BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES

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Operations

STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements PACAF Supplement 1 to AFI 10-201, Status of Resources and Training System (SORTS) for PACAF units. Numbered Air Forces (NAFs) and the 15 Air Base Wing will ensure compliance with this instruction/ supplement by all assigned or attached units. The reporting requirement in this directive is exempt from licensing in accordance with paragraph 2.11.10 of AFI 37-124. The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This supplement aligns PACAF SORTS guidance under AFI 10-201 and incorporates the following changes: PACAF Air Operations Squadron Commander is now the approval authority for PACAF support (nonflying) DOC statements (paragraph 1.10.2); redefines robusting policy requirements (paragraph 1.12.1); implements weekly commander's review of flying unit C-level; allows a GSU to submit SORTS to SBRPT via electronic means; emphasizes get-well date (GWD) remarks and considerations for determining GWD; requires assignment of OPRs for specific SORTS problems (paragraph 1.13.1); implements direct unit reporting to the DISA GSORTS database (paragraph 3.10); designates DO-CG as the functional manager (FM) for Guard unit issues (paragraph A1.5); PAA is now primary mission aircraft inventory (PMAI) (paragraph A1.9.4); adds DOC statement shortfall addressing procedures (paragraph A1.9.6); reworded paragraph A1.10.2; added two responsibilities for HQ PACAF/LGX (paragraph A1.10.5); and updates new office symbols and terminology throughout. New or revised material is indicated by an (*).

AFI 10-201, 1 October 1995, is supplemented as follows:

1.10.2. The Director of Operations (HQ PACAF/DO) is the approval authority for HQ PACAF designed operational capability (DOC) statements. Approval authority for support (nonflying) unit DOC statements is delegated to the Commander, Air Operations Squadron (PACAF AOS/CC), Directorate of Operations. The following FMs are assigned to each measured unit type in SORTS:

FM	Measured Unit
AOI	Air Operations Squadron
CEO	Civil Engineering/Red Horse
DOC	Air Operations Squadron/Center
DOCF	Air Support Operations Squadron/Center Units and Collocated WX Units
DOCF	Tactical Air Control Parties
DOCT	Combat Operations Squadron and Combat Plans Squadron
DOCS	Operations Support Squadrons
DOCY	Air Defense Command and Control Units
DOCY	Airborne Warning and Control Squadrons
DOCY	Airborne Command and Control Squadrons
DOCY	Theater Air Control System Units
DOT	Aircraft Units
DOW	Weather Units
DOX	Combat Control Teams
DPX	Mission Support Squadrons
IM	Air Postal Squadron
INX	Air Intelligence Squadrons
LGS	Supply Squadrons
LGT	Transportation Squadrons
LGX	Bare Base Units/Logistics Support Squadrons
SVX	Services Squadrons/Divisions
SCM	Communications Squadrons
SGX	Medical Units
SPX	Security Police Squadrons

1.10.3. PACAF AOS/AOI (Readiness and Reports Flight) is designated the Command Reporting Organization.

1.10.3.1. In concert with HQ PACAF/DP/XP, identify PACAF combat, combat support, designated combat service support units, and inform subordinate units of reporting responsibilities.

1.10.3.2. Receive, coordinate, consolidate, edit, and forward SORTS data to the Joint Staff, HQ USAF, USCINCPAC, and other authorized interest commands on the current status of PACAF forces.

- PACAF CSS/SW will provide computer programming support, computer processing, and consultation in the area of automated data processing (ADP) to PACAF AOS/AOI as required to support JCS, USCINCPAC, HQ USAF, and PACAF SORTS reporting requirements.

1.10.3.5. Prepare and present the monthly PACAF/CC SORTS briefing to highlight the status of PACAF unit readiness and to support staff FM resource management efforts.

- Provide a copy of the easy-read retrieval and problem unit report each month.

1.10.3.6. Manage PACAF's DOC statement program and ensure FMs use Attachment 1 to this supplement to prepare, coordinate, and publish their unit DOC statements. Maintain original copies of all published PACAF DOC statements.

1.10.3.7. PACAF Wing Command Posts are designated as Subordinate Reporting Organizations (SBRPT).

1.10.3.9. PACAF AOS/AOI will accomplish SORTS Staff Assistance Visits (SAVs) to PACAF wings when requested by the wing or directed by HQ PACAF/DO.

1.10.3.10. Coordinate on all outgoing correspondence which deals with SORTS policy, procedures, and/or preparation of unit reports.

1.10.4. HQ PACAF FM Responsibilities. Designated FMs will monitor their affected portions of SORTS reports by reviewing unit inputs on monthly easy-read database retrievals.

- Asset shortages which affect the unit's overall C-level will be designated by the flagword LIMFAC as the first word of text in a supporting remark.
- All staff agencies will monitor the data contained in SORTS for accuracy, considering the interrelationship between individual reported areas and its effect on the overall C-level being reported to higher headquarters. Only shortages affecting the unit's overall C-level will be worked, and staff FMs must coordinate with other staff FMs (i.e., DP, XP, LG, etc.) on issues that involve reporting areas which are subject to their scrutiny.
- Coordinate all SORTS reporting guidance and related correspondence sent to subordinate units with PACAF AOS/AOI.
- Provide all inputs to the monthly PACAF/CC SORTS briefing concerning reported deficiencies associated with UTCs and manpower.

1.10.6. Provide inputs to and coordinate on proposed PACAF DOC statements IAW Attachment 1 to this supplement.

- Review and be responsible for all SORTS data pertaining to personnel as outlined in JCS Pub 1-03.3.
- Provide basic identity data element (BIDE) updates to PACAF AOS/AOI via quarterly Personnel Accounting System (PAS) listings (ATLAS 17155 and 01262).
- Ensure requirements in Chapter 4 of USCINCPACINST 3500.11, subject: SORTS Increased Frequency Personnel Reports, are met.
- Assist units reporting less than C-1 overall due to personnel shortages obtain additional manning to the maximum extent possible.

1.10.7. Provide inputs to and coordinate on proposed PACAF DOC statements IAW Attachment 1 to this supplement to ensure unit OPLAN/CONPLAN tasking is accurately reflected and valid UTCs are cited.

- Provide OPLAN status information (UNITOPLAN) as exercise contingent/crisis situations dictate IAW JCS Pub 1-03.3.
- Forward actions (G-series orders, movements orders, and teletype messages) affecting unit activations, deactivations, inter/intracommand transfers, and unit level/name redesignations to PACAF AOS/AOI as soon as possible prior to the effective date of change.

1.12.1. Wing Commander:

- In concert with group/squadron/unit commanders, be cognizant of resource and training status for assigned units. Ensures wing, group, squadron, and flight agencies work together to prepare each SORTS report.
- *****Ensures squadrons and or groups with the same weapons system use a robusting policy that includes procedures for cross leveling assets and tracking specific problems for SORTS reporting. It should distribute wing-assigned personnel, equipment, and supply resources in such a manner as to permit the maximum number of units to report C-1 overall.
- Ensures units using Commander's Assessment to raise or lower their overall C-level provide detailed remarks explaining why/how they disagree with the SORTS-measured area which would normally drive the overall C-level.
- Appoints a locally determined point-of-contact (normally from either the flying unit, Ops Support Sq, or maintenance complex) to consolidate flying unit and supporting aircraft maintenance personnel figures for each MDS. Ensure these figures are validated by manpower and DPMX (PRU), if required, prior to the flying unit commander signing the SORTS report and submitting it to the SBRPT.
- Appoints two wing SORTS managers from the SBRPT to ensure uninterrupted reporting during both peacetime and crisis.

1.12.2. The wing command post will be the subordinate reporting organization and will manage the SORTS program for the wing and assigned or attached units.

- Establish and document a local SORTS training program to train primary and alternate SORTS monitors for each squadron/unit. SORTS monitors are required to be trained within 60 days of appointment.
- For units with the Personnel Concept III (PC-III) system, ensure the unit SORTS monitor establishes procedures to obtain and validate unit’s assigned manning figures from the PC-III system.
- Ensure data received from reporting units is submitted using HQ PACAF-published SORTS worksheets.
- Ensure all error notification messages are corrected within a maximum of two duty days after notification.
- Semiannually, and as required, conduct SAVs on each local reporting unit to validate C-level reporting and procedures within the unit for formulating the report. This SAV may include manpower and personnel representatives, if requested. A record of the last two SAVs performed on each unit should be maintained in a unit continuity folder by both the SBRPT and reporting unit.
- Consolidate and up-channel queries/waiver requests pertaining to policy or procedures on SORTS through the appropriate NAF to PACAF AOS/AOI and action FM(s).

- Provide all unit SORTS monitors, DPMX (PRU), supply squadron (units reporting equipment), and manpower office (MO) with copies of all current DOC statements.
- Provide database retrievals to unit SORTS monitors at least monthly or whenever the unit submits a C-level change.
- Disseminate correspondence of interest to unit commanders on a timely basis to ensure prompt response to HHQ requirements (i.e., SORTS error notification messages, SORTS policy messages, etc.).
- Establish procedures to assure the accuracy, clarity, and validity of each SORTS report submitted. Unit SORTS monitors should review report content with SBRPT personnel prior to departing the command post.
- Consolidate combat, combat support, and designated combat service support resource data IAW AFI 10-201 and this supplement. Enter this data into the SORTS reporting system and retain a copy of all worksheets and supporting documentation.
- Provide a POC letter to PACAF AOS/AOI indicating current SBRPT SORTS managers, office symbols, and telephone numbers. Maintain current appointment letters for unit SORTS monitors, DPMX (PRU), and MO. Also, maintain copies of all unit DOC statements and pertinent MAJCOM SORTS guidance applicable to units reporting through the local SBRPT.

1.12.2.1. (Added). Publish and maintain a wing supplement to support local requirements to identify wing agencies responsible for assisting units with SORTS reporting and to provide continuity during personnel turnovers. The following outline will be used as a baseline for preparing the wing supplement:

- Frequency of Reporting: Specify local requirements for aircraft (if assigned) and support units to facilitate timely report submission to HQ PACAF. Describe transmission procedures (primary and backup) and how these procedures are implemented relative to timing requirements IAW AFI 10-201 and this supplement.
- Written Guidance: Specify regulatory guidance that must be available at each SORTS reporting unit.
- Distribution and Reporting Requirements: Describe all locally devised forms that must be used by local reporting units for data gathering.
- Responsibilities: Clearly specify responsibilities for individuals (i.e., wing commander, group commander, chief of supply, etc.) involved in preparing and ensuring the accuracy of unit SORTS reports.
- Training: Specify training requirements for SORTS POCs citing mandatory time schedules.
- Reporting Procedures: Include step-by-step procedures accomplished in compiling the SORTS report for both flying and support units.

1.12.3. Manpower Office:

- Provide MO POC letter for SORTS to all reporting units, DPMX (PRU), and the SBRPT. Maintain copies of all unit DOC statements and pertinent MAJCOM guidance for SORTS reporting. If the MO does not have classified storage capability, access to the DOC statements will be made by coordination with DPMX (PRU) or the SBRPT. MO files will be made available for review by PACAF SAV teams and/or Inspector General personnel.

- Forward Unit Manpower Document (UMD) extracts for generation and generation/mobility units, or the combined UTC Manpower Force Packaging System (MANFOR) files for mobility units, minimum quarterly or when changes occur.
- Program Element Code (PEC) lists are prepared with the same frequency as the UMD/UTC products and will be used to determine aircraft maintenance and munitions personnel figures for individuals not assigned to a flying unit. These PEC lists provide the total authorizations of all aircraft maintenance and munitions personnel in a wing (AFSCs listed in AFI 10-201, Table 4.4., Rules 3 and 4) by AFSC, excluding transient alert and WRM personnel, assigned to a flying unit for each aircraft MDS.
- PEC-identified wing personnel will be added to the flying unit authorized and assigned personnel figures for generation and generation/mobility units. Retain a copy of the UMD extract and PEC list for use in validating the personnel worksheets.
- Mobility units use the sum of the UTC MANFORs to determine authorizations and, as needed, will add PEC identified personnel to assigned and available personnel figures only. Retain a copy of the UMD/UTC extracts and PEC list for use in validating the personnel worksheets.
- Multiple squadron and same MDS units will divide all PEC-identified authorizations equally between the squadrons.
- Validate each reporting unit's total and critical personnel calculations by ensuring the correct authorized/required manpower data was used on each personnel worksheet. Mobility units are tasked to develop a ratio of available personnel to required UTC data. Generation units are tasked to develop a ratio of available personnel to authorized UMD/PEC data. Coordinate on each unit's personnel worksheet(s) prior to unit commander's approval and submission to the SBRPT.
- Report any UMD/UTC deficiencies to HQ PACAF/XPMX by message upon identification. Also, ensure a remark is submitted in the unit SORTS report to identify and clearly explain any UMD/UTC deficiencies/mismatches.

1.12.4. Personnel Readiness:

- Flying and aircraft maintenance squadron desire listings will be provided every two weeks. In addition to the UMD extract/UTC product, PEC lists will be prepared and used as the basis for determining assigned figures for aircraft maintenance and munitions personnel not assigned to flying unit(s) for each aircraft MDS IAW paragraph 1.12.3. above. Support squadrons desire listings will be provided each month.
- Provide Personnel Readiness SORTS POC letter to all reporting units, MO, and the SBRPT.
- For non-Personnel Concept III (PC-III) system units, validate the total and critical personnel calculations for each unit SORTS report submitted. Ensure the correct data was used to compute the unit's assigned personnel figures for each AFSC and skill level IAW AFI 10-201 and this supplement.
- For PC-III units, analyze the total and critical personnel calculations only on units reporting less than C-1 in the personnel subarea to determine if personnel actions can be directed to alleviate the shortage(s). If appropriate, corrective action (PCA, realignment, etc.) will be initiated to alleviate shortages. Annotate coordination (if required) on each unit's personnel worksheet prior to submission to the SBRPT. When MO personnel are not stationed on a base, DPMX (PRU) will validate personnel authorizations and requirements.

1.12.6. (Added). Logistics Group Commander/Chief of Supply Responsibilities (as applicable):

- Be the central POC for all information and status pertaining to aircraft and special systems.
- Provide aircraft maintenance personnel availability figures to the wing's locally determined POC for consolidating flying unit personnel calculations. Provide all applicable SORTS reporting organizations with equipment and supplies authorized/required, assigned, on hand/available numbers, and percentages necessary for preparing their SORTS report.
- Validate each Weapon System Management Information System and Sustainment Assessment Model (WSMIS-SAM) retrieval/listing provided by HQ PACAF/LGS to ensure reported data, problem parts list, and percentages are correct. Use Dyna-Metric Microcomputer Analysis System (DMAS) programs to verify WSMIS-SAM data. Provide recommendations to flying units on the impact of supply/equipment shortages when requested. HQ PACAF/LGS/DOC may direct DMAS to be used in place of WSMIS-SAM data if problems are identified in the WSMIS/SAM or changes to unit's taskings are not yet reflected in the WSMIS-SAM database.
- Coordinate with squadron/unit commanders for units with equipment/supply shortages to ensure remarks submitted for units less than C-1 overall reflect limiting factors, problem areas, and projected get-well dates. If known item(s) will limit or delay unit operations, it should be reported listing national stock number (NSN), nomenclature, requisition number, and quantity required.
- Coordinate supply-related limiting factors with the Chief of Supply.
- Appoint primary and alternate logistics SORTS monitors who will be responsible for reviewing and validating supply-related limiting factors, percentages, C-levels, and source documentation used to determine C-levels for all local SORTS reporting organizations with equipment/supply assets.

1.13.1. Commander:

- (Flying units) Assess WSMIS validation data and sortie generation capabilities in concert with other operations, supply, and maintenance agencies to determine the impact of support equipment and/or supply shortages.
- *****(Flying units) Commanders review their SORTS data weekly to ensure currency of unit C-level.
- Ensure all concerned agencies (i.e., DPMX/PRU, MO, maintenance, operations, etc.) have coordinated on or provided required worksheets, as applicable, and signed the completed report(s) prior to submission to the SBRPT.
- For units rated less than C-1 overall due to vehicle/supply deficiencies, ensure coordination is accomplished with transportation/supply agencies to ascertain availability of substitute vehicles/supplies.
- *****Units reporting less than C-1 must include, in the remarks, specific reason why the estimated get-well date (GWD) was used for the report, e.g., training area C-2 due to CATM building burned by electrical fire and TDY funding not available for collateral base CATM training. GWD of 22 March 96 based on estimated completion date to construct temporary training facility. Remarks will also include the name and phone number of the OPR that is working the problem.
- *****Consider unit DOC response time when determining estimated GWD. Use creativeness in possible fixes that may allow for subjective C-level determinations.
- *****Assign OPRs to track specific problems closely and provide the MAJCOM FM with weekly updates until the problem is fixed.

- *****Local procedures may be developed to allow for GSUs to submit SORTS data to the group/wing SORTS monitors using secure electronic means.
- Be continually cognizant of current and projected resource status in order to provide accurate GWD projections and trend information.
- For PACAF-gained Air National Guard of the United States (ANGUS) and United States Air Force Reserve (USAFR) units, SORTS reporting will be accomplished IAW this supplement following mobilization/activation of the Air Reserve Component (ARC) (the ANGUS/USAFR).

1.13.2. Unit SORTS Monitors:

- Submit the unit SORTS report IAW AFI 10-201, this supplement, and applicable wing guidance.
- Establish and document a SORTS training program to train all unit personnel involved in SORTS reporting/data collection. Ensure these procedures include emphasis on recognizing and reporting changes in C-level data within 24 hours of the change.
- Establish procedures to accurately gather, prepare, validate, and submit SORTS information to the SBRPT in a timely, efficient manner.
- Provide a copy of an appointment letter to the SBRPT (command post), DPMX (PRU) (personnel), and MO.

1.13.2.3. (Added). Establish and maintain SORTS continuity folder(s) containing the following documents:

- Unit's DOC statement(s).
- Appointment letters for unit SORTS monitors, DPMX (PRU), MO, SBRPT, and all other applicable agencies involved in collection/validation of SORTS data.
- Training program for squadron/unit SORTS monitors complete with training materials, sample worksheets, and documentation of completed training.
- Copy of UMD (desire list), MFEL identified by UTC(s), or UTC extract used to determine total personnel authorized and assigned. Ensure a UMD equivalent is included for US civilian personnel if the DOC statement requires reporting them.
- A complete list of authorized vs on-hand equipment required to compute unit's wartime capability, if required to report equipment status. Supply units are required to have a unit commander-validated list of vehicle requirements based on a composite of all applicable wartime requirements.
- A copy of the current unit SORTS report submitted to the SBRPT to include personnel worksheets reflecting MO and DPMX (PRU) coordination (if applicable) plus all other supporting documentation and worksheets used to compile the SORTS report.
- A copy of the unit's SORTS easy-read retrieval reflecting the current data base.
- Results of the last two SBRPT-conducted SAVs.
- HHQ guidance, letters, messages, etc.

2.1.1. PACAF unit DOC statements will be developed, prepared, approved, and annually reviewed IAW the following: AFI 10-201, Chapter 2; and Attachment 1 of this supplement.

2.11.3.1. All PACAF base supply and transportation units are required to measure all authorized, assigned, and available PACAF MHE. Do not measure MHE which is AMC authorized and assigned to collocated or non-collocated AMC Aerial Port units.

3.3.2. PACAF flying and support unit SORTS reports will be submitted IAW guidance provided by PACAF AOS/AOI not later than the last duty day of each month. The command post will establish procedures to ensure unit SORTS data is gathered, consolidated, and briefed to senior wing leadership prior to submitting the report.

3.7.28. (Added). Required publications for PACAF SBRPTs: JCS Pub 1-03.3; AFI 10-201; PACAF Sup 1 to AFI 10-201.

3.7.29. (Added). Required publications for PACAF SORTS reporting units: AFI 10-201; PACAF Sup 1 to AFI 10-201.

3.9.1. PACAF reporting units will use HQ PACAF-published SORTS worksheets provided by the SBRPT to compile the SORTS report for the commander's signature. SBRPTs may request approval for a unit to use a locally developed automated SORTS worksheet product providing it contains all required information.

3.10. (Added). Getting Data from SBRPT to Command Reporting Organization. SBRPTs will use HQ PACAF-provided SORTS formatting software to consolidate and input unit SORTS reports for transmission. The primary means of transmission will be via AUTODIN to the DISA GSORTS database using routing indicator(s) and plain language addressee(s) directed by PACAF AOS/AOI. The secondary means of transmission will be WWMCCS/GCCS file transfer using PACAF AOS/AOI- provided guidance.

3.10.1. (Added). Each SBRPT will maintain a SORTS report transmission log containing the following items for each report submitted: report number, message/report date-time-group (DTG), total number of sets submitted, UICs reported, and number and date of errors received. Maintain this log for a six-month period.

4.2.1.4. The PACAF DOC statement FM must approve use of a minimum-essential manning list (MEML). MEMLs will only be used as a temporary personnel source document while a unit is activating or undergoing a mission change which invalidates the existing personnel source document (UMD or UTC).

4.2.2.2. Flying units will use PEC lists in addition to the unit UMD/UTC extract to determine aircraft maintenance and munitions personnel figures for each aircraft MDS.

- All aircraft maintenance and munitions personnel in a wing (AFSCs listed in AFI 10-201, Table 4.4. Rules 3 and 4) who are not included on a flying unit UMD will be counted, excluding transient alert and WRM personnel, based on PEC-authorized figures by MDS.
- Flying units with a generation only or a combined generation and mobility mission will add the PEC-identified authorizations to the unit UMD totals to determine total unit authorizations. Use both the flying unit UMD and PEC lists identifying maintenance and munitions personnel within the wing to determine total/critical personnel assigned and available figures.
- Flying units with <u>mobility only</u> missions will use the UTC MANFOR for personnel authorized/required figures. Use the flying unit's UMD and maintenance squadron-provided critical AFSCs to determine total/critical personnel assigned and available figures and use PEC list identifying additional maintenance and munitions personnel within the wing to fill critical AFSC shortfalls.

- Wings/groups with multiple squadrons and same MDS units will divide all PEC-identified assigned and available personnel in such a manner as to ensure the maximum number of squadrons attain C-1 in the personnel subarea.
- (Added)(PACAF). When inclusion of civilian personnel is directed in the unit's DOC statement, the number of foreign nationals authorized/assigned/available will be indicated in remarks section only. Foreign national personnel will not be used for personnel, training, or the overall C-level computations/assessments.
- US direct-hire DOD civilians will be included in all personnel authorized (UMD) or required (UTC), assigned, and available data when directed by the unit's DOC statement. If directed to report US civilians, the unit must also include a remark indicating the number of US civilians included in the authorized, assigned, and available personnel figures.

4.4.5. Units reporting less than C-1 in the personnel subarea will submit a "PRRAT" remark to include problem AFSC(s) and skill level(s), the base/unit level figures for the authorized/required, assigned/available for the problem AFSC(s), a projected GWD, and all pertinent unit commander remarks to clarify the reasons for the C-level. The remarks should state what the specific problem is, how the problem will be resolved, and a projected improvement date.

4.5. The Military Personnel Flight (MPF) desire lists and/or UMD products provided will show any availability restrictions in the personnel data system; however, actual availability may not agree with these products. Normally, this is due to the administrative time lag involved in updating the MPF system. Unit personnel calculations are based on the validation of the duty status of each member.

- Flying unit commanders should work with the maintenance squadron commander to validate the availability of the maintenance and munitions personnel reported against the flying unit DOC statement.
- Civilian personnel are included in the personnel subarea measurement only when specified on the unit's DOC statement. Contract personnel are not counted in any personnel subarea measurement and should not be used as the basis for a commander's assessment or as substitutes for military personnel shortages since contractor personnel are provided in addition to full military authorizations.

5.2. Wings/groups with multiple squadrons and same MDS units will divide all equipment and supplies in such a manner as to ensure the maximum number of squadrons attain the highest C-level possible in the equipment subareas.

5.5.1. PACAF flying units use WSMIS-SAM to assess their RSP percentage reported in field "ESSA1." When WSMIS-SAM is used, field "ESSA2" (spare engines on hand percentage from Table 5.8.) is not reported; however, if DMAS or straight RSP fill rate is used due to unavailability/inaccuracy of WSMIS-SAM data, then field "ESSA2" will be reported using Table 5.8.

5.5.2. PACAF flying units will use Table 5.9., Spares Assessment, to report their readiness spares on-hand percentage. Units will take the 30-day raw WSMIS-SAM percentage (provided by their local Supply Squadron) and convert it into a C-level calculated percentage using option #1 (Sortie Generation Capability) in Table 5.9. (option #2, Aircraft Availability, will not be used).

- Whenever WSMIS-SAM or DMAS is used, enter a "Y" in field "ARUSD."
- Whenever a straight RSP fill rate is used, enter an "X" in field "ARUSD."

- DMAS is used for assessing readiness spares on hand when WSMIS-SAM data is unavailable/ inaccurate and only when specifically authorized by HQ PACAF/LGS.

Table 5.1. Which Equipment to Measure in Equipment and Supplies On Hand Subareas. When more than one item is required to be reported in the same field (e.g., "ESSA1" for Security Police units, Rule 31, lowest percent on-hand of M-16s or other weapons), both item types will be included on the unit's equipment and supplies on-hand worksheet with the lower of the two circled and entered into field "ESSA1." If the lowest percentage of the two items is less than 90%, enter a narrative remark using the "ESRES" label identifying the item creating the shortfall and corrective actions being taken.

8.5. All PACAF-reporting units will submit a monthly remark using the "DOCID" label identifying the unit's primary and alternate SORTS monitors and their DSN telephone numbers.

8.5.3.4.3. The Small Arms Training remark will be submitted quarterly by all PACAF reporting units. This remark will be submitted in the unit's end of February, end of May, end of August, and end of November monthly reports.

8.5.4. (Added). If Personnel Subarea is less than C-1, submit a "PRRES" remark explaining the unit's personnel shortage and submit a "PRRAT" remark IAW instructions provided in paragraph 4.4.5. of this supplement. Begin remarks with the word "**LIMFAC**," denoting a limiting factor.

- For each UTC identified in Part IIC of the DOC statement which has a total personnel percentage below 90% or a critical personnel percentage below 85%, submit a remark using the "PRRAT" label containing the UTC identifier, total/critical personnel authorizations for the UTC, and shortage AFSC(s) auth/asgn/avail.

8.5.5. (Added). If Equipment and Supplies On-Hand subarea is less than C-1, submit a remark using the "ESRES" label. Begin remark with the word "**LIMFAC**," denoting a limiting factor.

- For each UTC identified in Part IIC of the DOC statement which has an equipment and supplies on-hand percentage below 90%, submit a remark using the "ESRAT" label containing the UTC identifier and limiting shortfalls.

8.5.6. (Added). If Equipment Condition subarea is less than C-1, submit a remark using the "ERRES" label. Begin remark with the word "**LIMFAC**," denoting a limiting factor.

- For each UTC identified in Part IIC of the DOC statement which has an equipment condition percentage below 75% (flying unit) or 90% (support unit), submit a remark using the "ERRAT" label containing the UTC identifier and limiting shortfalls.

8.5.7. (Added). If Training subarea is less than C-1, submit a remark using the "TRRES" label. Begin remark with the word "**LIMFAC**," denoting a limiting factor.

- For each UTC identified in Part IIc of the DOC statement which has a training percentage below 85%, submit a remark using the "TRRAT" label containing the UTC identifier, number required/ number trained, and reason for training shortfalls.

Attachment 1

SORTS DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENTS

Purpose: This attachment establishes the responsibilities and procedures for maintenance, review, approval, and distribution of DOC statements for all units that are required to report SORTS. It implements AFPD 10-2, *Readiness*, and applies to the HQ PACAF staff only. It does not apply to Air National Guard or United States Air Force Reserve units.

- SORTS is a JCS command and control (C^2) reporting system. All combat, combat support, and service-designated combat service support units of the operating forces of each service (including active and gained units) tasked in an OPLAN residing in JOPES will report the status of resources and training (CJCS MOP 11). HQ PACAF FMs may require additional units to report SORTS. SORTS DOC statements establish the unit's SORTS measurement criteria (e.g., unit type codes (UTC), sortie rates, response times, etc.) and must reflect the unit's full wartime mission (the definition of C-1). Unit DOC statements will be developed for the lowest organized level. This is required to meet JCS command and control requirements of SORTS. Each unit will have only one SORTS DOC statement to comply with CJCS MOP 11 which restricts each unit to one overall C-level.

NOTE: DOC statement packages will not be placed in classified distribution; handcarry all packages IAW applicable security procedures.

A1.1. HQ PACAF/DO is the approval authority for HQ PACAF DOC statements. Approval authority for support (nonflying) unit DOC statements is delegated to Commander Air Operations Squadron (PACAF AOS/CC), Directorate of Operations.

A1.2. The Air National Guard (ANG) Advisor to PACAF/CC coordinates on all PACAF-gained ANG DOC statements.

- HQ PACAF/DOT is the designated senior coordinator for all PACAF-gained ANG and US Air Force Reserve (USAFR) flying unit DOC statements.
- PACAF AOS is the designated senior coordinator for all PACAF-gained ANG and USAFR support unit DOC statements.

A1.3. The Office of Primary Responsibility (OPR) for policies concerning SORTS and SORTS DOC statements is PACAF AOS/AOI. All correspondence concerning SORTS reporting and SORTS DOC statements will be coordinated with HQ PACAF/DOC through PACAF AOS/AOI (command reporting organization).

A1.4. The Office of Collateral Responsibility (OCR) for DOC statements are HQ PACAF FMs for the measured units. OCRs ensure currency and accuracy of PACAF and PACAF-gained unit DOC statements.

A1.5. Functional Areas. The following HQ PACAF staff offices are considered additional functional areas that are essential to the DOC statement review and approval process:

FM	Measured Unit

*DO-CG	All Air National Guard Issues
DPC	Civilian Personnel
LGM	Aircraft Maintenance/Equipment Condition Issues
LGS	Equipment and Supplies Issues (WSMIS-SAM/RSP)
LGT	Authorized Vehicle Issues
LGW	Munitions
LGX	Logistics Planning/UTC LOGDET
XPM	Manpower, Unit Activation/Inactivation/Redesignation
XPX	Contingency Plans, Conventional UTCs

A1.6. Review Procedures. PACAF AOS/AOI will notify FMs when an annual review is required. Annual reviews will normally begin 60 days prior to the one-year anniversary date of the affected DOC statements. An annual review also occurs when full bottom-line coordination is required as a result of tasking or measurement change.

A1.7. Coordination requirements for all SORTS reporting units will be accomplished as identified by PACAF AOS/AOI.

A1.7.1. To promote standardization of PACAF-published DOC statements, FMs will develop/update unit DOC statements using computer hardware/software provided by PACAF AOS/AOI. The DOC statement coordination process begins and ends in PACAF AOS/AOI:

- FMs will work closely with AOI during development/update of unit DOC statements and provide AOI a completed package of draft DOC statements for review prior to the initiating staff's coordination.
- When the draft DOC statements are ready, AOI will determine the applicable staff agencies required for coordination and publish a memo placing the draft documents into official staff coordination.
- FMs will coordinate draft DOC statements through the HQ PACAF staff IAW paragraph 9 of this attachment.
- When the draft DOC statements have completed staff coordination, FMs will make required changes and provide final copies to AOI for DOC statement approval. AOI will forward the coordinated DOC statement package to HQ PACAF/DO (as appropriate) for approval through PACAF AOS/CC.
- When approved, AOI will only annotate DOC statements with the HQ PACAF approval date; however, the completed memo containing staff coordination will be maintained on file in AOI for review, as required.

A1.7.2. FMs will obtain full coordination and PACAF DO or PACAF AOS/CC (as appropriate) approval during revisions and annual reviews. Exceptions follow:

- Minor errors discovered on recently approved DOC statements will be coordinated with and corrected by the applicable FM, then redistributed with the original effective date.
- Significant errors discovered on recently approved DOC statements will be coordinated with applicable FMs and approved by appropriate authority. In this case, the effective date of the DOC statement will be updated.

- PACAF AOS/AOI will make administrative changes to DOC statements such as unit name changes. FMs or HQ PACAF/XPM will formally notify AOI of unit name changes as soon as possible. AOI will submit an identity data update to HQ USAF/XOOOR, and work closely with the applicable FM to ensure the DOC statement is updated.

A1.8. Distribution Procedures. PACAF AOS/AOI will distribute/forward approved DOC statements to the affected units (via appropriate PACAF wing command post) and provide copies to HQ USAF/XOOOR.

- AOI rescinds unit DOC statements upon receipt of a G-series order from XPM deactivating the unit.

A1.9. FMs for measured units:

A1.9.1. Become knowledgeable of SORTS reporting requirements as specified by AFI 10-201 and PACAF Sup 1. AOI will provide FM training upon request.

A1.9.2. Ensure all units listed in AFI 10-201, paragraph 2.2., have a DOC statement even if the units are not currently OPLAN tasked.

- DOC statements will be established for all PACAF units with a wartime support mission, whether or not they are listed in the above reference.

A1.9.3. Accomplish all coordination for DOC statements within 30 working days of initiation of package. The date on the PACAF AOS/AOI coordination memo (placing the package in bottom-line coordination) will start the 30-day clock. FMs are responsible for tracking the location of their package(s) and meeting timing criteria IAW this attachment. When this timing cannot be met, FMs should contact AOI for assistance in meeting DOC statement suspenses.

- HQ PACAF coordinating agencies will coordinate on DOC statement packages within three working days. Notify FMs immediately if three-day suspense cannot be met to ensure the package is moved to the next coordinating agency.

A1.9.4. Ensure new DOC statements are developed and approved in time to be provided to the units as follows.

- Converting Units: The effective date and delivery of the DOC statement to the unit will be NLT the unit's initial operational capability (IOC) date.
- Activating Units: The effective date and delivery of the DOC statement to the unit will be the date the unit is scheduled to activate.
- Units undergoing a build up or build down (e.g., a flying unit increasing from PMAI to 24 PMAI): the effective date and delivery of the DOC statement to the unit will be NLT the unit's IOC date.
- Deactivating Units: Deactivating units will not receive a new or changed DOC statement. SORTS measurement is still the unit's full wartime mission (definition of C-1). A drawdown in
- C-level is expected during deactivations.

A1.9.5. Initiate DOC statement changes when unit resource authorizations and/or taskings change which affect SORTS reporting. Notify AOI of required changes/ additions to DOC statements as soon as possible and expected date new/revised DOC statements will be ready for staff coordination.

A1.9.6. Prepare DOC statements IAW AFI 10-201 and this supplement. Additional guidance follows:

- *****Explain how the unit is to handle manpower shortfalls under amplifying notes (Section IV). Options are sourcing from another unit on base (provide sourced PAS), locally tailoring requirement out of the UTC, requesting the pilot unit review the requirement for permanent change, or shortfalling the requirement to be sourced at other bases (use as a last resort).
- Verify validity of mission statement narratives (Section IIA of DOC statement). Narratives will be limited to wartime missions the unit was designed to perform.
- For flying units, list sortie rates, numbers of sorties, and sortie duration IAW Volume 5 of the War Mobilization Plan (WMP-5) (Section IIB of DOC statement).
- Ensure UTCs listed in Section IIC represent the most resource-demanding capability/wartime mission for units with mobility missions.
- Provide the unit name for all UICs (unit identity codes) for units providing resources to the measured unit used in the DOC statement(s) (Section IID).
- List all OPLANs the unit is tasked to support (Section IIE).
- Identify which units have civilians in emergency-essential and key positions (Section IIIA).
- Identify the equipment required for the unit mission(s) in Section IIIB as listed in AFI 10-201.
- Identify equipment for which condition is required to be measured and provide the reference prescribing the criteria (Section IIIC).
- Provide unit training requirements with reference in Section IIID.

A1.9.7. When a substantial number of DOC statements for a functional area is being revised, include the remaining DOC statements in the coordination package to update the annual review date.

A1.10. Coordinator Responsibilities. PACAF AOS/AOI will accept DOC statement packages for review and forward to HQ PACAF/DO or AOS/CC (as appropriate) for approval once staff coordination is complete. PACAF flying units will complete appropriate bottom-line (initiated by AOI memo) and top-line coordination prior to HQ PACAF/DO approval. PACAF support units will complete appropriate bottom-line (initiated by AOI memo) coordination prior to DOC approval. Recommend coordination be accomplished in the following sequence:

A1.10.1. FMs for measured units IAW paragraph 9.

A1.10.2. HQ PACAF/XPM initiates action to resolve any UTC/UMD mismatches with staff FMs. Resolutions to UTC/UMD mismatches must be annotated in amplifying notes.

A1.10.3. HQ PACAF/XPX:

- Reviews DOC statement UTCs for currency. The in-place UTC for Section I of the DOC statement is found in TUCHA TYPEA. Validate that UTCs listed in Section IIC of the DOC statement are the UTCs tasked in applicable OPLANs or are suitable substitutes. UTCs tasked to support in Section IIC are found in the TUCHA active listing.
- Identifies and initiates planning actions needed to resolve problems arising from unit equipage changes or war plan tasking changes.
- Ensures accurate WMP-5 factors are reflected for applicable units.

A1.10.4. HQ PACAF/DPXX:

- Verifies personnel reporting baseline (UMD or UTC including civilians).
- Provides personnel reporting instructions when needed.
- Verifies support PAS data within the UIC to PACAF AOS/AOI for inclusion in DOC statements.

A1.10.5. HQ PACAF/LGX:

- Reviews UTCs and plan requirements.
- Reviews bare base UTCs.

A1.10.6. HQ PACAF/LGS:

- Reviews spares assessment data, inputs spares assessment measurement criteria (e.g., WSMIS-SAM, DMAS, or RSP Fill Rate), and documents any weapon system concerns.
- Ensures in-place/mobility-type equipment assets are identified in a measured area or amplifying notes.

A1.10.7. PACAF AOS/AOI:

- Ensures the provisions of this attachment are adhered to.
- Ensures currency of this attachment is maintained.
- Ensures AFI 10-201 requirements are met.
- Ensures DOC statements fulfill the intent and purpose of SORTS reporting and complies with AFI 10-201 and this attachment.
- Assists FMs in meeting DOC statement suspenses.
- Compares the unit registration UTC (TUCHA TYPEA) in the SORTS database with the unit identification UTC in Section I of the DOC statement and resolves noted disconnects with HQ PACAF/XPX.
- Provides final, coordinated PACAF unit DOC statements for DO or AOS/CC approval.
- Maintains, publishes, and distributes current DOC statements.

A1.10.8. PACAF-gained coordination:

- NGB/AFRES sends a teleconference message to AOI (starting the 45-day coordination process) (IAW AFI 10-201) and mails PACAF-gained DOC statements over the WIN system.
- AOI provides the FM with PACAF-gained unit DOCs for bottom-line coordination.
- FMs have 30 days to complete coordination on the DOCs and return the DOC statement(s) to AOI with a letter identifying all recommended changes.
- AOI forwards recommended changes to NGB/AFRES.

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