



**STATUS OF RESOURCES AND TRAINING
SYSTEM**

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This supplement identifies responsibilities and procedures for the preparation, safeguarding, and submission of SORTS reports from the United States Air Force Academy to HQ USAF. Supplement was revised to align the paragraphs with the new basic.

SUMMARY OF REVISIONS

Paragraph 1.16.1.1.4 (Added) was deleted.

1.3.2. The 10th Air Base Wing Command Post (10 ABW/CP) is the Command Reporting Organization (CRO) for the USAF Academy. All further references to the USAFA Command Center, for the purposes of SORTS, will be CRO.

1.5.2.1. (Added) The unit commander will be the final authority in the release of SORTS information. In his or her absence, the acting commander must be designated on G series orders as the acting commander. This does not apply to the release of the report to the Command Reporting Organization (CRO) for normal reporting. For normal release of the "report," in cases where the unit commander is not available, those individuals the unit commander has designated on the "alternate signature" memorandum will suffice.

1.7.3.1. (Added) Since USAF Academy is a Direct Reporting Unit, the measured unit SORTS monitor with guidance from their approval authority, CRO, and measured unit commander will ensure the DOC statement accurately reflects their wartime capability.

1.7.4.1. (Added) Since USAF Academy is a Direct Reporting Unit, the following agencies have been approved to be MAJCOM SORTS DOC Statement Approval authority. The 10th Mission Support DOC statement approval is HQ USAF Academy DP; 10th Security Forces DOC statement approval is HQ

USAF XOF; 10th Medical Group DOC statement approval is HQ USAF/SGXR office; and the 510th Civil Engineer Squadron DOC statement approval is HQ USAF/ILEOR office.

1.9.1. (Added) DOC Statement Coordination/Review . As a minimum, all DOC statements will be coordinated through the following agencies:

1.9.1.1. (Added) HQ USAF Functional Manager.

1.9.1.2. (Added) MAJCOM -- USAFA Command Post (10 ABW/CP), Manpower (HQ USAFA/XPM), Personnel (HQ USAFA/DP), Plans (10 LG/LGLX), Installation Deployment Officer (10 ABW/LGX), Employment and Readiness (10 MSS/DPAME).

1.9.1.3. (Added) UNIT CC Review -- Unit Command (Unit Commander is defined by the level of command echelon identified in Part 1, Measured Unit, of the unit's DOC statement).

1.14.3.20. (Added) Conduct SORTS briefing at the discretion of the Superintendent (HQ USAFA/CC) and Commander, 10th Air Base Wing (10 ABW/CC).

1.14.3.21. (Added) The CRO is authorized to enlist support from any agency deemed necessary in the accomplishment of the intent of AFI 10-201. Due to the diversity of SORTS issues, specific agencies cannot be listed.

1.14.3.22. (Added) The CRO will ensure newly appointed unit SORTS monitors receive an initial orientation briefing within 30 days after appointment by the measured unit commander. The CRO will maintain a record of all SORTS training received by the unit monitors.

1.14.3.23. (Added) The CRO will provide secure storage for units that do not have the ability to store classified.

1.14.3.24. (Added) The CRO will establish an Inspection/Staff Assistance Visit (SAV) program to support the SORTS program. Inspections will be semiannual, and SAVs will be upon request from the measured unit or support agency. The CRO will maintain the most recent record of inspection or SAV.

1.14.4. Since USAF Academy is a Direct Reporting Unit, the measured unit SORTS monitor will fulfill these requirements.

1.14.5. Manpower & Organization (HQ USAFA/XPM) will fulfill these requirements.

1.14.6. Personnel (HQ USAFA/DP) will fulfill these requirements.

1.14.7. Plans and Programs (10 ABW/LGLX) will fulfill these requirements.

1.14.8. (Added) MAJCOM Logistics (10 ABW/LG). 10 ABW/LG will review unit Equipment and Supplies and Equipment Condition area worksheets. The purpose of the review will be to determine any projected shortfalls and to provide assistance for and updates to current shortfall for each measured unit. The appropriate office within 10 ABW/LG will enter on the Equipment and Supplies and Equipment Condition worksheet the date and office symbol that performed the coordination along with the signature of the reviewing official. As the MAJCOM LG function, the 10 ABW/LG may suggest appropriate remarks to include in the measured unit SORTS report as necessary. The measured unit's commander for consideration, if provided, will review these remarks.

1.16.1. For the purposes of SORTS, the "Commander of the Wing or Base" is designated as the Commander, 10th Air Base Wing (10 ABW/CC).

1.16.1.1.5. (Added) The CRO will be the office of primary responsibility (OPR) for SORTS and will accomplish all installation SORTS reporting.

1.16.2. The CRO will fulfill the requirements of the Subordinate Reporting Organization. The CRO will provide a database to unit monitors prior to report submission.

1.16.2.7. (Added) The CRO will maintain and dispose of the records in accordance with AFMAN 37-139.

1.16.2.8. (Added) The CRO will ensure reports are signed by the measured unit commander (or designated alternate), prior to 10 ABW/CC briefing and submission into the SORTS reporting system.

1.16.2.9. (Added) The CRO will notify measured units of reporting requirements by means of the Designed Operational Capability (DOC) statement.

1.17.1.7. (Added) Ensure funds are available to support TDYs for unit SORTS monitors to attend the AETC MTT SORTS Data Handlers Course. Unit monitors should have at least 1-year retain ability in the position as the unit SORTS monitor.

1.17.1.8. (Added) Ensure an "Appointment Memorandum" is submitted to the CRO appointing a primary and alternate unit SORTS monitor. (See sample memorandums at [Attachment 6 \(Added\)](#).)

1.17.1.9. (Added) Ensure an "Authorized Signature Memorandum" is submitted to the CRO appointing, as a minimum, two individuals (with sample signatures, see [Attachment 7 \(Added\)](#)) authorized to release the measured unit SORTS report in the absence of the measured unit commander. The unit commander will be briefed within 5 workdays upon his or her return by the releasing authority. The unit commander will sign and date the Overall Worksheet to document his or her review. In the absence of all individuals authorized to release the measured unit SORTS report, the Commander, 10 ABW, will sign the report for release into the SORTS reporting system.

1.17.1.10. (Added) Measured units will maintain the most current DOC Statement. If the DOC Statement is classified and the unit does not have the ability to store classified, the CRO will provide storage.

1.17.1.11. (Added) Measured unit commanders and unit SORTS monitors will ensure the DOC statement is accurate and correctly reflects the unit's tasking. DOC statements are required to be reviewed and updated annually. Annotate review by dating and initialing in the appropriate coordination block in part 6 of the unit's DOC statement.

1.17.2.6. (Added) The unit SORTS monitor will maintain a historical file of measured unit SORTS worksheets, supporting data, and unit database IAW AFMAN 37-139.

1.17.2.7. (Added) The unit SORTS monitor will ensure the CRO, measured unit commanders, installation deployment officer (IDO), and functional manager (FM) are kept apprised of any change in status that may effect the units capability to fulfill its war time mission.

1.17.2.8. (Added) The unit SORTS monitor will ensure that the raw data used to compile the SORTS report is validated in accordance with governing manuals or instructions and that the unit commander is briefed on the pertinent data.

1.17.2.9. (Added) The unit SORTS monitor will maintain on file the latest CRO SAV/Inspection, Unit SORTS Monitor Memorandum; Authorized Signature Memorandum, with sample signatures; AETC SORTS Data Handlers Course Schedule; Annual Unit SORTS Report Suspense memorandum; and the Quarterly Local SORTS Training Schedule (Annual).

1.17.2.10. (Added) The unit SORTS monitor will ensure the new measured unit commander reviews and signs the unit DOC statement within 30 days after assuming command.

1.17.2.11. (Added) The unit SORTS monitor will maintain the current AFI 10-201, to include, USAFA Supplement, and AFI 10-403 and all applicable updates and or changes.

1.17.2.12. (Added) At least one unit SORTS monitors must attend the AETC MTT SORTS Data Handlers Course. The CRO will provide supplemental training to unit SORTS monitors after attendance of the AETC Mobile Training Team (MTT), SORTS Data Handlers Course in the following areas:

1.17.2.12.1. (Added) DOC Statement. - The CRO will train the SORTS monitors in preparing DOC statements.

1.17.2.12.2. (Added) Worksheet - The CRO will maintain blank worksheets for the measured units. The worksheets tend to change constantly so they will not be published in this supplement.

1.17.2.12.3. (Added) Data base review – The CRO will provide only on request a copy to the measured unit data base review and explain to them the meaning.

1.20. Military Personnel (10 MSS/DPM) will fulfill the requirements of the “Supporting Personnel Office.”

1.20.1.3. (Added) 10 MSS/DPM will validate critical personnel worksheets. After validation, 10 MSS/DPM will sign the worksheets to record the process. The validation process will include:

1.20.1.4. (Added) Ensure the unit has used Table 3.4 (of the basic instruction) and listed all critical AFSC, regardless of skill level, in the “AFSC” column. Suffixed AFSC should be counted separately, and prefixed AFSC should be counted together unless Table 4.4 says otherwise. Do not count “1” skill level positions.

1.20.1.5. (Added) Using Table 3.4 and the UTC, ensure that required AFSC and skill levels are correctly reflected in the REQD column.

2.9.18. (Added) Units will submit SORTS data to the CRO on worksheet provided by CRO. The worksheets are tailored toward the SORTS Monitor to accurately capture the status of the unit. No other worksheets are authorized.

2.9.19. (Added) To get blank copies of the worksheets for each measured unit, contact the Command Center for location.

3.2.2.1. (Added) 10 MSS/DPM will produce a SORTS desire list for each measured unit by the 15th of each month. The product will show authorized personnel strengths, assigned personnel, and those personnel’s current official duty status. Duty status codes on the SORTS desire listing produced by 10 MSS/DPM are identified in AFI 10-403. Each measured unit will maintain AFI 10-403.

ATTACHMENT 6 (ADDED)

**UNIT SORTS MONITOR
SAMPLE APPOINTMENT MEMORANDUM
(APPROPRIATE LETTER HEAD)**

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: *(Your organization)*

SUBJECT: Appointment of Unit Status of Resources and Training Systems (SORTS) Monitor

1. The following personnel are appointed as primary and alternate unit SORTS monitors and are authorized to pick up and deliver the unit SORTS report. They are also designated as points of contact for SORTS for this unit.

NAME	RANK	SSN	SECURITY CLEARANCE	DUTY PHONE	HOME PHONE	
Doe, John	TSgt	123-45-6789	Secret	1234	472-1234	(Primary)
Smith, Ken	GS-9	234-56-7890	Secret	2345	719-123-4567	(Alternate)

Signature Block of Measured Unit Commander

(DATE)

SECURITY CLEARANCES VERIFIED

Signature Block of Unit Security Manager

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ATTACHMENT 7 (ADDED)

**AUTHORIZED SIGNATURES MEMORANDUM
SAMPLE MEMORANDUM**

(APPROPRIATE LETTER HEAD)

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: *(Your Organization)*

SUBJECT: Status of Resources and Training Systems (SORTS) Authorized Signatures

The following personnel are authorized by the measured unit commander to sign the SORTS report in the absence of the measured unit commander.

NAME	RANK	SSN	CLEARANCE	SAMPLE SIGNATURE
Doe, John E.	Maj	123-45-6789	TS	_____
Smith, Jane A.	GS-11	234-56-7890	Secret	_____

Signature Block of Measured Unit Commander

(DATE)

SECURITY CLEARANCES VERIFIED

Signature Block of Unit Security Manager

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NCOIC, OPERATIONS AND REPORTS