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Operations

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

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This instruction implements AFD 10-2, *Readiness*. It is established to provide a positive control of SORTS reporting. This instruction applies only to units assigned to the 403d Wing. It is the intention of this instruction to provide a quick reference, summary of responsibilities and local guidance that will ensure accurate and timely SORTS reporting.

1. Assignments:

- 1.1. Subordinate Reporting Organization (SRO). Primary and alternate SORTS managers will be appointed by letter, from assigned Command Post personnel, by the wing commander to ensure uninterrupted reporting during both peacetime and crisis.
- 1.2. A primary and alternate Status of Resources and Training System (SORTS) monitor is appointed for each reporting unit and will be designated by letter, by the appropriate unit commander. Provide a copy of the appointment letter to the Command Post. A letter must be updated as changes occur.
- 1.3. Unit Commander. SORTS worksheets must be signed by the unit commander or by letter designated alternate(s). Provide a copy of this letter to the Command Post.

2. Responsibilities:

2.1. Wing Commander:

- 2.1.1. Ensures SORTS reports for assigned units are accurate, timely, clear and complete.
- 2.1.2. Ensures personnel involved in SORTS reporting are trained to handle their responsibilities. Assist the measured unit commanders in identifying sources of training required.
- 2.1.3. Provides remarks to add to reports to explain wing or base actions impacting on C-levels.

2.2. Measured Unit Commander:

2.2.1. Reviews data and remarks for quality and assigns overall C-level based on designed operational capability (DOC) statement mission and objective and subjective factors. Unless factors like those in paragraphs 8.2.2 through 8.2.5 of AFI 10-201/AFRC Sup, *Status of Resources and Training System* warrant subjectively changing the value, use the same C-level as the lowest measured area. When there is a C-level change, clearly indicate reasons.

2.2.2. Ensures submissions meet time lines.

2.2.3. Appoints by letter, and trains at least two (2) SORTS monitors so the unit could deploy one in crisis and allow for peacetime leave without disrupting reporting. Provide copy of appointment letter to 403 WG/CP (for units deploying in total, primary and alternate must deploy), any SORTS reporting requirements levied during the deployment are accomplished by the deployed monitors through SRO SORTS manager. Ensures primary and alternate are equally proficient in the SORTS preparation. Also appoints by letter, a designated alternate to sign worksheets in the primary's absence. Send a copy of the appointment letter to 403 WG/CP. Training is in a formal setting by an AETC mobility training team. A schedule will be provided to newly assigned monitors of upcoming classes for individuals to possibly attend. It is mandatory they attend the formal training. Ensure SORTS monitors supervisor annotates all SORTS training requirements on the stand alone AF Form 797, **Job Qualification Continuation/Command JQS**.

2.2.4. Ensure DOC statements are correct. Reviews, signs, and dates the DOC statement (sec. VI) upon assuming command, whenever a new DOC statement is received and annually thereafter. New DOC statements will be reviewed for changes to reporting requirements. Brief the wing and/or intermediate commander concerning any changes made to the DOC statement.

2.2.5. Conduct a SORTS briefing presentation to the wing commander, whenever he requires it. Include the unit's overall C-level, C-levels for the four measured areas, forecast get well/worse date (GWD), slipped GWDs and reasons, and appropriate remarks explaining the limiting factors (LIMFACS) for measured area less than C-1 and for commanders assessment, if used to change the overall C-level.

2.2.6. Determine the availability of personnel processing out of the unit on a case-by-case basis.

2.3. Measured Unit SORTS Monitor:

2.3.1. Prepare the unit report in a secure area environment. All monitors will maintain a copy of AFI 10-201, including AFRC Supplements. The SORTS report must be submitted every 30 calendar days, usually occurring on the UTA, or anytime a change in C-level occurs.

2.3.2. Brief the unit commander on its contents.

2.3.3. SORTS monitors are responsible for submitting their report on a timely basis. On a normal reporting cycle, the worksheets will be turned into the 403 WG/CP No Later Than (NLT) 1600 on Saturday afternoon of the UTA.

2.3.4. Uses pre-canned worksheets and a data collection and quality control checklist.

2.3.5. Collect information from others. All agencies tasked to provide data mobility bag (MOBAG) status, aircraft status, personnel and resource data, training status, etc., for the report will do so in time for the measured unit to meet the time line.

2.3.6. Extract data from existing records. Reviews the most recent database and any new reporting instructions located in the SORTS read file in the command post before submitting a new report.

- 2.3.7. Calculate C-levels and percentages.
 - 2.3.8. Prepare reason codes and remarks.
 - 2.3.9. Check for DOC statement errors. Ensures the commander reviews and signs DOC statement annually.
 - 2.3.10. Compare the most current unit type code (UTC) with the most current unit manpower document (UMD) to identify mismatches. Report mismatches to unit commander, DPMD, XP/XPL, and in a SORTS remark.
 - 2.3.11. Reports changes affecting C-levels to SRO as soon as they occur.
 - 2.3.12. Maintain a SORTS continuity book.
 - 2.3.13. If recruiting assistance is required, request assistance by letter for required AFSC's from DPMD and RS.
 - 2.3.14. Provide background information of GWD regarding up-grade training (UGT), personnel availability, school quotas/completion dates, etc., to the unit commander at time of review of SORTS worksheets.
- 2.4. Subordinate Reporting Organization (SRO).
- 2.4.1. For each unit, keep a record of the data currently in the database applicable to the unit (the most current database and other SORTS information will be maintained for all subordinate measured units in a unit SORTS folder located in the wing command post).
 - 2.4.2. Enters into AFSORTSDET only that C-level data approved by the commander of the measured unit.
 - 2.4.3. Notifies units and staff agencies of reporting requirements via DOC statement or other methods. Disseminates all higher headquarters reporting instructions to appropriate agencies.
 - 2.4.4. Retains copies of current DOC statements in unit SORTS folder. Notifies the applicable unit and other interested agencies upon receipt of a new or revised DOC statement.
 - 2.4.5. Provides blank worksheets and quality control checklists to unit SORTS monitors on the day of their appointment.
 - 2.4.6. Ensures all worksheets are completed in their entirety prior to submission into AFSORTS-DET. The computer system will calculate percentages and will automatically compute the C-level. If C-level is below C-1, the computer system will ask for the mandatory remarks before you can continue submitting any additional data.
 - 2.4.7. Ensures remarks required by AFI 10-201/AFRC Sup for non-measured areas are included. Remarks should be in the proper format and against the proper label.
 - 2.4.8. Ensures remarks are included for any measured area less than C-1 to include a GWD.
 - 2.4.9. Ensures the overall worksheet has been signed by the commander or designated alternate.
 - 2.4.10. Resolves error message problems and submits corrections within three (3) workdays.
 - 2.4.11. Is familiar with AFI 10-201/AFRC Sup 1 to assist unit in answering questions.

- 2.4.12. Provides a central location, complete with SORTS reporting guidance, for unit monitors to prepare their reports.
- 2.4.13. Distribute guidance messages from higher headquarters.
- 2.4.14. Appoints by letter and trains at least two (2) SORTS managers to ensure uninterrupted reporting during both peacetime and crisis.
- 2.4.15. Ensures all SORTS reports sent are sequentially numbered. Maintain a log reflecting the last report submitted.
- 2.4.16. Submits the current SORTS data to DISA via SIPRNET within 24 hours following report submission by the unit's SORTS monitor, taking into consideration the SORTS report is due every 30 calendar days, regardless of date of UTA.
- 2.4.17. Ensures the Wing Commander or designated alternates have the opportunity to comment on actions affecting C-levels for all assigned units.
- 2.4.18. Prepares and displays a SORTS slide presentation which includes all 403 Wing assets when requested by the wing commander. As a minimum this will be done on Sunday of the UTA and just prior to being transmitted.

2.5. Military Personnel Flight:

- 2.5.1. Produce personnel management products listing authorized positions, assigned personnel, and their current official duty status, for measured and direct support units, as required.
- 2.5.2. Works with major command manpower office to resolve UTC or UMD mismatches identified during coordination. NOTE: This responsibility is shared with XP.
- 2.5.3. DPMD ensure SORTS desire listing personnel rosters are delivered to the Command Post NLT two (2) weeks prior to the upcoming UTA.
- 2.5.4. Upon receipt of MANFOR updates, provide UTC changes to affected units.
- 2.5.5. Relays notices of inbound personnel to fill shortfalls and any projected unfilled vacancies to measured units.

2.6. Logistic Plans (XPL):

- 2.6.1. Upon receipt of the MANFOR, provides manpower detail to measured units with UTC taskings, including MISCAPS.
- 2.6.2. Works with major command manpower office to resolve UTC or UMD mismatches identified during coordination. NOTE: this responsibility is shared with DPMD. Provides assistance to SORTS monitors pertaining to mobility equipment, including, but not limited to:
- 2.6.3. Upon receipt of the Air Force Logistic Detain (LOGDET) provides UTC detail to measured units. Works with measured units to determine correct UTC tasking.
 - 2.6.3.1. If requested, may review equipment shortages before submission of the SORTS report.
 - 2.6.3.2. Provides assistance as required for interpreting Tables of Allowance (TAS), LOGDET, and logistics (LOGMOD-B) equipment listings.

3. Reporting Frequency:

3.1. Units will report every 30 days as directed by Air Force, or immediately if C-level changes between reporting periods. Worksheets will be turned into the Command Post NLT 1600L Saturday of the UTA. Exceptions will be dealt with on a case by case basis.

4. Classified Information:

4.1. Data compiled for SORTS purposes are classified in accordance with AFI 10-201/AFRC Sup 1, para 1.4.

4.2. CONFIDENTIAL

4.2.1. Report for one measured unit.

4.2.2. Resource area percentages and or C-levels associated with an affected unit.

4.2.3. Overall C-level associated with affected unit.

4.2.4. Reason codes and remarks identifying limiting factors when associated with affected unit.

4.3. SECRET

4.3.1. Two or more units reports, resource area percentages, C-levels, reason codes or remarks identifying limiting factors when associated with the affected unit, and C-5 or C-141 fleets.

4.3.2. RICDA remark for units with a classified response time.

4.4. UNCLASSIFIED

4.4.1. MEQLOCN transactions and major equipment possessed MEPSD remarks, DOCID remarks for all reporting units, required remarks for equipment or training that is not measured TCRAS, RICDA for units with an unclassified response time, RIBS equipment remarks, ESRAT for weapons, fuels special experience indicator (SEI) for supply units (total and critical personnel worksheet is also unclassified).

5. SORTS Folders:

5.1. A classified SORTS folder is set up by the SRO, filed in the Command Post, but maintained in inspection order by the unit SORTS monitor.

5.2. Unclassified SORTS folder (or continuity book) is not mandatory, but is encouraged.

6. DOC Statements:

6.1. Upon receipt of a new DOC Statement, the SRO will notify the affected unit, XP, DPMD, support unit, and Wing Commander. A copy of the DOC Statement (if unclassified) will be provided as required.

6.2. The master DOC Statement will be filed in the classified unit SORTS folder in the Command Post. This master copy is the only copy required to be annotated with required dates/signatures/reviews of the unit commander.

6.2.1. As a DOC is reviewed by the MAJCOM, an Email will be sent to the Command Post and the effected units stating date it was reviewed. That date will be transcribed to the Master DOC Statement at the earliest convenience.

7. Training:

7.1. SRO SORTS Manager Training. Primary and alternate SRO managers must attend a formal training class conducted by the AETC Mobility SORTS Training Team class at the earliest possible opportunity.

7.2. Unit and Support Unit SORTS Monitor Initial Training. Attendance of an AETC Mobility SORTS Training Team class is mandatory for at least the primary monitor, but is strongly recommended for the alternate and unit commanders. An entry into the individuals training record (AF Form 623) on an AF Form 797 is mandatory. All monitors will review and have a thorough understanding of AFI 10-201/AFRC Sup 1.

7.3. Unit Commanders/Staff Agencies. The SRO will provide orientation training as requested. Specific technical guidance requires higher headquarters OPR expertise and assistance. No Documentation is required. It is strongly recommended that unit commanders attend the AETC Mobility SORTS Training Team class as it comes available.

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