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Operations

**RESOURCE AND TRAINING (CATEGORY
LEVELS) SORTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*, and identifies the responsibilities of the category leveled (C-leveled) units assigned, attached, or associated to the 3rd Wing, who have a unit designed operational capability (DOC) statement. Units that have DOC statements must submit SORTS reports. This instruction also outlines the responsibilities of the direct support units that are supporting the C-leveled units. It's used in conjunction with AFI 10-201, *Status of Resources and Training System*; AFPAM 10-202 (formerly AFP 55-41), *Commander's Status of Resources and Training System (SORTS) Handbook and Joint Pub 1-03.3, JRS, Status of Resources and Training System (SORTS)*. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

1. General. The following units assigned to and/or attached to the 3 WG, and 611 AOG, located on Elmendorf AFB are to submit completed SORTS reports to the 3 WG Command Center Operational Reports Section, which is designated as the subordinate reporting agency (SBRPT):

- 1.1. The 19th Fighter Squadron (19 FS).
- 1.2. The 54th Fighter Squadron (54 FS).
- 1.3. The 90th Fighter Squadron (90 FS).
- 1.4. The 517th Airlift Squadron (517 AS).
- 1.5. The 962nd Airborne Air Control Squadron (962 AACs).
- 1.6. The 3rd Civil Engineering Squadron (3 CES).
- 1.7. The 3rd Communications Squadron (3 CS).
- 1.8. The 3rd Medical Center Group (3 MDG).
- 1.9. The 3rd Mission Support Squadron (3 MSS).
- 1.10. The 3rd Operations Support Squadron (3 OSS).

- 1.11. The 3rd Security Police Squadron (3 SPS).
- 1.12. The 3rd Services Squadron (3 SVS).
- 1.13. The 3rd Supply Squadron (3 SUPS).
- 1.14. The 3rd Transportation Squadron (3 TRANSS).
- 1.15. The 611th Air Control Squadron (611 AOG).

2. DOC Statement Distribution. When SBRPT receives a new DOC statement, it will:

- 2.1. Obtain the wing commander's and appropriate group commander's review on the DOC statement.
- 2.2. Provide the original DOC statement to the individual unit.
- 2.3. Provide a copy of the DOC statement to:
 - 2.3.1. The 11 AF.
 - 2.3.2. Wing Historian.
 - 2.3.3. Wing Plans Office.
 - 2.3.4. Other offices outlined in AFI 10-201/PACAF Sup 1.

3. Responsibilities:

3.1. Wing Commander:

- 3.1.1. Determines the overall readiness for the 3 WG and approves the SORTS reports before the report is sent to Air Staff.
- 3.1.2. Ensures SORTS reports contain remarks sufficient to explain wing shortfalls.
- 3.1.3. Ensure Group Commanders have reviewed the SORTS report for each assigned squadron, and that the report is an accurate picture of the squadrons' wartime capability, prior to the report being transmitted to Air Staff.

3.2. Group Commanders:

- 3.2.1. Will ensure each squadron commander is providing accurate personnel data to each aircraft squadron for those critical maintenance/munitions Air Force Specialty Code (AFSC)'s assigned.
- 3.2.2. Will ensure squadron commanders have appropriately assessed the overall C-level for their squadron.
- 3.2.3. Will ensure squadron commanders provide a clear and concise reason remark when assessing the overall C-level explaining why/how the assessment was made.

NOTE: Reporting frequencies and procedures are provided by the SBRPT.

3.3. Direct Support Units. A direct support unit is a unit that directly supports to SORTS reporting C-leveled unit. Direct support units by themselves are not C-leveled and **DO NOT**

submit SORTS to the SBRPT. Direct support units may be required to provide inputs to the C-leveled unit for inclusion in that unit's SORTS report.

3.4. Manpower Office:

3.4.1. Forwards the unit manpower document (UMD) extract to the 3 WG/CPOR and each reporting unit having a generation and/or mobility mission as a minimum quarterly, or when changes occur. Retain a copy for use in validating the personnel capability rating worksheets.

3.4.2. Reviews personnel information worksheets from SORTS reporting units and certifies the personnel measured data reported is correct by signing the worksheet.

3.4.3. Accompany 3 WG/CPOR during staff assistance visits (SAV) if requested by the reporting unit, 3 WG/CC, 611 AOG/CC, Group Commander, 11 AF, or HQ PACAF.

3.4.4. Provide, in writing, the name of the primary and alternate points of contact (POC) to each reporting unit, 3 MSS/MSMX, and 3 WG/CPOR.

3.5. Personnel Readiness Unit:

3.5.1. Trains newly appointed unit SORTS monitors in SORTS personnel reporting procedures. Documents training in a letter and provides a copy to the unit SORTS monitor and the SBRPT.

3.5.2. Produces and distributes the SORTS Personnel Desire List containing the assigned personnel strengths, and most recent duty status to all SORTS reporting unit monthly, or upon request.

3.5.3. Reviews personnel information worksheets from SORTS reporting units that are less than C-1, and verifies the personnel measured data reported is correct by signing the personnel worksheet.

3.5.4. Accompanies the SBRPT during SAV, if requested by the SBRPT, 3 WG/CC, 611 AOG/CC, Group Commander, 11 AF, or HQ PACAF.

3.5.5. Provide, in writing, the name of the primary and alternate POCs to each reporting unit, 3 WG/MO and 3 WG/CPOR.

3.6. Maintenance Squadron Commander:

3.6.1. Submit a completed Personnel Continuation Worksheet for those program element code (PEC) identified maintenance/munitions critical AFSCs authorized, assigned, and available, every Wednesday no later than 1100L.

3.6.2. Submits an accurate equipment SORTS worksheet to flying squadrons, as required.

NOTE: HQ PACAF has directed that all aircraft maintenance and munitions personnel in a wing, which are not included on a flying UMD, will be counted based on PEC authorized figures by aircraft mission-design-series (MDS), excluding transit alert (TA) and war reserve materiel (WRM) personnel. Wings/groups that have multiple squadrons with the same MDS will divide all PEC identified assigned and available personnel in such a manner as to ensure the maximum number of squadrons attain C-1 in the personnel sub-area.

3.7. Supply Commander:

3.7.1. Ensure the weapon system management information system and sustainment assessment model (WSMIS/SAM) retrieval or listing provided by HQ PACAF/LGS is validated, using the dyna-metric microcomputer analysis system (DMAS), and the percentage is provided to each aircraft squadron.

3.7.2. Provide the mobility readiness spare package (MRSP) or the in-place readiness spares package (IRSP) fill rates to each aircraft squadron for inclusion in their SORTS report.

3.7.3. Provide Mobility Bag status to each squadron or unit with a mobility or combined generation and mobility DOC statement for inclusion in their SORTS report.

3.8. Maintenance Operations Center:

3.8.1. Produce a completed Personnel Continuation Worksheet for those PEC identified as maintenance or munitions critical AFSCs assigned.

3.9. C-Leveled Units:

3.9.1. Reporting Unit Commanders:

3.9.1.1. Submits a letter listing all persons authorized to review and approve SORTS related remarks and limiting factors (LIMFAC), then assign the unit's overall C-level and signs the SORTS report. The letter will include a sample of each persons signature (unit CC and designated alternates). Forward the letter to the SBRPT and unit SORTS monitor.

3.9.1.2. Appoints a primary and alternate SORTS monitor by name, rank, social security number, security clearance, secure phone numbers, date eligible for return from overseas (DEROS), and office symbol. Forward the appointment letter to 3 WG/CPOR, Personnel Readiness, and Manpower. SORTS monitors must meet the criteria outlined in this instruction.

3.9.1.3. Reviews the SORTS report to include all remarks on the Remarks Worksheets, assigns the unit overall C-level, and approves the report by signing the unit overall C-level worksheet. Initials all Remarks Worksheets indicating review.

3.9.1.4. Ensures one trained SORTS monitor is available at home station at all times.

3.9.1.5. Briefs the appropriate group commander of the unit's C-level status and any SORTS LIMFACs affecting the unit.

3.9.1.6. Ensures the SORTS monitors have been trained.

3.9.1.7. Ensures the development of a unit specific SORTS preparation checklist for completing a SORTS report.

3.9.1.8. Reviews and initials the DOC statements upon initial receipt, annually, and as soon as possible after assuming command.

3.9.2. Flying unit commanders provide letters of request for SORTS information to the Supply Squadron and Maintenance Squadron commanders outlining the SORTS data needed from those agencies to complete the flying unit SORTS report, and when that data is needed.

3.9.3. Unit SORTS Monitor:

3.9.3.1. Keeps a copy of this instruction and all others listed in this instruction. Keeps or has access to the unit DOC statements. Keeps or has access to a current copy of any references

outlined on the unit's DOC statements that are directive.

3.9.3.2. Receives from the SBRPT any new unit DOC statements received from higher headquarters and provides it to the unit commander for his/her review.

3.9.3.3. Be trained by the SBRPT within 60 days of being appointed a SORTS monitor.

3.9.3.4. Maintains an initial training completion letter provided by the SBRPT for each unit SORTS monitor in the SORTS continuity folder.

3.9.3.5. Maintains a unit training completion letter for each unit SORTS monitor in the SORTS continuity folder. Forwards a copy to the SBRPT.

3.9.3.6. Maintains the personnel training letter provided by Personnel Readiness in the SORTS continuity folder.

3.9.3.7. Develops and maintains a unit specific SORTS training program. This program should be able to train all unit personnel in the unit SORTS report, complete with sample worksheets and practical exercises.

3.9.3.8. Establishes written procedures for gathering the SORTS data inputs required from direct support units and/or other agencies that are necessary to complete the unit SORTS report.

3.9.3.9. Uses the SBRPT provided generic SORTS report preparation checklist to do the SORTS report. Develops and uses a supplemental unit checklist tailored specifically for the unit and its unique SORTS reporting requirements to ensure proper completion of the SORTS report according to all applicable publications. The SBRPT will provide assistance, upon request.

3.9.3.10. Continuously monitors the unit's assets for possible SORTS LIMFACs or changes in C-level status.

3.9.3.11. Immediately notifies and provides all necessary information to the unit commander when the C-level changes in any measured area.

3.9.3.12. Prepares the unit's SORTS report as prescribed in this instruction, the unit DOC statements, and the publications mentioned in this instruction.

3.9.3.13. Uses an OF 21, *Cross Reference* (or suitable form substitution), in place of any item normally maintained in the SORTS continuity folder, but located somewhere else for security reasons.

3.9.3.14. Attends SBRPT SORTS training classes, when required.

3.9.3.15. Gives copies of any correspondence received that pertains to SORTS to the SBRPT if the SBRPT was not addressed on the correspondence.

3.9.3.16. Develops and maintains a SORTS self-inspection checklist.

3.10. Command Post:

3.10.1. The Chief:

3.10.1.1. Appoints a primary and alternate wing SORTS manager (SBRPT) by name, social security number, security clearance, duty phone, secure phone numbers, DEROS, and office

symbol. Forward the appointment letter to HQ PACAF/DOCR, each unit listed in paragraph 1, this instruction, Manpower Office, and Personnel Readiness.

3.10.1.2. Ensures a wing SORTS monitor is always available to ensure the timely submission of the SORTS reports.

3.10.2. SBRPT:

3.10.2.1. Keeps a copy of this instruction and all publications mentioned in this instruction.

3.10.2.2. Maintains and distributes unit DOC statements, SORTS monitor letters of appointment to all applicable local agencies, and any correspondence received pertaining to SORTS to applicable agencies.

3.10.2.3. Develops and maintains a wing SORTS training program.

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

3.10.2.5. Conducts and documents formal refresher SORTS training as required.

3.10.2.6. When requested, assists the individual unit SORTS monitors in developing a unit specific SORTS training program.

3.10.2.7. Develops and provides a generic SORTS preparation checklist for preparing a SORTS report to each unit listed in paragraph 1, this instruction.

3.10.2.8. Assists unit SORTS monitors in preparing a unit specific SORTS preparation checklist.

3.10.2.9. Ensures the SORTS report is accurate and submitted in a timely manner to Air Staff.

3.10.2.10. Develops and maintains SORTS LIMFAC slides to brief the 11 AF Commander and Wing Commander.

3.10.2.11. Conducts and documents a SAV on each reporting, when requested, or semiannually.

3.10.2.12. Develops and maintains a SAV checklist.

3.10.2.13. In briefs/out briefs the unit commander during SAVs, upon request.

3.10.2.14. Publishes a letter of scheduled appointment dates and times for the unit SORTS monitors to submit their unit SORTS report to the SBRPT.

3.10.2.15. Develops a SORTS quality control (QC) checklist to review units SORTS data at turn in time.

3.10.2.16. Within two duty days after receipt, corrects errors to reports. Discusses causes for errors with unit monitors as applicable.

4. Report Submission Schedules:

4.1. Unit reporting frequencies. Units SORTS monitors:

4.1.1. Submit a SORTS report to the SBRPT at least monthly on a date specified by the SBRPT.

4.1.2. Submit a SORTS report to the SBRPT within 12 hours of a C-level change or a change in a get well date (excluding weekends/holidays).

4.2. Appointment Times. Unit monitors will meet appointment times and dates published each month in the SORTS turn in appointment letter.

4.2.1. Unit monitors will make every effort to meet the scheduled turn in appointment time. Monitors will call the SBRPT to reschedule their appointment if they cannot meet the scheduled time.

4.2.2. Scheduled appointments are set up to allow for the QC process.

4.2.3. The unit SORTS monitor will remain with the SBRPT during the QC review of the unit SORTS report.

4.3. Basic Report Preparation Guidance:

4.3.1. Classification Requirements. All worksheets/forms will be classified when filled in according to AFI 10-201 and the unit DOC statement. Ensure all classified material is properly safeguarded.

4.3.1.1. Stamped with proper classification.

4.3.1.2. Labeled as follows:

Working Papers

Classified by: CJCS MOP 11 or Multiple Sources (as applicable)

Declassify on: OADR

4.3.2. Worksheets that are classified “Confidential,” the “classified by” line will read “CJCS MOP 11.”

4.3.3. Worksheets that are classified “Secret,” the “classified by” line will read “Multiple Sources.”

4.4. Required Forms. Units will use the following forms: Any worksheets prescribed by HQ PACAF and this instruction.

4.4.1. Report Preparation/Submission to the SBRPT. All unit SORTS monitors using this instruction and the applicable publications mentioned in this publication will properly complete all required forms and submit them to the SBRT for review and submission to the Air Staff.

Reporting accuracy in the substance of the SORTS report is the responsibility of the unit commander. Prior to submitting the completed worksheets to the SBRPT, unit SORTS monitors will:

4.4.1.1. Use the SORTS report preparation checklist to do the SORTS report.

4.4.1.2. Ensure all requirements to be counted in each of the four measured areas according to the DOC statements are being properly counted.

4.4.1.3. Obtain the necessary SORTS data from all agencies needed to complete your SORTS reports.

4.4.1.4. Review/update all remarks in the unit’s data base using the remarks worksheet.

4.4.1.5. Submit any additional required remarks for each measured area that is not C-1.

4.4.1.6. Include SORTS LIMFAC remarks in the SORTS report, as applicable.

4.5. The QC Process:

4.5.1. Review of the SORTS data by the SBRPT. The SBRPT will conduct the QC of the SORTS report in the presence of the SORTS monitor. This process allows for on-the-spot correction of errors and for the discussion of questions or problems the unit monitor might have.

4.5.2. SORTS Data Base Update. Upon completion of the QC process the SBRPT will update the unit's data base and provide a copy of the unit's data base in an easy-read format.

4.5.3. Disposition of Completed Worksheets. The SBRPT will provide the unit SORTS monitor copies of all completed and quality controlled worksheets.

4.5.3.1. The SBRPT will maintain the current worksheets reflecting each unit's data base.

4.5.3.2. Unit SORTS monitors will maintain the current worksheets reflecting the units data base.

5. New SORTS Monitors. Newly appointed SORTS monitors are/will:

5.1. Be trained by Personnel Readiness in SORTS personnel reporting procedures. The current unit SORTS monitor should schedule the training with Personnel Readiness.

5.2. Attend an initial SORTS training class conducted by the SBRPT within 60 days of appointment.

5.3. Be trained by the current unit SORTS monitors for unit specific SORTS requirements and actual preparation of the unit SORTS report. Unit SORTS monitors are required to complete all phases of the training within 60 days of appointment in accordance with AFI 10-201.

5.4. Formal Refresher Training. The SBRPT will conduct a formal refresher SORTS training class for all unit SORTS monitors, as required.

5.5. SAV Schedule. The SBRPT will conduct SAVs on each reporting unit twice a year.

5.5.1. The SBRPT will schedule SAVs one month prior to the scheduled SAV date.

5.5.2. Unit's will maintain a self-inspection checklist which should be run prior to the SAV.

5.6. SAV Finding. Upon completion of the SAV, the SBRPT will send a letter of the findings to the unit commander and SORTS monitor. Findings will be outlined as follows:

INITIAL: The first time a discrepancy is found. The finding will include the SAV checklist item number, a brief description of the problem, and references to the applicable publication directing the proper required procedure. The unit is expected to fix the problem before the next regularly scheduled SAV. The SBRPT will provide assistance, upon request.

REPEAT: An initial discrepancy that is found to still be a discrepancy during the next SAV. The unit monitor will be directed to fix the problem and another SAV will be conducted at the end of 90 days. The SBRPT will provide assistance/guidance at the unit's request. However, the SBRPT will not do the work

for the unit. The write-up will contain the same information as an initial write-up. This problem will be brought to the attention of the appropriate group commander.

5.6.1. If unit is found to still have the same problem after 90 days. The problem will be brought to the attention of the appropriate group commander and wing commander for action.

5.6.2. Observations or recommendations are suggestions made to the unit monitor for better or easier ways for the monitor to do things when clear cut guidance is not provided in the publications. References to SAV checklist items and regulations will be made, when possible. Observations and recommendations are not considered binding to the unit and will not be enforced.

6. SORTS Remark's Guidance. The use of remarks in the SORTS report is directed by Joint Chiefs of Staff (JCS). Remarks are used to explain the problems a unit is having doing their wartime mission. Remarks are semi-formatted, in that you write about a specific measured area of the report using a "label" with limited space (explained in Section C). You may write a remark in SORTS anytime you feel it's necessary to explain your situation; however, certain situations require a remark to be written.

6.1. The need for a remark is driven primarily by what your C-level for each of the four measured areas is and the units overall C-level. If the unit is less than C-1 in any area you need a remark for both the measured area and the unit's overall C-level (REASN). See AFI 10-201, Chapter 8, for specific guidance.

6.2. Remark Narrative. The remark narrative should include but not be limited to:

6.2.1. A full explanation of why the measured area is less than C-1, the impact on the unit, and the actions being taken to correct the problem.

6.2.2. Progressive estimates of C-level changes and get well dates.

6.2.3. Use common abbreviations and acronyms.

6.2.4. Forecast remarks.

6.3. Required Remarks. JCS, Air Force, and Major Commands (MAJCOM) directs the use of remarks labels to be used. (See attachment 1 for mandatory remarks.)

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Commander

Attachment 1

MINIMUM MANDATORY REMARKS LISTING

The following labels are mandatory/conditional:

LABEL	WHEN REQUIRED
REASN	a. When more than one area is less than C-1 to categorize problems and identify the driving factor. b. When the commander changes the overall C-level.
PRRES	When less than C-1 in personnel and to identify AFSC shortages.
PRRAT	Used to explain UMD/UTC mismatch conditions.
ESRES	When less than C-1 in equipment and supplies on hand to identify those items causing the degradation and to project the improvement date.
ERRES	When less than C-1 in equipment condition to identify those items causing the degradation to project the improvement date
TRRAT	Used to report the status of personnel requiring formal or upgrade training.
TRRES	When less than C-1 in training to identify training deficiencies and the projected date training will be completed.
RICDA	Used to report the status of mobility bags.
CADAT	Use to report the 3, 6, and 12 month forecast of the units overall C-level.

DOCIDUsed to report names of SORTS monitors, DSN #, secure voice #, secure fax #, and DOC date.

TRUTCUsed by units required to measure weapons qualified personnel and the types of weapons they are qualified with for mobility purposes.
(Reported quarterly.)