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Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 51 FWI 10-201, 1 November 1997

Certified by: 51 FW/OC (Major A. Neal Booher)
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This instruction establishes responsibilities and procedures for submission of the SORTS Report. It implements AFD 10-2, *Readiness*. Recommendations for changes or additions to this instruction should be forwarded to 51 FW/OCR. This instruction applies to all units submitting a SORTS report to the 51st Fighter Wing Command Center. References: CJCSM 3150.02, AFI 10-201/PACAF Sup 1.

SUMMARY OF REVISIONS

The major revisions of this instruction include the addition of Nuclear Biological Chemical Defense Report (CBDRT) reporting guidance (paragraph **3.**), updated SORTS report submission requirements (paragraph **1.12.5.**), continuity binder guidance (paragraph **1.13.10.**), clarification of SORTS training requirements (paragraph **2.**), samples of SORTS appointment (**Attachment 1**), training certification forms (**Attachment 2**), and revised terms and office symbols (**Attachment 3**). A “|” indicates revised material since the last edition.

| 1. Responsibilities:

1.1. The 51 FW/CC will:

- 1.1.1. Establish a SORTS reporting system for Osan Air Base.
- 1.1.2. Ensure commanders provide the required information to each other and the Command Center Reports Section (51 FW/OCR) in an accurate and timely manner.
- 1.1.3. Ensure all personnel involved in SORTS are properly trained to handle their responsibilities.

1.2. The 51 MDG/CC will:

1.2.1. Appoint SORTS monitors stationed at Osan Air Base or under the control of the 51st Medical Group for assigned medical units. Submit appointment letter in accordance with **Attachment 1** upon a change of monitors.

1.2.2. Ensure that all monitors are trained within 60 days of appointment. All monitors must be trained prior to submitting a report.

1.2.3. Ensure required tactical and contingency support hospital reports are submitted to 51 FW/OCR.

1.3. The 51 OG/CC will:

1.3.1. Appoint an overall primary and alternate monitor of personnel assigned to 51 OG, to assist the flying unit SORTS monitors in their preparation of SORTS data.

1.3.2. Ensure accurate data, concerning all unit aircraft and special systems, is submitted by the appropriate flying unit in a timely manner.

1.3.3. Ensure accurate manpower and personnel data is submitted to the 51 FW/MO and the 51 MSS/DPMX, in turn, in a timely manner. Manpower authorizations earned in support of another unit cannot be used to meet the UTC or UMD tasking of any 51 FW unit. These authorizations are normally earned through Host-Tenant Support Agreement (HTSA) and identified on the host's UMD utilizing the tenant's Program Element Code (PEC).

1.4. The 51 LG/CC will:

1.4.1. Appoint an overall primary and alternate monitor of personnel assigned to 51 LG, to assist the flying unit SORTS monitors in their preparation of SORTS data.

1.4.2. Ensure accurate manpower and personnel data is submitted to the 51 FW/MO and the 51 MSS/DPMX, in turn, in a timely manner. Manpower authorizations earned in support of another unit cannot be used to meet the UTC or UMD tasking of any 51 FW unit. These authorizations are normally earned through Host-Tenant Support Agreement (HTSA) and identified on the host's UMD (UMD) utilizing the tenant's Program Element Code (PEC).

1.5. The Chief of Supply will: Assist squadron/unit commanders or their designated representatives for units with less than C-1 rating for the measured resource area of equipment and supplies on-hand.

1.6. The 51st Supply Squadron's Supply Readiness Control Center (LGSR) will:

1.6.1. Receive and distribute Dyna-Metric Microcomputer Analysis System (DMAS) Capability Assessment Report listings to appropriate flying units, as well as provide status on limiting factors, problem areas, and projected get well dates for units' remarks section inputs.

1.6.2. Serve as the OPR for DMAS related information.

1.6.3. The Readiness Spares Package Element will provide spares package fill rate for those units not using DMAS.

1.7. The 51 TRANS/CC will: Appoint the 51TRANS/LGTM Fleet Manager, and Fleet Management Function to assist squadron/unit commanders or their designated representatives to secure vehicles through base recall or assist in procuring rental vehicles when a unit falls below C-1 rating for vehicles.

1.8. The 51 FW/OCR, as the Subordinate Reporting Organization (SBRPT) for SORTS will:

- 1.8.1. Maintain CJCSM 3150.02 and AFI 10-201/PACAF Sup 1. Make these publications available for review, as requested.
- 1.8.2. Publish and maintain a wing SORTS instruction. Ensure all required items from AFI 10-201/PACAF Sup 1, paragraph 1.12.2.1. are included in the wing instruction.
- 1.8.3. Conduct SORTS Staff Assistance Visits (SAVs) on each local reporting unit every six months and Kunsan Air Base Command Post SORTS section when requested by 8 FW.
- 1.8.4. Schedule, monthly, initial training classes to ensure new SORTS monitors and releasing officials are trained within 60 days of appointment. Maintain training documentation for both monitors and releasing officials. Ensure monitors are trained prior to submission of their unit's report.
- 1.8.5. Provide documented quarterly SORTS training for all units SORTS monitors. This recurring training will consist of refresher, new SORTS items, and training on recurring problem areas. Documented PowerPoint training is acceptable.
- 1.8.6. Maintain current Designed Operational Capability (DOC) statements for all units that report to 51 FW/OCR.
- 1.8.7. Provide new DOC statements to appropriate agencies. (Unit, PRU, MO, HO, and LGS).
- 1.8.8. Provide a point of contact letter to all SORTS agencies, 8 FW/CPR, and HQ PACAF AOS/AOXR.
- 1.8.9. Maintain a list of appointment letters of current SORTS monitors for each direct reporting unit.
- 1.8.10. Work with units to resolve DOC statement discrepancies.
- 1.8.11. Provide technical assistance to measured units to help them prepare their SORTS reports.
- 1.8.12. Receive, quality control, and submit to higher headquarters all DRU SORTS reports. Ensure all SORTS inputs comply with AFI 10-201/PACAF Sup 1 and this instruction.
- 1.8.13. Coordinate with appropriate higher headquarters on all SORTS related matters.
- 1.8.14. Disseminate correspondence of interest to unit commanders and SORTS monitors promptly to ensure responses to higher headquarters requirements are met.
- 1.8.15. Maintain a copy of the current SORTS worksheets and SORTS database on each reporting unit.
- 1.8.16. Prepare and maintain copies of all SORTS feedback sheets for each unit's turn-ins since the units last SAV.
- 1.8.17. Transmit SORTS data IAW all pertinent directives. Primary method is Air Force SORTS Data Entry Tool (AFSORTSDET) via SIPRNET. Alternate methods include; secure fax/electronic data transmission, and the Automated Digital Network (AUTODIN).
- 1.8.18. Ensure SORTS Easy Reads are available and provided to each unit within two duty days of reports submission.
- 1.8.19. Correct all error notifications ASAP but not to exceed two duty days after the notification.

1.8.20. Brief the 51 FW/CC on the status of all SORTS resources under his operational control, including no change reports, the Wednesday prior to the second Thursday of the month or as necessary.

1.8.21. Brief the 7 AF/CC the second Thursday of the month or as necessary. Provide SORTS slides reflecting data for all 7 AF units and 5027 deployable units.

1.9. The 51 FW/MO will:

1.9.1. Provide initial training to all unit SORTS monitors. Document training on the Command Center certification form. ([Attachment 2](#))

1.9.2. Provide Units with their UMDs as required and the SORTS UMD extracts as required. Provide a copy of the Manpower Force Element Listing extract to UTC tasked units, as changes are updated by HQ USAF or upon a unit's request. Place electronic UMDs in Outlook/Public Folders/All Public Folders/Osan/51FW/Manpower.

1.9.3. Maintain a list of current SORTS monitors or copies of appointment letters for each reporting unit.

1.9.4. Submit a current SORTS monitor letter to the 51 FW/OCR and each reporting unit following the prescribed format in [Attachment 1](#) upon changes to SORTS monitors.

1.9.5. Verify each SORTS reporting unit's authorized personnel figures for all units. Sign the bottom of the personnel worksheet to show verification.

1.10. 51 MSS/DPMX will:

1.10.1. Provide initial training to all unit SORTS monitors. Document training on the Command Center certification form. ([Attachment 2](#)).

1.10.2. Submit a current SORTS monitor letter to the 51 FW/OCR and to each reporting unit following the prescribed format in [Attachment 1](#), upon changes to SORTS monitors.

1.10.3. Review and verify all unit inputs IAW AFI 10-201/PACAF Sup 1, Paragraph 1.12.4. Sign the bottom of the personnel worksheet to show verification.

1.10.4. Determine if upward/downward skill-level substitutions need to be used to alleviate shortages in the personnel sub-area only for units reporting P-2 or less.

1.11. The 51 MSS/DPC will provide civilian personnel information to units who are required to report on emergency essential personnel.

1.12. Individual Reporting Unit Commanders will:

1.12.1. Designate, in writing, a minimum of two SORTS monitors, a primary and an alternate, and a list of individuals authorized to sign the SORTS report in absence of the commander. Three SORTS monitors are recommended for continuity. Follow the prescribed format in [Attachment 1](#) and submit to 51 FW/OCR, 51 MSS/DPMX, and 51 FW/MO upon a change in unit SORTS monitors.

1.12.2. Ensure SORTS monitors complete SORTS training ([Attachment 2](#)), within 60 days of appointment.

1.12.3. Ensure only fully trained (certified) monitors prepare and submit the unit's SORTS report.

1.12.4. Ensure that at least one SORTS monitor is available at all times. SORTS monitors must not be TDY or on leave without an available alternate who is trained, certified, and capable of completing a SORTS report.

1.12.5. Ensure timely submission of SORTS reports to 51 FW/OCR as required.

1.12.5.1. All units will submit reports on a scheduled monthly turn-in day based upon the Record Information Change Date (RICDA) as determined by 51 FW/OCR. The RICDA day is the date the units report will actually be transmitted into the SORTS system to higher headquarters. In addition, out-of-cycle reports will be submitted within 24 hours of any measured area level or overall C-Level change, on or prior to the expiration of any estimated get well date (EGWD), when any measured area reason code changes, and within 24 hours of the effective date of a new DOC statement.

1.12.5.2. Monthly RICDA day SORTS report turn-ins requires the overall and all associated worksheets to be compiled and turned in.

1.12.5.3. Out-of cycle turn-ins only require the overall worksheet and measured area worksheets that reflect the changed information. As long as the information is current and unchanged, other measured area worksheets are not required, unless they are part of the required monthly RICDA day turn-in.

1.12.6. Ensure an authorized releasing official is available to sign the SORTS report.

1.12.7. Determine the unit's readiness each time the Overall C-level is calculated based on objective and subjective factors as outlined in AFI 10-201, paragraphs 1.12.8. & 2.3.1.3. The commander can change the Overall C-level to a level that better indicates the unit's readiness using the commander's assessment option.

1.12.8. Review, initial, and date unit DOC statement(s) as soon as possible after assuming command, annually, and upon receiving a new DOC statement.

1.12.9. Provide a narrative remark and EGWD, using the appropriate label, with explanations regarding each degraded measured area.

1.12.10. Ensure unit's personnel worksheets have been coordinated with 51 MSS/DPMX and 51 FW/MO, as applicable, prior to signing the completed SORTS report.

1.12.11. Be continually cognizant of current and projected resources status in order to provide accurate get well date projections and trend information.

1.12.12. Provide a 3/6/12 month overall C-Level forecast. The forecast will be placed on the remarks worksheet under the CADAT label. Projections will be based on past trends or future estimates.

1.12.13. Send a SAV reply to the Command Center within 30 days receipt of the SAV results, if any observations are noted.

1.13. **Individual Reporting Unit SORTS Monitors will:**

1.13.1. Submit the completed and signed unit SORTS reports to 51 FW/OCR in an accurate and timely manner. Ensure that all guidance in AFI 10-201/PACAF Sup 1 and this instruction are adhered to.

1.13.2. Make every effort to meet all requirements by the appointment day and time. All appointment changes must be approved by the 51 FW/OCR.

1.13.3. Provide an updated copy of the SORTS monitor appointment letter to 51FW/OCR, 51FW/DPMX, and 51FW/MO when changes occur or as required.

1.13.4. Establish, conduct, and document unit specific training programs for SORTS monitors. The current unit SORTS monitor will provide training to newly appointed SORTS monitors using the in-house program (Phase 2). Ensure the training emphasizes reporting a change within 24 hours.

1.13.5. Obtain the necessary information and prepare the unit's SORTS reports, coordinate with 51 FW/MO and 51 MSS/DPMX, have the unit commander review and sign the report, and turn the report into 51 FW/OCR.

1.13.6. At a minimum, prepare monthly SORTS reports using the following worksheets (as applicable):

1.13.6.1. Overall C-level worksheet.

1.13.6.2. Personnel C-level Worksheet.

1.13.6.3. Personnel Computation Worksheet.

1.13.6.4. Equipment and Supplies On-hand C-Level Worksheet.

1.13.6.5. Equipment Condition C-level Worksheet.

1.13.6.6. Training C-level Worksheet.

1.13.6.7. Major Equipment/Crew Location Worksheet (Aircraft units - as needed).

1.13.6.8. SORTS Remarks Sheet(s).

1.13.6.9. Nuclear Biological Chemical Defense Report (CBDRT) Worksheet and Remarks Sheet.

1.13.7. Use the most accurate means to obtain numbers of assigned and available personnel. A unit commander approved tracking system or the Unit Personnel Management Roster (UPMR), from PC-III, provided by your unit's commander's support staff to verify assigned personnel strength with 51 MSS/DPMX. If an UPMR is not available, a SORTS Availability Roster from MILMOD can be obtained from 51 MSS/DPMX. Use the UMD or UMD extract to verify authorized personnel figures with 51 FW/MO. UMDs are provided by 51 FW/MO and are available to units on Osan AB in the following Microsoft Outlook folder: Outlook/Public Folders/All Public Folders/Osan/51 FW/Manpower.

1.13.8. Coordinate with 51 SUPS (less than C-1 for equipment), 51 TRANS (less than C-1 for vehicles), and 51 CS (less than C-1 for communication equipment) prior to having the commander sign the report.

1.13.9. Inform 51 FW/OCR and HQ PACAF AOS/AOXR on any correspondence relating to SORTS.

1.13.10. Establish and maintain a SORTS continuity binder(s). These binders must contain, as a minimum, the following documents (if not in the same binder, use a cross-reference sheet).

1.13.10.1. SORTS Reports Binder:

1.13.10.1.1. TAB A - Current unit DOC statement including commander's initials and date of review.

1.13.10.1.2. TAB B – All SORTS reports for the current and previous month, associated worksheets, and supporting documentation.

1.13.10.1.3. TAB C - All SORTS feedback reports received since the unit's last SAV.

1.13.10.1.4. TAB D - Copies of the Easy-Reads generated for all reports listed in TAB B.

1.13.10.1.5. TAB E - A copy of the UMD or SORTS UMD extract, the Manpower Force Element Listing (MFEL) for each tasked UTC (N/A for UMD tasked units).

1.13.10.1.6. TAB F - Complete list of authorized versus on hand equipment required to compute unit wartime readiness.

1.13.10.1.7. TAB G - Complete list of shortfalls and limiting factors (LIMFACS) to include training and personnel requirements, equipment & supplies on hand, and equipment condition.

1.13.10.2. SORTS Training Binder:

1.13.10.2.1. TAB A - AFI 10-201, AFI 10-201/PACAF Sup 1, 51 FWI 10-201, and all applicable higher headquarters supplements and Interim Changes (IC).

1.13.10.2.2. TAB B - Unit training program (Phase 2) and documentation IAW this instruction.

1.13.10.3. SORTS Continuity Binder:

1.13.10.3.1. TAB A - A copy of the current unit SORTS appointment letter. ([Attachment 1](#)).

1.13.10.3.2. TAB B - A SORTS point of contact (POC) letters to include, as a minimum, 51 FW/MO, 51 MSS/DPMX, 51 FW/OCR, and all OPRs who provide data for the reporting unit.

1.13.10.3.3. TAB C - Results of the last two SORTS SAVs conducted by 51 FW/OCR and unit replies.

1.13.10.3.4. TAB D - A copy of the current SORTS program self-inspection checklist.

1.13.10.3.5. TAB E - Miscellaneous guidance letters.

1.13.11. Conduct an annual SORTS self-inspection and when the primary functional monitor changes. Units must document all self-inspection findings and correct all discrepancies within thirty days.

2. SORTS Training Requirements: Unit SORTS monitors are required to be trained and certified in SORTS reporting within 60 days of appointment.

2.1. SORTS Monitor Training Consist of Four Parts:

2.1.1. Phase 1 – Initial SORTS familiarization (51 FW/OCR).

2.1.2. Phase II – Unit specific SORTS training (Current certified unit SORTS monitor). The unit must have “step by step” instructions on completing the SORTS report. The unit’s training program must include unit unique SORTS report formats, checklists that explain how the unit compiles and submits the unit’s SORTS report, highlighted worksheets IAW the unit DOC statement for training purposes, instructions how to translate the unit’s DOC statement requirements to the SORTS report, and a documented training outline. Tailor the examples and checklists to allow a newly appointed SORTS monitor to compile and submit the unit’s report with minimum supervision.

2.1.3. Manpower training (51/MO). The training will consist of the following elements:

2.1.3.1. Interpreting manpower requirements to report based on DOC statement.

2.1.3.2. Interpreting the Unit Manpower Document (UMD) and/or SORTS UMD extracts.

2.1.3.3. Interpreting the MANFOR UTC Report if required.

2.1.3.4. Completing the Manpower portion of the Personnel Computation Worksheet.

2.1.3.5. Completing the Manpower portion of the Personnel C-Level Worksheet.

2.1.4. Personnel Readiness training (51/DPMX). The training will consist of aspects of unit SORTS reports including how to use the automated products received through PC-III or MILPDS.

2.2. Monitors are considered fully trained and certified when all four areas are trained and documented on the SORTS Training Certification form ([Attachment 2](#)).

2.3. Commanders and their designated releasing officials require initial SORTS orientation training. The orientation to SORTS requirement can be satisfied by attendance at the monthly initial SORTS training classes or by reviewing an approved 51 FW/OCR SORTS PowerPoint presentation.

2.4. All SORTS Monitors are required to complete quarterly SORTS training. This recurring training will be provided by 51 FW/OCR and will consist of refresher, new SORTS items, and training on recurring problem areas.

2.5. SORTS reports compiled by non-certified monitors will not be accepted by 51 FW/OCR.

3. Nuclear Biological Chemical Defense Report (CBDRT) Reporting Guidance:

3.1. All SORTS measured units are required to provide a separate SORTS readiness assessment in a Chemical Biological Defense Report (CBDRT) based on the unit’s ability to perform its wartime mission in this environment. All units, regardless of mission, must report CBDRT IAW AFI 10-201 Attachment 6. Those units without a mobility requirement will report C-5 for CBDRT.

3.2. Units will submit separate CBDRT data from their regular SORTS report. The C-levels in CBDRT reporting do not effect the C-level for the unit’s normal SORTS report.

3.3. CBDRT SORTS report will be submitted in conjunction with the unit’s primary SORTS report.

3.4. Unit commanders will assign an overall CBDRT C-level based on the lowest of the equipment and supplies on hand and training CBDRT levels. Do not use commander’s assessment for CBDRT reporting.

4. Procedures for Preparation of the Flying Unit SORTS Reports:

4.1. **Chief of Supply will:** Provide readiness spares package DMAS data and/or fill percent, as appropriate, to flying unit SORTS monitors. Monitors should contact 51 SUPS/LGSR for this information.

4.2. **The Flying Unit Chief of Maintenance will:** Provide aircraft and equipment data to the unit SORTS monitor.

4.3. **Unit SORTS Monitors will :**

4.3.1. Assess DMAS validation data and sortie generation capabilities in concert with other operations, supply, and maintenance agencies to determine the impact of support equipment and/or supply shortages.

4.3.2. Use a combination of UMD and Program Element Code (PEC) lists to obtain their personnel numbers for SORTS, as required by AFI 10-201/PACAF Sup 1. Obtain personnel data needed for AFSCs listed in the PEC codes from the assigned 51 OG and 51 LG representatives.

WILLIAM L. HOLLAND, Brigadier General, USAF
Commander

Attachment 1

SAMPLE APPOINTMENT LETTER

(Wing Letterhead)

Date

MEMORANDUM FOR: 51 FW/OCR
51 FW/MO
51 FW/DPMX

FROM: OFFICE SYMBOL

SUBJECT: Appointment of Unit SORTS Monitors and Releasing Officials

The following individuals are designated as Unit SORTS Monitors for (Unit Name):

Title	Rank/Name	Duty #	DEROS	Signature
Primary				
Alternate				
Alternate				

The following individuals are designated as SORTS releasing officials. In case of the unit commander's unavailability, the following are hereby authorized to designate overall C-level rating for (Unit Name):

Title	Rank/Name	Duty #	DEROS	Signature
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Point of contact for this letter is (POC Name) at (Duty Phone). E-mail: @osan.af.mil

This letter supersedes any previous letter with the same subject.

Unit CC Signature Block
Commander

I hereby certify that all above individuals have a SECRET security clearance and is current as of this letter:

Security Mgr Signature Block
Security Manager, (Unit)

Attachment 2**SORTS TRAINING CERTIFICATION**

1. In accordance with AFI 10-201, PACAF Sup 1 to AFI 10-201, and 51 FWI 10-201, this is to certify that _____ received the following training:
(Trainee Rank/Name)

Training	Date	Trainer Printed Name	Trainers Signature
Phase I, Initial Training			
Manpower Training			
Personnel Training			
Phase II, Unit Training			

2. I certify all training has been completed as indicated above.

(Signature of Trainee)

Attachment 3**SORTS REPORTING UNITS/AGENCIES****51 FIGHTER WING**

51 CPTS

OPERATIONS GROUP

25 FS

25 FS / 2 ID

25 FS / 25 ID

36 FS

55 ALF

51 OSS

LOGISTICS GROUP

51 SUPS

51 TRANS

SUPPORT GROUP

51 CES

51 MSS

51 SFS

51 SVS

COMMUNICATIONS GROUP

51 CS

751 CS

MEDICAL GROUP

51 MDG

51 CH

SEVENTH AIR FORCE

554 RHS

607 AFS

607TH AIR SUPPORT OPERATIONS GROUP

604 ASOS
TROKA ALO
607 CBCS
607 WS

607TH AIR OPERATIONS GROUP

607 COS
607 CPS
607 TRF
621 ACS

607TH AIR SUPPORT GROUP

607 MMS

607TH AIR INTELLIGENCE GROUP

607 AIS