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Operations



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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 10-2, *Air Force Readiness* and AFI 10-201, *Status Of Resources and Training System (SORTS)*. This instruction provides Air Force, AFRC and local reporting procedures and guidance for the 434th Air Refueling Wing and supporting agencies. Duties, responsibilities, reporting procedures and requirements contained in this instruction and others referenced within support Chairman, Joint Chiefs of Staff Memorandum of Policy 11, and Joint Publication 1-03.3, *JRS, Status of Resources and Training System (SORTS)*. The reporting requirements under SORTS are exempt from licensing according to AFI 37-124, *The Information Collections and Reports (ICR) Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

SUMMARY OF REVISIONS

This revision incorporates AFI 10-201/AFRC Supplement and locally designed procedures and processes. The roles of 72 ARS/CC, 74 ARS/CC, SFS/CC, SVF/CC, LSS/LGM/LGS/LGSP/LGSF, LSS/LGT/CC, CES/CC, SFS/CC, SVF/CC, MDS/CC, MSS/DPM, and CS/CC and their respective monitors roles were clarified. The flow of information was altered in paragraph 4.1. The following terms were changed where called for: "Reporting Guide" to "Reporting Workbook," "monitor" to "data handler," "AFRES" to "AFRC." Provides guidance on Automated Data Processing Equipment (ADPE) for use in the SORTS program. A (I) indicates revisions from the previous edition.

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Chapter 1

GENERAL GUIDANCE

1.1. Purpose. SORTS provides timely and accurate information of a unit's resources and training measured against that required to undertake the mission for which it is organized. This data is primarily an internal management tool used by the Services, CINCs, and Joint Chiefs of Staff (JCS). Late or inaccurate data distorts assessments of military capability that are used for contingency decisions. Resource shortages that are beyond a unit's control are highlighted in SORTS so that shortfalls can be corrected by the responsible command.

1.2. Appointments. All units SORTS Monitors and alternates are appointed in writing, (after completing training IAW paragraph 1.3) by their respective commanders. A copy is sent to the Local Reporting Agency/SORTS Program Manager (434 ARW/CP ATTN: SORTS Program Manager), copies are also sent to 434 ARW/XP and 434 MSS/DPM. Unit commanders appoint one primary and at least one alternate monitor; one of whom must not have a mobility assignment. Letters of appointment must include: Primary and Alternate full names, grade or rank, SSN, security clearance, duty and home phone numbers. As changes occur, submit them within two duty days to 434 ARW/CP. ATTN: SORTS Program Manager (in addition to those identified above). (See attachment 1)

1.2.1. Reporting unit Commanders must appoint in writing those individuals authorized to initial SORTS worksheets and sign the overall C-Level worksheet in his/her absence. (See attachment 2)

1.3. Training. Required training sessions are conducted as outlined in this paragraph. All commanders (unit and group), OPS/Exec Officers and data handlers are required to attend (Primary and Alternate) as indicated. A Wing SORTS Training Schedule is published under separate cover by the Program Manager. The following constitutes the 434 ARW SORTS Training Program: (For frequency of training see paragraph 1.3.5). **NOTE:** Unit level training constitutes Initial Training and wing level training constitutes Orientation and Refresher Training.

1.3.1. Orientation: Established and conducted by the Program Manager. Applicable to all (Commanders and Data Handlers). Must be received as soon as possible after assuming command or prior to being assigned as a Data Handler.

1.3.2. Initial: Established and conducted by the units. Applicable to all Data Handlers. Must be received prior to being assigned as a Data Handler. Must be comprehensive and detailed enough to accomplish training in the following subjects:

1.3.2.1. Sources.

1.3.2.2. Data gathering and compilation.

1.3.2.3. Worksheet accomplishment.

1.3.2.4. SORTS data information flow.

1.3.2.5. Briefing inputs.

1.3.2.6. Timing constraints.

1.3.2.7. Classification/security restrictions and requirements.

1.3.3. Refresher: Established and conducted by the Program Manager. Applicable to all (Commanders and Data Handlers). Consists of the following:

1.3.3.1. Commanders: Updated orientation training.

1.3.3.2. Data Handlers: Same subjects as initial (paragraph 1.3.2 of this instruction).

1.3.4. Documentation: All unit level initial training is maintained by the Data Handlers. Unit Initial Training Programs are approved by the Program Manager (See Attachment 3). When training is accomplished the unit CC informs the Program Manager in writing (see Attachment 4). All wing level training is maintained by the Program Manager.

1.3.5. Frequency of wing level training is established on an alternating schedule published under a separate cover by the Program Manager. The minimum frequency must be semi-annually for all (Commanders and Data Handlers).

1.3.6. Mobile Training Team (MTT) and AFRC and/or NAF provided training are solicited, coordinated and published by the Program Manager.

1.4. Security. All personnel involved in SORTS must hold a minimum of a "SECRET" security clearance. They are to ensure all SORTS data is properly safeguarded. All SORTS forms and worksheets are classified according to AFI 10-201, they are controlled and marked IAW DOD 5200.1R/AFI 31-401, *Managing the Information Security Program*.

1.4.1. All documents, slides, etc., that contain SORTS classified data are marked with the following downgrading instructions:

"DERIVED FROM: CJCS MOP 11, JOINT STAFF OFFICE, J7, 24 Dec 92.

"DECLASSIFY ON: (DATE) " [4 years from date of document for CONFIDENTIAL]

[8 years from date of document for SECRET]

1.5. Conflict Resolution Procedures. Internal (between local agencies) conflicts and those with higher headquarters are brought to the attention of the 434 ARW SORTS Program Manager (434 ARW/CP), who provides assistance and guidance.

1.6. Briefings. When a SORTS briefing is required the Program Manager presents the current SORTS data. All reporting unit commanders and one monitor must attend each briefing. The program manager ensures notification to units of time and place. The data is provided by each responsible agency via their worksheets, who also ensure its accuracy. The Monthly CC SORTS Briefing is held at 1600L the Friday prior to the scheduled main UTA. Changes occurring after this briefing are briefed by the Unit CCs to the Group and Wing CCs and the Program Manager NLT 1530L Sunday of the main UTA.

1.7. DOC Statements (DOCS). Each measured unit is provided a Designed Operational Capability (DOC) Statement by AFRC through the Program Manager. DOCS are reviewed for currency and accuracy annually by higher headquarters. This annual review is also accomplished by unit commanders. The Program Manager is responsible for coordinating the annual review. Each unit is responsible for maintaining a copy of their current DOCS. The Program Manager, XPL and each unit monitor must keep on file a copy of current DOCS containing signatures of the parent Wing Commander, Group and Unit Com-

manders (XP does not require signatures). **NOTE:** DOCS are filed in the respective Unit Reporting Workbook.

1.7.1. DOCS Receipt Process. The owner of the process is the Program Manager.

1.7.1.1. When new DOCS arrive the Program Manager notifies XP and the DOCS identified reporting unit. XP picks up their FILE copy. The unit picks up a copy for REVIEW only.

1.7.1.2. The Program Manager coordinates and schedules a DOCS Review Meeting (within 5 workdays).

1.7.1.3. The unit reviews and coordinates applicable support agency (as identified on DOCS), reviews prior to the DOCS Review Meeting. Copies of DOCS provided by the unit are for REVIEW only.

1.7.1.4. The Program Manager, XP, unit, and support agency must attend the review meeting. (This meeting allows a DOCS briefing from XP and the Program Manager on changes and unique reporting requirements.)

1.7.1.5. After the review meeting: Unit takes ORIGINAL DOC Statement to their Unit CC and Group CC for their review, signature, and date (support agency CC does not need to sign). When this is accomplished the DOCS are returned to the Program Manager.

1.7.1.6. The Program Manager takes the signed ORIGINAL DOCS to the WG/CC for review, signature, and date. The DOCS are then filed in the Unit Reporting Workbook (unit level copies are coordinated by the requesting unit with the Program Manager).

1.8. Local Data Coordination/Data Gathering. Much of the information, especially equipment but also personnel can be obtained from the unit mobility section. Close coordination is needed between the SORTS and the Mobility Sections at all levels.

1.9. Exercise Reporting. At the discretion of the Wing Commander and direction of the Program Manager, exercise SORTS reporting is periodically conducted. The necessary situational information is provided to all players prior to commencing reporting. Exercise SORTS data is marked as controlled with "EXERCISE" and "EXERCISE (Classification)."

Chapter 2

DUTIES AND RESPONSIBILITIES

2.1. 434 ARW/CC. Responsible for the Wing SORTS program and its accuracy in providing current SORTS reports:

- 2.1.1. Ensures SORTS data is prepared and reported promptly and accurately, and in a timely manner.
- 2.1.2. Assesses the overall C-Level for units utilizing available objective and subjective factors (and LIMFACs), and approve any required remarks.
- 2.1.3. Appoints in writing a Wing SORTS Program Manager from within the 434 ARW/CP. (See attachment 4)
- 2.1.4. Appoints in writing a unit Local Reporting Agency (LRA). (See attachment 5)
- 2.1.5. Ensures the establishment of a local SORTS training program to be administered by the program manager to all functional areas.
- 2.1.6. Be continuously aware of all units' resources and training statuses (C-Levels and LIMFACs).
- 2.1.7. Ensures problems are identified and worked by proper management action.
- 2.1.8. Reviews, signs, and dates new DOCS for all wing reporting units.
- 2.1.9. Annually reviews DOCS, signs, and dates.

2.2. 434 ARW/CP. Provides the expertise and reporting support for the SORTS Program..

- 2.2.1. Provides a SORTS Program Manager and alternate (one of whom must not have a mobility assignment). This position should be staffed during normal duty hours to ensure effective and complete management coverage, manning permitting.
- 2.2.2. Ensures the program manager adheres to duties and responsibilities outlined in this instruction, and provide guidance to accomplish these.

2.3. 434 ARW/CP SORTS Program Manager. Responsible to the Wing Commander for managing the Wing SORTS Program on his/her behalf. Is the central point of contact for all units in the SORTS program.

- 2.3.1. Maintains and distributes current DOCS copies to applicable agencies.
- 2.3.2. Provides quality control for all SORTS worksheets, and reports submitted.
- 2.3.3. Establishes and administers the semiannual training for all personnel reporting in the SORTS program, and maintains documentation of training.
- 2.3.4. Maintains a list of SORTS POCs, both local and higher headquarters.
- 2.3.5. Briefs the Wing Commander on unit C-Levels and any LIMFACs prior to report submission.
- 2.3.6. Assists reporting agencies in establishing Reporting Workbooks.
- 2.3.7. Provides SORTS data base reviews to all tasked units.
- 2.3.8. Maintains briefing. Conducts SORTS briefings as required.

- 2.3.9. Acts as liaison for local POCs and higher headquarters POCs.
- 2.3.10. Assists reporting agencies/units/functional areas/ supporting agencies (as identified in DOCS), in establishing a training program for involved personnel. Approves all unit training programs in writing.
- 2.3.11. Establishes and maintains a local SORTS directive.
- 2.3.12. Monitors annual review of DOCS by the wing and unit commanders.
- 2.3.13. Ensures all local command levels review current DOCS for their units.
- 2.3.14. Conducts semiannual inspections of all SORTS reporting agencies.
- 2.3.15. Conducts quarterly SORTS monitor meetings (all involved personnel are welcome to attend).
- 2.3.16. Reviews and disseminates incoming correspondence relating to SORTS policies and procedures to the appropriate units or staff agencies affected.
- 2.3.17. Coordinates on all wing generated correspondence, directives and policies relating to SORTS, prior to publication and distribution regardless of originator.
- 2.3.18. Submits/ensures submission of SORTS reports and maintain a log according to this instruction and the basic publication as supplemented by AFRC.
- 2.3.19. Provides Reporting Worksheets to reporting units and as required, supporting agencies.

2.4. 434 ARW/XPL. Acts in an advisory role to the Wing, Group, Unit Commanders, Data Handlers, and the Program Manager, in providing assistance to units to determine their capabilities

- 2.4.1. Maintains a current copy of each unit DOCS.
- 2.4.2. Maintains a current list of all unit SORTS Data Handlers and their alternates.
- 2.4.3. Assists the Program Manager in the coordination between SORTS and Mobility sections for SORTS data gathering and reporting.
- 2.4.4. Compiles and provides to the Program Manager and reporting units, mobility bags, aircrew bags and weapon authorizations, (See attachment 6) as tasked, in the Unit Type Codes (UTCs) contained in the Wing War Mobilization Plan, Vol. 3 (WMP3).
- 2.4.5. Provides the Program Manager and Data Handlers access to the Logistics Detail (LOGDET) to review UTC tasked equipment as reflected on DOC Statements.
- 2.4.6. Coordinates with MSS/DPMD to provide the Program Manager and Data Handlers access to Manpower Force Packaging System (MANFOR) products for UTC personnel tasking for UTCs as reflected on DOC Statements.
- 2.4.7. Ensures Personnel or Equipment shortfalls are annotated, as identified through unit USE CODE A Equipment Validations and Mobility Requirements Resource Roster (MRRR), on unit SORTS Data Base reviews.

2.5. 434 OG/CC. Acts in an advisory role to the Wing Commander and Program Manager in providing assistance to aircraft units determining their capabilities.

- 2.5.1. Reviews and signs new DOCS for the 72 and 74 ARS.

- 2.5.2. Annually reviews, signs, and dates DOCS for the 72 and 74 ARS.
- 2.5.3. Receives current status and trends from the 72 and 74 ARS/CCs.
- 2.5.4. Attends SORTS briefings.
- 2.5.5. Ensures compliance by applicable agencies to this instruction, AFI 10-201 and AFRC Supplements.

| 2.6. 72 ARS/CC and Data Handler:

- 2.6.1. Appoint the highest caliber personnel as SORTS Data Handler(s), IAW paragraph 1.2.
- 2.6.2. Establish, conduct and document a comprehensive unit SORTS training program IAW paragraph 1.3.
- 2.6.3. Provide current status and trends to 434 OG/CC.
- 2.6.4. Maintain the following:
 - 2.6.4.1. Copy of AFI 10-201, supplements, and 434 ARWI 10-201.
 - 2.6.4.2. Copy of last SORTS input.
 - 2.6.4.3. Copy of unit DOC Statement (with required signatures).
 - 2.6.4.4. Unit Reporting Workbook.

| 2.7. 74 ARS/CC and Data Handler:

- 2.7.1. Appoint the highest caliber personnel as SORTS Data Handler(s), IAW paragraph 1.2.
- 2.7.2. Establish, conduct, and document a comprehensive unit SORTS training program IAW paragraph 1.3.
- 2.7.3. Provide current status and trends to 434 OG/CC.
- 2.7.4. Maintain the following:
 - 2.7.4.1. Copy of AFI 10-201, supplements, and 434 ARWI 10-201.
 - 2.7.4.2. Copy of last SORTS input.
 - 2.7.4.3. Copy of unit DOC Statement (with required signatures).
 - 2.7.4.4. Unit Reporting Workbook.

2.8. 434 SPTG/CC. Acts in an advisory role to the Wing Commander and Program Manager in providing assistance to non-aircraft units determining their capabilities:

- 2.8.1. Reviews and signs new DOCS for applicable reporting units.
- 2.8.2. Annually reviews, signs, and dates DOCS for applicable reporting units.
- 2.8.3. Receives current status and trends from applicable reporting units.
- 2.8.4. Attends SORTS briefings.
- 2.8.5. Ensures compliance by applicable agencies to this instruction, AFI 10-201 and AFRC Supplements.

2.9. 434 LG/CC. Acts in an advisory role to the Wing Commander and Program Manager in providing assistance to units determining their capabilities.

2.9.1. Reviews and signs new DOCS for applicable reporting units.

2.9.2. Annually reviews, signs, and dates DOCS for applicable reporting units.

2.9.3. Receives current status and trends from applicable reporting units.

2.9.4. Attends SORTS briefings.

2.9.5. Ensures compliance by applicable agencies to this instruction, AFI 10-201, and AFRC Supplements.

2.10. 434 LSS/CC:

2.10.1. Reviews and signs new DOCS for applicable reporting units.

2.10.2. Annually reviews, signs, and dates DOCS for applicable reporting units.

2.10.3. Receives current status and trends from applicable reporting units.

2.10.4. Attends SORTS briefings

2.10.5. Ensures compliance by applicable agencies to this instruction, AFI 10-201, and AFRC Supplements.

2.10.6. Complies with paragraphs 2.11, 2.12, and 2.13.

2.11. 434 LSS/LGM:

2.11.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2 instruction.

2.11.2. Establish, conduct, and document training IAW paragraph 1.3.

2.11.3. Coordinate with the 72 and 74 ARS SORTS Data Handlers in providing personnel data and equipment data for report submission.

2.11.4. Compile and consolidate all maintenance SORTS reportable equipment and supply inputs.

2.11.5. Determine the percentages and C-Levels for, both Equipment Condition and Equipment and Supplies On-Hand measured areas for both, primary and secondary missions of the 72 and 74 ARS.

2.11.6. Process all worksheets and data through the 72 and 74 ARS Data Handlers for review.

2.11.7. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements and this instruction.

2.11.8. Review new DOCS and annually thereafter.

2.11.9. Maintain a SORTS Reporting Workbook.

2.12. 434 LSS/LGS/LGSP/LGSF and Data Handlers:

2.12.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.

2.12.2. Establish, conduct, and document training IAW paragraph 1.3.

2.12.3. Coordinate with DPM in obtaining personnel data for report submission.

- 2.12.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.12.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, and Equipment and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.12.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.
- 2.12.7. Review new DOCS and annually thereafter.
- 2.12.8. Maintain a SORTS Reporting Workbook.
- 2.12.9. Advise Group commander of C-Level status and trends:?

| 2.13. 434 LSS/LGT/CC and Data Handler:

- 2.13.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.13.2. Establish, conduct, and document training IAW paragraph 1.3.
- 2.13.3. Coordinate with DPM in obtaining personnel data for report submission.
- 2.13.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.13.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, and Equipment and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.13.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.
- 2.13.7. Review new DOCS and annually thereafter.
- 2.13.8. Maintain a SORTS Reporting Workbook.
- 2.13.9. Advise Group commander of C-Level status and trends.

| 2.14. 434 CES/CC and Data Handler:

- 2.14.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.14.2. Establish, conduct, and document training IAW paragraph 1.3.
- 2.14.3. Coordinate with DPM in obtaining personnel data for report submission.
- 2.14.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.14.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, and Equipment and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.14.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.

- 2.14.7. Review new DOCS and annually thereafter.
- 2.14.8. Maintain a SORTS Reporting Workbook.
- 2.14.9. Advise Group commander of C-Level status and trends.

| 2.15. 434 SFS/CC and Data Handler:

- 2.15.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.15.2. Establish, conduct, and document training IAW paragraph 1.3.
- 2.15.3. Coordinate with DPM in obtaining personnel data for report submission.
- 2.15.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.15.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, Equipment, and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.15.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.
- 2.15.7. Review new DOCS and annually thereafter.
- 2.15.8. Maintain a SORTS Reporting Workbook.
- 2.15.9. Advise Group commander of C-Level status and trends.

| 2.16. 434 SVF/CC and Data Handler:

- 2.16.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.16.2. Establish, conduct, and document training IAW paragraph 1.3.
- 2.16.3. Coordinate with DPM in obtaining personnel data for report submission.
- 2.16.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.16.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, Equipment, and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.16.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.
- 2.16.7. Maintain a SORTS Reporting Workbook.
- 2.16.8. Advise Group commander of C-Level status and trends.

| 2.17. 434 MDS/CC and Data Handler:

- 2.17.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.17.2. Establish, conduct and document training IAW paragraph 1.3.
- 2.17.3. Coordinate with DPM in obtaining personnel data for report submission.

- 2.17.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.17.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, Equipment, and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.17.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.
- 2.17.7. Review new DOCS and annually thereafter.
- 2.17.8. Maintain a SORTS Reporting Workbook.
- 2.17.9. Advise Wing Commander of C-Level status and trends.

2.18. 434 MSS/DPM and Data Handler:

- 2.18.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.18.2. Establish, conduct, and document training IAW paragraph 1.3.
- 2.18.3. Coordinate with reporting units in providing personnel data for report submission.
- 2.18.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.18.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, and Equipment and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.18.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.
- 2.18.7. Review new DOCS and annually thereafter.
- 2.18.8. Maintain a SORTS Reporting Workbook.
- 2.18.9. Advise Group commander of C-Level status and trends.

2.19. 434 CS/CC and Data Handler:

- 2.19.1. Appoint the highest caliber personnel as SORTS Data Handler IAW paragraph 1.2.
- 2.19.2. Establish, conduct, and document training IAW paragraph 1.3.
- 2.19.3. Coordinate with reporting units in providing personnel data for report submission.
- 2.19.4. Compile and consolidate all SORTS reportable personnel, training, equipment, and supply inputs.
- 2.19.5. Determine the percentages and C-Levels for, Personnel, Training, Equipment Condition, and Equipment and Supplies On-Hand measured areas for both, primary and secondary missions (as applicable).
- 2.19.6. Submit SORTS data worksheets IAW timing specified in AFI 10-201, AFRC Supplements, and this instruction.

- 2.19.7. Review new DOCS and annually thereafter.
- 2.19.8. Maintain a SORTS Reporting Workbook.
- 2.19.9. Advise Group commander of C-Level status and trends.

Chapter 3

STANDARDIZED REPORTING PROCEDURES

3.1. Reporting Procedures. The rules in this chapter are to supplement those in AFI 10-201 and AFRC Supplements. These are designed to aid all reporting units and the LRA in establishing standard markings to ensure accurate and timely submission of SORTS reports.

3.1.1. All unit Data Handlers must review the current data base prior to submitting new report.

3.1.2. Worksheets provided by the Program Manager are used by all units. These worksheets can not be altered without the express written approval of the Program Manager, this approval must be on file in the Reporting Workbook. All worksheets must be complete, neatly written (printed), all applicable data must be entered. As it is written, it must be submitted.

3.1.3. The unit data Data Handler is responsible to have all applicable remarks formatted and annotated on all worksheets prior to submitting to the LRA for submission. Failure to do this causes the report to be returned, which may cause late reporting.

3.1.4. Percentages are rounded up at .5 or higher, and rounded down at .4 or less. Percentages above 100% are annotated to the side of "100%," which is placed in the correct worksheet step.

3.1.5. When a unit's get well date (GWD) or data remark currency is close to its expiration date, the unit submits an updated report.

3.1.6. SORTS reporting is submitted using AFI 10-201 and the AFRC supplement thereto by the LRA. Letter designating such on file with the Program Manager.

3.1.7. Report worksheets can be reviewed on the Monday following the main UTA, for additions, deletions, or corrections prior to submission to HQ AFRC.

3.2. Reporting Workbooks. The SORTS Program Manager assists each reporting unit/agency in establishing a current Reporting Workbook that is unit specific. Each unit ensures that their workbooks are accurately maintained.

3.2.1. Workbooks contain: a reporting checklist, unit worksheets with latest input, current data base, current DOCS, and copies of authorization letters required by this instruction.

3.2.2. Workbooks are marked and controlled IAW DOD 5200.1R/AFI 31-401, *Managing the Information Security Program*. The unit data handler is responsible for proper classification markings.

3.3. Security. Everyone involved in the data collection is responsible for the safeguarding of SORTS data. All paperwork (to include Reporting Workbooks) are classified and marked as outlined in AFI 10-201 and AFRC Supplement, DOD 5200.1R/AFI 31-401, and this instruction. Direct any questions and/or concerns to the Program Manager.

3.3.1. SORTS data must remain under constant surveillance when not properly secured in the units' safe.

3.3.2. Each agency establishes an operating instruction (OI) governing SORTS data security procedures.

3.3.3. Automated Data Processing Equipment (ADPE): Coordinate with unit, group or wing Information Protection Office. See paragraph 4.1.7.

3.4. Time. All personnel involved in the SORTS program are responsible for their inputs being timely, accurate and current.

3.4.1. Material stored with the Program Manager is signed out and returned no later than 1500L that same day. Units who have a safe must secure their material until it is no longer required for review, IAW applicable security procedures.

3.4.2. Maintenance must submit C-Level changes due to aircraft status directly to the Program Manager within 24 hours of the change.

3.4.3. A C-Level change that occurs anytime during the month is submitted by the unit within 24 hours after the change.

3.4.4. To give adequate time for review, quality control and updates to the briefing, unit reports are provided to the SORTS Program Manager no later than 1000L on the Friday prior to the main UTA. See paragraph 1.6.

3.4.5. Reports submitted late are briefed as such by the Program Manager at the monthly briefing. The unit CC can then brief the Wing Commander on his/her unit status.

3.4.6. Unit SORTS reports must be received by JCS as soon as changes occur, NLT 24 hours for C-Level changes, 30 days from "RICDA" date, and NLT 60 days for "REMARKS."

3.4.7. The LRA and/or Program Manager transmits reports using secure means. (i.e., SIPRNET, AUTODIN, STU-III terminal, etc.).

3.4.8. Automated Data Processing Equipment (ADPE) should be obtained which allows automated processing and storage of SORTS classified data. This instruction does not authorize the expenditure of funds toward this equipment but does provide justification for the acquisition of ADPE. Units that gather, compile, calculate and otherwise prepare SORTS data for report submission, briefings, etc., must have ADPE available and accredited to process up to SECRET material. For guidance on the accreditation process and other guidance concerning ADPE and protecting automated information see the unit, group or wing Computer Systems Security Officer and Information Protection Office.

3.5. Data Base Reviews:

3.5.1. The Program Manager ensures data base reviews are requested and received. When available (received) a copy is placed in the units' Reporting Workbook.

3.5.2. Each reporting unit CC and Data Handler is responsible for the accuracy and currency of all data in their units' database.

Chapter 4

FLOW OF INFORMATION

4.1. Flow of Information. The flow of information within the SORTS program is dependent on two items: 1 -- The proper security clearance of a minimum of SECRET and the need to know. (Only those individuals with a valid need to know for SORTS reporting purposes); 2 -- Active involvement from command level down through each level involved in the SORTS reporting process. Without complying with these two items the 434 ARW SORTS program will not be accurate, current or of any use to AFRC, Gaining Command or JCS

4.1.1. All units/areas/agencies (as applicable): Coordinate personnel, equipment condition, equipment/supplies on-hand, and training (as identified on their DOCS) with their training section, mobility section, XPL, and DPM in order to determine DOC Statement requirements, UTC requirements and obtaining information from other data gathering devices.

4.1.2. Compute C-Levels as outlined in AFI 10-201 as supplemented, and DOC Statement.

4.1.3. Ensure Unit and Group CC are briefed.

4.1.4. Ensure all worksheets are filled out correctly, submit report inputs/data to the Program Manager. Worksheets that are not completed correctly are returned for corrections. Failure to do this delays reporting of units SORTS data.

4.1.5. Program Manager, using worksheets, prepares the briefing and report for submission. Notifies Wing CC of C-Level changes. Conducts monthly SORTS briefing to Wing Commander. Following WG/CC approval, report is submitted through the LRA.

4.1.6. Program Manager receives current data base reviews and provides same to all CC and Data Handlers for their review.

Chapter 5

MOBILITY READINESS SPARES PACKAGES (MRSP)/WEAPON SYSTEM MANAGEMENT INFORMATION SYSTEM/DYNA-METRIC MICROCOMPUTER ANALYSIS SYSTEM (MRSP/WSMIS/DMAS)

5.1. Duties and Responsibilities:

5.1.1. Dyna-Metric Microcomputer Analysis System (DMAS) is the primary means of providing an assessment of capability attributed to spare parts. This waiver is authorized IAW AFI 10-201, paragraph 2.11.2.3. The MAJCOM message (on file with LSS/LGS) has authorized use of the DMAS program.

5.1.2. 72 and 74 ARS/CC. Review for C-Level impact data provided by LGSP.

5.1.3. Brief information to the Group CC, XPL, and the Program Manager. Information must be hand-carried to the 434 ARW/CP (Program Manager) for inclusion in 72 ARS and 74 ARS reports and filed in their respective Reporting Workbooks.

ANTHONY TASSONE, JR., Colonel, USAFR
Commander

Attachment 1

APPOINTMENT OF 434 ARW SORTS PROGRAM MANAGER

1 January 1998

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 434 ARW/CC

SUBJECT: Appointment of 434 ARW SORTS Program Manager

1. The following individual(s) are appointed as the 434 ARW SORTS Program Manager.

()	()	(/)	()	()	()
P/A	Name	Rank/Grade	SSN	Unit/Office	Ext.

2. These individuals, on my behalf manage the SORTS program IAW AFI 10-201, as supplemented and 434 ARWI 10-201.

ANTHONY TASSONE, JR., Colonel, USAFR
Commander

Attachment 2

APPOINTMENT OF AUTHORIZATION TO INITIAL AND SIGN SORTS WORKSHEETS

1 January 1998

MEMORANDUM FOR 434 ARW/CP

FROM: (Unit CC)

SUBJECT: Appointment of Authorization to Initial and Sign SORTS Worksheets.

The following individual(s) are authorized to initial SORTS worksheets and sign the Overall C-Level worksheet in my absence.

()	()	(/)	()	()	()
P/A	Name	Rank/Grade	SSN	Unit/Office	Ext.

Unit Commander Signature Block

Attachment 3

UNIT/AGENCY SORTS TRAINING PROGRAM APPROVAL

1 January 1998

MEMORANDUM FOR

FROM: 434 ARW/CP SORTS Program Manager

SUBJECT: Unit/Agency SORTS Training Program Approval

1. The following unit/agency SORTS training program has been reviewed and is approved for use.
2. This program has met all criteria of this office. Submit documentation upon completion of individual training to this office.

SORTS Program Manager

Attachment 4

SORTS MONITOR APPOINTMENT

1 January 1998

MEMORANDUM FOR 434 ARW/CP

ATTN: SORTS Program Manager

FROM: (Unit CC)

SUBJECT: SORTS Monitor Appointment

1. The following individual (s) have completed initial SORTS training IAW 434 ARWI 10-201, and is of the highest caliber to monitor and process he SORTS data for accurate and timely submission. They are hereby appointed as SORTS Monitors for this unit.

()	()	(/)	()	()	()	()
P/A	Name	Rank/Grade	SSN	Unit/Office	WP	HP

2. I certify by this appointment that at least one of these individuals is not assigned a mobility position.

3. This letter supersedes all previous letters same subject from this office.

Unit Commander Signature Block

cc:

434 ARW/XP

434 MSS/DPM

Attachment 5

APPOINTMENT OF SORTS LOCAL REPORTING AGENCY (LRA)

1 January 1997

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 434 ARW/CC

SUBJECT: Appointment of SORTS Local Reporting Agency (LRA)

1. The following agency is appointed as the Local Reporting agency within the SORTS Program.

(_____) (_____)
Unit/Office Ext.

2. This agency submits and/or ensures SORTS reports for the 434 ARW and its supporting units, IAW AFI 10-201 as supplemented and 434 ARWI 10-201.

3. The LRA must coordinate with the Program Manager to ensure timely, accurate and proper inputs are received to effect SORTS reporting.

ANTHONY TASSONE, JR., Colonel, USAFR
Commander

Attachment 6

SUPPORT MOBILITY EQUIPMENT COUNTS FOR THE MONTH OF AND YEAR

1 January 1998

MEMORANDUM FOR 434 ARW/CP

ATTN: SORTS PROGRAM MANAGER

FROM: 434 ARW/XPL

SUBJECT: Support Mobility Equipment Counts For The Month Of _____ Yr.

1. (Unit)

Type Bags

Auth/Req On-HandPCTGet Well Date (GWD)

Type Weapons

Auth/RegOn-HandPCTGet Well Date (GWD)

Responsible Individual Signature Block