

01 JUNE 2004

Operations



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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes local SORTS reporting policies and procedures and defines the responsibilities of units/agencies tasked by JCS Publication 1-03.3 and AFI 10-201. It applies to all organizations listed in paragraph 2. of this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates information and procedures in AFI 10-201, improves SORTS reporting procedures and updates the tasked organizations and reporting responsibilities. Forms are prescribed and instructions are revised.

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1. General. SORTS is the single automated report within the Department of Defense (DOD) used to provide the National Command Authorities (NCA) and the Chairman of the Joint Chiefs of Staff (JCS), Services, Unified Commands and Combat Support Agencies with authoritative identification and combat readiness information for all of the United States Armed Forces. The goals of Air Force combat readiness are to provide a timely and accurate assessment of a unit's readiness to accomplish their wartime mission(s) and establish a database of essential readiness management information. Inaccurate or late data distorts assessments that affect military decisions, obscures trends, and undermines the process of setting priorities and allocation of resources for correcting deficiencies. Units report IAW JCS Publication 1-03.3, AFI 10-201, AFI 10-201/AMC SUP 1, this instruction and guidance issued by the 437th Airlift Wing Command Post (437 AW/CP).

2. Tasked Organizations. The following organizations/units are tasked by this instruction:

- 437th Airlift Wing (437 AW)
- 437th Comptroller Squadron (437 CPTS)
- 437th Civil Engineering Squadron (437 CES)
- 437th Communications Squadron (437 CS)
- 437th Mission Support Squadron/PERSCO (437 MSS/PERSCO)
- 437th Mission Support Squadron/Personnel Readiness (437 MSS/DPMAX)
- 437th Security Forces Squadron (437 SFS)
- 437th Aerial Port Squadron (437 APS)
- 437th Services Squadron (437 SVS)
- 437th Contracting Squadron (437 CONS)
- 437th Maintenance Plans and Scheduling (437 MOS/MXOOS)
- 437th Maintenance Operations Squadron (437 MOS)
- 437th Maintenance Squadron (437 MXS)
- 437th Logistics Readiness Squadron (437 LRS)
- 437th Medical Group (437 MDG)
- 437th Operations Support Squadron (437 OSS)
- 437th Operations Support Squadron Base Operations Flight (437 OSS/OSA)
- 437th Operations Support Squadron Intelligence Flight (437 OSS/IN)
- 437th Operations Support Squadron Weather Flight (437 OSS/OSW)
- 14th Airlift Squadron (14 AS)
- 15th Airlift Squadron (15 AS)
- 16th Airlift Squadron (16 AS)
- 17th Airlift Squadron (17 AS)

1st Combat Camera Squadron (1 CTCS)
315th Airlift Wing (315 AW)

3. Reporting Responsibilities:

3.1. Each unit responsible for SORTS reporting will designate, as a minimum, a primary and alternate Unit SORTS Monitor (USM). USMs will be identified to the 437 AW/CP SORTS/Operational Reports section by letter of designation with an information copy to the 437 MSS/DPMAX (Employment and Readiness). The designation letter must contain name/rank, office symbol, fax, office and home telephone numbers, E-mail address, and security clearance of both primary and alternate USMs. See example in [Attachment 9](#). These letters will be submitted upon appointment, updated when a change in USM or other provided information occurs, and reviewed at least annually for accuracy. USMs will contact SORTS/Operational Reports personnel at extension 3-5742 to schedule their SORTS training. Ensure the primary or an alternate USM is available and trained at all times. Units will be prepared to submit a report when requested by the wing commander for emergency situations, local exercises, higher headquarters tasking, or to validate data.

3.2. SORTS reports are the unit commander's assessment of wartime readiness. The report will be released under the signature of the commander or delegated authority. The unit commander must designate a representative, by letter, to the 437 AW/CP. Units required to use the United States Message Text Format (USMTF) Master Worksheets will maintain a copy of the current and previous 3 months along with associated worksheets.

3.3. All reports will be submitted to the Command Post Sorts office NLT the appointed time. Make arrangements with the group and squadron commanders to review and sign the reports prior to the appointed delivery time to the Command Post. The 25th of each month is when ALL SORTS reports are required to be to JCS.

3.4. Unit Designed Operational Capability (DOC) response time will be considered when determining availability of personnel and equipment.

3.5. Reportable flying units are: 14 AS, 15 AS, 16 AS, 17 AS, and the 315 AW when directed by higher headquarters. Reports will be delivered to the 437 AW/CP no later than 1400L every Thursday (this applies to paragraphs [3.6.](#) through [3.9.](#)).

3.6. Each flying unit will submit SORTS data (WEEKLY) as follows:

3.6.1. Complete lines 1 – 14 of Aircrew SORTS Report ([Attachment 4](#)).

3.6.2. Complete a Total and Critical Personnel Worksheet IAW AFI 10-201, Chapter 3. ([Attachment 5](#))

3.7. Maintenance Plans and Scheduling (437 MOS/MXOOS) will complete Maintenance SORTS Report ([Attachment 6](#)).

3.8. Maintenance Programs and Mobility (437 MOS) will submit SORTS data on a Total and Critical Personnel Worksheet ([Attachment 7](#)) IAW AFI 10-201, Chapter 3.

3.9. Operations Support Squadron (437 OSS) will submit SORTS data on a Total and Critical Personnel Worksheet ([Attachment 7](#)) IAW AFI 10-201, Chapter 3. This data will include personnel in the 437 OSS and the 437 Operations Group (437 OG) excluding the Base Operations (437 OSS/OSA),

Intelligence (437 OSS/IN), and Weather flights (437 OSS/OSW). These flights are separate reporting units.

3.10. Reportable non-flying units are: 437 CES, 437 CS, 437 MSS/PERSCO, 437 SFS, 437 SVS, 437 CONS, 437 LRS (SUPPLY/TRANS), 437 MDG, 437 APS, 437 OSS/OSA, 437 OSS/IN, 437 OSS/OSW, 437 CPTS and 1 CTCS.

3.10.1. CJCS policy requires unit C-level changes to reach the NMCC within 24 hours. (AFI 10-201, Para 2.4) This includes overall reason codes, measured area levels, and measured area reason codes. If one of these changes occurs, it must be reported immediately to the 437 AW/CP SORTS managers.

3.11. Each non-flying unit will submit SORTS data as follows:

3.11.1. Completed USMTF Master worksheets, CBDRT worksheets and associated worksheets. Each unit will submit reports to 437 AW/CP NLT the time scheduled by the command post.

3.12. 437 MSS/DPMAX will provide SORTS personnel manning products (SORTS Personnel Availability Roster Desire List) to the 437 AW/CP, the flying squadrons, 437 MOS/MXOOS, Programs and Mobility, and other non-flying units every other Thursday.

3.13. The 437 OSS/OSOL will provide mobility bag availability to the 437 AW/CP monthly or whenever a significant change occurs.

3.14. The War Readiness Element (437 LRS/LGRRW) will provide the base fill rate for units whose mobility bags are stored at base supply, at least seven days prior to the last duty day of each month.

3.15. Upon mobilization of the 315 AW, the personnel and training areas of the 437 AW will be increased to include the authorization of the Reserve Associate Wing.

3.16. When a unit has a C-Level change, the USMs will brief the unit commander whom, in turn, will brief the appropriate group commander and obtain his/her signature on the monthly SORTS report prior to submitting to the 437 AW/CP.

3.17. Primary USMs will maintain the following information in a continuity book/binder:

3.17.1. Letters of appointment: Wing SORTS Monitors, personnel authorized to sign the unit's worksheets, the unit's primary and alternate SORTS monitors, and the unit's Functional Manager's phone number.

3.17.2. Point-of-contact letters: Personnel you receive or request SORTS information from.

3.17.3. Initial/refresher SORTS training letters for monitors that received training from command post.

3.17.4. Unit DOC statement. If classified, place Optional Form 21 (cross-reference) to show location for the products (i.e. Bldg 169, Room 223, Safe CP2, File 29-4).

3.17.5. Current and previous three months' worksheets, databases, and supporting worksheets.

3.17.6. Last Staff Assistance Visit (SAV) and corrective action(s).

3.17.7. AFI 10-201, AMC Supplement, CAFBI 10-201. If the instruction/regulation is kept within the unit's publication library/set, a cross-reference sheet must be included and annotated accordingly.

3.17.8. Unit's SORTS OI (a detailed checklist that can be accomplished in case of a sudden absence of all unit SORTS monitors).

3.17.9. Miscellaneous SORTS messages.

3.18. Each unit will adhere to the procedures for reporting their unit's status/resources as prescribed in AFI 10-201, AFI 10-201_AMC/SUP 1, and this instruction.

4. SORTS/Operational Reports Section Responsibilities. The 437 AW/CP SORTS/Operational Reports Section will:

- 4.1. Schedule monthly USM appointments for delivery of unit SORTS reports.
- 4.2. Collect reports from USMs for wing commander approval prior to transmitting messages.
- 4.3. Provide the wing commander a SORTS briefing each month and/or as a change in C-Level occurs. Upon approval, enter required data into the SORTS reporting system.
- 4.4. Develop and conduct local reporting procedures and provide training to newly assigned monitors.
- 4.5. Provide and document annual unit SAV or out of cycle SAV when required.
- 4.6. Maintain and distribute to each measured unit, XP, and OG a copy of the unit's Designed Operational Capability (DOC) statement.

ROWAYNE A. SCHATZ, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Joint Pub 1-03.3, *Joint Reporting Structure Status of Resources and Training System*

AFI 10-201, *Status of Resources and Training System*

AFI 10-201_AMC SUP 1, *Status of Resources and Training System*

Abbreviations and Acronyms

CBDRT—Nuclear Biological Chemical Defense Report

CJCS—Chairman, Joint Chief of Staff

DOC—Designated Operational Capability

JCS—Joint Chiefs of Staff

NCA—National Command Authorities

NMCC—National Military Command Center

SAV—Staff Assistance Visit

SORTS—Status of Resources and Training System

USM—Unit SORTS Manager

USMTF—United States Message Text Format

Attachment 2**AIRCREW SORTS REPORT INFORMATION**

- A2.1.** Aircrew SORTS Report (**Attachment 4**) will be filled out and hand-delivered to the 437 AW/CP every Thursday no later than 1400 Local.
- A2.2.** If a crew member is both DNIF and on leave, indicate the crew member in the DNIF column only.
- A2.3.** Personnel are considered “available” if they are assigned and mission ready and available to provide direct support to the reporting unit within the unit’s DOC response time.
- A2.4.** Squadron overhead staff personnel can be counted if they maintain mission ready status and will be available for flying duties. Wing assigned attached crew members may not be included in the C-Leveled unit’s computation of training. However, these additional overhead crew members may be used as justification for the wing commander’s assessment to change the overall C-Level.
- A2.5.** Aircrew location, crew rest, or projected taskings are not factors. DNIF crew members not expected to return within the DOC response time (UREST) are not counted as available.
- A2.6.** Special Mission Crews Airdrop - An airdrop crew requires one pilot, one co-pilot and a loadmaster. Certified lead airdrop AC + airdrop AC’s = total airdrop AC’s. Count a crew member no more than once in this section.
- A2.7.** Special Mission Crews SOLL II – A SOLL II crew requires 1 left seat, 1 jump seat, 1 right seat and 2 loadmasters. (All SOLL II certified) The SOLL II section is independent of the airdrop section. Airdrop crewmembers who maintain SOLL II certification will be counted in both sections.
- A2.8.** Line assigned personnel by PAS code are the only personnel to be counted. Crew members attached to the squadron are not to be counted. Crew members on loan to the squadron are to be counted.
- A2.9.** Signature block on Aircrew Sorts Report is the signature of the squadron commander/operations officer or his/her designated representative.

Attachment 3**INSTRUCTIONS FOR AIRCREW SORTS REPORT**

A3.1. Blocks 1 – 3: Self-explanatory.

A3.2. Block 4: Assigned personnel – number of crew members actually assigned by PAS code. This includes all crew members in an “on loan” status. Crew members attached to the squadron are not to be counted. Non mission ready crewmembers personnel will be counted as assigned (See **A2.5.** section below)

A3.3. Block 5A: DNIF – crew members medically restricted by the flight surgeon and are not expected to return to mission ready status within the unit DOC response time (UREST), as defined by the unit DOC statement. Identify under each crew position.

A3.4. Block 5B: TDY – crew members TDY who are considered unable to return within the unit DOC response time (UREST). Identify under each crew position.

A3.5. Block 5C: Other – crew members assigned, but non-mission ready (NMR) or otherwise unavailable for tasking. Identify under each crew position.

A3.6. Block 5D: Total personnel Unavailable – total personnel from blocks 5A through 5C that cannot meet the unit DOC response time (UREST). Identify under each crew position.

A3.7. Block 6: Mission Ready Available (MRA) Personnel – number of crew members who satisfactorily meet all requirements needed to be fully certified to perform command or unit missions and are available within the unit DOC response time (UREST). (Block 4 minus block 5D).

A3.8. Block 7: List the number of Pilots awaiting AC certification.

A3.9. Block 8: List the number of co-pilots awaiting MRA status.

A3.10. Block 9: List the number of loadmasters awaiting MRA status.

A3.11. Block 10: List the number of certified Airdrop crew members.

NOTE: Do not include Lead Airdrop AC

A3.12. Block 11: List the number of certified Lead Airdrop AC's.

A3.13. Block 12: List the number of certified SOLL-II crew members. The SOLL II section is independent of the airdrop section.

A3.14. Block 13: Squadron Commander's remarks.

Attachment 4

AIRCREW SORTS REPORT

AIRCREW SORTS REPORT			UNCLASSIFIED	
1. DATE: (Every Thursday by 1400L)	2. UNIT:	3. Prepared by:		
	Certified ACM/VEP	Other Certified Pilots MCF/MC/FP	Certified Loadmaster	
4. ASSIGNED PERSONNEL				
5. A. DNF PERSONNEL				
B. TDY PERSONNEL				
C. OTHER (non-missionready)				
D. TOTAL PERSONNEL UNAVAILABLE (TOTAL 5A+5B+5C)				
6. TOTAL PERSONNEL (MRA) (4 MINUS 5D)				
7. PILOTS AWAITING AC CERT				
8. CO-PILOTS AWAITING MRA				
9. LOADMASTERS AWAITING MRA				
SPECIAL MISSION CAPABILITIES				
10. AIRDROP				
11. LEAD AIRDROP				
12. SOLL II (Certified)	LEFT SEAT	JUMP SEAT	RIGHT SEAT	LOADMASTER
13. SQ/CC REMARKS: _____ _____ _____				
-NOTE: IDENTIFY ALL CERTIFIED SPECIAL MISSION PERSONNEL (LINES 10-12) WHO ARE AVAILABLE OR CAN BE AVAILABLE WITHIN THE WING DOC RESPONSE TIME.				
-FLYING SQUADRONS: WILL COMPLETE AND HAND-CARRY TO THE OPERATIONAL REPORTS SECTION NLT 1400L EVERY THURSDAY.				
-TELEPHONE NUMBERS: COMMAND POST OPERATIONAL REPORTS - 3-5742, 2531.				
Prepared by: _____			UNCLASSIFIED	
Verified by: _____				

Attachment 5

C-17 CRITICAL AND TOTAL SORTS PERSONNEL WORKSHEET

C-17 CRITICAL AND TOTAL SORTS PERSONNEL WORKSHEET			
UNIT:		UIC:	DATE:
CRITICAL AFSC PERSONNEL			
AFSC/SKILL LEVEL	AUTHORIZED	ASSIGNED	AVAILABLE
11A2D			
11A3D			
1A231			
1A251			
1A271			
1A291			
TOTAL			
REMARKS:			

Count personnel "available" if they could be mission ready and available to deploy from their present location within DOC response time.
--

TOTAL PERSONNEL			
	AUTHORIZED	ASSIGNED	AVAILABLE
TOTAL			

WEAPONS TRAINING (TRUTC)			
	TRAINED /	REQUIRES TRAINING =	PERCENT (%)
M-16			
M-9			

SEE AFI 10-201 FOR INSTRUCTIONS

RETURN 1 COPY TO COMMAND POST NLT 1400 EACH THURSDAY

Prepared by: _____
 (Unit SORTS Monitor)

Reviewed by: _____
(Unit CC)

Classified by: CJCS 3401.02 Declassify on: (4 years for Confidential, 8 years for Secret)

Attachment 6

MAINTENANCE SORTS REPORT

MAINTENANCE SORTS REPORT		
C017A		DATE: _____ (Thursdays by 1400L)
ASSIGNED AIRCRAFT		MRA WITHIN UNIT RESPONSE TIME:
POSSESSED AIRCRAFT		AIRCRAFT WITH ETICS OUTSIDE UNIT RESPONSE TIME: _____ TAIL# _____ ETIC: _____
ON-STATION DEPOT		
OFF-STATION DEPOT		
TOTAL AIRCRAFT IN DEPOT		
ON LOAN AIRCRAFT TAIL NUMBERS		
	NMCS AIRCRAFT	
AIRCRAFT IN DEPOT		C017A
TAIL NUMBER	DEPOT STATION	RETURN DATE
- PLANS AND SCHEDULING WILL COMPLETE AND FAX TO THE OPERATIONAL REPORTS SECTION NLT 1400L EVERY THURSDAY. - TELEPHONE NUMBERS: OPERATIONAL REPORTS - 963-5742, 2531. FAX: 963-4151 •Prepared by: _____ (Unit Sorts Monitor) •Verified by: _____ (Officer or Civilian in Charge)		

PERSONNEL P-LEVEL WORKSHEET (AFPERDAT)						
UNIT:		UTC:		DATE:		
DOC NUMBER: 1 (DOCNR)		P-1	TOTAL	90-100		CRITICAL
		P-2	80-89	75-84		85-100
DOC IDENTIFIER CODE: (DOCID)		P-3	70-79	65-74		60-64
		P-4	00-69	00-64		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>*TOTAL PERSONNEL* UTC or UMD ASSIGNED _____ (TPASG)</p> <p>AVAIL: _____ / AUTH/REQ: _____ X100 = _____ % = P - _____ (TPAVL) (TPAUTH) (PERTP)</p> </div> <div style="width: 35%; text-align: center; border-left: 1px solid black; padding-left: 10px;"> <p>P-LEVEL</p> <p>P- _____ (PRRAT/F)</p> <p>IF LESS THAN P1, ENTER REASON CODE:</p> <p>_____</p> <p>(PRRESTF)</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>*CRITICAL PERSONNEL* AFI10-201, TABLE 3.4 ASSIGNED _____ (CPASG)</p> <p>AVAIL: _____ / AUTH/REQ: _____ X100 = _____ % = P - _____ (CPAVL) (CPAUR) (PERTC)</p> </div> </div>						
LABEL: PERTP GENTEX/RMK		PROBLEM (UTC) AFSC REMARKS REF: AFI 10-201				
Problem AFSC	REQ	ASGN	AVAIL	UGT	PRC	Actions taken to resolve the problem

NOTE: UGT IS UPGRADE TRAINING FOR THAT LEVEL AFSC. PERSONNEL REASON CODE (PRC). Consider using P82, P83 or P84 in the PERTP Remark.

Prepared by: _____ (Unit SORTS Monitor)

DPMD Verification: _____

EQUIPMENT & SUPPLIES ON HAND S-LEVEL WORKSHEET (EQSOHDAT)		
UNIT:	UIC:	DATE:
DOC NUMBER: 1 (DOCNR)	S-1 S-2 S-3 S-4	NON ACFT 90-100 80-89 65-79 00-64
* COMBAT ESSENTIAL (NON-ACFT UNITS) AND SUPPORT EQUIPMENT (ALL UNITS)*		
(C/S) ESSA ONE: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA1}}{\text{ESSA1}} \%$	<div style="font-size: 4em; line-height: 1;">}</div>	S-LEVEL S - _____ (ESRAT/F) IF LESS THAN S-1, ENTER REASON CODE _____ (ESRES/F)
(C/S) ESSA TWO: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA2}}{\text{ESSA2}} \%$		
(C/S) ESSA THREE: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA3}}{\text{ESSA3}} \%$		
(C/S) ESSA FOUR: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA4}}{\text{ESSA4}} \%$		
(C/S) ESSA FIVE: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA5}}{\text{ESSA5}} \%$		
(C/S) ESSA SIX: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA6}}{\text{ESSA6}} \%$		
(C/S) ESSA SEVEN: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA7}}{\text{ESSA7}} \%$		
(C/S) ESSA EIGHT: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA8}}{\text{ESSA8}} \%$		
(C/S) ESSA NINE: $\frac{\text{POSS}}{\text{AUTH}} \times 100 = \frac{\text{ESSA9}}{\text{ESSA9}} \%$		

Prepared by: _____ (Unit SORTS Manager)

EQUIPMENT CONDITION R-LEVEL WORKSHEET (EQCONDAT)												
UNIT:	UIC:	DATE:										
DOC NUMBER: 1 (DOCNR)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">R-1</td> <td style="width: 50%; padding: 2px;">NON ACFT</td> </tr> <tr> <td style="padding: 2px;">R-2</td> <td style="padding: 2px;">90-100</td> </tr> <tr> <td style="padding: 2px;">R-3</td> <td style="padding: 2px;">70-89</td> </tr> <tr> <td style="padding: 2px;">R-4</td> <td style="padding: 2px;">60-69</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">00-59</td> </tr> </table>	R-1	NON ACFT	R-2	90-100	R-3	70-89	R-4	60-69		00-59	
R-1	NON ACFT											
R-2	90-100											
R-3	70-89											
R-4	60-69											
	00-59											
<p>* COMBAT ESSENTIAL (NON-ACFT UNITS) AND SUPPORT EQUIPMENT (ALL UNITS) *</p> <p>(C/S) ERS A ONE:</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA1}}{\text{ERSA1}} \%$ <p>(C/S) ERS A TWO:</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA2}}{\text{ERSA2}} \%$ <p>(C/S) ERS A THREE :</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA3}}{\text{ERSA3}} \%$ <p>(C/S) ERS A FOUR:</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA4}}{\text{ERSA4}} \%$ <p>(C/S) ERS A FIVE:</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA5}}{\text{ERSA5}} \%$ <p>(C/S) ERS A SIX:</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA6}}{\text{ERSA6}} \%$ <p>(C/S) ERS A SEVEN:</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA7}}{\text{ERSA7}} \%$ <p>(C/S) ERS A EIGHT :</p> $\frac{\text{MRA}}{\text{POSS}} \times 100 = \frac{\text{ERSA8}}{\text{ERSA8}} \%$			<p style="text-align: center;">R-LEVEL</p> <p style="text-align: center;">R - _____</p> <p style="text-align: center;">(ERRAT/F)</p> <p style="text-align: center;">IF LESS THAN R-1,</p> <p style="text-align: center;">ENTER REASON CODE</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(ERRES/F)</p>									

Prepared by: _____ (Unit SORTS Monitor)

TRAINING T-LEVEL WORKSHEET (AFTNGDAT)			
UNIT:	UIC:	DATE:	
DOC NUMBER: 1 (DOCNR)	DOC IDENTIFIER CODE: _____ (DOCID)	T-1	85-100
TRAINING METHOD:		T-2	70-84
		T-3	55-69
		T-4	00-54
<p>*METHOD C - UNIT TRAINING COMPLETED*</p> <p>TRSA ONE:</p> <p>_____ / _____ X 100 = _____ % TRAINED REQ. TNG. (TRSA1)</p> <p>TRSA TWO:</p> <p>_____ / _____ X 100 = _____ % TRAINED REQ. TNG. (TRSA2)</p> <p>TRSA THREE:</p> <p>_____ / _____ X 100 = _____ % } _____ % = TRAINED REQ. TNG. (TRSA3) (TRUTC)</p> <p>TRSA FOUR:</p> <p>_____ / _____ X 100 = _____ % TRAINED REQ. TNG. (TRSA4)</p> <p>TRSA FIVE:</p> <p>_____ / _____ X 100 = _____ % TRAINED REQ. TNG. (TRSA5)</p> <div style="text-align: right; margin-top: 20px;"> <p>T-LEVEL</p> <p>T- _____ (TRRAT/F)</p> <p>IF LESS THAN T-1,</p> <p>ENTER REASON CODE</p> <p>_____ (TRRES/F)</p> </div>			

Prepared by: _____ (Unit SORTS Monitor)

OVERALL CATEGORY-LEVEL (C-LEVEL) WORKSHEET		
UNIT: _____	UIC: _____	DATE: _____
DOC RESPONSE TIME: _____ (TREAD)		DATE: _____ (RICDA-YYMMDD)
PERSONNEL: P- _____ (PRRAT) (PRRES)	OVERALL C-LEVEL: C- _____ (READY) (OVERALL REASN CODE NEEDED IF LESS THAN C-1 OR CC ASSESSES.) _____ (REASN) SECONDARY REASON: _____ (SECRN) TERTIARY REASON: _____ (TERRN)	EQ SUPPLY: S- _____ (ESRAT) (ESRES)
EQ CONDN: R- _____ (ERRAT) (ERRES)		TRAINING: T- _____ (TRRAT) (TRRES)
FORECAST REF: AFI 10-201		
FORECAST C-LEVEL: _____ (CARAT)		FORECAST DATE: _____ (CADAT-YYMMDD)
CADAT REMARK: 3 MONTH FORECAST/C- ____/P, S, R, T / ____/EXPLAIN _____ <div style="text-align: center; font-size: small;">REASON CODE</div> 6 MONTH FORECAST/C- ____/P, S, R, T / ____/EXPLAIN _____ <div style="text-align: center; font-size: small;">REASON CODE</div> 12 MONTH FORECAST/C- ____/P, S, R, T / ____/EXPLAIN _____ <div style="text-align: center; font-size: small;">REASON CODE</div>		
CATLIMIT		
C-LEVEL LIMITATION: _____ (LIM)	C-LEVEL LIMITATION REASON: _____ (RLIM)	

Prepared by: _____ (Unit SORTS Monitor)

Verified by: _____ (Unit CC)

Released by: _____ (Group CC)

Note: These work sheets must be used in conjunction with AFI 10-201 with appropriate supplements. They are not designed to be a stand-alone product and do not contain all-inclusive guidance.

READY, TRAINED AND AVAILABLE-LEVEL WORKSHEET (RT&A)			
UNIT: _____	UIC: _____	DATE: _____	
DOC NUMBER: _____ (DOCNR)	DOC IDENTIFIER CODE: _____ (DOCID)	RT&A-1 RT&A-2 RT&A-3 RT&A-4	85-100 70-84 55-69 00-54
TRAINING METHOD: _____			
Ref: AFI 10-201/AMC 1			
METHOD C - UNIT TRAINING COMPLETED			
DETERMINE THE NUMBER OF PERSONNEL WHO HAVE COMPLETED THEIR REQUIRED TRAINING IAW AFI 10-201.			
APPLY THE PERSONNEL AVAILABILITY RULES FOUND IN AFI 10-403 TO THE PERSONNEL WHO HAVE COMPLETED REQUIRED TRAINING.			
DIVIDE THE NUMBER OF TRAINED AND AVAILABLE PERSONNEL BY THE NUMBER OF PERSONNEL AUTHORIZED.			
# PERSONNEL COMPLETING REQUIRED TRNG	# PERSONNEL TRAINED AND AVAILABLE	/	# PERSONNEL AUTHORIZED
FIELD ONE: _____	_____	/	_____ X 100 = _____ % = RT&A1- _____
FIELD TWO: _____	_____	/	_____ X 100 = _____ % = RT&A2- _____
FIELD THREE: _____	_____	/	_____ X 100 = _____ % = RT&A3- _____
FIELD FOUR: _____	_____	/	_____ X 100 = _____ % = RT&A4- _____
FIELD FIVE: _____	_____	/	_____ X 100 = _____ % = RT&A5- _____
			RT&A ASSESSMENT (READY)

Prepared by: _____ (Unit SORTS Monitor)

Attachment 8

CBDRT WORKSHEETS

EQUIPMENT & SUPPLIES ON HAND S-LEVEL WORKSHEET NUCLEAR BIOLOGICAL CHEMICAL DEFENSE (CBDRT)												
UNIT:	UIC:	DATE:										
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">S-1</td> <td style="padding: 2px;">NON ACFT</td> </tr> <tr> <td style="padding: 2px;">S-2</td> <td style="padding: 2px;">90-100</td> </tr> <tr> <td style="padding: 2px;">S-3</td> <td style="padding: 2px;">80-89</td> </tr> <tr> <td style="padding: 2px;">S-4</td> <td style="padding: 2px;">65-79</td> </tr> <tr> <td></td> <td style="padding: 2px;">00-64</td> </tr> </table>	S-1	NON ACFT	S-2	90-100	S-3	80-89	S-4	65-79		00-64
S-1	NON ACFT											
S-2	90-100											
S-3	80-89											
S-4	65-79											
	00-64											
CBDRT WORKSHEET												
<p>INDIVIDUAL PROTECTIVE EQUIPMENT</p> <p>_____ / _____ X 100 = _____ %</p> <p style="text-align: center; font-size: small;">POSS AUTH</p> <p>DETECTION EQUIPMENT</p> <p>_____ / _____ X 100 = _____ %</p> <p style="text-align: center; font-size: small;">POSS AUTH</p> <p>DECONTAMINATION EQUIPMENT</p> <p>_____ / _____ X 100 = _____ %</p> <p style="text-align: center; font-size: small;">POSS AUTH</p> <p>RADIAC EQUIPMENT</p> <p>_____ / _____ X 100 = _____ %</p> <p style="text-align: center; font-size: small;">POSS AUTH</p> <p>MEDICAL COUNTERMEASURE EQUIPMENT</p> <p>_____ / _____ X 100 = _____ %</p> <p style="text-align: center; font-size: small;">POSS AUTH</p> <p>COLLECTIVE PROTECTION</p> <p>_____ / _____ X 100 = _____ %</p> <p style="text-align: center; font-size: small;">POSS AUTH</p>		<p style="text-align: center;">S-LEVEL</p> <p>S - _____</p> <p style="text-align: center; font-size: small;">(ESRAT)</p> <p>IF LESS THAN S-1, ENTER REASON CODE</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">(ESRES)</p> <p style="text-align: center; font-size: small;">(Use ESRES Label for remarks)</p>										
<p>NOTE: Calculate Percentages based on direction in AFI 10-201.</p>												

Prepared by: _____ (Unit SORTS Monitor)

TRAINING T-LEVEL WORKSHEET (AFTNGDAT) NUCLEAR BIOLOGICAL CHEMICAL DEFENSE (CBDRT)			
UNIT:	UIC:	DATE:	
DOC NUMBER: 1 (DOCNR)	DOC IDENTIFIER CODE: _____ (DOCID)	T-1 T-2 T-3 T-4	85-100 70-84 55-69 00-54
CBDRT WORKSHEET			
INDIVIDUAL NBC DEFENSE TRAINING _____ / _____ X 100 = _____ % TRAINED REQ. TRAINING	NBC TASK QUALIFICATION TRAINING _____ / _____ X 100 = _____ % TRAINED REQ. TRAINING	<div style="text-align: center;"> T-LEVEL T- _____ (TRRATP) IF LESS THAN T-1, ENTER REASON CODE _____ (TRRES) (USE TRRES LABEL FROM TABLE A.3.7) </div>	
NOTE: Calculate Percentages based on direction in AFI 10-201.			

Prepared by: _____ (Unit SORTS Monitor)

OVERALL CATEGORY-LEVEL (C-LEVEL) WORKSHEET NUCLEAR BIOLOGICAL CHEMICAL DEFENSE (CBDRT)		
UNIT:	UIC:	DATE:
EQ SUPPLY: S- _____ (ESRAT) (ESRES)		OVERALL C-LEVEL C- _____ (READY) OVERALL REASON CODE, IF LESS THAN C-1 OR IF CC ASSESSMENT IS USED. _____ (REASN) SECONDARY REASON: _____ (SECRN) TERTIARY REASON: _____ (TERRN)
TRAINING: T- _____ (TRRAT) (TRRES)		

Prepared by: _____ (Unit SORTS Monitor)

Verified by: _____ (Unit CC)

Released by: _____ (Group CC)

Note: These work sheets must be used in conjunction with AFI 10-201 with appropriate supplements. They are not designed to be a stand-alone product and do not contain all-inclusive guidance.

Attachment 9

SAMPLE USM APPOINTMENT LETTER

MEMORANDUM FOR 437 AW/CP

437MSS/DPMAX

FROM: 437 (UNIT CC)

SUBJECT: Letter of Designation (SORTS)

1. The following individual(s) is/are the appointed representative(s) to sign the SORTS USMTF Master Worksheets and associated worksheets in the Unit Commander's absence: The person listed can not be a primary, alternate SORTS monitor or the Unit Commander. This produces a check and balance of the report.

- Full name:
- Rank:
- Office Symbol:
- Work phone:
- Home phone:
- Security Clearance:

2. The following personnel are designated as primary and alternate Unit SORTS Monitors (USM):

PRIMARY

ALTERNATE

- Full name:
- Rank:
- Office Symbol:
- Work phone:
- Home phone:
- Security Clearance:

- Full name:
- Rank:
- Office Symbol:
- Work phone:
- Home phone:
- Security Clearance:

ALERTNESS

ALTERNATE

- Full name:
- Rank:
- Office Symbol:
- Work phone:
- Home phone:
- Security Clearance:

- Full name:
- Rank:
- Office Symbol:
- Work phone:
- Home phone:
- Security Clearance:

3. This letter supersedes all previous dated letters, same subject.

(UNIT CC SIGNATURE BLOCK)

Attachment 10

REMARKS EXPLANATIONS

SORTS REMARKS WORKSHEET		
UNIT:	UIC:	DATE:
LABEL/ / /LABEL: DOCID//		
GENTEXT/RMK/LIST CURRENT DOC STATEMENT DATE, PRIMARY AND ALTERNATE MONITORS		
NAMES, RANK, SECURITY CLEARANCES, OFFICE SYMBOL, ORGANIZATION, DSN NUMBER, UNCLAS		
AND GCCS CLASSIFIED EMAILS, AND STATE IF ANY CHANGES HAVE BEEN REQUESTED TO THE		
DOC STATEMENT.		
LABEL/ / /LABEL: CARAT//		
GENTEXT/RMK/AEF/UTC/GO or NO-GO/REMARKS		
LABEL/ / /LABEL: READY//		
GENTEXT/RMK/ READY TRAINED AVAILABLE (RTA) PERCENTAGES AND ANY EXPLANATION.		
GET WELL DATE IS NEEDED.		
LABEL/ / /LABEL: REASN//		
GENTEXT/RMK/ USED TO EXPLAIN THE WHOLE PICTURE (WHO, WHAT, WHERE WHEN AND WHY)		
WHEN THE WING COMMANDER EITHER ASSESSES THE C-LEVEL UP OR DOWN BASED ON		
HIS/HER KNOWLEDGE OF THEIR ASSETS OR PERSONNELOR DECIDES TO LEAVE THE C-LEVEL THE		
SAME IF TWO OR MORE AREAS ARE BELOW A C-1. LIST ANY REFERENCES IF YOU HAVE THEM		
AND A GET WELL DATE.		
LABEL/ / /LABEL: PRRES //		
GENTEXT/RMK/USE PRRES WHEN PERSONNEL IS BELOW A P-1 TO EXPLAIN WHY THE UNIT IS		
SHORT PERSONNEL. ARE INDIVIDUALS ON A PROFILE, IN HOSPITAL FOR AN EXTENDED		
PERIOD OF TIME, PERSONNEL PCS'ING WITHOUT OTHERS COMING IN, ETC, GIVE A DATE WHEN		
YOUR UNIT WILL BE A P-1.		
LABEL/ / /LABEL: ESRES //		
GENTEXT/RMK/USE ESRES WHEN EQUIPMENT IS BELOW A S-1 TO EXPLAIN WHY THE UNIT IS		
SHORT EQUIPMENT AND SUPPLIES. WHAT HAPPENED? WHAT DID YOU DO ABOUT IT? ANY		
REFERENCES? WHEN WILL THE ITEMS COME BACK OR NEW ONES COME IN.		
LABEL/ / /LABEL: ERRES //		
GENTEXT/RMK/ USE ERRES WHEN EQUIPMENT CONDITION IS BELOW A R-1 TO EXPLAIN THE		
CONDITION OF THE EQUIPMENT. WHAT IS BEING DONE TO REPAIR OR ORDER NEW EQUIPMENT		
AND WHEN WILL THE EQUIPMENT BE MISSION READY AND AVAILABLE?		

Prepared by: _____ (Unit SORTS Monitor)

Attachment 11**USMTF SORTS WORKSHEETS LABELS AND DEFINITIONS**

This sheet contains a set of definitions useful in conjunction with the SORTS worksheets.

Authorized/Required: The number of personnel needed to fill each manpower position by UTC a unit is tasked to support in the DOC statement.

Assigned: Personnel assigned to the unit. Assigned personnel are counted once they sign in to the unit. If more personnel are assigned than are authorized, note in a remark set (TPASG).

Available: Personnel are available when they can meet skill level IAW AFI 10-201 and the DOC response time for that unit. (Member's TDY in support of MAJCOM tasking and local training is considered available. Members who are attending command training are considered not available).

PERSONNEL P-LEVEL WORKSHEET (AFPERDAT)

TPASG- Total personnel assigned.

TPAVL- Total personnel available.

TPAUTH- Total personnel authorized.

PERTP- Personnel measured area (Total personnel percentage).

CPSAG- Critical personnel assigned.

CPAVL- Critical personnel available.

CPAUTH- Critical personnel authorized or required.

PERTC- Personnel measured area (Critical personnel percentage).

PRRAT- Measured resource area level for personnel.

PRRES- Primary reason measured resource area level for personnel is not C-1.

EQUIPMENT AND SUPPLIES ON HAND S-LEVEL WORKSHEET (EOSOHDAT)

EQSEE- Equipment and supplies on hand measured area (Combat essential equipment percentage).

EQSSE- Equipment and supplies on hand measured area (Support equipment and Supplies percentage).

ESRAT- Measured resource area level for equipment and supplies on hand.

ESRES- Primary reason measured resource area level for equipment and supplies on hand are not S-1.

ESSA- Equipment Supply Sub-areas (ESSA-1 thru ESSA-9).

EQUIPMENT CONDITION R-LEVEL WORKSHEET (EOCONDAT)

EQREE- Equipment condition measured area (Combat essential equipment percentage).

EQRED- Equipment condition measured area (Support equipment percentage).

ERRAT- Measured resource area level for equipment condition.

ERRES- primary reason measured resource area level for equipment condition is not R-1.

ERSA- Equipment Readiness Sub-areas (ERSA-1 thru ERS-8).

TRAINING T-LEVEL WORKSHEET (AFTNGDAT)

TRUTC- Training measured area percentage.

TRRAT- Measured resource area level for training.

TRRES- Primary reason measured resource area level for training is not T-1.

TRSA- Training Sub-areas (TRSA-1 thru TRSA-5).

OVERALL LABELS

READY- Category levels 1-5 goes in this field. **

REASN- Reason code. This is only a one character code. **

SECRN- Secondary reason code. This can be either a one or three character code. **

TERRN- Tertiary reason code. This is only a three character code. **

RICDA- Report status of mobility bags.

CADAT- Report 3, 6, 12 month forecast of the units C-level.

DOCID- Used to report DOC statement date, names of SORTS monitors, DSN #, secure voice #, Route ID, AUTODIN and mailing addresses, report prepared by and if DOC statement changes are required.

PCTEF- Percentage Effective.

CBDRT- Nuclear Biological Chemical Defense Report.