

15 APRIL 1998

Operations

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



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 10-201, *Status of Resources and Training System*, and AFI 10-201/AMC 1. It specifies procedures which govern reporting for the 22d Air Refueling Wing. It applies to the wing commander, operations group commander, logistics group commander, medical group commander, support group commander, and unit commanders of the air refueling squadrons, aircraft generation squadron, logistics support squadron, maintenance squadron, military personnel flight, civil engineering squadron, communications squadron, mission support squadron, operations support squadron, security police squadron, services squadron, supply squadron, and the transportation squadron.

**SUMMARY OF REVISIONS**

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

Change all references from the 384 BW to the 22 ARW. Includes the 344<sup>th</sup>, 349<sup>th</sup>, 350<sup>th</sup> and 384<sup>th</sup> Air Refueling Squadrons.

**1. General.** The wing commander will determine the overall category level (C-Level) for the 22d Air Refueling Wing, and the reporting commanders of the rated units will determine the overall C-Level for their units. Units and agencies provide inputs to the rating process by reporting measured information concerning four resource area C-levels. Reports will be coordinated with appropriate group commanders. All SORTS information will be briefed to the agency chiefs, unit commanders, group commanders, and the wing commander prior to submission to higher headquarters.

1.1. The four measured areas are: Personnel, equipment and supplies on-hand, equipment condition, and training. This information affecting unit readiness, is used by the commander to establish the overall C-level. The lowest of the four measured resource areas will determine the unit overall C-level. If two or more areas hold equal C-levels, the area having the greatest impact on the unit's

readiness and/or the latest get-well date will be used. The commander may use a subjective assessment of measured information affecting the unit to adjust the overall unit C-level to accurately reflect readiness; the four measured resource area C-levels will not be adjusted.

1.2. The Designed Operational Capability (DOC) statement provides details for reporting information. The subordinate reporting organization (Command Post) will obtain the wing commander's signature on the wing DOC statement, and the unit commander's signature for their respective unit DOC statements. Measured units will maintain copies of their DOC statements.

1.3. Unit SORTS monitors will turn in completed SORTS worksheets to the Subordinate Reporting Organization (SRO) at the prescribed time and IAW this instruction para **5.1.1.** and **5.2.1.**

1.4. SORTS limiting factors (LIMFACs) will be reported in the SORTS by the wing commander. Other LIMFACs will be reported in the Commander's Situational Report (SITREP) IAW AFMAN 10-206.

## 2. Specific Responsibilities:

### 2.1. 22d Air Refueling Wing Commander:

2.1.1. Ensure accurate and timely SORTS reports for the wing are submitted.

2.1.2. Ensure that a SORTS training program is established and effective.

2.1.3. Appoint at least two SORTS managers to ensure uninterrupted reporting during both peacetime and crisis.

2.1.4. Provide detailed remarks explaining deficiencies in readiness impacted on category levels.

2.1.5. Indicate approval of flying unit SORTS by signing the overall C-level worksheet after the biweekly (more frequently, if required) SORTS briefing.

2.1.6. Exercise commander's subjective assessment of unit readiness, if applicable.

2.1.7. Review, sign, and date DOC statement annually or upon receipt of a new DOC statement.

### 2.2. Reporting Unit Commanders:

2.2.1. Designate primary and alternate SORTS monitors in writing to the wing SORTS manager to ensure uninterrupted reporting during both peacetime and crisis (use format in **Attachment 1**).

2.2.2. Ensure SORTS monitors are trained in SORTS reporting.

2.2.3. Exercise commander's subjective assessment of unit readiness, if applicable.

2.2.4. Review and sign the completed SORTS report prior to submission to the Command Post.

2.2.5. Review, sign, and date unit DOC statement annually or upon receipt of a new DOC statement.

2.3. Subordinate Reporting Organization: (The subordinate reporting organization is also referred to as the wing Command Post).

2.3.1. Provide SORTS reporting units with appointment letter of wing SORTS managers.

2.3.2. Publish and maintain a base SORTS reporting instruction. Provide a copy of this instruction to HQ AMC/DOOR.

- 2.3.3. Function as the primary point of contact (POC) with higher headquarters pertaining to SORTS matters.
- 2.3.4. Coordinate and distribute DOC statements received from HQ AMC to the appropriate squadron IAW para 3.2. and 3.6.
- 2.3.5. Gather, consolidate, quality control, and submit SORTS for measured units IAW JP 1.03-3, AFI 10-201, and AFI 10-201/AMC 1, and this instruction.
  - 2.3.5.1. Provide measured units with SORTS databases and easy-reads once the report has been submitted and processed. Provide wing historian with SORTS easy-reads for all measured units.
  - 2.3.5.2. Ensure system notification messages are received. Review messages/databases for accuracy. If any errors are detected, correct and update ASAP.
- 2.3.6. Provide a briefing to the wing commander prior to the transmission of the unit SORTS report.
- 2.3.7. Maintain an effective SORTS training program IAW this instruction para 4.
- 2.3.8. Conduct an annual staff assistance visits to measured units, or upon request, ensuring program compliance.

#### **2.4. Unit SORTS Monitors (USMs).**

- 2.4.1. Ensure appointment letters are provided to the 22 ARW/CP SORTS, 22 ARW/MO, and 22 MSS/DPMD.
- 2.4.2. Have personnel measured area numbers validated by Manpower and Personnel Readiness Unit (PRU) prior to unit commander review and submission to wing Command Post.
- 2.4.3. Brief the unit commander prior to report submission
- 2.4.4. Ensure continuity is maintained in the unit SORTS program. Maintain a continuity folder, to include:
  - 2.4.4.1. DOC statement (If classified, maintain in separate file)
  - 2.4.4.2. AFI 10-201
  - 2.4.4.3. AFI 10-201/AMC 1
  - 2.4.4.4. MAFBI 10-202
  - 2.4.4.5. Wing SORTS manager appointment letter
  - 2.4.4.6. Unit SORTS monitor appointment letter
  - 2.4.4.7. MO POC letter
  - 2.4.4.8. DPMD POC letter
  - 2.4.4.9. Training outline for all unit SORTS monitors
  - 2.4.4.10. All SORTS letter, messages, and other correspondence

#### **2.5. 22 ARW/MO:**

2.5.1. Provide SORTS reporting units, 22 MSS/DPMD, and the wing SORTS manager with a MO POC letter.

2.5.2. Validate unit personnel authorizations/requirements monthly.

**2.6. 22 ARW/XPL:**

2.6.1. Maintain and review all DOC statements. Identify taskings against the Global Assets List (GAL) in relationship to the DOC statement.

2.6.2. Provide 22 ARW/MO, 22 MSS/DPMD, reporting units, and direct support units with unit type code (UTC) packages.

2.6.3. Provide units with the Mission Capability Statement upon request and when applicable UTCs change.

2.6.4. Inform affected agencies of their tasking(s) to fulfill UTC requirements.

**2.7. 22 ARW/XPO:** Maintain and review all DOC statements and provide detailed planning and tasking information related to unit DOC statements.

**2.8. 22 MSS/DPMD (PRU):**

2.8.1. Provide SORTS reporting units and the wing SORTS manager with DPMD POC letter.

2.8.2. Maintain and review all DOC statements and provide SORTS desire lists to required reporting units. SORTS desire lists will be provided to SORTS monitors bi-weekly on Friday.

2.8.3. Validate unit personnel assigned figures prior to the wing/unit commander signing the SORTS report.

**3. DOC Statement Processing**

3.1. DOC statements will normally be submitted to the 22 ARW Command Post from HQ AMC.

3.2. Upon receipt of a DOC statement the Wing SORTS Manager (WSM) will compare the new DOC statement against the old DOC statement and highlight changes as required. The WSM will notify the Unit SORTS Monitor (USM) of the new DOC statement. The WSM will acknowledge receipt of the DOC statement to HQ AMC/DOOR upon receipt.

3.3. The USM will obtain and sign the original DOC statement from the Command Post. The USM will review and brief the unit commander.

3.4. The unit commander will review the DOC statement for understanding and have the USM coordinate with the HQ AMC functional manager, if questions arise. The USM will acknowledge receipt of the new DOC statement to their functional manager.

3.5. The unit commander will sign the original DOC statement. The USM will reproduce one (1) copy for themselves and return the original to the WSM.

3.6. The WSM will reproduce four (4) copies of the original DOC statement and distribute to the 22 ARW/HO, 22 ARW/XPL, 22 ARW/XPO, and 22 MSS/DPMD (PRU). The WSM will obtain the signature of the individual receiving the new DOC statement.

**4. SORTS Training**

4.1. The WSM will provide initial training for all newly appointed USMs IAW AFI 10-201/AMC 1. It is highly recommended that USMs attend the SORTS Data Handlers Course, instructed by the SORTS mobile training team. This course provides detailed instructions for compiling and submitting a SORTS report. The WSM will provide unit commanders and USMs with the scheduled class dates.

4.2. Upon completion of initial SORTS training and required reading from AFI 10-201, AFI 10-201/AMC 1, and this instruction, USMs are required to complete the Unit SORTS monitor training outline in **Attachment 2**. Once completed, the USM will provide WSM the original. The WSM will date and initial the form. The WSM will maintain the original and provide the USM a copy to be maintained in the unit's continuity binder.

4.3. The WSM will conduct semiannual refresher training for current USMs. The training will be IAW requirements set forth in AFI 10-201/AMC 1.

4.4. Unit commanders will ensure their USMs maintain a comprehensive continuity program, designed to provide new USMs the tools and unit specific guidance, necessary for timely and accurate SORTS reporting.

## 5. SORTS Submission

5.1. Flying Unit SORTS Instructions: The flying unit SORTS report consists of information compiled by the 22 OG (344 ARS, 349 ARS, 350 ARS, 384 ARS, 22 OSS), 22 LG (22 AGS, 22 LSS, 22 MXS), and the 22 SPTG (22 MSS).

5.1.1. Units will submit reports to the Command Post as stated in the Flying Unit SORTS Submission letter, or more frequently as required. This letter will be provided to the units quarterly.

5.1.2. Once the Command Post has compiled SORTS data, the Command Post will hand carry personnel worksheets to Manpower and PRU for validation. Manpower will validate authorization/requirement and PRU will validate assigned numbers.

5.1.3. The SORTS report will be transmitted to JCS, HQ AMC, and 15 AF every other Wednesday at 1700Z following the Monday SORTS submission. This will be the AS OF TIME for the SORTS report. When determining status and availability of resources the AS OF TIME will be the basis of your units readiness (i.e., 1700Z + response time).

**5.2. Non-flying Unit SORTS Instructions.** Non-flying units are the 22 CES, 22 CS, 22 MDG, 22 MSS (PERSCO), 22 OSS (WX FLT), 22 SPS, 22 SUPS, 22 SVS, and 22 TRNS.

5.2.1. Units will submit reports to the Command Post on the last Monday of the month prior to the last Wednesday of the month. A Monthly SORTS Submission letter will be provided to units quarterly with the submission dates and times.

5.2.2. Manpower and PRU will validate personnel figures at the prescribed times IAW the Monthly SORTS Submission letter. Manpower will validate units authorized/required numbers and PRU will validate assigned numbers. Manpower and PRU will sign and date the units personnel worksheet.

5.2.3. The SORTS report will be transmitted to JCS, HQ AMC, and 15 AF at 1700Z on the next to the last duty day of the month. This time will be the AS OF TIME for the SORTS report. When

determining status and availability of your units resources, the AS OF TIME will be the basis of your unit's readiness (i.e., 1700Z + DOC response time).

LAWRENCE H. STEVENSON, Colonel, USAF  
Commander

**Attachment 1**

**SAMPLE APPOINTMENT LETTER**

(Date)

MEMORANDUM FOR 22 ARW/CP SORTS

22 ARW/MO

22 MSS/DPMD

FROM: (Unit Commander) (i.e. 22 SUPS/CC)

SUBJECT: Appointment of Unit SORTS Monitors

1. The following individuals are appointed as the unit SORTS monitors for the 22d Supply Squadron:

<u>RANK/NAME</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>	<u>SSAN</u>	<u>CLEARANCE</u>
MSgt Greg Allen	LGSR	6129	123-45-6789	Secret
SSgt Karen Tingley	LGSR	6130	987-65-4321	Secret

2. This supersedes our letter, 26 Jan 96, same subject.

(Unit Commander Signature Block)

## Attachment 2

## UNIT SORTS MONITOR TRAINING OUTLINE

NAME: \_\_\_\_\_

Certification Date: \_\_\_\_\_

UNIT: \_\_\_\_\_

SORTS Data Handler's Course Complete Date: \_\_\_\_\_

TASK NUMBER	DESCRIPTION	START/COMPLETE TRAINER/TRAINEE
<b>1</b>	<b>SOURCE STUDY</b>	/
1a	JP 1-03.3	/
1b	AFI 10-201	/
1c	AFI 10-201/AMC1	/
1d	MAFBI 10-202	/
		/
<b>2</b>	<b>INFORMATION SECURITY (AFI 31-401)</b>	/
2a	Safeguarding classified information	/
2b	Properly mark and maintain (AFP 205-13)	/
2c	Control access to classified documents and safes	/
2d	Properly disseminate classified information	/
		/
<b>3</b>	<b>DOC STATEMENTS (AFI 10-201)</b>	/
3a	Purpose of DOC Statements	/
3b	Understand Part I, Unit Identification	/
3c	Understand Part II, Unit Mission	/
3d	Understand/Report properly Part III, Measured Resource Areas	/
3e	Understand Part IV, Amplifying Notes	/
3f	Be familiar with Part V, Gaining Commands	/
		/
<b>4</b>	<b>DATA SUBMISSION</b>	/
4a	Reporting C-level data elements	/
4b	Preparation of C-level data	/
4c	Submission of required plain language remarks	/
4d	Proficiency in completing forms/worksheets	/
4e	Identify and correct deficiencies	/

4f	Brief C-levels to unit commander	/
4g	Submission to wing SORTS manager	/
4h	Interpret easy-read/database	/
4I	Correct reporting errors within 24 hours	/
		/
<b>5</b>	<b>UNIT UNIQUE REQUIREMENTS</b>	/
		/

### Attachment 3

#### 22 ARW SORTS INFORMATION FLOW

**A3.1.** The following units will submit required SORTS data as listed to the 22 ARW/CP IAW the 22 ARW DOC statement, this instruction, para 5.1.1.1, and the Flying Unit SORTS Submission Letter.

**A3.2. Equipment and supplies on-hand, Equipment condition (aircraft/support equipment):**

**A3.2.1. 22 ARW/CPM:** Provide aircraft required, assigned, possessed, and mission ready available (MRA). Also, provide the location and estimated time of return (ETR) for depot aircraft; location, maintenance status, and estimated time in commission (ETIC) for non-mission ready aircraft (NMR); and the location, maintenance status (if known), and ETR of deployed aircraft.

**A3.2.2. 22 AGS/LGGS:** Provide support equipment required and on-hand per the LOGDET of the tasked UTCs extracted from the wing DOC statement.

**A3.2.3. 22 LSS/LGLOE:** Provide spare engines required and on-hand.

**A3.2.4. 22 MXS/CCQM:** Provide support equipment required and on-hand per the LOGDET of the tasked UTCs extracted from the wing DOC statement.

**A3.3. Training (Aircrew Information):**

**A3.3.1. 344 ARS/DO, 349 ARS/DO, 350 ARS/DO, and 384 ARS/DO:** Provide aircrew information, IAW the AIRCREW ACCOUNTING WORKSHEET in attachment 5. Report required, assigned, mission ready and mission ready available aircrews by crew position. Provide the number of SOAR and RT crews trained and formed. Also, provide the location, number of formed crews, and estimated time of return of aircrews deployed/TDY.

**A3.4. Personnel:**

**A3.4.1. 344 ARS/CCQ, 349 ARS/CCQ, 350 ARS/CCQ, 384 ARS/CCQ, 22 AGS/CCQ, 22 LSS/LGLOM, 22 MSS/CCQ, 22 MXS/CCQM, and 22 OSS/CCQ:** Provide required, assigned, and available personnel figures for "Total" and "Critical" personnel from the tasked UTCs, applicable to each unit, extracted from the wing DOC statement.

**A3.5. Mobility Bags:**

A3.5.1. Units reporting personnel figures in para 4, above, will provide mobility bags required and on-hand for A, B, and C-Bags. Units will obtain the mobility bag count from their respective squadron/group UDM.

A3.5.2. Mobility bags will be reported monthly. Submit this information with the last SORTS report of the month IAW the "Flying Unit SORTS Submission Letter", utilizing the RICDA format in attachment 4.

**A3.6. Small arms training/weapons/ammo:**

A3.6.1. Units reporting personnel figures in para 4, above, will provide aircrew members/mobility personnel that require small arms training and the actual number trained. Also report weapons and

ammo required and available by type. This information will be obtained for their respective squadron/group UDM.

A3.6.2. Small arms training, weapons, and ammo will be reported monthly; submit with the last SORTS report of the month IAW the Flying Units SORTS Submission Letter, utilizing the TRUTC format in Attachment 4.

## Attachment 4

## FORMATTED REMARKS

**DOCID Format:**

LABEL/\_/A/LABEL:DOCID//

GENTEXT/RMK/wing/wing SORTS manager/DSN/Routing Indicator/Address/FAX/secure FAX/unit  
SORTS monitor/functional address symbol (FAS)/DSN/effective date of DOC/alternate SORTS monitor/  
FAS/DSN//

**DOCID Sample:**

LABEL/\_/A/LABEL:DOCID//

GENTEXT/RMK/22ARW/TSGT HALSEY/743-3267/RUCUAPA/57837 COFFEYVILLE ST. STE 160  
MCCONNELL AFB KS 67221-3504/FAX:743-5960/SECFAX:743-4784/TSGT MCNATT/22AMDS  
SGPR/743- 5045/1FEB96/SSGT CULP/22AMDS SGPR/743-5096//

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**CADAT Format:**

LABEL/\_/A/LABEL:CADAT//

GENTEXT/RMK/3 MONTH FORECAST/C-level/reason (If less than 1, P,R,S,T)/reason code (If less  
than 1, i.e., P19)/explanation (If 1 state NO EXPECTED PROBLEMS, if less than 1 state shortfall)/6  
MONTH FORECAST/C-level/reason (If less than 1, P,R,S,T)/reason code (If less than 1, i.e. P19)/expla-  
nation (If 1 state NO EXPECTED PROBLEMS, if less than 1 state shortfall)/12 MONTH FORECAST/  
C-level/reason (If less than 1, P,S,R,T)/reason code (If less than 1, i.e., P19)/explanation (If 1 state NO  
EXPECTED PROBLEMS, if less than 1 state shortfall)//

**CADAT Sample:**

LABEL/\_/A/LABEL:CADAT//

GENTEXT/RMK/3 MONTH FORECAST/1/NO EXPECTED PROBLEMS/6MONTH FORECAST/2/  
P/P19/SHORTAGE OF CRITICAL ENLISTED PERSONNEL DUE TO PCS/12 MONTH FORECAST/  
1/NO EXPECTED PROBLEMS//

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**RICDA Format:**

LABEL/\_/A/LABEL:RICDA//

GENTEXT/RMK/MOBAG STATUS: Read as Type/Req/On-hand/Reason for shortage if less than  
requirement//

**NOTE: UNITS REPORT STATUS OF A, B, C, AND E BAGS IF REQUIRED BY DOC.**

**RICDA Sample:**

LABEL/\_/A/LABEL:RICDA//

GENTEXT/RMK/MOBAG STATUS: READ AS TYPE/REQ/ON-HAND/A-BAG/177/170/SHORT  
LEATHHERMENS DUE IN MAY 97; B-BAG/177/177; C-BAG/177/158/SHORT MEDIUM GAS  
MASKS, ON ORDER THROUGH SUPPLY, DUE IN OCT 96//

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**TRUTC Format:**

LABEL/\_/A/LABEL:TRUTC//

GENTEXT/RMK/AFP 16-8 Read as Type/Req/On-Hand/Reason for shortage if less than requirement//

**NOTE: UNITS REPORT STATUS OF SMALL ARMS TRAINING, WEAPONS, AND AMMO.  
REPORTED QUARTERLY IAW AFI 10-201.**

**TRUTC Sample:**

LABEL/\_/A//LABEL:TRUTC//

GENTEXT/RMK/AFP 16-8 READ AS TYPE/REQ/ON-HAND; SMALL ARMS TRNG/10/9/INDI-  
VIDUAL NOT QUALIFIED M-16, TRAINING WILL BE COMPLETED JUN 96; WEAPONS: M16/9/  
9, M9/1/1; AMMO: 5.56/1025/1025, M9/40/40//

**Attachment 5**

**AIRCREW ACCOUNTING WORKSHEET**