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Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, Readiness, April 1993, and establishes policies and procedures for local SORTS reporting and defines the responsibilities of units/agencies tasked by JCS Pub 103.3; AFI 10-201, and AMC Sup 1. It provides policies and procedures for reporting SORTS Limiting Factors (LIMFAC) and for the periodic verification of reported information. It applies to all organizations listed in paragraph 2. of this instruction. Andrews AFB tenant units not tasked by this instruction will report through their respective command channels.

SUMMARY OF REVISIONS

This revision deletes all requirements of 89 MSS/DPCD (Civilian Personnel), and the requirement for the 89 MSS/DPMD (Personnel Readiness Unit) from verifying or signing the SORTS worksheets or reports. Updates base agency and organization office symbols.

Section A— Basic Rules and Responsibilities.

1. General. The Status of Resources and Training System (SORTS) provides, at a selected point in time, the status of a unit's resources and training measured against that required to undertake the mission for which it is organized or designed. It is a primary internal management tool for use by services, CINCs and Joint Chiefs of Staff (JCS). The objective of Air Force SORTS reporting is to provide a timely and accurate assessment of the status of resources required by units to accomplish its wartime mission and to establish a data base of essential resource and training management information which is forwarded to HQ USAF and JCS. Inaccurate or late evaluations distort assessments that affect contingency decisions, mask material condition trends and hurt the process of setting priorities and allocating resources for correcting deficiencies. Units report their status through combat levels (C-Levels) in the SORTS report IAW JCS Pub 1-03.3, AFI 10-201, AMC Sup 1, this instruction and guidance issued by the Andrews Command Post (89 AW/CP).

2. Tasked Organizations. The following organizations/units are tasked by this instruction and will provide SORTS data when requested or required:

- 2.1. 89th Communications Group
- 2.2. 89th Medical Group
- 2.3. 89th Transportation Squadron
- 2.4. 89th Supply Squadron
- 2.5. 89th Security Police Squadron
- 2.6. 89th Services Squadron
- 2.7. 89th Civil Engineer Squadron
- 2.8. 89th Aerial Port Squadron
- 2.9. 457th Airlift Squadron
- 2.10. 1st Helicopter Squadron
- 2.11. 89th Mission Support Squadron
- 2.12. 89th Operations Group Weather Section
- 2.13. 89th Airlift Wing Command Post

3. Reporting Responsibilities:

- 3.1. Wing commander will:
 - 3.1.1. Ensure the timely and accurate reporting of the wing's wartime status to higher headquarters.
 - 3.1.2. Consider the subjective and objective factors to determine if the reported status is an accurate assessment of the wing's wartime capabilities.
- 3.2. Unit commander will:
 - 3.2.1. Upon assumption of command, review and initial the unit's Designed Operational Capabilities (DOC) statement.
 - 3.2.2. Annually review and initial the unit's DOC statement.
 - 3.2.3. Review and sign new DOC statements received from higher headquarters and distributed by the 89 AW/CP.
 - 3.2.4. Consider the objective and subjective factors to determine if the reported status is an accurate assessment of the unit's wartime capabilities.
 - 3.2.5. Ensure the information reported on the SORTS worksheets is accurate and commensurate with the unit's existing wartime capabilities and sign the worksheets.
 - 3.2.6. Ensure procedures are in effect for timely and accurate submission of all SORTS data to the 89 AW/CP.
 - 3.2.7. Appoint in writing a primary and at least one alternate individual to act as the unit's SORTS functional manager IAW [Attachment 1](#) of this instruction. These individuals should be able to

perform the duties of the SORTS functional manager(s) for a period of at least one year. Individuals will have, as a minimum, a security clearance commensurate to the highest classification of the unit's SORTS. Provide the 89 AW/CP with the appointment letter.

3.2.8. Designate in writing at least two individuals who are authorized to sign the SORTS worksheets in the commander's absence IAW **Attachment 2** of this instruction. Provide the 89 AW/CP with the letter of designation.

3.2.9. Ensure individuals authorized to sign the SORTS worksheets in the commander's absence have received SORTS training from the 89 AW/CP monitor(s) and are aware of their reporting responsibilities.

3.2.10. Ensure both the primary and the alternate SORTS functional managers are adequately trained and identify any training requirements to the 89 AW/CP.

3.2.11. Provide guidance to the functional manager for determining personnel availability IAW AFI 10-201.

3.2.12. Establish internal SORTS reporting policies, procedures, and information flow for their organization.

3.2.13. Ensure procedures are set up to submit SORTS data as soon as changes occur.

3.3. SORTS functional managers will:

3.3.1. Be appointed in writing by the unit commander.

3.3.2. Have a minimum security clearance commensurate with the highest classification of the unit's SORTS

3.3.3. Assume reporting responsibilities only after receiving initial training from the 89 AW/CP.

3.3.4. Maintain a copy of the unit's current DOC statement.

3.3.5. As outlined in paragraph **3.2.1.**, **3.2.2.** and **3.2.3.**, ensure the commander reviews and initials DOC statements.

3.3.6. Maintain a current copy of all pertinent SORTS instructions, correctly posted.

3.3.7. Be responsible for the collection and reporting of all SORTS data to the 89 AW/CP. Reporting frequency will be as outlined in this instruction.

3.3.8. Prepare SORTS reports IAW AFI 10-201 and this 89 AW/CP Instruction.

3.3.9. Develop procedures to ensure the unit's data base is reviewed prior to the submission of the unit's next report. This is done to remove outdated, extraneous, or erroneous information.

3.3.10. Ensure all remarks are reviewed for validity and clarity.

3.3.11. Ensure all current information collected is reflected in the current report.

3.3.12. Brief the unit commander on measured area C-levels and subjective factors which affect their unit's combat capabilities and ensure that the commander reviews and signs the SORTS worksheets.

3.3.13. Obtain the commander's overall assessment prior to submitting the unit's SORTS report to the 89 AW/CP.

- 3.3.14. Maintain SORTS worksheets for a minimum of three (3) months.
 - 3.3.15. Ensure SORTS worksheets are properly classified and handled accordingly.
 - 3.3.16. Deliver completed SORTS reports to the 89 AW/CP IAW the “SORTS suspense date letter” or as soon as possible after a change in C-level has occurred.
 - 3.3.17. Comply with specific reporting instructions levied by this instruction and higher headquarters guidance.
 - 3.3.18. Provide requested assistance in the periodic verification of reported SORTS information.
- 3.4. Flying unit SORTS functional managers will:
- 3.4.1. Comply with all requirements in paragraph **3.3**.
 - 3.4.2. Determine aircraft assignment and availability.
 - 3.4.3. Review the status of combat essential equipment, aircraft, daily for a change in status which could affect a unit C-level.
 - 3.4.4. Obtain data on the unit’s equipment and supplies on hand, if applicable, for inclusion in the SORTS report.
- 3.5. 89 MSS/CC will:
- 3.5.1. Ensure that the 89 MSS/DPMD is providing personnel information to the tasked units in this instruction.
- 3.6. 89 MSS/DPMD will:
- 3.6.1. Act as the focal point for all Andrews AFB military personnel C-level data pertaining to the units tasked in this instruction.
 - 3.6.2. Provide computer desire list to all Andrews AFB measured units tasked to report by this instruction. These desire lists will be generated at least every other week.
- 3.7. 89 AW/CP will:
- 3.7.1. Be the focal point for the submission of all SORTS reports required by units tasked in this instruction. As the responsible agency for the overall management of the SORTS reporting system at Andrews Air Force Base, the 89 AW/CP will ensure personnel assigned to agencies tasked by this instruction are properly trained and are aware of their reporting responsibilities. The 89 AW/CP will ensure that all appropriate command levels are briefed as to the exact status of their unit as reported in the SORTS report. Briefings will be conducted either formally or informally, whenever requested. The 89 AW/CP is responsible for the submission of SORTS data to higher headquarters on all tasked organizations.
 - 3.7.2. Assign and train a primary and alternate individual to function as Andrews Command Post SORTS monitors.
 - 3.7.3. Act as the coordinating agency between tasked SORTS reporting organizations and higher headquarters.
 - 3.7.4. Distribute higher headquarters SORTS reporting instructions to tasked reporting organizations.

- 3.7.5. Train unit commanders as to the responsibilities tasked upon them by JCS Pub 1-03.3; AFI 10-201/AMC1 and this instruction.
- 3.7.6. Train SORTS functional managers on the responsibilities tasked upon them by JCS Pub 103.3; AFI 10-201/AMC1 and this instruction.
- 3.7.7. Provide SORTS functional managers with and assistance or reporting instructions necessary for the timely and accurate submission of their report.
- 3.7.8. Conduct staff assistance visits (SAVs) on all Andrews AFB units required to submit SORTS data by this instruction. SAVs will be conducted annually or whenever requested/required.
- 3.7.9. Review all SORTS reports for accuracy, format, and completeness, prior to submission to higher headquarters.
- 3.7.10. Reproduce classified worksheets for SORTS functional managers after the report has been verified by the 89 AW/CP SORTS monitor.
- 3.7.11. Ensure 89 MSS/DPMD personnel are briefed and aware of their responsibilities as defined in AFI 10-201/AMC1 and this instruction.

Section B— Flying/Non-flying units.

4. Reporting Instructions:

- 4.1. All units will comply with the specific reporting instructions found in AFI 10-201/AMC1.
- 4.2. All SORTS worksheets will be completed and reviewed before submission to the 89 AW/CP.
- 4.3. If a unit does not report a measured area the READY code will be a “6” for that particular area.
 - 4.3.1. If a unit does not report a measured area and the overall READY is C-1, a “6” will be your overall REASN code.
 - 4.3.2. If a unit does not report a measured area and the overall READY is less than C-1, then the overall REASN will be the corresponding code for the area most significantly degrading; REASN “P” for personnel, “S” for equipment and supplies on hand, “R” for equipment condition, or “T” for training, which causes your unit to be less than C-1.
- 4.4. If a unit reports all measured areas and the overall READY is C-1, then no REASN code is necessary.
- 4.5. When the value in READY is less than C-1, report the one letter code of the degraded area that most significantly affects the overall C-level; “P” for personnel, “S” for equipment and supplies on hand, “R” for equipment condition, or “T” for training.
- 4.6. If the overall C-level (READY) is subjectively changed by the commander, follow these rules:
 - 4.6.1. If a “6” is reported in any measured area and a subjective assessment of C-1 is reported in READY, use a “Z” in the REASN and do not forecast in the CARAT field.
 - 4.6.2. If a subjective assessment of C-2, 3, or 4 is reported in READY, use an “X” in REASN.

4.7. All remarks will be reviewed and submitted for either deletion or change. If there is no change in a remark, the header will be placed on the remarks worksheet with the words "NO CHANGE" following. This lets the 89 AW/CP know that the remark was reviewed and is still current.

Section C— SORTS Training.

5. Training Requirements.

5.1. The 89 AW/CP will be responsible for all training required and will administer the following types of training as needed or required:

5.1.1. Initial.

5.1.2. Recurring

5.1.3. Refresher

5.2. Initial training covers the broad spectrum of SORTS reporting concepts, policies, and procedures and is intended for personnel who have not previously performed SORTS reporting duties. The depth of the subject matter covered will be tailored to meet the specific needs of the individual(s) receiving the training.

5.3. Recurring training is designed for individuals who have already received initial training. Recurring training will cover the same reporting areas covered by initial training with not as much depth. Recurring training will be accomplished on an as needed basis determined by the 89 AW/CP SORTS monitor. However, commanders or SORTS functional managers can request and receive recurring training any time they believe the need exists.

5.4. Refresher training will cover those reporting areas requiring clarification and/or enhancement based on the quality of the reports submitted to the 89 AW/CP. Refresher training will be done on an as required basis, normally during the command post monthly review of the unit's SORTS worksheets.

5.5. Commanders and functional managers may request any additional training from the 89 AW/CP at any time.

6. Training Documentation.

6.1. Upon completion of initial training, the 89 AW/CP will forward a letter to the individual unit commander with the name of the individual completing the training. A copy of this letter will be kept in the 89 AW/CP for proof of training.

ARTHUR J. LICHTER, Brigadier General, USAF
Commander

Attachment 1

**STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) FUNCTIONAL MANAGER
APPOINTMENT LETTER.**

Date

MEMORANDUM FOR 89 AW/CP

ATTENTION: XXX XXXX

FROM: (Unit)

(unit address)

Andrews AFB MD 20762-XXXX

SUBJECT: Status of Resources and Training System (SORTS) Functional Managers

The following personnel have been designated SORTS functional managers for (unit) and should be the primary and alternate point of contact for all matters regarding (unit) SORTS.

PRIMARY: (NAME/RANK)(OFFICE SYMBOL/DUTY PHONE)
(SECURITY CLEARANCE)

ALTERNATE: (NAME/RANK)(OFFICE SYMBOL/DUTY PHONE)
(SECURITY CLEARANCE)

(Unit) Commander's Signature Block

Attachment 2

STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) SIGNATURE AUTHORIZATION LETTER.

Date

MEMORANDUM FOR 89 AW/CP
ATTENTION: XXX XXXX

FROM: (Unit)
(unit address)
Andrews AFB MD 20762-XXXX

SUBJECT: Status of Resources and Training System (SORTS) Signature
Authorization Letter

The following personnel are authorized to sign the (units) SORTS worksheets in the absence of the unit commander and should be the primary and alternate point of contact for (unit) SORTS in my absence.

PRIMARY: (NAME/RANK)(OFFICE SYMBOL/DUTY PHONE)
(SECURITY CLEARANCE)

ALTERNATE: (NAME/RANK)(OFFICE SYMBOL/DUTY PHONE)
(SECURITY CLEARANCE)

(Unit) Commander's Signature Block