

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



AIR FORCE INSTRUCTION 10-201

**AIR NATIONAL GUARD
Supplement 1**

15 APRIL 2004

Operations

**STATUS OF RESOURCES AND TRAINING
SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-201, Status Of Resources and Training System, 12 December 2003, is supplemented as follows and is applicable to the Air National Guard (ANG) with the following exceptions and modifications. For the purpose of this instruction Major Command (MAJCOM) for National Guard Bureau (NGB) is defined as the Air National Guard. All previous correspondence is hereby rescinded.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.3.4. (Added) Any unit experiencing communication problems where they cannot transmit their Status of Resources and Training System (SORTS) report through normal means will mail their (classified) report on a computer disk to:

ANG/XOXR
3500 Fetchet Ave.
Andrews AFB, MD 20762-5157

This will be accomplished using an overnight delivery means.

1.7.9.4. (Added) Designed Operational Capability (DOC) Statement Response Time Rules. The maximum DOC response time is 72 hours for C-level reporting. Units with multiple missions and different response times must apply these rules to determine the proper DOC response time:

1.7.9.4.1. (Added) Alert Forces. Only units with the majority of their forces on alert (for example, ICBM units) must use alert response times. For alert response times less than 1 hour, a unit reports as of the time of the report.

1.7.4.4.2. (Added) Generation Forces. The DOC response time for units that generate for employment from their present location is the final time that their generation flow plan calls for all wartime resources to be generated, not to be more than 72 hours. Temporary duty (TDY) assets, which can be returned to their home unit and generated within the 72-hour limit, may use this as their DOC response time.

1.7.9.4.3. (Added) Mobility Forces. The DOC response time for units that must deploy before employment is the time specified in mobility regulations, not to be more than 72 hours. The reporting unit must project its ability to have its deploying resources properly configured or packaged for deployment.

1.7.9.4.4. (Added) Combined Generation-Mobility Forces. The DOC response time for units with combined tasking, i.e., one portion of the unit generating for employment and another portion deploying to an employment site, will be based on the most demanding requirement.

1.11.3.2.6. (Added) In the event a measured unit is assigned to a new initial gaining command, ANG SORTS Branch (ANG/XOXR) will obtain MAJCOM coordination on all assigned DOCs.

1.11.4. The command reporting organization (CRO) for ANG is ANG/XOXR.

1.11.4.14. ANG/XOXR will use electronic distribution to the maximum extent possible. ANG DOCs are posted on the ANG Global Command and Control (GCCS) Secure Internet Protocol Router Network (SIPRNET) home page.

1.11.4.18.2. ANG units will develop and maintain a continuation training program for all data handlers. Continuation training for unit monitors and commanders will be conducted quarterly. Unit continuation training content will be determined at the local level.

1.11.4.20. Until AFMAN 37-139, Records Disposition Schedule, is updated to reference Table 10-16, SORTS worksheets and databases will be kept for a period not to exceed 35 days unless superseded by current monthly report.

1.11.6. (Substitute) "Manpower Office:" with "XPMM".

1.11.10.2.11. (Added) ANG units will develop and maintain a SORTS folder. Unit folders at a minimum will include:

1.11.10.2.11.1. (Added) Documentation of formal and continuation training for all SORTS monitors.

1.11.10.2.11.2. (Added) Self-inspection checklist.

1.11.10.2.11.3. (Added) Letter from the unit commander appointing at least a primary and alternate SORTS monitor.

1.11.10.2.11.4. (Added) Current DOC statement.

1.11.10.2.11.5. (Added) Letter of delegation for releasing authority of SORTS report (where the unit commander feels it is appropriate in the commander's absence).

1.11.10.2.11.6. (Added) Latest SORTS database from Defense Information Service Agency (DISA/FORSTAT) and supporting documentation. All previous reports are superseded when a new report is submitted and the data content verified. Destroy all superseded materials in accordance with (IAW) DoD 5200.1-R, Information Security Program.

1.11.10.2.11.8. (Added) Conduct SORTS Self-inspection quarterly.

1.11.11.2.4.5. (Added) ANG SORTS managers and monitors will respond to error messages within one working day. If you have submitted a report and have not received either received/processed message or a database back within 72 hours call the Readiness Assessment Branch.

1.11.12.2.6. (Added) ANG RED HORSE (RH) data handlers will coordinate with flight data handlers on information regarding UTC 4F9R1, 4F9R2, 4F9R3, 4F9R4, 4F9H1, 4F9H2, 4F9H3, 4F9H4, 4F9H5, 4F9H6, and FFLGE to include personnel, training, vehicles, equipment, supplies, MRSP, etc.. RED HORSE Squadron SORTS monitors will consolidate squadron and flight information in preparing the SORTS report.

1.13.2.2.3. (Added) The OVERRIDE feature will be used by the ANG.

Table 1.1. HQ USAF Functional Offices. (See Note)

No.	Office	Office Symbol
72 (Added)	Air Battle Management	ANG/C4B
73 (Added)	Air Traffic Control	ANG/C4A
74 (Added)	Civil Engineering, Services	ANG/CE
75 (Added)	Combat Communications and Joint Communications, Engineering and Installation, Communications Flights	ANG/C4C
76 (Added)	Contracting	NGB/AQ
77 (Added)	Flying Wing/Group	ANG/XOX
78 (Added)	Medical	ANG/SG
79 (Added)	Aeromedical	ANG/XOO
80 (Added)	Mission Support units (PERSCO)	ANG/DP
81 (Added)	Security Forces	ANG/XOF
82 (Added)	Space, Intelligence and Information Warfare	ANG/XOI
83 (Added)	Transportation, Supply, Aircraft Maintenance, Logistics Readiness	ANG/LG
84 (Added)	Weather	ANG/XOOSW
85 (Added)	Airlift Mobility Control Flights, Aerial Port	ANG/XOOS

2.4.1.3. (Added) At a minimum, a unit SORTS report will be submitted every 30 days. Please note that this is a more frequent requirement than monthly, depending on the number of days in each month. The latest SORTS report will never be more than 30 days old. Units will report current information NLT the 25th of the month; flying units will report data as close to the 25th as possible.

2.6.2.3. (Added) ANG units will report SORTS Limiting Factors (LIMFACs) requiring ANG, and/or Gaining Major Command (GMAJCOM) attention using label "READY." The remark should identify the deficiencies, problems, or conditions that are adversely impacting mission capability; explain what actions the unit has taken and identify specific assistance that has been requested through appropriate channels to resolve the LIMFACs.

2.11.7.3. In the event of UMD/UTC mismatches, units will identify mismatches in a remark against the label PRRAT.

2.11.7.5. (Added) ANG weather units will report all weather AFSCs, and personnel, regardless of and without prefixes, using the PERTP remark and the following AFSC format on all reports regardless of C-rating until 30 Sep 04: “AFSC/REQ/ASGN/AVAIL/UGT/PRC, 15W3/###/###/PRC, 15W1/###/###/PRC, 1W091/###/###/PRC, 1W071A/###/###/PRC, 1W051A/###/###/PRC, 1W051/###/###/PRC, 1W031A/###/###/PRC, 1W031/###/###/PRC, 1W011/###/###/PRC”. If the unit is not short of personnel in a specific AFSC PRC code should not be reported. Effective 1 Oct 04 delete and do not report the Observer AFSCs (1W051 and 1W031).

2.11.7.6. (Added) Active duty personnel assigned or attached to an ANG unit may be counted as assigned and available for SORTS reporting purposes. ANG flying units with active duty crew members assigned will identify the number of crew members assigned in a remark using the label “CREWF”.

2.11.8.1.3. (Added) ANG Civil Engineering units will report unit funded dollar shortfall and depot (AF) funded dollar shortfall amounts for each ESSA subarea under the appropriate ESSA remark. Additionally, they will report an overall unit and depot funded dollar shortfall amounts in the ESRES remark.

2.11.8.1.4. (Added) ANG Civil Engineer Explosive Ordnance Disposal (EOD) will report combat essential and combat support EOD individual equipment (as identified by the ANG EOD FAM) in the ESRES remark using the following criteria and format listed in the example below: Additionally, Provide a by item list of those EOD Combat Essential Individual Equipment (*only*) items that are *not* on hand and mission ready under the ESRES remark as well.

Example: EOD Combat Essential IEU: 7/6, EOD Combat Support IE: 82/76 Short one each upper body armor.

2.11.8.3.1. (Added) Mobility bags determined IAW AFI 23-110V2PT2CH26/ANGSUP1, 10 Sep 99, *War Reserve Materiel*; all mobility positions must have mobility bags; and all mobility bags must be filled to 100% to be counted as complete.

2.11.10.3.1. (Added) Using the TRRAT label format the AETC formal training school allocation deficiencies narrative according to the example below:

1. AETC course: (specific AFSC course requested with shred out, if any, e.g., 2A631D, Propulsion {Pratt and Whitney})
2. Number of slots requested
3. Date request submitted.
4. Dates requested. a. b. c.
5. Date notified of non-availability.
6. Was an Out of Cycle Process (OCP) request submitted and total, e.g., 3 OCP requests submitted for AFSC 2A531G, KC 135 Crew Chief?
7. Impact on the unit.

2.11.10.3.2. (Added) Units indicating shortages of school slots must coordinate their input through the base education and training manager (BETM) for formal training allocation shortfall impact comments on unit SORTS report.

2.11.10.4. ANG Civil Engineering units report the date last attended Silver Flag Exercise Site (SFES) Training using the TRSA3 remark Label.

2.11.10.5. (Added) ANG Civil Engineering units report the date last attended a Regional Training Site (RTS) using the TRSA2 remark Label.

2.11.12. ANG units will report using label "RICDA" the primary and alternate SORTS monitors (rank first name, middle initial, last name) their DSN and commercial phone numbers followed by the current DOC date and the DSN and commercial phone numbers for a STU III, secure FAX and non-secure FAX, the E-mail address (unclassified and classified), and the servicing communications center Plain Language Address (PLA) for classified messages. (i.e., Primary TSgt John J. Doe DSN: 123-4567, COMM: (111) 234-4567; Alternate SSgt Mary K. Smith DSN: 123-6789, COMM: (111) 234-6789; STU DSN: 123-7777, COMM: (111) 234-7777; secure FAX DSN: 123-8899, COMM: (111) 234-8899; unclassified FAX DSN: 123-9999, COMM: (111) 234-9999; PLA HQ ANG ANDREWS AFB MD.)

2.11.13. (Added) ANG air control, combat communications, air traffic control, joint communications support, E&I, and communications units with a mobility mission, ensure that impact of depot level repairable funding shortfalls is annotated in appropriate remarks using label "ESRES", as it affects the XD-2 items authorized in Mobility Readiness Spares Packages (MRSP).

2.11.14. (Added) Mobility support equipment is defined as that equipment necessary to generate/regenerate the aircraft (e.g., AGE, powered/non-powered, tugs, tow bars, etc.). Units must identify any shortage requiring higher headquarters assistance in a remark using label "ESSA5."

2.11.15. (Added) ANG services flights, Medical, and Aeromedical units will provide a remark using the label 'ESRES' to include: Required and on-hand for M-16, 5.56 ammunition, body armor, M-9, 9mm ammunition. Example format:

LABEL/U/A/LABEL: ESRES//
GENTEXT/RMK/YMMDD READ ITEM REQ/ON HAND. M-16 30/30.
5.56 AMMO 6000/5000, BALANCE DUE-IN YMMDD. BODY ARMOR
30/30. M-9 2/2. 9MM AMMO 60/60 //

2.11.17. (Added) ANG air traffic control squadrons only, provide a remark with label "TRSA3" reporting the percent of personnel who have worked live traffic in the last six months, either tower or radar operations and the percentage of personnel who have accumulated at least five hours of controller simulation. Use the following format: Percent Tower/Radar/Sim. Do not use these values in determining training C-level.

2.11.17.1. (Added) ANG air traffic control squadrons and units with an Air Traffic Control and Landing Systems (ATCALS) mission, combat communications, joint communications support squadrons, and engineering and installation units report the percent of personnel who have deployed (i.e., field conditions) within the last calendar year in a remark with label "TRSA4." Do not use these values in calculating training C-level.

3.1.1.3.1. (Added) Units that have personnel deployed will submit a remark using TPAVL label, stating number of individuals deployed (Officer/Enlisted) and mission/operation that the individuals are deployed on (i.e., Exercise Big Wind) and estimated return date.

3.1.1.6. (Added) Individuals who are non-participants are not to be counted as available. Non-participation for SORTS purposes is when an individual has 10 consecutive unexcused drill periods. Please note that there are four drill periods per Unit Training Assembly (UTA), therefore, if a member misses two and one half UTA's consecutively that are not excused, they are considered non-participants.

3.1.1.7. (Added) Units will not count personnel assigned until after Basic Military Training (BMT) is completed and have a total of 12 weeks of federal military service. Personnel assigned to the student flight may not be counted. CE Units will report the number of personnel currently assigned to the student flight that will be gained to the unit within the PRRES remark. If no student flight is currently postured at the local Base/Wing, then the CE unit will report the number of personnel assigned to the unit PAS code that have not attended BMT or have 12 week of federal military service.

3.1.2.5.2. Service Officers will be counted as critical personnel assigned only after completing AFSC entry level formal AFIT courses required for their grade.

3.1.2.8. (Added) Aviation units will include required RSP support personnel (2S0X1) that are assigned to the Logistics Readiness Squadron in the Flying Squadron SORTS report. These personnel will not be included within the Logistics Readiness Squadron SORTS report. Individuals required by unit DOC tasked Unit Type Codes (UTCs) that are not authorized on the reporting unit or its direct support units manning document, but may be available from another unit within the co-located wing/group, may only be considered subjectively.

3.2.2.1. (Added) ANG Weather units count personnel attending school, other than for award of the basic Weather Specialist AFSC, as available.

3.5. Critical Personnel Packet Formulation. ANG units will not use personnel packets unless specifically directed by the Functional Area Manager (FAM).

4.1.1.6. (Added) Test equipment in Precision Measuring Equipment Laboratory (PMEL) is counted as possessed if it can be returned to the unit in serviceable condition within the unit's DOC response time.

4.2.6. (Added) ANG Army support Weather units (SOF and Conventional) will report MT&OE equipment on all reports using the ESSA4 remark in the following format: "WPNS (Break out by types required)/REQ/AUTH/AVAIL, CHEM MASK (Indicate type required)/REQ/AUTH/AVAIL, CHEM SUIT/REQ/AUTH/AVAIL, RADIOS (Break out by types required)/REQ/AUTH/AVAIL, VEHICLES (Break out by types required)/REQ/AUTH/AVAIL, TRAILERS (Breakout by types)/REQ/AUTH/AVAIL." Consider Army equipment available even if not on hand if it's known that the Army unit has, and is maintaining, the equipment at their location.

4.2.7. (Added) ANG Weather Flights will report all DOC listed essential METOC equipment using the ESSA1 label and all DOC listed combat support METOC equipment using the ESSA4 label, on all reports regardless of C-level, using the following format: TYPE/REQUIRED/ ASSIGNED/AVAILABLE. Report any new equipment that is not listed on the DOC statement as it is received, i.e., N-TFS, T-VSAT, TMQ-53, etc.

4.6.1.1. (Added) ANG Weather units tasked for TMOS (i.e., TMQ-53), that are not on-hand, not available, or not mission ready, will reflect shortfalls in the equipment and supplies/condition C-levels. Commanders may assess upwards, overall only, if they determine that a Mobile Observing System Kit (MOS),

a Belt Weather Kit (BWK) with a mobile anemometer and barometer, or a Kestrel 4000, will meet mission requirements of the TMOS. TMOS short falls require a remark against the ESSA1 label.

4.9.7. (Added) If the status of the MRSP is less than C-1 due to parts shortage, use the remarks field under the ESSA1 label to give more in-depth information on the problem part or parts. Use format: NSN, noun, authorized quantity, quantity on hand, requisition number, and status/EDD. List the 5 top individual problem parts. Units with multiple weapon systems will identify the LOWEST rating as the driver for their unit's C-rating. The status of other "well" weapon systems will be stated in the remarks field "ESSA1 label". In this way the problems of a specific weapon system will not be masked by the health of the other weapon systems at a unit.

Table 4.1. Reporting Combat Essential and Support Equipment O/H Percentages.

R U L E	A	B	C
	If your unit is a(n)	then the combat essential equipment on-hand percentage in the label EQSEE report	and for the support equipment on hand percentage in the label EQSSE report
11b (Added)	140ADS use Table 4.1 R6	lowest percentage on-hand from subareas ESSA1 thru ESSA8	nothing
24a	fixed communications unit (generation-mobile and base information infrastructure assets)	lowest percentage on hand from subareas ESSA1 thru ESSA7	lowest percentage from subareas ESSA8 and ESSA9
39h	148 SOPS	lowest percentage from subareas ESSA 1, 4-8	percentage from ESSA9

Table 4.4. Which Equipment To Measure in Equipment and Supplies O/H Subareas.

R U L E	A	B	C	D	E	F	G	H	I	J
	If your unit is a(n)	then for the equipment and supplies on hand percentage								
		ESSA1 report	ESSA2 report	ESSA3 report	ESSA4 report	ESSA5 report	ESSA6 report	ESSA7 report	ESSA8 report	ESSA9 report
11b (Added)	140ADS use Table 4.4 R6									
24a	fixed communications unit (generation-mobile and base information infrastructure assets)	percent of required network management system (NMS) and core services hardware and software on hand	percent of required information protection hardware and software on hand	percent of required voice switching systems on hand	percent of required deployable communications equipment on hand	percent of Wing Armament Delivery Recording (ADR)/ Air-borne Video Tape Recorder (AVTR) processing, collection, and recording systems on hand. If unit not supporting aircraft weapons delivery, report nothing	percent of required camera, graphics, presentation equipment, capable of processing, duplicating and presenting film, video, hard copy, and or digital formats on hand	percent of required primary and secondary information transfer nodes (ITN) on hand	percent of service-able visual supplies and support equipment to include film, video tape, batteries, disks and CDs	percent of service-able NCC test equipment. If none, report nothing.

R U L E	A	B	C	D	E	F	G	H	I	J
	If your unit is a(n)	then for the equipment and supplies on hand percentage								
		ESSA1 report	ESSA2 report	ESSA3 report	ESSA4 report	ESSA5 report	ESSA6 report	ESSA7 report	ESSA8 report	ESSA9 report
39h	148 SOPS	percent of antenna systems on hand	reserved for future use	reserved for future use	percent of commanding systems on hand	percent of connectivity/ communications systems on hand	percent of computer/timing systems on hand	percent of data disrto/display/management storage on hand	reserved for future use	percent of critical spares on hand
44a	Weather					N/A ANG				
44b	Weather			N/A ANG						
44c	Weather			N/A ANG	N/A ANG					

Table 5.1. Reporting Combat Essential/Support Equipment Condition Percentages.

R U L E	A	B	C
	If your unit is a(n)	then the combat essential equipment condition percentage in the label EQREE report	and for the support equipment condition percentage in the label EQRED report
11b (Added)	140ADS use Table 5.1 R6	lowest percentage of ready and available from subareas ERSA1 thru ERSA8	nothing
24a	fixed communications unit (generation-mobile and base information infrastructure assets)	lowest percentage of ready and available from subareas ERSA1 thru ERSA7	nothing
39h	148 SOPS	lowest percentage from subareas ERSA 1, 4-8	nothing

Table 5.4. Which Equipment to Measure in Equipment Condition Subareas.

R U L E	A	B	C	D	E	F	G	H	I
	If your unit is a(n)	then for the equipment condition percentage							
		ERSA1 report	ERSA2 report	ERSA3 report	ERSA4 report	ERSA5 report	ERSA6 report	ERSA7 report	ERSA8 report
11b (Added)	140ADS use Table 5.4 R6								
24a	fixed communications unit (generation-mobile and base information infrastructure assets)	percent of required network management systems (NMS) and core services hardware and software that is mission ready	percent of required information protection hardware and software that are mission ready	percent of required voice switching systems that are mission ready	percent of required deployable communications equipment that are mission ready	percent ADR/AVTR processing, collection, and recording systems that are mission ready	percent of required camera, graphics, and presentation equipment that are mission ready	percent of required primary and secondary information transfer nodes (ITN) that are mission ready	reserved for future use
39h	148 SOPS	percent of possessed antenna systems mission ready and available	reserved for future use	reserved for future use	percent of possessed commanding systems mission ready and available	percent of possessed connectivity/communication systems mission ready and available	percent of possessed computer/timing systems mission ready and available	percent of possessed data distro/display/management storage mission ready and available	reserved for future use

Table 5.4. (Added) Rule 44a Column E NA/ANG

Table 5.4. (Added) Rule 44b Column C NA/ANG

Table 5.4. (Added) Rule 44c Column C NA/ANG

Table 5.4. (Added) Rule 44c Column E NA/ANG

Table 5.29. (Added) Reporting Combat Essential Percentages.

R U L E	If the air traffic control systems provide (at a minimum) the following:	then for the condition percentage under label EQREE report
1	IFR (ATC tower, ATC radar – both channels operational, and TACAN all operational)	100%
2	IFR (ATC tower, ATC radar – one channel operational, and TACAN all operational)	90%
3	Limited IFR (ATC tower, ATC radar - both channels operational)	95%
4	Limited IFR (ATC tower, ATC radar – one channel operational)	85%
5	Limited IFR (tower and TACAN operational, or radar only – both channels operational)	85%
6	Limited IFR (tower and TACAN operational, or radar only – one channel operational)	75%
7	Limited IFR (tower and TACAN -- one channel operational)	70%
8	Limited IFR (radar only - both channels)	80%
9	Limited IFR (radar only - one channel)	70%
10	VFR only (ATC tower only operational)	50%

NOTES:

1. ATC tower requires two functional controller positions with radio and landline capability.
2. ATC radar requires one functional PAR and two functional ASR positions with radio and landline capability.
3. TACAN requires transponder and monitor capable of passing flight check.

6.3.4. (Added) ANG Weather units with a jump requirement will report unit jump capabilities using the TRSA3 remark and the following format: “AFSC/AUTH/ASGN/AVAIL, J15W3/#/#/#, J15W1/0/#/#, J1W091/0/#/#, J1W071A/#/#/#, J1W051A/0/#/#, J1W031A/0/#/#.” These entries are independent of those reported in the PERTP. Count as assigned and available for a jump position if, 1) individual has at least a 3 skill level weather AFSC, 2) individual has successfully completed the Basic Airborne Course.

6.4.4.1.2.2. ANG units may use any combination of Aviation Position Identifier (API) code 1, 2, and API 6 positions, as designated by the OG/CC, to arrive at the required numbers. All other flying positions within the wing will be BMC.

Table 6.4. Units Using Method C - Training Totals and Subareas to Measure. (See Note)

R U L E	If your unit is a(n)	TRUTC	TRSA1	TRSA2	TRSA3	TRSA4	TRSA5
24a	fixed communications unit (generation-mobile and base information infrastructure assets)	lowest percent from subareas TRSA 1 through TRSA 2.	percent of tasked personnel who have completed all of the training for their duty position.	percentage of tasked personnel who have completed and are current on all deployment training requirements IAW AFI 10-403.	reserved for future use	reserved for future use	reserved for future use
39h	148 SOPS	percentage of mission ready crews trained	reserved for future use	reserved for future use	reserved for future use	reserved for future use	reserved for future use

A2.3.4. (Added) Flying units will use Aircraft Sustainability Model (ASM) assessment. Spare engines will be reported separately.

A2.5.3.3. (Added) Wing SORTS managers will maintain a master copy of all unit DOC statements (with the measured unit commander's review annotated) and provide a copy to the subordinate unit commander/SORTS monitor. ANG Combat Communications Groups will maintain a copy of the current DOC for all units within the group.

A2.8.2.5. (Added) Only flying squadron DOCs may list Operations Plans to be supported.

A2.8.3.2.3.3. (Added) ANG flying units will use ASM assessments or an ANG designated model approved by HQ Air Force and ANG/LGS in determining the spares assessment. Spare engines will be reported separately.

Table A2.3. (Added)**NOTES:**

DOCIDs listed above are designed primarily to aid information processing and relate to capability:

1. The first character is the alphabetic A through Z (minus I) that relates to a general mission category. For example, A relates to air superiority, and B to air defense.
2. The second character specifies whether the unit's reported mission is alert (A); generation (G); combined alert and generation, or combined generation and mobility (D); mobility (M); or surveillance (S). In rare cases when no DOCID has been established the second character will be a (X), this should only be used until a new DOCID is developed.
3. The third and fourth characters are the numeric 22 through 99. The third and fourth characters specify the capability in a general mission area.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-110, Volume 2, Part 2, Chapter 26/ANGSUP1, *War Reserve Material*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AC&W—Aerospace Control and Warning

AFA—Air Force Advisor

AFI —Air Force Instruction

AFSC —Air Force Specialty Code

AFSORTSDET—Air Force Status of Resources and Training System Data Entry Tool

AFRC—Air Force Reserve Command

AGE—Aerospace Ground Equipment

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGSUP—Air National Guard Supplement

AOC—Air Operations Center

API—Aircrew Position Identifier

AS—Allowance Standard

ASOC—Air Support Operations Center

ATC—Air Traffic Control or Air Transportable Clinic

ATCALS—Air Traffic Control and Landing System

BAI—Backup Aircraft Inventory

BETM—Base Education Training Manager

BMC—Basic Mission Capable

BWK—Belt Weather Kit

CA/CRL—Custodian Authorization and Custody Receipt Listing

CAF—Combat Air Force

CFETP—Career Field Education and Training Plan

CMR—Combat Mission Ready

CRC—Control and Reporting Center

CRE—Control and Reporting Element
CRO—Command Reporting Organization
CWDE—Chemical Warfare Defense Equipment
DISA—Defense Information Systems Agency
DMAS—Dynametric Microcomputer Analysis System
DOC—Designed Operational Capability
DOCID—Designed Operational Capability Identifier
DRU—Direct Reporting Unit
DSN—Defense Switching Network
DSU—Direct Support Unit
ECM—Electronic Counter Measures
ECCM—Electronic Counter-Counter Measures
EDD—Estimated Delivery Date
EOD—Explosive Ordnance Disposal
FAM—Functional Area Manager
FAX—Facsimile
FTP—File Transfer Protocol
GCCS—Global Command and Control System
GMAJCOM—Gaining Major Command
GWD—Get Well Date
IAW—In Accordance With
ICBM—Intercontinental Ballistic Missile
IRSP—In-place Readiness Spares Package
JCS—Joint Chiefs of Staff
JS—Joint Staff
LIMFAC—Limiting Factor
LOGDET—Logistics Detail
MAJCOM—Major Command
MANFOR—Manpower Force Packaging System
MDS—Mission Design Series
MOS—Military Occupational Specialty or Mobile Observing System
MPF—Military Personnel Flight

MR—Mission Ready

MRA—Mission Ready and Available

MRL—Medical readiness List

MRSK—Mobility Readiness Spares Kit

MRSP—Mobility Readiness Spares Package

MTOE—Modified Table of Organization and Equipment

MTT—Mobile training Team

NGB—National Guard Bureau

NMCC—National Military Command Center

NMCS—Not Mission Capable

NSI—National Surety Inspection

NSN—National Stock Number

NSOC—Network Operations and Security Center

NVG—Night Vision Goggle

OCP—Out of Cycle Process

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

ORI—Operational Readiness Inspection

PC—Personal Computer

PCTEF—Percent Effective

PDM—Programmed Depot Maintenance

PMAI—Primary Mission Aircraft Inventory

PMCS—Partially Mission Capable

PMEL—Precision Measuring Equipment Laboratory

PRC—Personnel Reason Code

Prime BEEF—Prime Base Engineering Emergency Force

Prime RIBS—Prime Readiness in Base Support

RAMP—Report and Message Processor

RED HORSE—Rapid Engineers Deployable Heavy Operations Repair Squadron Engineers

RICDA—Readiness Information Change Date

RPI—Rated Position Identifier

RSP—Readiness Spares Package

SATCOM—Satellite Communications
SIPERNET—SECRET Internet Protocol Router Network
SOPS—Space Operations Squadron
SORTS—Status of Resources and Training System
SRO—Subordinate Reporting Organization
STU—Secure Telephone Unit
TACAN—Tactical Air Navigation
TDY—Temporary Duty
TQT—Task Qualification Training
UDC—Unit Descriptor Code
UGT—Upgrade Training
UHF—Ultra High Frequency
UIC—Unit Identification Code
ULC—Unit Level Code
UMD—Unit Manning Document
UTA—Unit Training Assembly
UTC—Unit Type Code
VAL—Vehicle Authorization List
VHF—Very High Frequency
VFR—Visual Flight Rules
VI—Visual Information
WF—Weather Flight
WMP—War and Mobilization Plan
WRE—War Readiness Engine
WRM—War Reserve Material
WSMIS—Weapon System Management Information System

Attachment 7 (Added)

SORTS SELF-INSPECTION CHECKLIST

Table A7.1. (Added) SORTS Self-Inspection Checklist Section I

Section I – Reporting Organization				
Item No	Item	Yes	No	N/A
1.	Has the Wing/Base commander identified in writing and trained at least a primary and alternate base SORTS manager? (Ref: AFI 10-201, Para 1.11.10.1.3.)			
2.	If locally directed, has the Wing/Group/GSU published a local SORTS operating instruction?			
3.	Does each unit monitor have copies of CJCSM 3150.02, AFI 10-201, gaining MAJCOM supplements (when appropriate), and Wing/Group/GSU regulations/supplements readily accessible?			
4.	Has the measured unit commander appointed and trained two SORTS monitors? (Ref: AFI 10-201, Para 1.11.11.1.1. and 1.11.11.1.2.)			
5.	Have reporting units established a unit SORTS folder (Ref: AFI 10-201/ANG SUP 1, Para 1.11.10.2.11.)? As a minimum, does this folder contain:			
5.1.	Documentation of formal training for the SORTS monitors. (Ref: AFI 10-201, Para 1.11.13.)			
5.2.	Self-inspection checklists.			
5.3.	Letter from the unit commander appointing at least a primary and alternate SORTS monitor. (Ref: AFI 10-201, Para 1.11.11.1.2.)			
5.4.	Letter from the unit commander designating alternate(s) who may sign the SORTS report in the absence of the commander (if appropriate). (Ref: AFI 10-201, Para 1.11.11.1.1.)			
5.5.	Current DOC statement, signed by the commander. (Ref: AFI 10-201, Para 1.7.9.)			
5.6.	Latest SORTS database from DISA, signed easy-read, and supporting documentation. (Ref: AFI 10-201, Para 2.4.1.)			
6.	Have procedures been established to ensure compliance with local security requirements when producing SORTS reports/messages? (Ref: AFI 33-202 and AFI 10-201, Para 1.4.)			
7.	Are worksheets and supporting documents being marked with proper security classification and controlled IAW AFI 31-401 and AFI 10-201, Para 1.4.3.1.?			

Section I – Reporting Organization				
Item No	Item	Yes	No	N/A
8.	Have procedures been established to ensure timely submission of required reports and error corrections? (Ref: CJCSM 3150.02, and AFI 10-201, Para 1.11.11.2.4.)			
9.	Is proper distribution of DOC statements being made after receipt ? (Ref: AFI 10-201, Para 1.7.7.)			
10.	Is the ANGRC annual DOC review being filed with the DOC statement and posted by date in the appropriate area on the DOC statement? (Ref: AFI 10-201, Para 1.7.8., 1.7.9., and A2.8.6.)			
11.	Is the unit's SORTS report based upon the criteria established in AFI 10-201, Para 2.3., AFI 10-201/ANG SUP 1, and the unit DOC statement?			
12.	Upon assuming command, has the new unit commander reviewed, signed and dated the unit DOC statements? (Ref: AFI 10-201, Para 1.11.11.1.8.)?			
13.	Has the unit commander or the designated representative reviewed the data and remarks for quality and assigned an overall C-level; and is the unit commander aware of unit problems? (Ref: AFI 10-201, Para 1.11.11.1.5. and 1.11.11.1.6.)			
14.	Is quarterly recurring training being completed and documented on all SORTS monitors? (Ref: AFI 10-201, Para 1.11.10.2.6.)			
15.	Is the commander's SORTS training being conducted and documented? (Ref: AFI 10-201, Para 1.11.10.2.7.)			

Table A7.2. (Added) SORTS Self-Inspection Checklist Section II

Section II - SORTS Reports				
Item No	Item	Yes	No	N/A
1.	Are the SORTS reports accurate, timely, valid and complete? (Ref: AFI 10-201, 1.11.10.1.1.)			
2.	Is the SORTS report classified correctly? (Ref: AFI 10-201, Para 1.4, 1.4.4., and Table 1.3. CLASSIFICATION GUIDANCE)			
3.	Is the SORTS report Declassification Date correct? (Ref: AFI 10-201, Para 1.4.5.)			
4.	Is the commander or the designated representative signing off on the report prior to transmission? (Ref: AFI 10-201, Para 1.11.11.1.6.)			
5.	Does the unit's database reflect the most current C-levels? (Ref: AFI 10-201, Para 1.10.7., 1.10.8., and 2.9.)			
5.1.	Are "expected improvement dates" current? (Ref: AFI 10-201, Para 2.5. and 2.11.5.)			
5.2.	Are remarks less than 31 days old? (Ref: AFI 10-201, Para 1.11.11.1.5., 2.4.1., and 2.11.1.)			
5.3.	If required, is PCTEF being reported? (Ref: AFI 10-201, Para 2.7)			
5.4.	If PCTEF is being reported, is a PCTEF remark submitted? (Ref: AFI 10-201, para 2.7.3.)			
5.5.	Is the RICDA remark formatted correctly? (AFI 10-201, Para 2.11.8.3. and 2.11.12.)			
6.	Do remarks clearly explain problems, actions being taken to resolve problems, and expected C-level and improvement date? (Ref: AFI 10-201, AFI 10-201, Table 2.4. Remarks Guidance Matrix, Para 1.3.3., 1.6.7.1., and 1.6.7.2.)			
7.	Are the remarks properly formatted (Ref: AFI 10-201, Para 2.11.)?			
8.	Has personnel data been coordinated with DPXXX (if locally directed)? (Ref: AFI 10-201, Para 1.11.7.)			
9.	Is the Personnel measured area being measured IAW the DOC Statement? (AFI 10-201, Chapter 3)			
10.	Is supporting documentation on hand to verify Personnel data? UMD/UTC, Desire List/PC-III Product (AFI 10-201, Para 2.9.7.)			
11.	Are Total Personnel numbers correct? (AFI 10-201, Para 3.1. and 3.2.)			
12.	Are Critical Personnel AFSCs and numbers correct? (AFI 10-201, Para 3.1.2. and Table 3.1.)			

Section II - SORTS Reports				
Item No	Item	Yes	No	N/A
13.	Is the Total and Critical Personnel percentages (PERTP & PERTC) correct? (Ref: AFI 10-201, Para 2.10.2.2., 2.11.7.4., 3.3.1.3., and Table 2.4.)			
14.	Is the Personnel P-level (PRRAT) correct? (Ref: AFI 10-201, Para 2.10.2.1., 2.11.7.3. , and Table 2.4.)			
15.	Is the Personnel Reason Code (PRRES), if required, correct? (Ref: AFI 10-201, Para 2.10.2.1. and Table 3.5.)			
16.	If Personnel is less than C-1, has a PRRES remark been submitted? (Ref: AFI 10-201, Para 2.11.7.4.)			
17.	If UTC/UMD mismatches exist, has a PRRAT remark been submitted? (Ref: AFI 10-201, 2.11.7.3.)			
18.	If there are any shortages in Personnel, has a PERTP remark been submitted? (AFI 10-201, Para 2.10.2.2. and 2.11.7.4.)			
19.	Has a RICDA remark been submitted? (Ref: AFI 10-201/ANGSUP1, Para 2.11.12.)			
20.	Is the Equipment and Supplies measured area being measured IAW the DOC Statement? (AFI 10-201, Chapter 4)			
21.	Is supporting documentation on hand to verify Equipment and Supplies data? (AFI 10-201, Chapter 4)			
22.	Are Equipment and Supplies numbers correct? (AFI 10-201, Para 4.2.)			
23.	Are the Equipment and Supplies percentages (EQSEE and EQSSE) correct? (AFI 10-201, Para 4.6, 4.7. and Table 4.1.)			
24.	Is the Equipment and Supplies S-level (ESRAT) correct? (Ref: AFI 10-201, Para 2.10.3.1, Table 2.1., Para 4.7.3., 4.7.4., and Table 4.3.)			
25.	Is the Equipment and Supplies Reason Code (ESRES), if required, correct? (Ref: AFI 10-201, Table 4.5.)			
26.	If Equipment Supplies on Hand is less than C1, has an ESRES remark been submitted? (Ref: AFI 10-201, Para 2.10.3.1., 2.11.8., 2.11.8.1.2. (if applicable), Table 2.4., Para 4.7.4, 4.8., Table 4.5.)			
27.	If required, has a MEPSD remark been submitted? (AFI 10-201, Para 2.11.8.2. and Table 2.4.)			
28.	Is the Equipment Condition measured area being measured IAW the DOC Statement? (AFI 10-201, Chapter 5)			
29.	Is supporting documentation on hand to verify Equipment Condition data? (Ref: AFI 10-201, Para 2.10.4. and Chapter 5)			

Section II - SORTS Reports				
Item No	Item	Yes	No	N/A
30.	Are Equipment Condition numbers correct? (AFI 10-201, para 5.2.)			
31.	Are the Equipment Condition percentages (EQREE and EQRED) correct? (AFI 10-201, Para 5.4.3., and Table 5.1.)			
32.	Is the Equipment Condition R-level (ERRAT) correct? (AFI 10-201, Table 2.1., Para 5.5., Table 5.3., Table 5.6.)			
33.	Is the Equipment Condition Reason Code (ERRES), if required, correct? (Ref: AFI 10-201, Para 2.10.4., 2.11.9., Para 5.5.4., Para 5.6., Table 2.4. and Table 5.5.)			
34.	If Equipment Condition is less than C-1, has an ERRES remark been submitted? (Ref: AFI 10-201, Para 2.10.4.1., 2.11.9., Table 2.4., and Table 5.5.)			
35.	Is the Training measured area being measured IAW the DOC Statement? (AFI 10-201, Chapter 6)			
36.	Is supporting documentation on hand to verify Training data? (AFI 10-201, Para 1.2.3.4., 1.10.8.4., 1.11.5.3., 2.10.5., and Chapter 6)			
37.	Are the Training numbers correct? (Ref: AFI 10-201, Para 2.11.10., 6.2., 6.3., 6.4., Table 2.1., and Table 2.4.)			
38.	Is the Training percentage (TRUTC) correct? (Ref: AFI 10-201 Para 2.10.5., 6.2.4., 6.4.5.1.1., 6.5.1.2., 6.5.2.3., 6.5.3, 6.5.4., and Table 6.4.)			
39.	Is the Training T-level (TRRAT) correct? (Ref: AFI 10-201, Para 2.10.5., 2.11.10.3., Table 2.1., Para 6.4. and 6.5.)			
40.	If Training is less than C-1, is the Training Reason Code (TRRES) correct? (Ref: AFI 10-201, Para 2.10.5.1., 2.11.10., 6.5.5., Table 6.5.)			
41.	If Training is less than C-1, has a TRRES remark been submitted? (AFI 10-201, Para 2.11.6.1. - 3)			
42.	Have formal training school quota shortfalls been coordinated through the Base Education Training Manager (BETM) and identified in a "TRRAT" remark (Ref: AFI 10-201, Para 2.11.10.3., Table 2.4.)			
43.	Is the Overall C-level (READY) correct? (Ref: AFI 10-201, Para 2.6., 2.10., 2.13.4., Table 2.4., Table 2.7.)			
44.	Is a Reason Code (REASN) reported as necessary? (Ref AFI 10-201, Para 1.11.11.1.5.1., 2.10., 2.11., 2.12., 2.13., Table 2.4., 2.5., 2.6., 2.7.)			

Section II - SORTS Reports				
Item No	Item	Yes	No	N/A
45.	Is the unit appropriately using the deployed expanded reason codes (REASN/SECRN) to reflect the commander's assessment of the percent of the unit deployable capability that is currently deployed? (Ref: AFI 10-201, Para 2.8. and Table 2.6.)			
46.	Are Secondary (SECRN) and Tertiary (TERRN) Reason Codes reported as necessary? (Ref: AFI 10-201, Para 2.8.1.3., 2.10.1.2., 2.10.1.3., 2.13.3., 2.13.4., Table 2.7., 3.5., 4.5., 5.5 6.5.).			
47.	Are the CARAT and CADAT fields filled out as necessary? (Ref: AFI 10-201, Para 2.5. and 2.10.1.4.)			
48.	Is the CADAT Remark Current? (Ref: AFI 10-201, para 2.5.2.)			
49.	Is the CBDRT updated? (Ref: AFI 10-201, Attachment 4)			
50.	Is the CBDRT Overall C-level correct? (Ref: AFI 10-201, A4.5.) No FORECAST set data is required for CBDRT. (Ref: AFI 10-201, A4.6.)			

Conducted by

Date

NOTES:

1: A continuity binder is not a requirement at this time, however, units may find an established binder would aid the whole SORTS reporting process, particularly when a primary monitor is away and the alternate monitor must do the report. The following table is a suggested content:

1.1.	Has a continuity binder been established? As a minimum, does this binder contain:			
1.2.	Higher Headquarters guidance, letters, messages and email traffic regarding SORTS?			
1.3.	Copies of ANG "ART of SORTS" newsletters?			
1.4.	Notes on AFSORTSDET procedures?			
1.5.	Local procedures for transmitting SORTS reports?			
1.6.	Procedures for uploading/downloading reports?			

NOTE: 2: If retaining a copy of the actual unit SORTS report in the continuity binder, and/or the passwords for the programs, be sure to classify the binder correctly and safeguard it as appropriate.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard