCs that are tasked to deploy and/or placed on a PTDO. If applicable, directors will validate that the branch chief's ART get-well dates are achievable for all tasked-to-deploy UTCs.

4.2.8.2. (Added) HQ PACAF Directors will prepare a Directorate Validation Message (**Attachment 6 (Added)**). The validation message is a consolidated picture of each branch within that functional area and formalizes the director's review of UTCs tasked to deploy and sourced in a PTDO. It documents a functional areas participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.8.3. (Added) HQ PACAF Directors will forward the Validation Message, 5 weeks prior to AEF/AEW deployment eligibility window, to HQ PACAF/DOXF via SIPRNET email to <mailto:pacaf.doxf@dms.hickam.af.smil.mil>. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

4.2.9. (Added) **NAF Commander:** NAF Commanders will use ART and the Wing Commander Certification Message to validate their UTCs that are tasked to deploy or placed on a PTDO (**Attachment 7 (Added)**). If applicable, NAF commanders will validate the wing commander's ART get well dates are achievable for all tasked to deploy UTCs.

4.2.9.1. (Added) NAF commanders will prepare a NAF Commander Validation Message. The validation message is a consolidated picture of the NAF and formalizes the NAF commander's review of the UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.9.2. (Added) NAF commanders will forward the Validation Message, 5 weeks prior to AEF/AEW deployment eligibility window, to HQ PACAF/DOXF via SIPRNET email to <mailto:pacaf.doxf@dms.hickam.af.smil.mil>. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

4.2.10. (Added) **Wing Commander:** Wing commanders play a critical role in certification. They certify UTCs tasked-to-deploy and/or sourced on a PTDO have the personnel, training, supplies and serviceable equipment to perform their mission. They also certify that all deploying personnel have completed their mobility requirements. Wing commanders have visibility over wing resources that may fulfill a unit commander's projected shortfall and they provide a final check for requested shortfalls, reclaims and waivers.

4.2.10.1. (Added) Wing commanders will prepare a Wing Commander Certification Message (**Attachment 8 (Added)**). The certification message documents the wing commander's certification of UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.10.2. (Added) Wing commanders will forward the Certification Message via SIPRNET to the NAF commander 6 weeks prior to AEF/AEW deployment eligibility window. Dates that fall on a weekend or holiday will be adjusted to next duty day.

4.2.11. (Added) **Group Commander:** The group commander is a key factor in the certification process. By having close visibility on the day-to-day operations of their subordinate units, they can readily identify and correct potential deficiencies or shortfalls. Group commanders should establish procedures to ensure deploying UTCs within their units have the necessary personnel and/or resources required to fulfill their missions. They should also verify deploying personnel have completed all required mobility and line item requirements prior to wing certification.

4.2.11.1. (Added) Group commanders should verify tasked UTCs are capable of performing their missions at the tasked forward location (FOL) to the maximum extent possible. Every effort should be made to increase the capability of a deficient UTC by assisting unit commanders in identifying any suitable substitutes or replacements for a potential shortfall when possible.

4.2.11.2. (Added) **502 AOG:** Since the 502 AOG is not aligned under a NAF, the 502 AOG commander will accomplish AEF certification using guidelines similar to that of the NAFs. Since the final certification ends at the group level, the commander will need to establish procedures to ensure deploying UTCs within their units have the necessary personnel and/or resources required to fulfill their missions. They should also verify deploying personnel have completed all required mobility and line item requirements prior to wing certification.

4.2.11.3. (Added) The 502 AOG commander will prepare a Group Commander Certification Message (**Attachment 9 (Added)**). The certification message documents the Group commander's certification of UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.11.4. (Added) The 502 AOG commander will forward the Commander Certification Message, 5 weeks prior to AEF/AEW deployment eligibility window, to HQ PACAF/DOXF via SIPRNET email to <mailto:pacaf.doxf@hickam.af.mil>. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

**Attachment 5 (Added)**

**APPOINTMENT LETTER TEMPLATE**

**Figure A5.1. ART POC Appointment Letter.**

MEMORANDUM FOR HQ PACAF/DOXF (AEF-Pacific) (Date)  
(Unit level POCs add Wing POC Unit/Office Symbol)

FROM: (Unit/Office Symbol)  
(Unit Address, Suite #)  
(Base/Zip Code)

SUBJECT: (Unit) AEF UTC Reporting Tool (ART) POCs

1. In accordance with AFI 10-244, Aerospace Expeditionary Forces UTC Status Reporting Tool (ART), the following individuals are appointed the (Unit Name) Primary and Alternate ART Monitors:

Primary ART Monitor

- RANK/NAME**
- ORG/SYMBOL**
- DSN**
- SIPRNET**
- NIPRNET**

Alternate ART Monitor(s)

- RANK/NAME**
- ORG/SYMBOL**
- DSN**
- SIPRNET**
- NIPRNET**

2. This letter supersedes previous letter dated, XX XXX 200X.

**(Commanders Signature Block/Signature)**

**(SECRET when unit data filled in)**

**Attachment 6 (Added)****DIRECTORS CERTIFICATION MESSAGE TEMPLATE****Figure A6.1. Sample Certification Message - Director**

MEMORANDUM FOR HQ PACAF/DOXF

(Date)

FROM: (Directorate)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) HQ PACAF Director Validation Message (S)

1. (U) I have reviewed all of the HQ PACAF/(Directorate) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of my Branch Chiefs, I certify 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, HQ PACAF/(Directorate) participated in a variety of spin-up events. Significant preparatory activity is listed below.

<u>Office</u>	<u>Spin-up Event</u>
(Branch)	Exercise/activity

3. (S) For AEF (#)/(#) and Enabler Cycle (#), HQ PACAF/(Directorate) has the following 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

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

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

**(SECRET when unit data filled in)**

**(SECRET when unit data filled in)**

First M.I. Last Name  
(Rank), USAF  
Director, \_\_\_\_\_

Derived From: ART/SORTS data classified  
IAW, CJCSI 3401.02 and  
Consistent with EO 12958  
Declassify on: DD MM YYYY (10 years from  
Date of letter)

**\*\*\* Sent to MAJCOM 5 weeks prior to AEF/AEW deployment eligibility window \*\*\***

**(SECRET when unit data filled in)**

**SECRET (when unit data filled in)**

**Attachment 7 (Added)****NAF COMMANDERS VALIDATION MESSAGE TEMPLATE****Figure A7.1. Sample Validation Message - NAF Commander**

MEMORANDUM FOR COMPACAF

(Date)

FROM: (NAF)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) NAF Commander Validation Message (S)

1. (U) I have reviewed all of the (NAF) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of (NAF) wing commanders, I certify 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, (NAF) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

<u>Unit</u> (Wing/Squadron)	<u>Spin-up Event</u> Exercise/activity
--------------------------------	-------------------------------------------

3. (S) For AEF (#)/(#) and Enabler Cycle (#), (NAF) has the following 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

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

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

**(SECRET when unit data filled in)**

**(SECRET when unit data filled in)**

First M.I. Last Name  
(Rank), USAF  
Commander, \_\_\_\_\_ Air Force

Derived From: ART/SORTS data classified  
IAW, CJCSI 3401.02 and  
Consistent with EO 12958  
Declassify on: DD MM YYYY (10 years from  
Date of letter)

**\*\*\* Sent to MAJCOM 5 weeks prior to AEF/AEW deployment eligibility window \*\*\***

**(SECRET when unit data filled in)**

**(SECRET when unit data filled in)**

**Attachment 8 (Added)****WING COMMANDER CERTIFICATION MESSAGE TEMPLATE****Figure A8.1. Sample Certification Message - Wing Commander**

MEMORANDUM FOR (NAF)/CC

(Date)

FROM: (Wing)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) (Wing) Commander Certification Message (S)

1. (U) I have reviewed all of the (Wing) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of (Wing) unit commanders, I certify 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, (Wing) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

<u>Unit</u>	<u>Spin-up Event</u>
(Wing/Squadron)	Exercise/activity

3. (S) For AEF (#)/(#) and Enabler Cycle (#), (Wing) has the following 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

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

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

**(SECRET when unit data filled in)**

**(SECRET when unit data filled in)**

First M.I. Last Name  
(Rank), USAF  
Commander, \_\_\_\_\_ Wing

Derived From: ART/SORTS data classified  
IAW, CJCSI 3401.02 and  
Consistent with EO 12958  
Declassify on: DD MM YYYY (10 years from  
Date of letter)

**\*\*\* Sent to NAF 6 weeks prior to AEF/AEW deployment eligibility window \*\*\***  
**(SECRET when unit data filled in)**

**(SECRET when unit data filled in)**

**Attachment 9 (Added)****GROUP COMMANDER CERTIFICATION MESSAGE TEMPLATE**

**Figure A9.1. Sample Certification Message-Group Commander (502AOG only)**  
 MEMORANDUM FOR HQ PACAF/DOXF (Date)

FROM: (Group)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) Group Commander Certification Message (S)

1. (U) I have reviewed all of the (Group) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of my commanders, I certify 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, (Group) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

<u>Unit</u> (Squadron)	<u>Spin-up Event</u> Exercise/activity
---------------------------	-------------------------------------------

3. (S) For AEF (#)/(#) and Enabler Cycle (#), the (Group) has the following 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

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

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

**(SECRET when unit data filled in)**

**(SECRET when unit data filled in)**

First M.I. Last Name  
(Rank), USAF  
Commander, \_\_\_\_\_ Group

Derived From: ART/SORTS data classified  
IAW, CJCSI 3401.02 and  
Consistent with EO 12958  
Declassify on: DD MM YYYY (10 years from  
Date of letter)

**\*\*\* Sent to the NAFs 6 weeks prior to AEF/AEW deployment eligibility window \*\*\***

**(SECRET when unit data filled in)**

WILLIAM J. BEGERT, General, USAF  
Commander