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This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-201, *Status of Resources and Training System (SORTS)*, 30 January 2003. This supplement describes 939th Air Refueling Wing (ARW) procedures to be used in conjunction with the basic instructions and Air Force Reserve Command (AFRC) instructions.

SUMMARY OF REVISIONS

This revision changes unit designation from 939th Rescue Wing to 939th Air Refueling Wing. A bar (|) indicates revision from previous edition.

1.14.3.19. Units will maintain a unit SORTS binder containing the below documentation:

1.14.3.19.1. (Added) AFI 10-201

1.14.3.19.2. (Added) CP SORTS Newsletters initialed by unit monitors and alternates

1.14.3.19.3. (Added) All HHQ guidance and e-mails that pertain to the unit

1.14.3.19.4. (Added) Current background data used to complete your report to include personnel desire lists, training documentation, MISCAP, supply and equipment information

1.14.3.19.5. (Added) Master copies of worksheets

1.14.3.19.6. (Added) Diskette containing worksheets

1.14.3.19.7. (Added) Appointment/delegation letters

1.14.3.19.8. (Added) If unclassified, a copy of your DOC Statement

1.14.3.19.9. (Added) Copy of current SORTS self-inspection

1.14.3.19.10. (Added) Copy of certificates of completion for SORTS course

1.16.2.4. All training will be conducted one-on-one with the SORTS manager and SORTS handler. Units will arrange to turn their reports in at a time the SORTS manager is available to review their report with them. On the spot corrections will be made if required and SORTS handlers will be briefed on the appropriate rules and where to find them. SORTS monitors will also review the CP SORTS Newsletters and e-mails pertaining to their unit. Commanders will receive formal training from the SORTS manager annually. Commanders will also be provided with the CP SORTS Newsletters for their review.

1.16.2.7. (Added) The command post will provide SORTS worksheets to all reporting organizations. These worksheets will not be maintained on any hard drive or shared drive within the 939 ARW. Measured units will turn in their worksheets in the following order: Overall C-level worksheet, Personnel P-level worksheet, Personnel Remarks, Total and Critical Personnel worksheet, Equipment and Supplies worksheets, Equipment Condition worksheets, Training worksheets, Miscellaneous Remarks worksheets, CBDRT worksheets and CADAT worksheets. All changes since the previous report will be highlighted.

1.16.3. (Added) 939 LRS/LGRD will provide status of mobility bags.

1.17.1.7. (Added) Measured unit commanders will ensure that a person will be available during the week to settle SORTS discrepancies. It is suggested that either the primary or alternate SORTS handler is a full time employee. Commanders will designate personnel to sign the SORTS report in their absence. Group commanders will automatically be given this authority. All SORTS managers and monitors will attend a formal SORTS course as soon as available. The following procedures must be adhered to in order to ensure your unit members are properly assigned to the right class:

1.17.1.7.1. (Added) The unit-training manager fills out an AF Form 101, **Reserve Requirements for School Tours of Active Duty for Training** for military personnel, or DD Form 1556, **Request for Formal School** for civilian personnel. Once the appropriate approving authority signs the proper form, it is then forwarded to the wing or base training, or civilian personnel office, as it applies to that location.

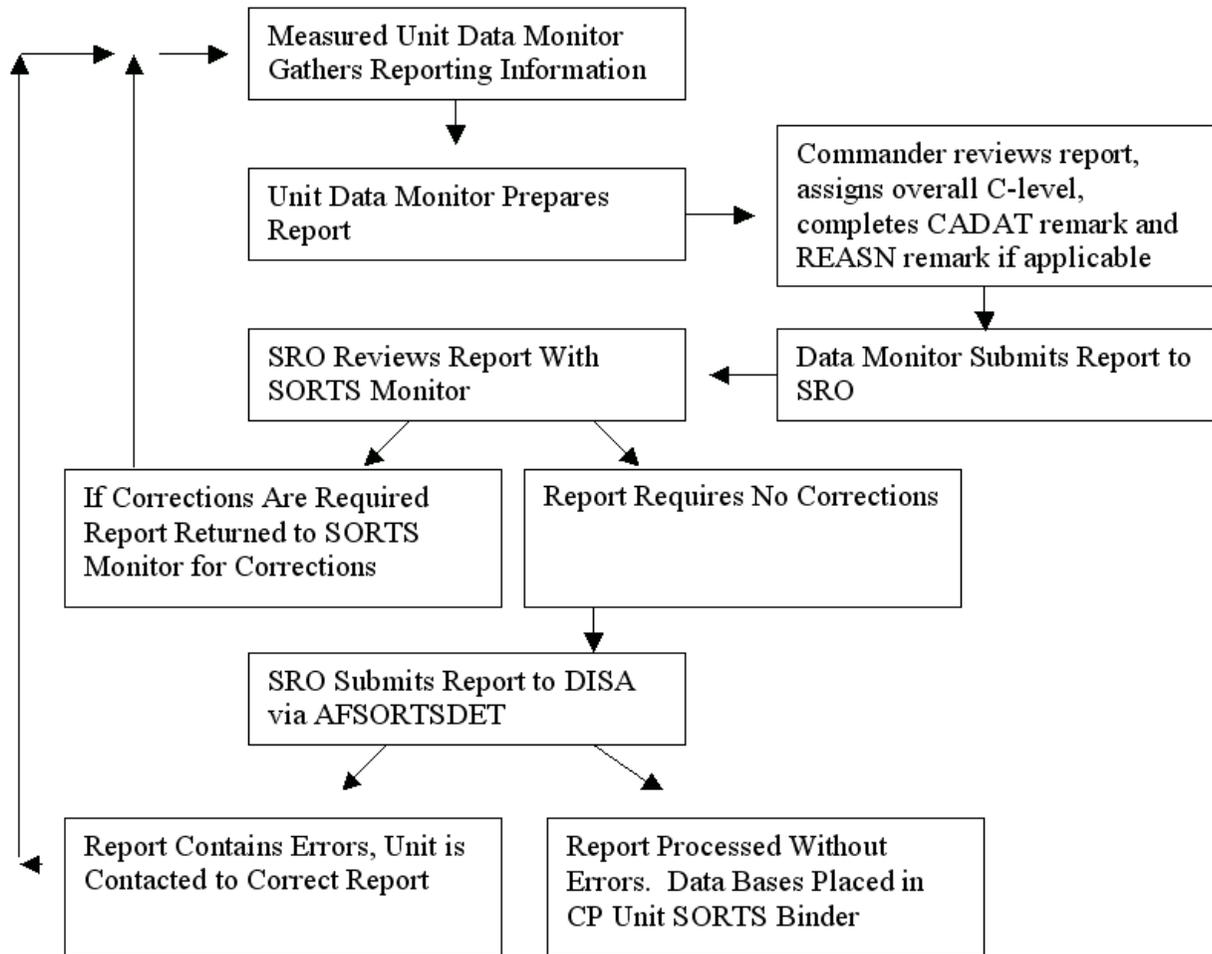
1.17.1.7.2. (Added) The wing or base training manager will submit the request to AFRC/DPTAF electronically for military personnel using Oracle Training Application (OTA). The personnel systems specialist in the civilian personnel office will fax the DD Form 1556 to AFRC/DPTF. AFRC/DPTF prints these requests each Monday morning. If a certain location is requested, it must be put into the remarks section in OTA, or listed on the sheet if submitted manually.

1.18.1.2. Direct support unit commanders will ensure necessary maintenance, personnel, and resource data is provided to the measured unit in a timely fashion to allow the measured unit SORTS handler to submit the report on time. Commanders must make arrangements for this information to be provided upon request by the measured unit for any out-of-cycle reporting that may be required.

1.20.1. The supporting personnel office will prepare SORTS desire lists in a timely enough manner that they are received by the reporting unit prior to the Unit Training Assembly (UTA) or every thirty days, whichever is sooner.

Attachment 11 (Added)

SORTS REPORTING PROCESS



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