

10 NOVEMBER 2000



Operations

**STATUS OF RESOURCES AND TRAINING
SYSTEMS (SORTS) REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 354 FW/CPR (TSgt Randy Rowland)
Supersedes 354 FWI 10-204, 25 September 1998

Certified by: 354 FW/CV (Colonel Larry Reseter)
Pages: 21
Distribution: F

This instruction outlines procedures and identifies the responsibilities of the category-leveled (C-leveled) units assigned, attached, or associate to the 354th Fighter Wing (354 FW), who have a unit Designed Operational Capability (DOC) statement. Units that have a DOC statement(s) must submit Status of Resources and Training System (SORTS) reports. This instruction also outlines the responsibilities of the direct support units that are supporting the C-leveled units. It is used in conjunction with AFI 10-201, *Status of Resources and Training System* and CJCSM 3150-02, *JRS, Status of Resources and Training System (SORTS)*. It does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.	General	3
2.	DOC Statements	3
3.	Responsibilities:	4
4.	Report Submission	7
5.	Report Preparation Guidance	7
6.	Quality Control Process	8
7.	Report Approval / Transmission:	8
8.	What is a Remark? When is it Required	9
9.	Remark Narrative	9
10.	Required Remarks	9

11.	Remarks/Easyread Worksheet	9
12.	Validating Remarks	9
13.	Adding Remarks	9
14.	Training	10
15.	Continuity	10
16.	Staff Assistance Visits	11
Attachment 1—SAMPLE SORTS MONITOR APPOINTMENT LETTER		12
Attachment 2—SAMPLE COMMANDER DESIGNATED/ALTERNATE SIGNATURE LETTER		13
Attachment 3—OVERALL C-LEVEL AND MEASURED AREAS WORKSHEET		14
Attachment 4—MAJOR EQUIPMENT AND CREW LOCATION (MEQLOCN) WORKSHEET		15
Attachment 5—EASYREAD/REMARKS WORKSHEET		16

1. General . The following units assigned to Eielson Air Force Base submit unit SORTS reports to the 354th Fighter Wing Command Post, Reports Management Center (354 FW/CPR):

- 1.1. 3d Air Support Operations Squadron (3 ASOS)
- 1.2. 18th Fighter Squadron (18 FS)
- 1.3. 354th Communications Squadron (354 CS)
- 1.4. 354th Civil Engineering Squadron (354 CES)
- 1.5. 354th Medical Group (354 MDG)
- 1.6. 354th Mission Support Squadron (354 MSS)
- 1.7. 354th Operations Support Squadron (354 OSS)
- 1.8. 354th Security Forces Squadron (354 SFS)
- 1.9. 354th Services Squadron (354 SVS)
- 1.10. 354th Supply Squadron (354 SUPS)
- 1.11. 354th Transportation Squadron (354 TRNS)
- 1.12. 355th Fighter Squadron (355 FS)

2. DOC Statements . The Command Post SORTS (CPR) office is the point of contact for all Designed Operational Capability (DOC) statements. When in receipt of a new DOC statement, CPR will:

- 2.1. Provide the original DOC statement to the applicable unit.
- 2.2. Provide a copy to the wing commander for review and placement in his DOC statement and easyread book.
- 2.3. Provide a copy to the appropriate group commander for review and placement in his/her DOC statement and easy read book.
- 2.4. Provide a copy of the unit's DOC statement to:
 - 2.4.1. Wing Inspections (IG)
 - 2.4.2. Wing Historian (HO)
 - 2.4.3. Manpower Flight (MO)
 - 2.4.4. Personnel Readiness Unit (DPMDX)
 - 2.4.5. Logistics Plans Flight (LGLX)
 - 2.4.6. Operations Plans Flight (OSX)
- 2.5. Provide a copy of flying unit DOC statements to:
 - 2.5.1. Supply Readiness Flight (LGSXR)
 - 2.5.2. Maintenance Mobility Flight (LGMSM)
 - 2.5.3. Munitions Flight (LGMWC)

3. Responsibilities:

3.1. Wing Commander :

- 3.1.1. Appoints, in writing, a primary and alternate wing SORTS manager.
- 3.1.2. Reviews and approves SORTS data for release to higher headquarters.
- 3.1.3. Ensures remarks are sufficient to explain wing shortfalls to COMPACAF, USCINCPAC, CSAF, and JCS. May add additional remarks to unit reports.
- 3.1.4. Certifies wing SORTS managers (normally delegated to CV).

3.2. Group Commanders :

- 3.2.1. Ensures cooperative efforts between support units and reporting units.
- 3.2.2. Reviews squadron data to ensure unit remarks are sufficient to explain group shortfalls. May add additional remarks to unit reports.

3.3. **Direct Support Units** . A direct support unit is a unit that does not have its own DOC statement, but directly supports a C-leveled unit. Direct support units do not submit SORTS reports to CPR, they provide data to the reporting unit for inclusion in that unit's SORTS report. Each direct support unit:

- 3.3.1. Maintains a copy of all SORTS instructions.
- 3.3.2. Maintains a copy of the DOC statement for each unit it supports.
- 3.3.3. Designates, in writing, a primary and alternate SORTS monitor IAW [Attachment 1](#).

3.4. Manpower Office :

- 3.4.1. Provides the Unit Manpower Document (UMD) report or AFSC Summary to SORTS reporting units monthly.
- 3.4.2. Provides Unit Tasking Code (UTC) extracts to units as needed.
- 3.4.3. Provides a list of critical personnel Program Element Coded (PECed) positions to the flying squadrons and MXS monthly.
- 3.4.4. Verifies personnel authorization data for each unit's SORTS report. Certifies data by signing the worksheet.

3.5. Personnel Readiness Unit :

- 3.5.1. Develops and maintains a training package on personnel reporting procedures.
- 3.5.2. Trains all SORTS monitors in personnel reporting procedures.
- 3.5.3. Distributes the SORTS DESIRE list to reporting and direct support units each month. Procures additional lists for units as necessary.
- 3.5.4. Distributes civilian personnel information, obtained from the Civilian Personnel Flight, to units directed to include civilian personnel in their report each month.
- 3.5.5. Verifies personnel data for unit's that are less than C-1 for personnel reasons. Certifies data by signing the worksheet.

3.6. Maintenance Squadron Commander :

3.6.1. Submits accurate personnel information to the flying squadrons for inclusion in SORTS reports. Submits accurate equipment information to the flying squadrons for inclusion in SORTS reports.

3.7. Supply Squadron Commander :

3.7.1. Provides SORTS reporting units with equipment/supplies authorized/required, assigned/on-hand, and available numbers and percentages necessary for preparing SORTS data.

3.7.2. Validates Weapons System Management Information System-Dyna-Metric Microcomputer Analysis System (WSMIS-DMAS) and Mobility Readiness Spares Package (MRSP) and provides data to the flying squadrons for inclusion in SORTS reports.

3.8. Measured Units :

3.8.1. Reporting Unit Commanders:

3.8.1.1. Designates, in writing, a primary and alternate SORTS monitor IAW [Attachment 1](#). Ensures all monitors receive formal training within 60 days of appointment.

3.8.1.2. Ensures either the primary or alternate SORTS monitor is always available to ensure the timely submission of SORTS reports.

3.8.1.3. Designates, in writing, all personnel authorized to review SORTS data, assign the unit's overall C-level, and approve the release of SORTS data to higher headquarters, IAW [Attachment 2](#).

3.8.1.4. Reviews all SORTS data, including remarks, for accuracy. Assigns overall C-level and approves report by signing the overall worksheet and the remarks worksheet/easyread.

3.8.1.5. Reviews and initials the unit DOC statement(s) upon initial receipt or as soon as possible after assuming command and annually thereafter.

3.8.2. Flying unit commanders will provide letters of request to the Supply Squadron and Maintenance Squadron commanders outlining data needed from these units to complete flying unit SORTS reports.

3.8.3. Unit SORTS Monitors:

3.8.3.1. Receives formal training from CPR, Personnel Readiness Unit, and the unit primary SORTS monitor before assuming duties.

3.8.3.2. Develops and maintains a unit specific training program complete with sample worksheets and training data.

3.8.3.3. Develops and maintains unit specific instructions on gathering, completing, and submitting the unit SORTS report. These instructions should be in operating instruction or checklist format.

3.8.3.4. Gathers, compiles, and submits SORTS data to CPR IAW all governing instructions.

3.8.3.5. Continually monitors unit assets for changes in C-level status. Immediately notifies unit commander when these changes occur. Submit SORTS report to CPR to ensure delivery in the master GSORTS database within 24 hours of the change.

3.8.3.6. Develops and maintains a SORTS continuity book IAW paragraph 15.

3.8.3.7. Attends refresher SORTS training at least quarterly.

3.8.3.8. Develops and maintains a unit SORTS quality assessment checklist. Runs this checklist prior to SAVs.

3.9. Command Post :

3.9.1. Chief:

3.9.1.1. Ensures the primary or alternate wing SORTS manager is always available to ensure the timely submission of SORTS reports.

3.9.1.2. Selects qualified candidates for appointment as wing SORTS manager.

3.9.2. Wing SORTS Manager:

3.9.2.1. Submits all SORTS reports for Eielson units listed in paragraph 1. to JCS, COM-PACAF, and ALCOM.

3.9.2.2. Maintains and distributes DOC statements to applicable units listed in paragraph 2.

3.9.2.3. Quality checks, compiles, transmits, and maintains all unit SORTS reports.

3.9.2.4. Develops a wing SORTS briefing and briefs the wing commander prior to transmission of reports.

3.9.2.5. Develops and maintains DOC statement and easyread book for the wing commander. Provides DOC Statements and monthly easyreads to group executive officers for each group commanders SORTS book. Group commanders books are not maintained by the Wing SORTS Manager.

3.9.2.6. Develops and maintains a wing SORTS training program.

3.9.2.7. Publishes a letter with upcoming training class dates.

3.9.2.8. Conducts and documents initial SORTS training for newly appointed unit monitors.

3.9.2.9. Conducts formal refresher training for all SORTS monitors.

3.9.2.10. Develops and maintains unit specific commander orientation briefings for new SORTS reporting unit commanders. Conducts these briefings upon request.

3.9.2.11. Develops, maintains, and distributes unit specific SORTS preparation worksheets for each reporting unit.

3.9.2.12. Develops and maintains a SORTS SAV program.

3.9.2.13. Develops and maintains a SORTS SAV checklist, distributes to each unit.

3.9.2.14. Conducts and documents SAVs with each reporting unit semi-annually. This SAV may include manpower and personnel representatives, if requested.

3.9.2.15. Publishes a letter with SORTS submission appointment date and times for the reporting period. Will be flexible to accommodate contingencies and scheduling conflicts with individual unit monitors.

3.9.2.16. Corrects database errors within two duty days of error message receipt.

3.9.2.17. Ensures the local database and the JCS database match.

3.9.2.18. Maintains a copy of all applicable SORTS instructions and publications.

3.9.3. Maintenance Operations Center (MOC). The MOC will provide current aircraft status and get well dates.

4. Report Submission :

4.1. **Wing Reporting** . CPR will submit SORTS reports to DISA Database, the info will flow down to JCS, COMPACAF, and ALCOM:

4.1.1. Prior to 010001Z each month for compiled wing reports.

4.1.2. On the day received by CPR for unit reports received IAW paragraph 4.2.

4.2. **Unit Reporting** . Unit SORTS monitors will submit SORTS reports to CPR:

4.2.1. At least monthly, normally five duty days prior to the end of the month or as specified by the SORTS submission appointment letter.

4.2.2. Report a change in C-level, expiration of a get well date, or expiration of a remark to ensure delivery to the master DISA database within 24 hours.

4.2.3. Unit commanders/monitors will ensure Group Commanders are briefed on the current SORTS status.

4.2.4. Unit Monitors will make every effort to meet scheduled appointment times as published. The schedule is designed to allow time to quality control reports. If adjustments are necessary, coordinate with CPR.

5. Report Preparation Guidance :

5.1. **Classification Requirements** . All worksheets will be classified IAW AFI 10-201, Chapter 1, CJCSM 3150.02, Declassify on (date), and the unit DOC statement. Declassification date will be 4 years from origination date for CONFIDENTIAL and 8 years from origination date for SECRET.

5.2. **Required Worksheets** . Units will use Eielson specific worksheets. All worksheets may be obtained from CPR. Units will submit:

5.2.1. Overall C-level and Measured Areas Worksheet ([Attachment 3](#)).

5.2.2. Remarks Worksheet/Easyread ([Attachment 5](#)).

5.2.3. Flying units only -- Major Equipment and Crew Location (MEQLOCN) Worksheet ([Attachment 4](#)).

5.3. **Report Preparation/ Submission** : All units listed in paragraph 1. will use this and other applicable SORTS instructions to complete reports for submission to CPR. Report accuracy is the responsibility of the reporting unit commander.

5.3.1. Prior to report submission to the unit commander, monitors will:

5.3.1.1. Use unit checklist/operating instruction to complete worksheets.

5.3.1.2. Ensure all support unit data is included as required.

5.3.1.3. Review, update, add and/or correct remarks as required.

5.3.1.4. Flying units -- ensure all PECed personnel are included in figures.

5.3.1.5. Coordinate with DPMDX (Personnel Readiness Unit) on personnel figures as required.

5.3.1.6. Coordinate with MO on personnel figures monthly.

5.3.2. Prior to report submission to CPR, the unit monitor will brief the unit commander. The unit commander will:

5.3.2.1. Review all SORTS data on worksheets and remarks/easyread.

5.3.2.2. Assign the overall C-level, determine get well date, as required.

5.3.2.3. Ensure remarks are clear, concise, and include a get well date and OPR.

5.3.2.4. Approve SORTS data for release to higher headquarters by signing the overall worksheet and the remarks/easyread worksheet.

6. Quality Control Process :

6.1. **Worksheet Review** . The wing SORTS manager and unit SORTS monitor will discuss the unit report at the scheduled appointment. Unit questions or concerns should be addressed at this appointment. On the spot corrections will be made to worksheets when necessary. Significant changes will require the SORTS report to be resubmitted to the unit commander for approval.

6.2. **SORTS Database Update** . Upon completion of the worksheet review, CPR will update each unit database and print the updated database in easyread format. A copy of the unit easyread will be:

6.2.1. Provided for the applicable reporting unit.

6.2.2. Posted in the wing commander's DOC statement/easyread book.

6.2.3. Provided to the group commanders for posting in the group commander's DOC statement/easyread book.

6.2.4. Provided to the wing historian.

6.3. **Disposition of Worksheets** . CPR will provide the unit a copy of the quality-controlled worksheets. Both CPR and the unit will maintain the most current SORTS report worksheets. Worksheets from previous reports will be properly destroyed.

7. Report Approval / Transmission:

7.1. **SORTS Briefing** . CPR will update the wing SORTS briefing using the current database. The wing SORTS briefing will be kept on disk, readily available for battlestaff briefings. A paper copy will be maintained for informal briefings.

7.2. **SORTS Approval** . The wing SORTS manager will brief the wing commander on all 354 FW units and obtain approval to submit the unit reports.

7.3. **SORTS Transmission** . CPR will transmit the approved SORTS report via DMS, Global Command and Control System (GCCS), or SIPRNET.

8. What is a Remark? When is it Required ? The use of remarks in the SORTS report is directed by JCS. Remarks are used to illustrate specific areas in the unit report. Remarks may be written to explain any situation, however, certain situations require remarks be written. The need for a remark is driven primarily by the C-levels for the measured areas and the unit's overall C-level. See AFI 10-201, Chapter 2, Section 2B-Narative Remarks for specific guidance.

9. Remark Narrative . The remark narrative should include a full explanation of why the measured area and/or unit is less than C-1, the impact on the unit, the actions being taken to correct the problem, and a get well date. If the OPR for the remark is not the unit SORTS monitor, include the OPRs name, rank, duty and STU-III phone numbers. Only common abbreviations and acronyms should be used in remarks.

10. Required Remarks . The remarks in this section are mandatory for unit reports. See examples of required remarks in [Attachment 5](#), Remarks/Easyread Worksheet.

10.1. **RICDA .** The RICDA remark is used to report the unit's mobility bag requirement. The remark will contain number authorized, on-hand, and percent available for each type of bag. Mandatory for all reports that are required to count mobility bags.

10.2. **CADAT .** The CADAT remark is used to forecast unit readiness for the next 12 months. The remark will contain three, six, and 12 month C-level forecasts and the detailed reason those C-levels are being forecasted. Mandatory for all reports.

10.3. **DOCID .** The DOCID remark is used to identify the unit SORTS monitors. The remark will contain name, rank, duty and STU-III phone numbers for the primary and alternate. Mandatory for all reports.

10.4. **REASN .** The REASN remark is used to explain why the unit is not C-1. Mandatory if overall C-level is less than C-1 or when commander assesses the overall C-level .

10.5. **PERTP .** The PERTP remark is primarily used to report problem AFSCs. When used for AFSCs, the remark will contain AFSC, authorized, assigned, and available. Mandatory for unit's that are short authorized personnel regardless of P-level.

11. Remarks/Easyread Worksheet . The Easyread product provided by CPR after each report is submitted will be used as the next report's Remarks Worksheet. All remarks should be validated each month using guidance in paragraph [12](#). The unit SORTS monitor and unit commander will indicate approval of the remarks by signing the Remarks/Easyread Worksheet.

12. Validating Remarks . Remarks will be reviewed prior to submission of every report. Mark the Remarks Worksheet/Easyread in the margins beside the indicated remark. Annotate the remarks worksheet with one of the following:

12.1. Make necessary changes to the remark so they can be easily read.

12.2. D or the word Delete to indicate the remark is no longer required.

12.3. No markings are required if the remark is accurate as it currently reads.

13. Adding Remarks . Add remarks to the Remarks Worksheet so they can be easily read. Leave space between remarks so the appropriate label can be entered (CPR will enter label). Mark the appropriate classification in parentheses in front of the remark. Use (C) for confidential or (S) for secret.

14. Training . All personnel who work with SORTS will be formally trained prior to assuming duties. All SORTS monitors will maintain proficiency with refresher training.

14.1. **Unit SORTS Monitors** . Unit SORTS monitors will not assume or perform any duties until all of the following are met:

- 14.1.1. Unit training outline is complete and documented.
- 14.1.2. Formal initial training from CPR is completed and documented.
- 14.1.3. Personnel training from DPMX is completed and documented.
- 14.1.4. Monitor appointment letter has been accomplished IAW [Attachment 1](#).

14.2. **Formal SORTS Monitor Training** . Formal SORTS monitor training is conducted by the wing SORTS manager. Formal training is a combination of lecture and hands-on training in a classroom environment. CPR will publish a letter with training dates/times; advance class registration is required due to limited classroom space. Training will be conducted at least semi-annually. More classes will be added if the wing SORTS manager finds it necessary for unit continuity.

14.3. **Refresher Training** . Refresher training will be conducted by the wing SORTS manager at least quarterly to aid unit monitors in maintaining proficiency. All unit monitors, primary and alternate, should attend this training.

15. Continuity . Each unit will maintain a continuity book to avoid disruption during monitor changes. Two books will be developed and maintained, one classified and one unclassified.

15.1. **The Unclassified Continuity Book** . The unclassified continuity book will contain:

- 15.1.1. AFI 10-201 and PACAF Sup 1.
- 15.1.2. 354 FWI 10-204.
- 15.1.3. Unit monitor appointment letter.
- 15.1.4. Appointment letter for CPR, M0, DPMX, and all supporting unit monitors.
- 15.1.5. Commander and designated alternate signature letter.
- 15.1.6. Documentation of completed training from CPR, DPMX, and unit for each unit monitor.
- 15.1.7. Unit training package.
- 15.1.8. Copy of UMD or UTC extract.
- 15.1.9. Copy of PEC list, if applicable.
- 15.1.10. Copy of SORTS DESIRES list.
- 15.1.11. Copy of civilian personnel roster, if applicable.
- 15.1.12. Complete list of accountable equipment.
- 15.1.13. SORTS quality assessment checklist.
- 15.1.14. Results of last two CPR conducted SAVs.
- 15.1.15. HHQ guidance, letters, messages, etc.

15.1.16. DD Form 334, Cross Reference Sheet (or suitable form substitution) for those items in the classified continuity book, or any other item listed above not maintained in this book.

15.2. Classified Continuity Book . The classified continuity book will be maintained in an approved safe. All items will be marked with proper classification. This book will contain:

15.2.1. The unit DOC statement.

15.2.2. The last two SORTS reports and all supporting documentation..

15.2.3. The last two easyreads and the DISA database printout.

15.2.4. Any classified higher headquarters policy/guidance letters.

16. Staff Assistance Visits . The wing SORTS manager will conduct semi-annual staff assistance visits (SAV) with each unit. Unit commanders may request CPR conduct a SAV with their unit at any time.

16.1. **SAV Checklist** . CPR publishes the checklist used during the SAV and distributes a copy to each unit. This checklist should be used in conjunction with the unit's SORTS quality assessment checklist to identify areas for improvement prior to CPR's visit.

16.2. **SAV Results** . CPR will provide the results of the SAV to the unit commander. Discrepancies and benchmarks will be identified. The last two SAV results letters should be kept on file with the unit.

KENNETH M. DECUIR, Brig Gen, USAF
Commander

Attachment 1

SAMPLE SORTS MONITOR APPOINTMENT LETTER

(DATE)

MEMORANDUM FOR 354 FW/CPR
354 FW/MO
354 MSS/DPMX
(DIRECT SUPPORT UNITS)

FROM: (UNIT)

SUBJECT: SORTS Monitor Appointment

1. The following individuals are appointed SORTS monitors for the (unit) squadron.

PRIMARY:

- Name:
- Rank:
- Security Clearance:
- Duty Phone:
- STU-III:
- DEROS:
- Office Symbol:

ALTERNATE:

- Name:
- Rank:
- Security Clearance:
- Duty Phone:
- STU-III:
- DEROS:
- Office Symbol:

2. This letter supersedes all previous letters of the same subject.

JOHN E. DOE, Lt Col, USAF
Commander

**FOR OFFICIAL USE ONLY
(FOIA Exemption 6)**

Attachment 2

SAMPLE COMMANDER DESIGNATED/ALTERNATE SIGNATURE LETTER

(DATE)

MEMORANDUM FOR 354 FW/CPR

FROM: (UNIT)

SUBJECT: SORTS Authorization Letter

1. The following individuals are authorized to review the SORTS report, assign the unit overall C-level, and approve the release of the SORTS data in lieu of the unit commander.

<u>NAME</u>	<u>RANK</u>	<u>DUTY TITLE</u>	<u>SIGNATURE</u>
-------------	-------------	-------------------	------------------

- 1.
- 2.
- 3.

2. This letter supersedes all previous letters of the same subject.

JOHN E. DOE, Lt Col, USAF
Commander

Attachment 3

OVERALL C-LEVEL AND MEASURED AREAS WORKSHEET

Figure A3.1. Unclassified Example of a Overall C-Level and Measured Areas Worksheet.

This worksheet will be CLASSIFIED when filled in with actual data.

UNIT: (UNIT NAME) UIC: XXXXX DOCID: AB12		EXAMPLE		TREAD: 96 HRS RICDA: 001015			
OVERALL C-LEVEL: <u>2</u> REASN: <u>P</u> SECRN: _____ TERRN: _____ PCTEF: <u>1</u>							
PERSONNEL P- <u>2</u> / <u>P19</u> PRRAT / PRRES TOTAL / CRITICAL P-1 90-100 85-100 P-2 80-89 75-84 P-3 70-79 65-74 P-4 0-69 0-64		EQSUPPLY S- <u>1</u> / _____ ESRAT / ESRES A-CBT/A-SPTAION/ACFT S-1 90-100 90-100 90-100 S-2 80-89 80-89 80-89 S-3 60-79 65-79 65-79 S-4 0-59 0-64 0-64		EQCONDN R- <u>1</u> / _____ ERRAT / ERRES ACET / NON-ACET R-1 75-100 90-100 R-2 60-74 70-89 R-3 50-59 60-69 R-4 0-49 0-59		TRAINING T- <u>1</u> / _____ TRRAT/TRRES T-1 85 T-2 75 T-3 65	
APFERDAT DATA TOTAL PERSONNEL ASSIGNED: 90 (TPASG) AVAILABLE: 88 (TPAVL) AUTHORIZED: 100 (TPAUT) TPAVL/TPAUTH X100= 88 (PERTP) P-LEVEL: 2 CRITICAL PERSONNEL ASSIGNED: 75 (CPASG) AVAILABLE: 75 (CPAVL) AUTHORIZED: 75 (CPAUT) CPAVL/CPAUT X100= 100 (PERTC) CP-LEVEL: 1 PROBLEM AFSC# AFSC / AUTH / ASON / AVAIL _____ / _____ / _____ / _____ 2A35B / 17 / 10 / 4 2A352 / 40 / 32 / 17 _____ / _____ / _____ / _____ _____ / _____ / _____ / _____ _____ / _____ / _____ / _____ _____ / _____ / _____ / _____		EQSOHDAT DATA COMBAT ESSENTIAL ACFT ASSIGNED: <u>35</u> (MEASG) POSSESSED: <u>35</u> (MEPCS) AUTHORIZED: <u>35</u> (MEARD) MEPCS/MEARD X100= <u>100</u> (EQSEE) EQSEE: <u>1</u> SUPPORT EQUIPMENT MRSP(DMAS) <u>96</u> (ESSA1) TARGETING PODS <u>31</u> / <u>33</u> X100= <u>94</u> (Auth) (ESSA7) EQSSE: <u>1</u>		EQCONDAT DATA COMBAT ESSTIAL ACFT AVAILABLE: 33 (MEMRA) POSSESSED: 35 (MEPOS) MEMRA/MEPOS X 100 = 94 (EQREE)		TRAINING DATA METHOD B AUTH: 58 (TCARQ) ASSIGNED: 58 (TCRAS) AVAILABLE: 58 (TCRAV) TCARQ/TCRAV X 100 = 100 TRUTC T-LEVEL: 1	
FORECAST C-LEVEL CARAT: <u>1</u> CADAT: <u>001215</u>							
354 FWMO SIGNATURE: _____ DATE: _____							
354 MSS/DPMX SIGNATURE: _____ DATE: _____							
I have reviewed these worksheets with corresponding C-levels and approve the release of this information.							
CC SIGNATURE: _____ DATE: _____							
EXAMPLE		CLASS BY: UCEN 51003 DEEL ON OPR:SS g Sergeant, CPO, 7-1234					

UNCLASSIFIED EXAMPLE ONLY

Attachment 4

MAJOR EQUIPMENT AND CREW LOCATION (MEQLOCN) WORKSHEET

Figure A4.1. Unclassified Example of Major Equipment and Crew Location Worksheet.

This worksheet will be CLASSIFIED when filled in with actual data.

UNIT: (UNIT NAME)		EXAMPLE			UIC: XXXXXX DATE: 001015					
MAJOR EQUIPMENT AND CREW LOCATION WORKSHEET										
ACFT TYPE/MODEL (MEQPT)	F-78A	F-78B	F-78A							TOTALS
HOME STATION (PRGEO)	FTQW	FTQW	/	/	/	/	/	/	/	
DEPLOYED LOCATION (TEGEO)	/	/	HBCD							
ACFT AUTHORIZED (MEPSA)	20	15	/	/	/	/	/	/	/	35 (MEARD)
ACFT POSSESSED (MEPSD)	10	15	10							35 (MEPOS)
READY CONVENTIONAL (MEORC)										
READY OTHER (MEORO)	9	14	10							
ACFT ASSIGNED	20	15	/	/	/	/	/	/	/	35 (MEAST)
MISSION READY AND AVAILABLE ACFT	9	14	10							33 (MEMRA)
CREW AUTHORIZED (CREWA)	35	23	/	/	/	/	/	/	/	58 (TCARQ)
CREWS FORMED (CREWF)	20	23	15							
READY CONVENTIONAL (CRMRC)										
READY OTHER (CRMRO)	20	23	15							
CREWS ASSIGNED	35	23	/	/	/	/	/	/	/	58 (TCRAS)
MISSION READY AND AVAILABLE CREWS	35	23								58 (TCRAV)
SPECIAL MISSION CAPABILITIES			SPARES ASSESSMENT DATA							
	SMCC	SMRC	SMAC	METHOD (ARUSD): (X, Y, OR Z) <u>Y</u>						
1	03 maxarick	12	12	MRSP/IRSP (WRSK): <u>350 / 350 = 100 %</u>						
2	16 artim	15	15	SORTIE GENERATION (SORTE): = <u>96 %</u> (DMAS ASSESSMENT)						
3				AIRCRAFT AVAILABLE (ACFTA): <u>100 %</u>						
4										
CLASSIFIED BY: CJCSM 3150-02 DECL ON: 081015		EXAMPLE			OPR:SSgt Sergeant, CPO, 7-1234					

UNCLASSIFIED EXAMPLE ONLY

Attachment 5

EASYREAD/REMARKS WORKSHEET

Figure A5.1. Sample Easyread/Remarks Worksheet.

NOTE: The Easyreads will always be classified. This is an UNCLASSIFIED example using bogus data.

(Classification)

Easy Read For Review -- Use SORTSREPAF For Transmittal Document

Unit: (Unit Designation) UIC: XXXXX DOCID: AB12

Readiness Date: 001015 Report Sequence No.(SEQNO): 001

SORTS DATA SUMMARY

DOC Response Time: 96 HRS

Overall C-Level: 2

Overall Reason: P

Secondary Reason:

Tertiary Reason:

Personnel P-Level: 2

Personnel Reason: Reason: (P26)-Personnel Shortage - Maintenance

Equipment On-Hand S-Level: 1

Equipment On-Hand Reason:

Equipment Condition R-Level: 1

Equipment Condition Reason:

Training T-Level: 1

Training Reason:

Forecast C-Level: 1

Forecast Date: 001115

Overall Set Remarks:

Readiness Date (RICDA): 000128 Mobility Bags CBD

A-Bags(General Use) Auth:300 On-Hand:300

B-Bags(Cold WX) Auth:300 On-Hand:300

C-Bags(Non-Aircrew) Auth:300 On-Hand:300

C-Bags(Aircrew) Auth:65 On-Hand:65

Personnel P-Level (PERTP): 001015 PROBLEM AFSCS READ

AFSC/AUTH/ASGN/AVAIL:

2A353B/17/10/4

2A352/40/32/17

PERSONNEL SHORTAGES, SPECIFICALLY 2A353B COULD POTENTIALLY EFFECT ABILITY TO MEET DOC TASKED SORTIE RATES. PROJECTED GAINS IN NOV WILL BRING US BACK TO P-1 GWD: 001115

Personnel Reason Code (PRRES): 000128 P-2 DUE TO SHORTAGES IN MX PERSONNEL. MANNING PROJECTED TO SHOW SIGNIFICANT IMPROVEMENTS IN NOV GWD 15 NOV 00.

Overall Reason Code (REASN): 000128 UNIT C-2 DUE TO A SHORTAGE OF MAINTENANCE PERSONNEL. OVERALL GWD 15 NOV 00

Forecast C-Level (CARAT): 000128 AEF: 7/NO GO/15 MAR 01/2EK6A/2EK6B/NARRATIVE: EXPLAIN DEFICIENCIES AND GET WELL ACTIONS.<END>

Forecast Remarks (CADAT): 000128 3 MONTH FORECAST/1/NO PROBLEMS FORSEEN
6 MONTH FORECAST/1/NO PROBLEMS FORSEEN
12 MONTH FORECAST/1/NO PROBLEMS FORSEEN
(AFSORTSDDET 1.3.8.2)

PERSONNEL DATA

Personnel P-Level: 2

Reason: (P26)-Personnel Shortage - Maintenance

Total Personnel: 88%

Authorized/Req: 300

Assigned: 285

Available: 264

Critical Personnel: 88%

Authorized/Req: 285

Assigned: 266

Available: 251

Personnel Measured Area Remarks:

No Remarks

EQUIPMENT ON-HAND DATA

Equipment On-Hand S-Level: 1

Combat Essential Equipment: 100%

Major Equipment Authorized: 35

Major Equipment Assigned: 35

Major Equipment Possessed: 35

Support Equipment: 94%

RSP

(From Spares Page): 100%

TARGETING PODS: 94%

GEN/MOB EQUIP: 100%

Equipment On Hand Measured Area Remarks:

RSP

(From Spares Page) (ESSA1): 000128 DMAS SORTIE GENERATION RATE IS 96 PERCENT

TARGETING PODS (ESSA7): 001015 TARGETING PODS: AUTH 33, ON HAND 33, FMC 31, 0 AWM, 1 AWP, 1 INW.

EQUIPMENT CONDITION DATA

Equipment Condition R-Level: 1

Combat Essential Equipment: 94%

Major Equipment Mission Ready/Available: 33

Equipment Condition Measured Area Remarks:

TRAINING DATA

Training T-Level: 1

Reason:

No Remarks

Training Method: B

Crews Mission Ready/Available: 100%

Crews Authorized: 58

Crews Assigned: 58

Crews Available: 58

Training Measured Area Remarks:

Documentation Identification Number (DOCID): 000128 (UNIT) SORTS MONITORS:

PRI: SSGT SERGEANT, DSN 377-1234, STU III 377-5678

ALT: SRA MAJORS, DSN 377-1234, STU III 377-5678

Major Equipment Set (MEQLOCN) F-78A

Present Location:

Major Equipment Assigned: 20

Major Equipment Possessed: 10

Major Equipment - Other Role: 9

Crews Assigned: 35

Primary Crews Formed: 20

Crews Mission Ready - Other: 20

Major Equipment Remarks

Major Equipment Possessed (MEPSD): 001015 THE FOLLOWING BACKUP AIRCRAFT IS IN DEPOT: TAIL 1235/HILL/ETR: 10 NOV 2000

Major Equipment Set (MEQLOCN) F-78B

Present Location:

Major Equipment Assigned:	15
Major Equipment Possessed:	15
Major Equipment - Other Role:	14
Crews Assigned:	
Primary Crews Formed:	23
Crews Mission Ready - Other:	23

Major Equipment Remarks:

None

Major Equipment Set (MEQLOCN) F-78A

Present Location:	HBCD
Major Equipment Assigned:	
Major Equipment Possessed:	10
Major Equipment - Other Role:	10
Crews Assigned:	
Primary Crews Formed:	15
Crews Mission Ready - Conventional:	15

Major Equipment Remarks:

Major Equipment Possessed (MEPSD): 000928 10 F-78A DEPLOYED IN SUPPORT OF ONW ETR: 15 DEC 2000.

Crews Formed(CREWF): 000928 15 CREWS DEPLOYED IN SUPPORT OF ONW ETR: 15 DEC 2000.

Spares Set:

WRSK/BLSS Fill %: 100

SORTE Generation Capability %: 96

Aircraft Available %: 94

Spares Assessment Driver: WSMIS-DMAS

Spares Remarks:

SPECIAL MISSION CAPABILITY DATA

Special Mission Capability #1: 03 (MAVERICK)

Aircraft Required:

Aircraft Available:

Mission Crews Required: 12

Mission Crews Available: 12

Remarks:

No Remarks

Special Mission Capability #2: 16 (LANTIRN)

Aircraft Required:

Aircraft Available:

Mission Crews Required: 15

Mission Crews Available: 15

Remarks:

No Remarks

(Classification)

Classified By: CJCSM 3150.02 And Multiple Sources

Declassify On: 15OCT2008

SORTS Monitor Signature

Commander's Signature

UNCLASSIFIED EXAMPLE ONLY