BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE

TRAVIS AIR FORCE BASE
INSTRUCTION 10-201

18 MAY 2004

Operations

STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes TAFBI 10-201, 23 June 2000 Pages: 5
Distribution: F

This publication implements AFPD 10-2, *Readiness.* SORTS provide the 60th Air Mobility Wing Commander's assessment of the combat mission capability for Travis Air Force Base to the Joint Chiefs of Staff (JCS), HQ USAF, and HQ AMC. This instruction applies to all personnel required to submit a report, worksheets, or information in the compilation of a SORTS report on Travis Air Force Base. Suggestions for change and questions will be addressed to 60th AMW/CP.

SUMMARY OF REVISIONS

This instruction updates text and training requirements IAW AFI 10-201, *Status of Resources and Training System*. Changed the date for which the mobility bag report must be sent out, and changed the pick up procedures for database dumps. Developed a staff assistance program for all measured units. **A bar (|) indicates revision from the previous edition.**

1. Responsibilities.

1.1. Command Post (60 AMW/CP) will:

1.1.1. Provide an appointment calendar directing end of month SORTS reports to be turned in NLT the last week of the month to ensure submission of data prior to the suspense date. All units reporting SORTS must have their reports turned in on the date specified by the appointment calendar. If a unit cannot meet the scheduled deadline, then they will be required to prepare and turn in their report a duty day prior and coordinate a turn in time with the CP SORTS office.

1.1.2. Provide initial and quarterly training to units reporting SORTS. Coordinate with the Mobile Training Team at Keesler AFB and the AMC Mobility Office Training POC to provide the SORTS Data Handlers Class to new SORTS monitors at the earliest opportunity.

1.1.3. Publish a SAV schedule and visit each unit annually. SAV results will be forwarded to the measured unit within 30 days of the SAV. The Wing Commander will be briefed on the overall results.

1.1.4. After receipt of mobility bag (mobag) on-hand information from Base Supply (60 AMW/LRS), prepare a mobility bag letter and distribute to SORTS monitors.

1.1.5. Consolidate SORTS data and submit to higher headquarters.

1.1.6. Prepare SORTS slides for the Wing Commander on a monthly basis, or, as required.

1.1.7. Brief the Wing Commander on significant changes to the 60 AMW's overall C-level.

1.2. Offices required to submit SORTS reports are**:** (60APS, 60CES, 60CONS, 60CPTS, 60CS, 60LRS, 60MDG, 60MSS, 60MXG, 60OG, 60OSS/OSA, 60OSS/IN, 60 OSS/OSW, 60SFS, 60SVS, 6ARS, 9ARS, 21AS, 22AS) and these offices will:

1.2.1. Provide wing SORTS managers with accurate SORTS information, (in a Command post/unit coordinated data transmission format) signed by the unit commander or designated representative monthly to 60 AMW/CP. Ensure proper classification and marking on document. Remarks will be clear text and will fully explain all areas less than C-1.

1.2.2. Keep a copy of the SORTS data dump and unit worksheets IAW AFMAN 37-139, *Records Disposition Schedule*. These documents are classified and require special handling IAW AFI 31-401. Classified documents will be disposed of per DOD 5200.1-R/AFI 31-401, *Information Security Program Management.* ***NOTE: Units will be required to pickup and sign for their SORTS data dumps at 60 AMW/CP NLT 24 hours after notification of availability.***

1.2.3. Submit a letter signed by the unit commander to 60 AMW/CP designating who is authorized to sign data transmission format.

1.2.4. Forward an appointment letter signed by the unit commander to 60 AMW/CP designating two SORTS monitors. Unit commanders are responsible for ensuring SORTS monitors are trained prior to submitting SORTS information to the Wing Command Post. Units must submit a new appointment letter each time there is a change; otherwise, it will not be noted.

1.2.5. Monitor changes that could affect C-level rating (overall or in any area) and submit data to 60 AMW/CP within 24 hours of any changes.

1.2.6. Compare actual figures to SORTS Personnel Availability Roster (SPAR) also known as the Air Force Personnel Desire List (AFPDL). Confirm availability and assigned figures on the SPAR for both total and critical personnel using AFI 10-201, Table 3.1. Annotate SPAR with discrepancies and notify 60 MSS/DPMX (PRU) of changes.

1.2.7. Use the SORTS turn-in template issued to your unit from the SORTS office. Do not make any modifications or leave out any of the pages. Turn-in templates will be treated as a package. In doing so, unit monitors will only be required to fill in their Unit Title, UIC, DOCID, and date of report (YYMMDD) information on the cover page after completing the report.

1.2.8. During SORTS turn-in, unit monitors should be prepared for a minimum of a 30-minute visit so that the SORTS manager can properly review your report for any errors. *NOTE: SORTS managers cannot accept reports with errors or discrepancies unless they are resolved first.* For

maximum flexibility, monitors will be seen on a first-come, first-served basis. Early turn-in is encouraged to avoid a rush at deadline.

1.2.9. Maintain a current copy of the Annual Unit SORTS Calendar and comply with the appointments scheduled for your unit.

1.2.10. Conduct a semi-annual self-inspection of the units SORTS program using the Wing SORTS self-inspection checklist. Note: a self-inspection should also be conducted 30 days prior to a Wing or AMC SAV/inspection. Discrepancies should be corrected by the unit within 30 days of receiving the SAV/inspection results. Corrections will be forwarded by the unit commander to the Wing SORTS office NLT 30 days after receiving SAV/inspection results.

1.3. 60 MSS/DPMX will:

1.3.1. Distribute the SPAR to SORTS monitors.

1.3.2. Verify changes received.

1.4. 60 LRS/LGRRW will:

1.4.1. Supply 60 AMW/CP with mobag on-hand totals by the 5th of each month. This report is done on a monthly basis or as changes occur that could affect the C-level rating of any SORTS reporting unit.

1.5. 60 MOS/MXOOS will:

1.5.1. Prepare and submit a daily SORTS Aircraft Data Report, Monday through Friday NLT 0900L, or as required during increased reporting. Include depot and loan information such as tail number, location, and estimated time of return.

1.5.2. Ensure notifications are made to 60 AMW/CP if changes occur that could affect the C-level of a specific or overall area.

1.6. Maintenance and Flying Operations: 60AMXS, 660AMXS, 60CMS, 60EMS, 60MXG, 60MOS, 60 OSS/OSO, 60 OSS/OST, 6ARS, 9ARS, 21AS, and 22AS will:

1.6.1. Confirm availability and assigned figures on SPAR for both total and critical personnel using 60 AMW/CP approved local worksheet.

1.6.2. Fully explain the shortages IAW AFI 10-201, AMC Supplement 1 in authorized, assigned or available categories.

1.6.3. Monitor data for day-to-day changes, and immediately bring changes to the attention of the orderly room.

1.6.4. Squadrons must maintain a copy of their worksheets IAW paragraph **1.2.2.**

1.7. 60 OSS/OSO will:

1.7.1. Notify 60 AMW/CP when 60 AMW has been tasked in support of a JCS OPORD, USAF OPORD, OPLAN, or EXPLAN.

1.7.2. Notify 60 AMW/CP when there are changes to a tasking or a tasking is deleted in support of a JCS OPORD, USAF OPORD, OPLAN or EXPLAN.

1.8. 60 OSS/OST will:

1.8.1. Provide the aircrew and special capability numbers when SORTS turn-ins are due and when training falls below 85 percent.

1.8.2. Immediately notify 60 AMW/CP if there are any changes that may affect the C-level rating.

ALLARD R. CARNEY, Col, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 5200.1-R/AFI 31-401, *Information Security Program Management*

AFPD 10-2, *Readiness*

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

AFMAN 37-123, *Management Records*

AFMAN 37-139, *Records Disposition Schedule*