

**BY ORDER OF THE
INSTALLATION COMMANDER**

375 AW INSTRUCTION 10-201

20 MARCH 1998



Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 375 AW/CPR (SSgt William H. Arquiatt)
Supersedes AWI 10-201, 20 August 1996

Certified by: (MSgt James F. Fox)
Pages: 7
Distribution: F

This instruction establishes local SORTS reporting policies, procedures, and responsibilities of units tasked by JCS Pub 1-03.3, as supplemented, and AFI 10-201, as supplemented. It applies to all units listed in paragraph **1.2** of this instruction.

SUMMARY OF REVISIONS

This instruction deletes the requirement for weekly SORTS report for flying units, makes unit reporting requirements more specific, and updates all office symbols.

Chapter 1

GENERAL GUIDANCE

1.1. Policy. SORTS is a group of databases and the reporting systems which update them. SORTS reporting assesses each unit's ability to do its wartime mission. These assessments form a readiness management database used by all levels of command for crisis actions, planning, and the monitoring of unit resources and training.

1.1.1. SORTS reports measure four resource areas: personnel, equipment and supplies on hand, equipment condition, and training. Units report "category levels" (C-levels) in each of these areas, as well as the overall C-level assigned by the unit commander. The overall C-level is the only authorized area that can be assessed.

1.1.2. Timely and accurate SORTS reports are essential. Inaccurate or late data obscures trends, distorts assessments, and ultimately affects the ability of the Joint Chiefs of Staff, services, and unified and specified commands to set priorities, allocate resources, and correct unit deficiencies.

1.2. Tasked Organizations. The following organizations are tasked by this instruction:

- 1.2.1. Scott Command Post (375 AW/CP).
- 1.2.2. 375th Operational Support Squadron (375 OSS).
- 1.2.3. 375th Aeromedical Evacuation Squadron (375 AES).
- 1.2.4. 375th Medical Group (375 MDG).
- 1.2.5. 375th Supply Squadron (375 SUPS).
- 1.2.6. 375th Transportation Squadron (375 TRNS).
- 1.2.7. 375th Civil Engineer Squadron (375 CES).
- 1.2.8. 375th Security Forces Squadron (375 SFS).
- 1.2.9. 375th Services Squadron (375 SVS).
- 1.2.10. 375th Communications Squadron (375 CS).
- 1.2.11. 375th Mission Support Squadron (375 MSS).
- 1.2.12. 375th Mission Support Squadron/Personnel Systems and Readiness (375 MSS/DPMD).
- 1.2.13. 375th Mission Support Squadron/Civilian Personnel (375 MSS/DPC).
- 1.2.14. 11th Airlift Squadron (11 AS).
- 1.2.15. 458th Airlift Squadron (458 AS).
- 1.2.16. 84th Airlift Flight (84 ALF), Peterson AFB CO.
- 1.2.17. 311th Airlift Flight (311 ALF), Offutt AFB NE.
- 1.2.18. 332nd Airlift Flight (332 ALF), Randolph AFB TX.
- 1.2.19. 457th Airlift Squadron (457 ALS), Andrews AFB MD.
- 1.2.20. 12th Airlift Flight (12 ALF), Langley AFB VA.

- 1.2.21. 47th Airlift Flight (47 ALF), Wright Patterson AFB OH.
- 1.2.22. 54th Airlift Flight (54 ALF), Maxwell AFB AL.

Chapter 2

SPECIFIC RESPONSIBILITIES

2.1. Unit Commanders. Each unit commander must:

- 2.1.1. Review the unit Designed Operational Capability (DOC) statement annually, sign, and date.
- 2.1.2. Appoint in writing one primary and at least one alternate SORTS functional manager, and submit a letter when either are replaced or annually, whichever occurs first. SORTS functional managers will have at minimum a SECRET security clearance and be able to perform their duties for at least 1 year.
- 2.1.3. Authorize in writing at least one individual to sign the unit SORTS report in the commander's absence. Submit a new letter when the individual is replaced or when a new commander is appointed.
- 2.1.4. Review SORTS submission for accuracy, clarity, and completeness.
- 2.1.5. Assign the unit's overall C-rating as measured against the unit's DOC statement.
- 2.1.6. Ensure SORTS reports are passed to the Scott Command Post, who will in-turn, submit to JCS and higher headquarters within established times.
- 2.1.7. Establish procedures to periodically verify reported SORTS data.
- 2.1.8. Ensure functional managers review the SORTS Self-Inspection Checklist semiannually. In April and October, have functional managers forward a completed copy of the checklist with corrective actions for any discrepancies listed to the Scott Command Post.
- 2.1.9. Develop procedures for inclusion of AFRES personnel in SORTS reporting, when applicable, upon mobilization.

2.2. SORTS Functional Managers. Each SORTS functional manager will:

- 2.2.1. Be responsible for collecting and reporting unit's SORTS data to the Scott Command Post within established timelines.
- 2.2.2. Assume reporting responsibility after receiving training from a certified SORTS manager.
- 2.2.3. Brief the unit commander on the contents of the unit SORTS report and obtain his or her overall assessment of the unit's C-level before submitting the SORTS report.
- 2.2.4. Get the commander's signature on the SORTS report before submitting it.
- 2.2.5. Maintain the following items:
 - 2.2.5.1. JCS Pub 1-03.3.
 - 2.2.5.2. AFI 10-201.
 - 2.2.5.3. 375 AWI 10-201.
 - 2.2.5.4. Any applicable supplements to the above publications.
 - 2.2.5.5. Current DOC statement dated and signed by the unit commander within the past year.
 - 2.2.5.6. Letter appointing unit SORTS functional managers and unit commander alternates.

- 2.2.5.7. SORTS reports with accompanying worksheets for the past month.
- 2.2.5.8. Most recently completed SORTS Self-Inspection Checklist.
- 2.2.5.9. Results of most recent Staff Assistance Visit (SAV) from the Scott Command Post.
- 2.2.5.10. Request and pick up JCS and/or 375 AW databases.

2.2.6. Use the SORTS Self-Inspection Checklist to perform a semiannual review of the unit SORTS program. In April and October, forward a copy of the completed checklist with corrective actions listed for any discrepancies to 375 AW/CPR.

2.2.7. Ensure SORTS information is marked with appropriate classification IAW DoD 5200.1-R/AFI 31-401 and AFI 10-201.

2.2.8. Comply with reporting instructions levied in JCS Pub 1-03.3, AFI 10-201, applicable supplements, and this instruction.

2.3. Scott Command Post Operational Reports Section. The Scott Command Post is the SORTS local reporting agency for submission and overall management of the SORTS reporting system at Scott AFB. The 375 AW/CPR will:

2.3.1. Maintain and distribute DOC statements to units listed in paragraph 1.2. of this instruction, as well as the 375th Airlift Wing Plans and Programs Office.

2.3.2. Maintain unit SORTS reports and worksheets for present and prior months.

2.3.3. Brief all appropriate command levels on measured unit status as reported in SORTS. Briefings will be conducted formally or informally, as required.

2.3.4. Quality control unit SORTS submissions before transmitting to JCS and higher headquarters.

2.3.5. Submit SORTS data to JCS and higher headquarters for the following units:

- 2.3.5.1. 11 AS.
- 2.3.5.2. 458 AS.
- 2.3.5.3. 375 AES.
- 2.3.5.4. 375 MDG.
- 2.3.5.5. 375 SUPS.
- 2.3.5.6. 375 TRNS.
- 2.3.5.7. 375 CES.
- 2.3.5.8. 375 SFS.
- 2.3.5.9. 375 SVS.
- 2.3.5.10. 375 CS.
- 2.3.5.11. 375 OSS.
- 2.3.5.12. 375 MSS.
- 2.3.5.13. 84 ALF.

- 2.3.5.14. 311 ALF.
- 2.3.5.15. 332 ALF.
- 2.3.5.16. 457 ALS.
- 2.3.5.17. 12 ALF.
- 2.3.5.18. 47 ALF.
- 2.3.5.19. 54 ALF.

2.3.6. Provide initial and recurring SORTS training for the functional managers of the units listed above, as well as any other individual or agency requiring training. Schedule functional managers for the AETC SORTS Data Handler's Course. AETC offers periodic SORTS Data Handler's Courses, lasting 4-5 days at various locations. Individuals wishing to attend must be funded by their units. Contingent on availability of funds and course scheduling, at least one functional manager from each unit should attend the class. The Scott Command Post will pass dates and locations of the Data Handler's Courses to the unit functional managers, coordinate requests for training between the units and HQ AMC, and inform unit functional managers when their requests are approved.

2.3.7. Review semiannual Self-Inspection Checklists from SORTS functional managers.

2.3.8. Perform SAVs annually for the units listed above or when requested. Document the results of all SAVs and follow up on all discrepancies and the corrective actions.

2.3.9. Provide units with JCS and/or 375 AW databases monthly or upon request.

2.4. 375 LG/LGS (Chief of Supply). The 375 LG/LGS will designate in writing one primary and one alternate to determine the base mobility bag fill rate. These individuals will report the fill rate in writing to 375 AW/CPR when changes occur or on request, but at least every 30 days.

2.5. 375 MSS (Mission Support Squadron). The 375 MSS will:

2.5.1. Designate in writing a primary and alternate from 375 MSS/DPMD (Personnel Systems and Readiness) to manage military personnel SORTS data.

2.5.2. Designate in writing a primary and alternate from 375 MSS/DPC (Civilian Personnel) to provide and receive civilian personnel SORTS data.

2.5.3. Ensure these individuals are properly trained to handle SORTS data.

2.5.4. Establish procedures to periodically verify reported SORTS personnel information.

2.6. 375 MSS/DPMD (Personnel Systems and Readiness). 375 MSS/DPMD will:

2.6.1. Provide SORTS functional managers for each measured unit automated data products listing authorized positions, assigned personnel, and their current official duty status, between the 20th and 25th of each month.

2.6.2. Obtain automated data products showing authorized, assigned, and available civilian personnel from 375 MSS/DPC and pass to the measured units with the military manning products.

2.6.3. Ensure the accuracy of all personnel data included in each unit's SORTS report.

2.7. SORTS Reporting Requirements. SORTS reports will be on the automated format with all worksheets stapled to the back, marked with appropriate security classification, and signed by the commander or his designated representative in a signature block on the bottom of the automated format showing the READY column or on the bottom of the Overall C-level Worksheet. Remarks. If a unit is less than C-1, the functional manager will include detailed remarks in the unit SORTS report explaining exactly why the unit isn't C-1 and when its C-level is expected to change. Cite specific numbers--i.e., the unit is short six people in the following AFSCs or four pieces of equipment are broken; and specific dates--the unit expects personnel to arrive by 15 November or the equipment will be repaired by 1 February whenever possible.

2.8. Staff Assistance Visits (SAV). The 375 AW/CPR will conduct SAVs on each measured unit at least annually, when requested by the unit commander or unit functional manager, or when a SAV is otherwise necessary.

2.8.1. The 375 AW/CPR will document all SAVs, provide copies of the documentation to the unit commander or functional manager, and maintain copies on file for 1 year. Discrepancies and their corrective actions will be thoroughly documented.

2.8.2. SORTS functional managers will keep a copy of the most recent SAV on file.

2.8.3. The 375 AW/CPR and the unit functional managers will work together to resolve all SAV discrepancies.

BRIAN B. FISHER, Lt Col, USAF
Chief, Scott Command Post