



**STATUS OF RESOURCES AND TRAINING  
SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ AMC/A33CR  
(TSgt Jeffrey T. Sanders)  
Supersedes AFI 10-201\_AMCSUP1,  
10 October 2000

Certified by: HQ AMC/A33  
(Col Russell J. DeLuca)  
Pages: 9  
Distribution: F

---

**AFI 10-201, 12 December 2003, is supplemented as follows:** MAJCOM will ensure compliance with this regulation/supplement by all assigned or attached units. (This supplement does not apply to AMC-gained Air Force Reserve Command (AFRC) or Air National Guard (ANG) units unless under Title 10 status.) This supplement replaces AFI 10-201/AMC Supplement 1, dated 10 Oct 00. HQ AMC/A33CR is the sole waiver authority for this supplement.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision incorporates changes and additions to the entire document. Changes clarify, update, and streamline previous guidance on the Status of Resources and Training System and bring this document into compliance with CJCSM 3150.02, *Global Status of Resources and Training System (GSORTS)*, and AFI 10-201, *Status of Resources and Training System (SORTS)*.

**1.3. Frequency of SORTS Reporting.** Subordinate Reporting Organizations (SROs) will submit a daily status report to A33CR for any/all units violating the 30 day report submission requirement for those units that have not been updated within 32 days to include the CBDRT set, reference A4.1.1. Format status report as follows: UIC/last RPT seq #/last RAMP seq #/remarks explaining why units have not updated/processed.

**1.4. SORTS Data Classification.** Control and maintain SORTS information IAW AFI 31-401, *Managing the Information Security Program*, in a General Services Administration (GSA) approved security container. Afford SORTS information an independent section in the security container to prevent mishandling.

1.10.9. Effective resource management by MAJCOM Functional Area Managers (FAMs) should cause deactivating or converting units to experience a gradual decline in C-level status during the deactivation/conversion period. It is important that SORTS data input during draw down for converting units be closely monitored to ascertain when a stabilized C-3 in any measured area is no longer sustainable.

1.10.9.3. Deactivating units must report the deactivation date using the READY label. Units will report SORTS data until a message is received from their HQ AMC FAM (coordinated through HQ AMC/A33CR) rescinding the Designed Operational Capability (DOC) statement. HQ AMC/A33CR will take actions to remove the units from the GSORTS database.

1.11.3.1.2. The AMC DOC statement approval authority is the director with functional responsibility. HQ AMC/A33CR is the AMC Command Reporting Organization (CRO).

1.11.4.9. As directed by AFI 10-201, units will use AFSORTSDET to prepare SORTS reports. File transfer protocol will be the method of transferring SORTS reports to the GSORTS database. HQ AMC/A33CR will notify SROs of patch upgrades and the SRO will update AFSORTSDET software with new patch within five days of notification.

1.11.4.12. HQ AMC/A33CR will ensure that functional managers are reminded at least 30 days prior to required annual review of DOC statements. Annual review will be completed IAW HOI 38-102.

1.11.5. Functional area monitors will conduct monthly database reviews for accuracy and timeliness and take corrective action, if needed. Coordinate all corrective action and supplemental guidance with HQ AMC/A33CR.

1.11.5.4. Coordination on gained Air Force Reserve and Air National Guard DOCs will be completed in accordance with HOI 38-102. Once FAM completes coordination, an electronic copy with suggested changes will be transmitted to HQ AMC/A33CR to be forwarded to the respective service prior to the 45-day coordination deadline.

1.11.5.6.1. (Added) Contact measured unit SORTS monitors for clarification of data and as required, direct unit to submit a new report for databases containing inaccurate, unclear or inadequate data or remarks and notify HQ AMC/A33CR via unclassified email group box with unit report update UIC and report sequence number.

1.11.5.8. All correspondence regarding SORTS reporting policy and procedure, SORTS DOC Statements, and SORTS reports must be coordinated with HQ AMC/A33CR.

1.11.5.9. Designated Functional Area Managers (FAMs) will monitor their affected portions of SORTS reports by reviewing unit inputs, retrieved from AF database and HQ AMC/A33CR. All staff agencies will monitor the data contained in SORTS for accuracy, considering the interrelationship between individual reported areas and its effect on the overall C-level being reported to higher headquarters.

1.11.5.9.6. (Added) If the unit is less than C-1, and cannot forecast improvement, the FAMs will provide command-directed remarks and forecast improvement dates.

1.11.5.9.7. (Added) Provide narrative inputs to HQ AMC/A33CR for all active and AMC-gained units reporting C-3 or below; units forecasting C-3 or below in their 3, 6, or 12-month forecasts; units reporting or estimating a different GWD from their previous report; or as requested.

1.11.5.9.8. (Added) FAMs will manage all reported shortages by coordinating with appropriate affected HQ AMC Staff personnel listed in **1.11.5.11. (Added)** HQ AMC/A33CR will be informed of all correspondence.

1.11.5.11. (Added) The following HQ AMC offices are responsible for the following unit types:

1.11.5.11.1. (Added) HQ AMC/A43X, for Aerial Port units and Air Mobility Support Squadrons.

1.11.5.11.2. (Added) HQ AMC/A37TA, for Airlift Flying units.

1.11.5.11.3. (Added) HQ AMC/A31M, for Air Mobility Squadrons, Air Mobility Control Flight, and Air Mobility Operations Squadron.

1.11.5.11.4. (Added) HQ AMC/A7XP, for Civil Engineer units

1.11.5.11.5. (Added) HQ AMC/A63V, for Combat Camera

1.11.5.11.6. (Added) HQ AMC/A63X, for Communications units

1.11.5.11.7. (Added) HQ AMC/A7KP, for Contracting units

1.11.5.11.8. (Added) HQ AMC/SGXP, for Medical and Aeromedical Evacuation units

1.11.5.11.9. (Added) HQ AMC/A15C, for Mission Support (PERSCO) units

1.11.5.11.10. (Added) HQ AMC/SFXP, for Security Forces units

1.11.5.11.11. (Added) HQ AMC/A7XP, for Services units

1.11.5.11.12. (Added) HQ AMC/A47R, for Supply units

1.11.5.11.13. (Added) HQ AMC/A37TK, for Tanker refueling units

1.11.5.11.14. (Added) HQ AMC/A43R, for Transportation units

1.11.5.11.15. (Added) HQ AMC/A36W, for Weather units

1.11.5.11.16. (Added) HQ AMC/A25X, for Intelligence units

1.11.5.11.17. (Added) HQ AMC/A36A, for Airfield Operations Flight

1.11.5.11.18. (Added) HQ AMC/A45W, for Aircraft

1.11.5.12. (Added) Review AFI 10-201 and this supplement and recommend changes to HQ AMC/A33CR.

1.11.10.1.1. In concert with Group/Squadron/Unit Commanders, be cognizant of resource and training status for assigned units. Ensures wing, group, squadron, and flight agencies work together to prepare SORTS reports.

1.11.10.2.1.1. The command post/Air Mobility Squadron (AMS) is the subordinate reporting organization and is responsible for report submission IAW AFI 10-201.

1.11.10.2.1.3. (Added) Provide HQ AMC/A33CR, in writing, the names, office symbols, telephone numbers, unclassified and classified e-mail addresses of SROs. POC letters will be updated when changes occur or as a minimum, annually.

1.11.10.2.1.4. (Added) Develop a SORTS briefing for the wing commander. A monthly SORTS briefing, with all reporting unit commanders present, reflecting the wing status is ideal.

1.11.10.2.2. Ensure unit commander endorsement of SORTS report overall worksheet prior to acceptance.

1.11.10.2.2.1. (Added) SROs will maintain the ability to retransmit each SORTS update by report sequence number until the next reporting of SORTS data for that unit.

1.11.10.2.7. Conduct and document unit commanders SORTS training semi-annually and as requested.

1.11.10.2.9. Review all error messages and unit databases. Transmit correction(s) within 24 hours of receipt of RAMP/error messages.

1.11.10.2.11. (Added) SROs will maintain the following documentation on file as a minimum:

1.11.10.2.11.1. (Added) Current and previous months worksheets submitted by the unit monitors, signed by the unit commander.

1.11.10.2.11.2. (Added) Current and previous months GSORTS database review for continuity.

1.11.10.2.11.3. (Added) Current SRO and unit monitor appointment letters.

1.11.10.2.11.4. (Added) Copies of RAMPs listing reports processed and errors for the last set of SORTS reports submitted for each measured unit.

1.11.10.2.11.5. (Added) A locally developed report numbering log to track reports sent for processing and RAMP messages received.

1.11.10.2.12. (Added) SROs will develop a wing supplement to incorporate the specific requirements for the wing mission.

1.11.10.2.13. (Added) SROs will develop a continuity program encompassing all aspects of SORTS. The continuity program will identify subordinate reporting organization and measured unit responsibilities. As a minimum, the program should include the following:

1.11.10.2.13.1. (Added) Documented information flow within the wing/unit(s).

1.11.10.2.13.2. (Added) Procedural checklists to ensure all personnel compiling SORTS are trained on reporting procedures and responsibilities.

1.11.10.2.13.3. (Added) Comprehensive and continuing training program, tailored to the wing's SORTS mission, to include documentation of training for all SORTS personnel (monitors and commanders). Unit monitors will complete wing initial training within seven days of appointment.

1.11.10.2.13.4. (Added) Instructions for completing SORTS worksheets prescribed by HQ AMC. Names for preparing and releasing will not reflect the same individual on any one form or worksheet.

1.11.10.2.13.5. (Added) Procedures to ensure the unit's overall C-level represents the unit commander's evaluation of the unit's status, once commander has signed the report no other changes can be made to worksheets.

1.11.10.2.14. (Added) Brief SORTS policy and procedures and AFI 10-201 changes to commanders as needed.

1.11.10.2.15. (Added) Conduct a self-inspection of the SORTS program using the SORTS self-inspection checklist semiannually and 30 days prior to unit requested AMC Command and Control Review (C2R).

1.11.10.2.16. (Added) SROs will develop a staff assistance program for all measured units. Program will include as a minimum:

1.11.10.2.16.1. (Added) Publish a SAV schedule and visit each unit at least once every 12 months.

- 1.11.10.2.16.2. (Added) Develop a SAV checklist and adapt the checklist items to include local requirements.
- 1.11.10.2.16.3. (Added) Provide a copy of a checklist to units 30 days prior to planned visit.
- 1.11.10.2.16.4. (Added) SAV results submitted through unit commander to the wing or vice commander.
- 1.11.10.2.16.5. (Added) Establish a procedure for validating/resolved discrepancies noted during SAV.
- 1.11.10.2.17. (Added) SROs will maintain strict unit report accountability and access of information on a need to know basis. Check and ensure the status of their units' reports (OVERALL set dates, forecast dates, CBDRT set dates, and remarks) are accurate twice a week using the USAF Retrieval Page web site (<http://c2www.af.pentagon.smil.mil/hqafsorts/index.html>).
- 1.11.10.3.5. (Added) Provide listings of authorizations by Program Element Code (PEC) including the total, by PEC and AFSC, all aircraft maintenance and munitions personnel in a wing (AFSCs listed in AFI 10-201, Table 3.1.), excluding transient alert and WRM personnel, who are authorized in supporting units. This listing should be prepared concurrently with the UMD/UTC products..
- 1.11.10.3.6. (Added) Supporting unit manpower authorizations identified by PEC to a particular MDS will be added to the flying unit authorized personnel figures for generation and generation/mobility units. The personnel filling those positions will be added to the assigned strength figure for the flying unit. Retain a copy of the UMD extract and PEC list for use in validating the personnel worksheets.
- 1.11.10.3.7. (Added) Mobility units use the MANPER-B Mobility Resource Requirement Roster (MRRR) or MANFOR UTC Report to determine deployment requirements, and add personnel filling PEC identified authorizations to assigned and available personnel figures only. Retain a copy of the MRRR or UTC Report for use in validating the personnel worksheets.
- 1.11.10.3.8. (Added) For units reporting less than C-1 for personnel (when attributed to a shortage of authorized manpower to meet the deployment requirement) validate the reporting unit's total and critical personnel calculations by ensuring the correct authorized/required manpower data was used on personnel worksheets. When required, coordinate on the unit's personnel worksheet(s) prior to unit commander approval and submission to the subordinate reporting organization.
- 1.11.10.3.9. (Added) Report any UMD/UTC mismatches upon identification to HQ AMC/A51X. Also, ensure a remark is submitted in the unit SORTS report to identify and clearly explain any UMD/UTC deficiencies/mismatches.
- 1.11.10.4.1.1. (Added) Flying squadron and aircraft maintenance squadron Desire List will be provided every 2 weeks. In addition to the UMD extract/UTC product, PEC lists will be prepared and used as the basis for determining assigned figures for aircraft maintenance and munitions personnel not assigned to flying unit(s) for each aircraft MDS. Support squadron desire listings will be provided each month.
- 1.11.10.4.1.2. (Added) Provide Personnel Readiness POC letter to all SORTS reporting units and SRO.
- 1.11.11.1.2. The commander must ensure at least a 60-day transition between monitors and newly appointed monitors and at least 2 years retainability. Civilians, with the appropriate security clearance, assigned to the squadron may be used as a primary/alternate monitor. Forward copies of the appointment letter to the SRO and HQ AMC FAM.
- 1.11.11.1.6. Maintenance Group Commander/Chief of Supply (COS) (as applicable).

1.11.11.1.6.1. (Added) Be the central POC for all information and status pertaining to aircraft and special systems.

1.11.11.1.6.2. (Added) Appoint a locally determined point-of-contact (normally from either the flying unit, ops support squadron, or maintenance complex) to consolidate the SORTS report for the flying unit and supporting aircraft maintenance personnel figures for each MDS. Ensure these figures are validated by manpower and HQ AFPC/DPMD (personnel readiness unit (PRU)), if required, prior to the flying unit commander signing the SORTS report and submitting it to the SRO.

1.11.11.1.6.3. (Added) Validate each Weapon System Management Information System (WSMIS) - Dyna-Metric Microcomputer Analysis System (DMAS) retrieval/listing provided by HQ AMC/A47 to ensure reported data, problem parts list, and percentages are correct. Provide recommendations to flying units on the impact of supply/equipment shortages, when requested. HQ AMC/A47 may direct RSP fill rates to be used in place of WSMIS-DMAS data if problems are identified in the WSMIS-DMAS or changes to unit's tasking are not yet reflected in the WSMIS-DMAS database.

1.11.11.1.6.4. (Added) Coordinate with squadron/unit commanders for units with equipment/supply shortages to ensure remarks submitted for units less than C-1 overall reflect date, limiting factors, problem areas, and projected GWD. If a known item(s) is/will limit or delay unit operations, it should be reported listing national stock number (NSN), nomenclature, and quantity required.

1.11.11.1.6.5. (Added) Units coordinate supply related limiting factors with the COS.

1.11.11.1.6.6. (Added) Units will report aircraft maintenance training requirements in the Training Remarks Section of the wing SORTS report. Your trained capability is a percentage of the total number of aircraft maintenance AFSC personnel or weapon system qualified by AFSC versus the total number of aircraft maintenance personnel required to support the Unit Type Codes (UTC) identified on Wing DOC Statements in the same AFSC. Units will report this information using the following three-step process:

1.11.11.1.6.6.1. (Added) Step 1. Calculate individual AFSC qualification percentages by dividing the number of qualified personnel in a specific aircraft maintenance AFSC by the number of personnel in the same AFSC required to support the UTCs identified on their DOC Statement. Complete your calculation by multiplying the resulting number by 100 and rounding any fractions to the nearest whole number. Repeat this calculation for every specific aircraft maintenance AFSC in your organization.

1.11.11.1.6.6.2. (Added) Step 2. Using Table 6.3 of AFI 10-201, determine a C-level for each result you obtained in Step 1 and enter any AFSC which has a rating of C-3 or lower in the Remarks Section of your SORTS report. With each identified AFSC, give your estimated GWD and report your findings in the following manner:

Aircraft Maintenance (insert AFSC) Qualified = \_\_\_\_% C Level: \_\_\_\_ GWD: \_\_\_\_

1.11.11.1.6.6.3. (Added) Step 3. Provide remarks with any information that will clarify your circumstances: short term, long term, within unit control, need help from other agencies, etc. Ensure you contact your HQ FAM if you need assistance or relief in any way.

1.11.11.1.11. (Added) The maintenance group or squadron commander or equivalent will ensure compliance with the reporting instructions of this publication. AMC flying wing COS is responsible for reporting the Mobility Readiness Spares Package (MRSP) and In-place Readiness Spares Package (IRSP). FAMs must report assigned Mobility Support Equipment (MSE), generators, tool kits, fire fighting cloth-

ing, ammunition, weapons, and security forces protection and mobility equipment. The COS will provide availability data to units for all assets maintained by supply for that unit.

1.11.11.2.2. Unit monitors will develop a continuity binder with all agencies/POCs required in order to collect the information needed to complete the unit SORTS report.

1.11.11.2.4.5. (Added) Ensure current copies of AFI 10-201 and its AMC Supplement 1 are always available.

1.11.11.2.4.6. (Added) Establish procedures to ensure continual review of unit data for possible changes in the unit's C-level. In addition, develop a comprehensive unit-training program with procedural checklists and specific unit worksheet instructions.

1.11.11.2.4.7. (Added) C-level data will be submitted to the SRO using the worksheets provided by HQ USAF or locally developed worksheets approved by HQ AMC/A33CR.

1.11.13.1.2. Monitors that have received prior MTT training are not eligible to attend the course again unless the course has been revised (course numbers have changed, 001 to 002...).

2.4.1.3. (Added) As a minimum, to better facilitate correcting errors and ensuring reports are processed by the GSORTS processor, AMC units will submit reports NLT COB on the 25th day of each month. Submit reports due on a weekend or holiday the duty day prior.

2.5.1. If unit reports less than C-1 (to include CC assessment), ensure the "CARAT" and "CADAT" fields are updated.

2.5.2. The commander will develop the best estimate of future unit readiness by working within the unit and with personnel, logistics, command, and other functional areas that support the organization. Include this forecast data in the SORTS report as a general remark against the "CADAT" field. Give an overall C-level (1-4), the sub-area most affecting the estimate (P, S, R, T), a reason code, and clearly explain the estimate as a plain text remark.

2.11.8.2.3. (Added) Report AMC aircraft UTCs deployed within the continental United States (CONUS) for 3 days or less report using remarks. UTCs deployed for more than 3 days or out of the CONUS for training or evaluations report via the major equipment location (MEQLOCN) data set.

2.11.8.4. (Added) For the equipment and crew status data (MEQLOCN) set, explain the following:

2.11.8.4.1. (Added) Give supplemental information on unit's deployed assets (i.e., reason for deployment and inclusive dates of deployment); use TEGEO remark label.

2.11.8.4.2. (Added) Account for aircrews assigned, but not formed by a unit; use CREAL remark label.

2.11.8.4.3. (Added) Account for aircraft possessed but not operationally ready, use MEORD, MEORN, MEORC, or MEORO label.

2.11.8.4.4. (Added) Account for aircrews formed, but not mission ready; use CRMRD, CRM RN, CRMRC, or CRMRO label.

2.11.11.2. If in the commander's judgment, the measured area category levels do not present an accurate portrayal of a unit's readiness, include plain language supplemental remarks to outline discrepancies. Using the "REASN" remark label, include the commander's reason(s), in detail, for subjectively changing the overall C-level. Include justification for estimated GWD(s).

3.1.1.4. Identify total and critical civilian personnel shortages in a remark using "PRRES" labels. List each critical AFSC containing a shortage between requirements and available personnel by UTC (if applicable), number UMD authorized (AUTH), assigned (ASGN), and available (AVAIL) in column heading format by AFSC.

4.7. **Equipment and Supplies O/H S-Level Calculations.** EQSEE and EQSSE percentages will not exceed 100 percent. Report overages under appropriate remarks label.

4.7.4. For units that measure only equipment and supplies on-hand (equipment condition not measured), the equipment must also be operationally ready equipment to be on-hand. Use the rules referenced in AFI 10-201, paragraph 5.7 for mission ready and available.

4.9. **Aircraft Sustainability Model (ASM) and Weapon System Management Information System Sustainability Assessment Module (WSMIS-SAM).** AMC units will use DMAS, not WSMIS-SAM.

5.3.3.1.2. EQREE and EQRED percentages will not exceed 100 percent. Report overages under the appropriate remarks label.

**Table 5.29. (Added) Air Mobility Operations Squadron C4 Information Systems.**

	A	B	C	D	E	F	
<b>R U L E</b>	<b>If the equipment supports the following, as a minimum:</b>						
	<b>G/A Comm (Note)</b>	<b>LMRs</b>	<b>C2 Comm</b>	<b>BOS</b>	<b>C2IPS</b>	<b>AME Communications Support</b>	<b>Then for the condition percentage report:</b>
<b>1</b>	UHF, VHF, and HF	≥ 90%	SATCOM Voice, SATCOM Data, and INMARS AT	≥ 90%	Server, EOI, clients	≥ 90%	90
<b>2</b>	UHF or VHF and HF	70 - 89%	SATCOM Voice and SATCOM Data	70 - 89%	Server, Client	70 - 89%	70
<b>3</b>	UHF or VHF	60 - 69%	SATCOM Voice	60 - 69%	None	60 - 69%	60
<b>4</b>	None	59% or Less	None	59% or Less		59% or Less	59

**NOTE:** Ground to Air voice channel requires functional transmit and receive AN/TRC-176 and/or AN/URC-119 or equivalent radio sets. Includes small generators, tents, camouflage, and other support items.

6.2.2.5. Units having more crews assigned (TCRAS) than authorized (TCARQ), report TCRAS equal to TCARQ and report actual number assigned in remarks using the TCARQ remark label.

A2.2.2. Unit DOC statements will be rescinded by HQ AMC when a unit is deactivated. Units will continue to report SORTS until the unit receives official documentation that the DOC statement is rescinded.

A2.5.2.1. HQ AMC FAMs develop, review, and update DOC statements for their respective units. FAMs will maintain the original hardcopy and electronic signed DOC Statements/official guidance and A33CR will maintain a copy of both forms and post the electronic versions on the A33CR web sites.

A2.5.2.1.2. FAMs will coordinate on ANG and AFRC DOC Statements within the 45-day suspense and will submit coordination (including no comments) to A33CR to be forwarded to the applicable MAJCOM.

A2.5.2.2. Upon directorate approval of a DOC statement, HQ AMC/A33CR will provide a copy of the DOC statement to HQ USAF/XOOA and the SRO. Unit commanders and monitors will ensure the DOC statement is accurate and correctly reflects the unit's tasking. SROs will acknowledge receipt and understanding (ARU) of the DOC statement immediately, but NLT 24 hours after receipt. Forward DOC statement discrepancies to HQ AMC/A33CR within 7 days of receipt.

A2.6. **SORTS DOC Statement Annual Review.** FAMs will maintain original annual review (MFR) and disseminate a hardcopy and electronic copy to A33CR to be forwarded to the SRO who will maintain and disseminate to the reporting unit.

A2.8.2.2.1. DOC response time is used for SORTS reporting purposes only. It does not task the unit. The tasking authority for the unit is the DOC response time source.

A2.8.2.2.1.2. Ready-to-load includes the time required to process personnel and equipment. This includes all inspections for cargo and acceptance by the Cargo Deployment Function (CDF) and all processing of personnel performed by the Personnel Deployment Function (PDF), including briefings.

A2.8.3. All reported subareas will be reflected on the DOC statement. Any additional requirements will be annotated in section IV Amplifying Notes with required format.

A5.1.2.2. When submitting MEQLOCN data set, aircraft and crews that are geographically separated from home unit for more than 72 hours will report under a separate MEQLOCN set using the temporary location code (TEGEO) field. The MEQLOCN set containing the temporary location data will be updated or deleted when crews and aircraft return to home station.

A5.1.3. (Added) Aircraft units will comment on the status of major equipment not mission ready; use MEPSD remark label. Details will be in the following format:

ACFT NUMBER	LOCATION	REASON	ETR
123456	NELLIS	PDM	970228

RUSSELL J. DELUCA, Colonel, USAF  
Chief, Operations Management Division