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Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-244, dated 19 February 2002, is supplemented as follows: This supplement provides additional procedures for those areas listed in AFI 10-244 that require base level attention. It only applies to units assigned to Pope AFB. This supplement does not apply to Air Force National Guard and United States Air Force Reserve units. Submit any change or clarification request, and supplements to this instruction to 43 AW/CPR, 1182 Hurst Dr, Pope AFB, NC 28308.

2.7.3.6. (Added) Written Guidance. All ART reporting units must have AFI 10-244 and the AMC Supplement 1. They must also have access to the commander's deployment guide and the UTC worksheets used for the latest ART update.

2.7.3.7. (Added) Responsibilities. These are the responsibilities required locally in addition to those outlined in AFI 10-244 and the AMC Supplement 1.

2.7.3.7.1. (Added) Wing Commander. Responsible for reviewing the wing UTC assessments before submission into the ART database.

2.7.3.7.1.1. (Added) Establishes fair share letter to apportion TCN requirements.

2.7.3.7.2. (Added) Unit Commanders. Keep the group commanders informed of unit's ART status.

2.7.3.7.2.1. (Added) Ensure unit ART POC provides detailed remarks that fully explain the circumstances (i.e. AFSC, skill level, types of training required, workarounds, etc.) and associated GWD to explain and amplify data contained in ART reports.

2.7.3.7.3. (Added) Wing ART POCs. Collect, organize and reports 43AW UTC assessments to the wing commander or designated alternates.

2.7.3.7.3.1. (Added) Responsible for updating the status of all UTC assessments in ART IAW AFI 10-244, AMC supplement 1, paragraph 3.8.

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

2.7.3.7.3.3. (Added) Will periodically review the AEF website located at <https://aefcenter.acc.af.mil/aefonline/> for changes.

2.7.3.7.4. (Added) Unit ART POCs. Serves as the focal point for the unit. Responsible for accurate reporting and meeting specified submission timelines.

2.7.3.7.4.1. (Added) Creates and maintains a continuity binder with the criteria located in AFI 10-244, AMC supplement 1, paragraph 2.7.4.12.

2.7.3.7.4.2. (Added) Resolves all UTC discrepancies with ART, the AEF TPFDD library, AFWUS, and DOC statements through their command-level functional manager(s). Will keep the wing ART POCs informed of the status of any open discrepancies.

2.7.3.7.4.3. (Added) Maintains all unit commander signed worksheets used for the most current ART update in an approved safe.

2.7.3.7.5. (Added) Distribution and Reporting Requirements. Standard AEF UTC worksheets will be used in collecting data. Once AEF UTC worksheets are filled in, they are considered classified and must be handled appropriately. Classification will be marked on the top and bottom of each worksheet, with the highest classification of the information on the page.

2.7.3.7.5.1. (Added) Worksheet information will not be prepared or released to anyone not listed on the unit's appointment letter.

2.7.3.7.5.2. (Added) Unless Unit ART POC has a classified computer; there will be no compilation of any UTC information on unclassified equipment. If there is no classified means, reports will be hand written.

2.7.3.7.5.3. (Added) For validation, all worksheets without the unit commander's or designated alternate's signature will not be accepted. Commander's initials will not be accepted.

2.7.3.7.6. (Added) Training. Initial training for new monitors will be accomplished as needed. As a minimum, refresher training will be conducted semi-annually.

2.7.3.7.6.1. (Added) Wing ART POC. Train all unit ART POCs on reporting requirements located in AFI 10-244, AMC Supplement 1, and this supplement coupled with ART hands-on training. The wing ART POC will annotate completed ART training requirements on a Memorandum for Record.

2.7.3.7.6.2. (Added) Unit ART POC. Will review regulations quarterly to ensure accurate reporting is maintained.

2.7.3.7.7. (Added) Reporting Procedures. Unit ART POCs will fill out AEF UTC worksheets completely. The unit's CC will sign and validate the worksheets. The unit CC then briefs the group CC on the status of their unit. The unit ART POC will submit the signed worksheets to the wing ART POC. The unit ART POC briefs the wing CC on status of AEF forces. The wing ART POC updates the status of all wing AEF UTCs in the ART.

2.7.3.7.7.1. (Added) A new UTC worksheet must be filled out and signed by the unit CC every time ART is updated.

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Commander