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Operations

**STATUS OF RESOURCES AND TRAINING
SYSTEM**



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Supplement AFI 10-201, 4 May 2000, as follows:

This supplement implements Air Force Instruction 10-201, *Status of Resources and Training System*, and provides guidance to all United States Air Forces in Europe (USAFE) units on MAJCOM SORTS reporting guidance. This supplement applies to all USAFE units that are tasked against Designed Operational Capability (DOC) Statements. It does not apply to US Air Force Reserve or Air National Guard units. USAFE Munitions Support Squadrons (MUNSS) report SORTS data according to USAFE Instruction 10-202, *Munitions Support Squadron (MUNSS) Status Reporting*.

SUMMARY OF REVISIONS

Content conforms to new formatting. This edition incorporates revisions to AFI 10-201, 1 March 2000. Significant changes include clarification of Functional Area Manager (FAM), Subordinate Reporting Organizations (SRO), and Unit SORTS monitor responsibilities. In addition, tables and figures have been added to aid FAMs in making corrections to published DOC statements. This edition also reflects the office symbol change from USAFE AOS/AOTR to USAFE AOS/AOCS.

1.3.6. INFO address all AUTODIN reports to \USAFE AOS RAMSTEIN AB GE//AOCS//\hat. There is not a requirement to submit an info copy when using File Transfer Protocol (FTP) to deliver messages to the GSORTS processor.

1.4.1.3. Ensure worksheets/presentation material for SORTS are classified appropriately, to include all references to DOC response times and special mission capabilities (SPECAP).

1.4.1.4. (Added) Data reported in SORTS will not exceed Secret level.

1.4.1.5. (Added) Deactivating units SORTS data will remain classified until the original date of declassification.

1.4.1.6. (Added) Unit percentages reported in a measured area, data that can derive percentages in a measured area, measured area levels, and overall C-levels are classified a minimum of confidential, even if the SORTS DOC Statement is unclassified. Automated systems used to manage WRM assets that indicate equipment and supply quantity levels and generate percentages that are reported in SORTS are not classified systems.

1.4.1.7. (Added) When the unit reports are delivered to the SRO and multiple unit's reports are combined, they must be handled as Secret.

1.4.1.8. (Added) The classifying authority for SORTS worksheets is CJCSM 3150.02, which replaced JPUB 1-03.3.

1.5.3.3. (Added) SORTS data remains classified regardless of how it is formatted. All units and agencies working an activity that discloses SORTS data in any unclassified medium or forum will submit a request for approval to USAFE AOS/AOCS prior to disclosure. The request will include the following: actual data in the intended format, date, time, and location of the disclosure. USAFE AOS/AOCS will coordinate the request with HQ USAF/XOOA to obtain Joint Staff approval for the disclosure. Approval will be for the specified data and event only. Any requests made by the public not in conjunction with an Air Force approved activity will be processed according to DoD Regulation 5400.7/AF Supplement, *Freedom of Information Act Program* and AFI 33-332, *Air Force Privacy Act Program*.

1.6.8.1. Remarks considered inadequate or ambiguous by the SRO, Command Reporting Organization (CRO), or the MAJCOM FAM will be corrected by the reporting unit and resubmitted into the database within 24 hours.

1.7.4. The SORTS DOC Statement approval authority for USAFE is normally the applicable Functional Area Directorate (i.e., Communications DOC Statements will be approved by HQ USAFE/SC). Additional guidance concerning DOC Statements can be found in Attachment 2.

1.9.1. (Added) Ensure annual unit DOC Statement reviews begin at least 90 days prior to the DOC statement effective date. Additional guidance concerning DOC Statements can be found in Attachment 2.

1.12.8. If the unit commander determines the overall C-level does not accurately portray the unit's capabilities, he/she will provide a remark using the REASN label. The factors that were used to raise or lower the overall C-level and the get well/worse date (GWD) reflected here will be based upon the most austere resource area.

1.12.8.1. Commanders should assume the following: 1. Deployed assets will be made available if committed to a smaller scale contingency, units will be released to refit and redeploy in order to fill their full wartime mission. 2. An emergency recall of personnel will be accomplished. 3. Scheduled maintenance and routine training not related to the deployed posture could be curtailed. 4. Work shift length could be increased if the unit commander elects to utilize the commander assessment; he/she will explain in detail any existing shortfalls and identify any standing memorandums of agreement with other units that would alleviate the shortfalls.

1.12.8.1.5.4. Consider past contractor performance projected future contractor performance, the political situation in the host (foreign) country, and the Status of Forces Agreements (SOFA) with the host country.

1.12.8.1.5.5. (Added) Contractor and DoD civilians who are members of the ANG or AFRC.

1.12.8.1.5.6. (Added) All worksheets, forms, etc. will be provided to the unit commander following completion and verification by the appropriate OPRs (SORTs monitor, functional managers, base manpower function). Unit commanders will use this material in assigning the overall unit C-level.

1.12.9. Effective resource management by MAJCOM FAMs should cause deactivating or converting units to experience a gradual decline in C-level status during the deactivation/conversion period. It is important that SORTs data input during drawdown for converting units be closely monitored to ascertain when a stabilized C-3 in any measured area is no longer sustainable. An overall C-5 status will then be reported. Measured units will report C-5 according to the following subparagraphs.

1.12.9.1.1. (Added) Converting Units. Units undergoing major equipment conversions report against their current DOC Statement during the drawdown in the major equipment that is being replaced. A DOC Statement reflecting the new equipment needs to be provided to the unit no later than midway through the equipment conversion phase, which is when the unit begins reporting per the new DOC Statement.

1.12.9.1.2. (Added) Converting units will continue to report C-5 until achieving a stable C-3 overall under their new SORTs DOC Statement.

1.12.9.2. Activating Units. Per CJCSM 3150.02, units are required to begin SORTs reporting within 72 hours of activation. The Air Force DOC Statement procedures normally make this impossible to meet. However, DOC Statements must be provided to these units as soon as possible.

1.12.9.3. Inactivating Units. These units continue to report SORTs until officially inactivated. SORTs is based on the missions(s) for which the unit was organized or designed to perform. Therefore, DOC Statements are not changed during the unit's inactivating phase. A decrease in C-status is expected and the norm during unit inactivation. The MAJCOM functional area directorate rescinds unit DOC Statements upon receipt of a G-series order from XPM inactivating the unit. The DOC Statement rescission will be accomplished by electronic message coordinated through the CRO.

1.12.9.3.1. (Added) When reporting C-5 overall, report the deactivation date using the 'READY' label. Units will send a message to USAFE AOS/AOCS 30 days prior to their communications center closing date, if the closing date is before the planned deactivation date, as applicable. USAFE AOS/AOCS will remove the unit from the SORTs database. Reference Attachment A2.10. for specific deactivation procedures and the use of G-series orders.

1.14.1. The USAFE SORTs DOC Statement approval authority is the HQ USAFE/DO for operational units. All other DOC Statements are approved or disapproved by the two-letter functional area directorate.

1.14.3. USAFE AOS/AOCS is designated as the command reporting organization (CRO). All correspondence regarding SORTs reporting, policies or procedures, and DOC Statements must be coordinated with USAFE AOS/AOCS.

1.14.3.17.2. CRO will conduct recurring SORTs Staff Assistance Visits (SAVs) to evaluate wing SORTs managers' compliance with applicable directives. Additional details on the SORTs SAV program can be found in Attachment 6.

1.14.3.20. (Added) CRO appoints the SRO for installations without a command post.

1.14.3.21. (Added) In addition to the requirements outlined in AFI 10-201, CRO will:

1.14.3.21.1. (Added) Brief COMUSAFE directly from the unit commanders' inputs in the SORTs database.

- 1.14.3.21.2. (Added) Only accept additional command remarks to unit data from USAFE FAMs to clarify or explain unit remarks.
- 1.14.3.21.3. (Added) Provide database representations to requesting command offices.
- 1.14.3.21.4. (Added) Maintain the most current COMUSAFE SORTS briefing on the SIPRNET.
- 1.14.3.21.5. (Added) Provide monthly SORTS ACCURACY messages to Wing Commanders, Reporting Unit Commanders, and SROs reflecting reporting accuracy and effectiveness.
- 1.14.3.21.6. (Added) Provide technical assistance to SROs experiencing difficulty updating or making corrections to the SORTS database.
- 1.14.3.21.7. (Added) Ensure the FAMs are provided the most current version of FAMDOCS. CRO is responsible for verifying and providing the appropriate levels of access to the FAMDOCS program for all personnel involved in the USAFE DOC Statement process. CRO will provide any additional training to the FAMs as required.
- 1.14.3.21.8. (Added) The CRO coordinates on Wing/Group supplements. The CRO obtains HQ USAFE coordination and approval for waivers to this supplement. The CRO coordinates on waiver requests to higher headquarters (HHQ) guidance.
- 1.14.3.21.9. (Added) The CRO will periodically conduct manual audits of the SORTS database to check content for compliance with reporting guidance in areas the automated edits cannot check. The results of these audits are provided to the respective NAF and Wings via AUTODIN/DMS messages
- 1.14.4.8. (Added) In addition to the responsibilities outlined in AFI 10-201, MAJCOM FAMs are responsible for the following:
- 1.14.4.8.1. Review and validate measured unit databases monthly to ensure data is current and accurate.
- 1.14.4.8.2. Contact measured unit SORTS monitors for clarification of data and as required, request the unit to submit a new report for databases containing inaccurate, unclear, inadequate data or remarks.
- 1.14.4.8.3. Provide any necessary amplifying remarks to USAFE AOS/AOCS. Significant additions should be voiced to measured units and resubmitted as a new SORTS report IAW 1.6.8.1. in this supplement.
- 1.14.4.8.4. Notify USAFE AOS/AOCS when a measured unit is directed to submit a new report.
- 1.14.4.8.5. Coordinate changes affecting a unit's SORTS reporting (i.e., changing unit type code (UTC) tasking, terminating, initiating unit SORTS reporting, etc.) with USAFE AOS/AOCS prior to implementation or official unit notification.
- 1.14.4.8.6. Assist units in forecasting realistic GWD for identified shortfalls.
- 1.14.4.8.7. Provide USAFE AOS/AOCS a letter designating a primary and alternate point of contact (POC) for SORTS reporting and DOC statements. Use the format shown in Example 1.3. FAM POC Memorandum. This memorandum will be updated each January or when changes occur.
- 1.14.4.8.8. If changes to an approved DOC Statement are required, the format provided in Example 1.4 will be used for e-mail correspondence (insert letterhead as required), or provide the same information in an autodin message. Any changes to a DOC statement must be approved by the same two digit authority that released the original DOC statement. Any correspondence should be coordinated through USAFE

AOS/AOCS. All agencies affected by the change, to include USAFE AOS/AOCS, the SRO, and the unit will be addressed in all correspondence.

1.14.4.8.8.1. The FAM may choose to make any required changes to the DOC statement using the provided format or they may choose to re-accomplish the DOC statement.

1.14.4.8.9. Each functional area will maintain or have ready access to AFDPD10-2, *Readiness*; AFI 10-201, *Status of Resources and Training System*; AFI 10-201 USAFE Sup 1.

1.14.4.8.10. Each functional area manager should have one year retainability prior to assuming responsibility as a FAM. Each FAM is also required to attend the training course on a semi-annual basis to maintain currency on SORTS issues.

Example 1.3. (Added) FAM Point of Contact Memorandum.

DD MMM YY

MEMORANDUM FOR: USAFE AOS/AOCS, USAFE XPXX

FROM:

SUBJECT: Appointment of SORTS FAMs

1. The following individuals are appointed as SORTS FAMs for the USAFE Office of xxxxxx.

NAME	RANK	OFFICE SYM	DUTY PHONE	CLEARANCE	DEROS *
Martinez	TSgt	AORP	480-xxxx	xx	DDMMYY
Jones	SSgt	AORP	480-xxxx	xx	DDMMYY

2. This supersedes all previous appointment letters, same subject.

//signed//

Signature Block

cc:

Each Individual

NOTE:

* Should have one year retain ability to be appointed.

Example 1.4 (Added) Official Memorandum for DOC Statement Changes

DD MMM YY

MEMORANDUM FOR

FROM: HQ USAFE/XXXX

SUBJECT: DOC Statement Clarification

1. The following pen and ink changes will be made to the XXX current unit DOC statement, dated: DD MMM YY. (Corrective instructions.)

2. This letter will be filed with the DOC statements affected. POC is (Name, rank, phone, e-mail as applicable) This has been coordinated with USAFE AOS/AOCS, Name, and Phone number.

//signed//

FAM Signature block

Table 1.1. HQ USAFE Functional Area Offices.

Flying ACFT Maintenance	DOTO (480-7717) LGMA (480-7370/7245)	Civil Engineering	CEXC (480-6726/6773)
Communication	SCCO (480-7631)	Ground TACS	DOYO (480-6354) DOYM (480-6213)
Logistics	LGXX (480-6832)	Medical	SGXT (480-6983/4)
Personnel DOC statements	DPAA (Personnel Issues) (480-7775/7220) AEFRP (Manpower Issues) (480-7735/3139)	Security Forces	SFCD (480-5153)
Services	SVXR (496-7981/87/89)	Supply	LGSP (480-7461)

Transportation	LGTR (480-7460/5149)	TALCE	AMOCC (480-4146)
Bare Base	LGXP (480-7793)	Weather	DOWR (480-6209)
NAFs	TBD		

Notes:

1. When working with HQ USAFE Functional Area offices on a SORTS related issue, ensure the HQ USAFE SORTS office (USAFE AOS/AOCS) is kept informed.
2. USAFE AOS/AEFRP is responsible for monitoring reported SORTS PERSCO readiness status. While HQ USAFE/DPAA monitors the reported personnel measure of all reporting units for assigned personnel shortfalls.
 - 1.15.2. (Added) Establish a SORTS point of contact in the NAF headquarters and notify the CRO if it changes.
 - 1.15.3. (Added) NAFs will coordinate any guidance on SORTS reporting from Numbered Air Forces through the major command (MAJCOM) FAM and USAFE AOS/AOCS.
 - 1.15.4. Added)** The Numbered Air Force Commander, or designated representative, will follow *Measured Unit Commander* guidance outlined in AFI 10-201 and this supplement.
 - 1.15.5. (Added) The SORTS monitor for each Numbered Air Force will follow *Measured Unit SORTS Monitor* guidance outlined in AFI 10-201 and this supplement.
 - 1.15.6. (Added) SORTS monitors for the NAFs are required to maintain or have access to the following: CJCSM 3150.02 *Status Of Resources and Training System (SORTS)*, AFPD 10-2, *Air Force Readiness*, AFI 10-201, *Status Of Resources and Training System*, AFPAM 10-709 V1 CD, *Status Of Resources and Training System Joint Report Air Force (SORTSREPAF)*, extract, this supplement, and any published local guidance.
 - 1.16.1.1.1. SORTS managers must be appointed in writing by the Wing/Base Commander or designated representative.
 - 1.16.1.1.3. Ensure unit level SORTS monitors coordinate with other units that may impact their particular problems when rated areas fall below C-1 (i.e., If a flying squadron is experiencing supply related issues, the flying squadron unit monitor must work closely with the supply squadron to resolve the issue).
 - 1.16.2.1. SROs will use unit SORTS DOC Statements provided by the CRO to notify units of SORTS reporting requirements. SROs are responsible for distributing the DOC Statements to all agencies requiring them within the wing/group. Only the SRO and the measured unit need to maintain copies of DOC Statements signed by the measured unit commander.
 - 1.16.2.4. The SRO will train one primary and at least one alternate SORTS monitor for each measured unit. Suggested topics include unit problem areas and changes in SORTS guidance.
 - 1.16.2.7. (Added) Responsibilities of the SRO include, but are not limited to, reviewing SORTS procedures, incorporating changes as necessary and communicating higher headquarters policy to unit agencies. In addition, SROs will:

1.16.2.7.1. (Added) Ensure that appointments are scheduled and enough time is allotted for each unit monitor to be present during the AFSORTSDET report preparation process. Schedule unit SORTS submission early enough to allow for SRO consolidation and transmission to the master GSORTS database at the NMCC within established USAFE reporting timelines (20th ñ 25th of each month).

1.16.2.7.2. (Added) Coordinate with unit SORTS monitors to resolve problems and submit appropriate amplifying remarks when rated areas fall below C-1.

1.16.2.7.3. (Added) Include a review set in each unit report submitted (i.e., REVIEW/U/TARGET: DJJ010). SROs must ensure that procedures are in place to provide monthly unit identification code (UIC) reviews to each Geographically Separated Unit (GSU) reporting through them. Notify each unit monitor upon receipt of the unit's UIC review. Unit monitors will pick up the monthly UIC reviews within 24 hours of notification. The SRO should inform the wing commander concerning every unit that has failed to retrieve their monthly UIC reviews within the specified time frame.

1.16.2.7.4. (Added) If notified by the unit monitor of any discrepancies in the UIC review, the SRO will submit the units corrected SORTS report to the NMCC within 24 hours. This will ensure correlation between the latest record and the current database (any corrections required must reach the NMCC within 24 hours).

1.16.2.7.5. (Added) Provide CRO (in writing) the names, office symbols, telephone numbers, and e-mail addresses of SRO SORTS monitors. Update POC letters annually and when changes occur.

1.16.2.7.6. (Added) Establish written guidance to cover local SORTS procedures (i.e., supplement or operating instruction (OI)). SROs will forward a copy of this guidance to the CRO for review prior to publication.

1.16.2.7.6.1. (Added) SROs supporting measured units of multiple commands will note in their supplement any differences or exceptions in reporting guidance or procedures for the different commands.

1.16.2.7.7. (Added) Establish procedures that will include, but are not limited to the use of secure voice or another unit's telecommunications center in the event the SRO is unable to submit SORTS via Message Date Terminal (MDT) or file transfer protocol (utilizing a classified PC or the Global Command & Control System). Procedures must be in-place for both primary and alternate methods of submission.

1.16.2.7.8. (Added) Perform a SAV at least annually on all measured units that submit through the SRO. Use a SAV checklist provided or approved by the CRO to conduct unit SAVs. Maintain record of latest unit SAVs and the last HHQ inspection results until the next inspection is conducted..

1.16.2.7.9. (Added) Conduct a self-inspection of the SORTS program using the SORTS self-inspection checklist (Functional Inspection Guide (FIG)), at a minimum, 60 days prior to any inspection.

1.16.2.7.10. (Added) Notify the GSORTS FAM, via Trouble Ticket submitted by home unit TASO, of individual user identifications (USERID) requiring access to GCCS and GSORTS.

1.16.2.8. (Added) SROs and units reporting SORTS will develop and maintain a viable reporting program at each reporting location. One component of the program will be a SORTS Correspondence File (SCF). SROs and units may use binders, folders, or administrative files to keep all information required to support the local program. The following is considered the minimum documentation to be kept by the SRO and units in the SCF.

1.16.2.8.1. (Added) Copies of the current OPR/SORTS monitor letters, either electronic or hard copy. The letter must be updated annually and as changes occur.

1.16.2.8.2. (Added) All current unit DOC Statements signed by the unit commander. Units will maintain a copy while the SRO will maintain the original.

1.16.2.8.3. (Added) Copies of unit databases, current plus previous month, either electronic or hard copy format.

1.16.2.8.4. (Added) Copies of worksheets and associated paperwork used to submit the unit's SORTS report, current plus previous month. May be in electronic or hard copy format.

1.16.2.8.5. (Added) Copies of all SORTS reports submitted for each measured unit, current and previous month. May be in electronic or hard copy format. The individual units will maintain reports for their particular unit, while the SRO will maintain reports for all units that submit through them.

1.16.2.8.6. (Added) Copies of Report and Message Processed (RAMP) with errors messages for SORTS reports submitted for each measured unit, current and previous month. May be in electronic or hard copy format. The individual units will maintain RAMPs for their particular unit, while the SRO will maintain RAMPs for all units that submit through them.

1.16.2.8.7. (Added) A locally developed report numbering log (by calendar year) to track reports sent for processing. Regardless of the report number reached at the end of each calendar year, report numbering will continue until sequence number 999 is used. Only then will report numbers reset to 001. Individual units will coordinate with the SRO to determine under what sequence number their unit's report was sent. The unit will then record this number on their log. The SRO will maintain an overall numbering log for every report submitted.

1.16.2.8.8. (Added) The SRO will maintain or have access to AFPD 10-2, *Air Force Readiness*, AFI 10-201, *Status of Resources and Training Systems*, AFPAM 10-709 VICD, *Status Of Resources and Training System Joint Report Air Force (SORTSREPAF) extract*, this supplement and any published local guidance.

1.16.2.8.9. (Added) Copies of all USAFE SORTS guidance messages. These messages should be maintained until they are rescinded, superseded, or incorporated into the next supplement.

1.16.2.8.10. (Added) Must develop procedures to ensure uninterrupted reporting from both primary and alternate facilities.

1.17.1.1. Following review of the monthly SORTS data and remarks, the commander or designated representative must sign the report to indicate release.

1.17.1.1.1. (Added) Establish procedures to ensure continual review of unit data for possible changes in unit's C-level.

1.17.1.3. Provides a signed letter to the SRO listing primary and alternate measured unit SORTS monitors.

1.17.1.7. (Added) Provides a letter designating, in writing, the measured unit CC or acting CC of the measured unit who is/are authorized to set the overall C-level and release SORTS reports. Include a sample of the alternate's signature for validation purposes.

1.17.1.8. (Added) Applicable support, maintenance, and operations commanders will coordinate with local or host nation chief of supply (COS) to resolve all supply-related problems for their units. This action is necessary when a unit is reporting less than C-1 in the 'Equipment and Supplies On Hand' or 'Equipment Condition' categories. Coordination between the unit commander and the COS will take

place prior to unit SORTS submissions. When the information is provided the COS will forward full details to include background information and circumstances explaining what issues resulted in ratings less than C-1, no later than the second duty day of each month to HQ USAFE/LGSP, UNIT 3050 BOX 150, APO AE 09094-0150.

1.17.2.3. Ensure every unit remark is reviewed for validity on a monthly basis. Remarks that are still valid will be resubmitted to ensure the date is current until the remarks requires changing or deleting, as applicable.

1.17.2.3.1. (Added) Unit monitors will, at a time scheduled by the SRO, assist the SRO with inputting their unit's SORTS information into AFSORTSDET. This requirement only applies to those units within the local area of the SRO. GSUs outside the local area are not required to be physically present in the command post during the submission process. However, GSUs are required to comply with all other guidance outlined in AFI 10-201 and this supplement.

1.17.2.3.2. (Added) Unit monitors are responsible for ensuring that any change in readiness levels will be reported in a SORTS report. Changes are required to reach the GSORTS database within 24 hours of the change. Normally, a new SORTS report must be submitted for changes affecting the unit's overall C-level, overall reason codes measured area levels, or measured area reason codes.

1.17.2.4.1. (Added) Following notification that monthly UIC reviews are available, unit monitors will ensure reviews are picked up within 24 hours. Failure to do so will result in message notification from the SRO upchanneling as necessary to the wing commander.

1.17.2.4.2. (Added) Keep the SRO involved with all SORTS issues, especially issues being worked with HHQ.

1.17.2.6. (Added) Provide the SRO and their USAFE functional managers, in writing, names, office symbols, telephone numbers, and e-mail address of persons responsible for compiling SORTS data. Update annually, and as changes occur. This letter may be in hard copy or electronic format and will be signed by the unit commander.

1.17.2.7. (Added) Unit monitors are required to maintain or have access to AAFP 10-2 (*Air Force Readiness*), AFI 10-201, AFPAM 10-709 VICD (*Status of Resources and Training System Joint Report Air Force (SORTSREPAF) extract*), *this supplement* and *any published local guidance*.

1.17.2.8. (Added) When requested, provide SRO or USAFE FAMs with additional support information to help justify any ratings below C-1. If additional information is required, the report must reach the NMCC database within 24 hours.

1.19.1. Provides technical expertise on all SORTS manpower products to the SRO, unit SORTS monitors, and direct reporting unit (DRU), as required.

1.19.2. The supporting manpower office will coordinate on SORTS reports identifying UTC/UMD mismatches and assist measured units in preparing appropriate SORTS remarks.

1.20.3. (Added) Unit commander's support staffs (CSS) have the capability of providing personnel management products (i.e., Unit Manning Documents, SORTS Desire Listings, etc.) directly to unit SORTS monitors. However, the Wing/Base Level Personnel Office will remain the focal point for providing technical expertise in all personnel related areas as they pertain to SORTS.

1.24. (Added) HQ AFSPC DOC Statement System (AFDOCS) is a unique automated SORTS DOC Statement system. It is located on the HQ AFSPC Global Command and Control System (GCCS) SORTS

Home Page (<http://207.84.154.137/>). All DOC Statement customers can obtain access to it. AFDOCS provides the capability to retrieve DOC Statements by unit, type of unit or mission. Wing command posts have access to AFDOCS and are responsible for distributing DOC Statements to customers within the wing that do not have access to AFDOCS. AFDOCS provides an electronic file cabinet for DOC Statements as well as several automated interfaces with other databases, which would not be possible, if DOC Statements were stored in electronic applications such as Microsoft Word.

2.3.1.4. The measured unit commander or the acting commander assigns the overall C-level and releases unit SORTS reports.

2.4. Increased Frequency Reporting (IFR). USAFE AOS/AOCS will notify SROs of IFR. When directed by HHQ in order to provide updated information for crisis management. Reporting, whenever possible, will be selective (i.e., by commands, selected labels, or major equipment classes). Once declared, IFR will remain in effect until terminated by HHQ.

2.4.1. All USAFE units will submit SORTS data beginning the 20th of each month. All reports must be in the database at NMCC no later than the 25th day of each month. SROs will maintain each unit's AFSORTSDET electronic text file until the next reporting cycle.

2.4.3. When no change in data (including remarks) has occurred since the last report, submit 'INVALID' in the 'no change indicator field' per CJCSM 3150.02. This procedure updates all date and time fields in the database including the RICDA date.

2.4.4.4. (Added) In addition, the following assumptions should be made: 1. Deployed assets will be made available if committed to a smaller scale contingency, units will be released to refit and redeploy in order to fill their full wartime mission. 2. An emergency recall of personnel could be accomplished. 3. Scheduled maintenance and routine training not related to the deployed posture could be curtailed. 4. Work shift length could be increased if the unit commander elects to utilize the commander assessment; he/she will explain in detail any existing shortfalls and identify any standing memorandums of agreement with other units that would alleviate the shortfalls. 5. The commander should consider whether or not the resources have the capability of deploying from the current location within the response time for units with a mobility mission, or to return to duty location and generate within response time. Refer to AFI 10-201, paragraph 2.8.1. for further clarification.

2.5.1.1. USAFE FAMs will provide assistance when unit commanders are unable to forecast a C-level change date for inclusion into the SORTS report. *To Be Determined (TBD) or Unknown* are not a valid option for a GWD.

2.5.2. CADAT remark. The purpose of this remark is to notify HQ USAFE and HQ USAF of predicted unit shortfalls so they can be proactively worked with the goal of lessening or alleviating the shortfall(s) before they occur. Report predicted shortfalls that exist, from the DOC response time to the 3 month window as the 3-month forecast, the 3 month and 1 day to 6 month window report as the 6-month forecast, and the 6 month 1 day to 12 month window as the 12-month forecast. Report the unit's predicted overall C-Level **without applying a commander's assessment**. These values need to reflect what the applicable measured area level will be if the predicted shortfall materializes. The exception is when the unit will be undergoing a service-directed resource action such as activation, inactivation, conversion or transition. In this case, assume the unit will be authorized to report C-5 overall when a measured area will be C-4. In the narrative for each monthly period, discuss all predicted shortfalls. For example, if the 3-month fore-

cast is 3 for personnel and the unit also has a training problem that would be T-2 discuss both problems in the narrative portion of the remark.

2.5.2.1.1. (Added) SROs and unit monitors must ensure that duplicate CADAT labels do not exist within a unit's SORTS report.

2.5.2.1.2. (Added) The 3, 6, and 12-month forecast reported in the 'CADAT' label will be based on concrete indications of an impending change in the unit's C-level. **The commander is not authorized to assess the forecast information.** The forecast will be based on concrete indications such as actual arrival dates of personnel, actual departure dates for personnel or actual dates when equipment items will go in for maintenance. The levels reported in this area should not be based on a commander's monthly overall assessment. For example, if a unit reports a P-4 and the commander assesses the overall C-level to C-1, this overall assessed C-1 cannot be used for the 3, 6, and 12 month forecast. The information in the forecast remark should match the information reported in the 'forecast' set. If it does not, a detailed explanation should be given explaining why the dates do not agree. If reporting less than C-1 for any of the 3, 6 and 12-month forecasts, a remark with a GWD is required for the affected area in the 'CADAT' label.

2.7. (Added) The commander referenced in this section refers to the *home unit commander* to determine the deployed unit effectiveness, unit monitors should attempt to contact the deployed units and ascertain which PCTEF level best represents their deployed asset capability.

2.8.1.1.1. (Added) USAFE deployed assets will be counted as available IAW COMUSAFE guidance.

2.10.6. (Added) Local database. The SROs SORTS database, resident in the SROs SORTS data entry tool, is the local database.

2.10.6.1. (Added) Master SORTS database. The Joint (NMCC) SORTS database is the master SORTS database. The master database is the source of SORTS data for all customers above the wing. All SORTS reporting requirements and procedures are for updating the master SORTS database. SROs must ensure the master database matches their local database verbatim.

2.10.7. (Added) Data entry. Receive and enter measured unit SORTS reports into the CRO approved SORTS data entry tool and format SORTS report(s). SORTS managers need to verify the quality of unit data (math computations, currency of remarks, clarity of remarks, required remarks are reported, etc.)

2.10.7.1. (Added) Reporting. The measured unit commander or alternate is the release authority for SORTS reports (para 2.3.1.4) and authorizes release by signing the SORTS worksheets or releasing the SORTS message sent to the SRO. The SRO will brief the group/wing commander before the report is sent. However, reports containing C-Level or measured area level changes must not be delayed to the point of not meeting CJCS reporting requirements. SROs will retain the ability to retransmit each SORTS report until in receipt of a RAMP message for the transmitted report. SROs will up-channel all SORTS data received from measured units.

2.10.7.2. (Added) Follow-up. Track sequence report numbers, dates reports are sent, and dates RAMPs are received. Contact the CRO when not in receipt of RAMP messages within 72 hours of sending the applicable report(s). SROs will not contact DISA directly.

2.10.7.3. (Added) Correcting Errors. Correct any errors the NMCC SORTS processor identifies as soon as possible. Error correction messages that correct the master database to reflect the measured unit SORTS report(s) do not need additional measured unit commander release approval. Error correction messages that involve changes to the measured unit data require a new report from the measured unit. Contact the CRO for any assistance needed with interpreting error messages or correcting errors.

2.10.7.4. (Added) Synchronizing databases. The SRO is responsible for ensuring the master database matches what measured units report verbatim. Accomplish this by requesting review sets for each measured unit from the master database, and then compare it to the measured unit reports. Any differences must be corrected by sending a report to FORSTAT.

2.10.8. (Added) Description of NMCC procedures.

2.10.8.1. (Added) SORTS updates. The NMCC processes SRO SORTS reports twice on duty days (once in the morning and once in the afternoon (Eastern Standard Time)) and once each morning on non-duty days.

2.10.8.2. (Added) Report Processing. The NMCC SORTS processor accomplishes the following:

2.10.8.2.1. (Added) Posts unit reports to the Joint master database.

2.10.8.2.2. (Added) Distributes unit reports to client GSORTS databases world wide including HQ USAF, each MAJCOM, and Unified Commands.

2.10.8.2.3. (Added) Sends the following messages to the SRO:

2.10.8.2.4. (Added) Sends a RAMP message to the SRO containing the sequence (report) number and time the report was processed.

2.10.8.2.5. (Added) Conducts automated edit checks of reports received and of the master database. Sends error messages to the SRO if there are errors in the report received or the report caused errors in the master database.

2.10.8.2.6. (Added) Sends a copy of measured unit databases from the master database to the SRO in response to review sets included in SRO SORTS report.

2.10.8.3. (Added) SORTS reporting channels. Reference Figure 2.5. The depicted SORTS reporting channels are per CJCS and HQ USAFE SORTS policy.

2.11.1. (USAFE). If remarks are required, the unit will provide an entire remark and not simply reference a previous label. Remarks must be clear, concise, and specifically address the problem areas. They will include a get well/get worse date with the C-level that will be attained (i.e., C-1, C-2, etc.). Each remark set text will start with the submission date using 'YYMMDD' format. **Do not use acronyms unless they are defined.** Many acronyms are functional specific and are not known by the majority of HQ USAFE and HQ USAF SORTS customers. Joint SORTS customers such as unified commands are staffed with personnel from all services and frequently do not understand standard Air Force acronyms.

2.11.2.1. (Added) Before submitting remarks in a SORTS report, coordinate with appropriate POC at each unit. This will ensure accuracy, clarity, and currency of remarks. For example, before submitting a remark stating you are waiting for supplies on order or waiting for a vehicle from transportation, check with supply or transportation POC at each unit for current status.

2.11.3.2. Contractor personnel who are also members of the Guard or Reserve may be called to active duty during a crisis, which could impact the contractor's ability to perform the unit's mission(s).

Table A 2.4. (Added) Remarks Labels Guide Reported Against OVERALL/SUB-OVERALL Sets.

Mandatory Remarks Matrix.	
Label	
RICDA	Report status of Mobility/NBC Bags IAW AFI 10-201, para. 2.11.4.1.2. – 2.11.4.1.4.
CADAT/ CADAF	Units will report a 3, 6, and 12-month C-Level Forecast, plus supporting remarks IAW AFI 10-201, para. 2.5.2. & 2.5.2.1. This must be accomplished at least once a month.
DOCID	DOC Statement date, unit POCs, and phone numbers, E-mail addresses and STU III number if available. This remark should be validated monthly for currency of the information.
REASN/REASF (Use When)	Commander's assessment is used Overall C-level is less than C-1 Measured area is less than C-1 When a unit reports a deployment, this remark will show inclusive dates the unit is to be deployed, command gaining assets (if any), beddown locations of detachments or task forces. Unit is activating, deactivating, reactivating, undergoing major equipment conversion or transition and is reporting C-5. Unit will report the programmed conversion date or period of anticipated date unit will be capable of undertaking it's wartime mission. Unit is not manned and/or equipped, but is required in the wartime force structure; use remark to show planned activation date, if known.
READY/ READF (Use When)	Assets deployed/temporary location/estimated date of return. Detachments are permanently deployed. Unit is rated unsatisfactory overall from a HHQ IG, ORI, or NSI. Unit Commander must provide results and adequate justification if the overall C-level is not changed to C-3 or C-4.
CREWF/ CREWA/ CREAL (Use When)	Used to amplify reported data for aircraft pilots/crews in the training measured area. All flying units will report this remark. Used when field differs from combined total of data fields and to explain the reason for variance. Use formula: C-leveled units: $\text{Asgn} - \text{TDY} - \text{IQT} = \text{FHS} - \text{MQT} - \text{DNIF} - \text{LV} = \text{RHS} + \text{TDY/A} = \text{LV/A}$ Training units: $\text{Asgn} - \text{TDY} - \text{IQT} = \text{FHS} - \text{MQT} - \text{DNIF} - \text{LV} = \text{MRHS}$
MEPSD/ MEPSA/ METAL (Use When)	Used whenever major equipment assigned differs from the combined total of major equipment possessed and major equipment TDY possessed, explaining the variance. Used to identify the number of backup aircraft inventory (BAI), number and location of aircraft in PDM, aircraft on loan to or from other units and an estimated return date. Use format: "Major equipment/number/location/ETIC"
TPAUT (Use When)	Used in reporting foreign exchange officers for C-leveled units. Foreign exchange officers will not be used in the calculations for the personnel measured area and training measured area. Use format: "Number of foreign exchange officers/nationality/duty position/MR status" (report both total and critical).
CREWA	Used in reporting of foreign exchange officers for training units. Use format: "Number of foreign exchange officers/nationality/duty position"

Mandatory Remarks Matrix.	
TCRAS	Used by ground TACS units to report crews assigned. Use format: "Crews assigned AFSC/UMD authorized/UTC required/assigned/MR available"
PRRAT/PRRAF (Use When)	Used for reporting UMD/UTC mismatches. Use format: "UTC/AFSC/required/authorized." Used for reporting problem AFSCs, not to exceed ten. The difference between authorized and available critical personnel reported in the personnel measured area must equal the total difference of all AFSC shortages listed in the remark, except when the AFSCs exceed ten. When reporting problem AFSCs, units must specify if they are critical personnel shortages or total personnel shortages. Use format: "Total or critical personnel shortages read, AFSC/Authorized or required/Assigned/Available." Available personnel cannot be more than authorized. (For critical personnel only). Used for reporting US foreign national total and critical civilian personnel included in overall figures. Use format: "Total or critical civilian personnel read, authorized/on-hand/available."
ESRES/ESREF (Use When)	Used to define the primary reason why the equipment and supplies on hand-measured area is less than C-1. Identify the driving factor and report progressive get-well dates. Used by medical units to report code U-Antimalarial/Cholera program Used by services units to report support equipment.
PRRES/PRREF (Use When)	Used to define the primary reason why the personnel measured area is less than C-1. Identify the driving factor and report progressive get-well dates. Used to reference message when unit is below C-1 for personnel. Used by medical units to report personnel UTCs.
TRRES/TRREF	Used to define the primary reason why the training measured area is less than C-1. Identify the driving factor and report get well dates.
ERRES/ERREF	Used to define the primary reason why the equipment condition measured area is less than C-1. Identify the driving factor and report progressive get-well dates.

2.11.4.1.4.2. (Added) 2.11.4.1.4.2. (Added) Mobility Bag Reporting. Units responsible for reporting mobility bags in SORTS will be those that store their own mobility bags and Base Supply mobility units that store and manage bags for wing units, including geographically separated units (GSUs). For SORTS reporting purposes, report status of mobility A, B, and C bags under SORTS label RICDA (remarks only). In RICDA remarks, report mobility A-Bags (general-use), B-bags (cold weather), and C-bags (chemical biological defense equipment) and indicate any backorder status which will effect overall mission effectiveness. Authorizations for A, B, and C-bag will be provided to Base Supply by the Wing Plans Office IAW AFI 10-403, Deployment Planning and AFMAN 23-110, Vol II, Part Two, Chapter 26, USAF Supply Manual. **Note:** For bases that manage/store mobility bags to support mobility position numbers (MPNs), list data for the full C-bag configuration. For bases that have both MPNs and In-Place forces, list both C-bag (MPNs) and C-1 bag (In-Place forces) data under the RICDA label. List the C-bag and C-1 bag data on different lines. The following bases will report A, B, and C-bags for MPNs only: RAF Mildenhall and RAF Lakenheath. The following bases will report A, B, and C-bags for MPNs and report C-1 bags for In-place forces: Aviano, Incirlik, Ramstein, and Spangdahlem.

2.11.4.1.4.3. (Added) USAFE ground crew bags will contain the assets and quantities specified in Table 3.1 of AFI 32-400 1, *Disaster Preparedness Planning and Operations*.

2.11.4.1.6.2. (Added) For the equipment and crew status data (MEQLOCN set), explain the following: Give supplemental information on unit's deployed assets (i.e., reason for deployment and inclusive dates of deployment); use TEGEO label. Use CREWF label to account for aircrews assigned but not formed by a unit. Account for aircraft possessed but not operationally ready; use MEORD, MEORN, MEORC, or MEORO label. Account for aircrews formed, but not mission ready; use CRMRD, CRM RN, CRMRC, or CRMRO label.

Figure 2.5. (USAFE) (Added) Monthly Reporting Process (Zoom to 120%).

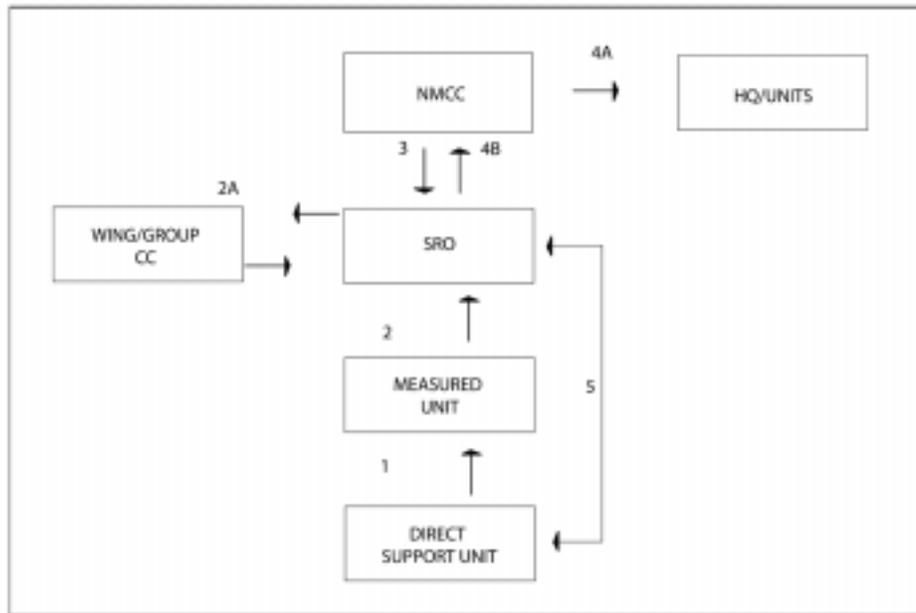


FIGURE 2.5 NOTES: (Added)

Step 1. Direct support unit submits SORTS report to measured unit(s) per paragraphs 1.18

Step 2. Measured unit submits SORTS report to the SRO

Step 2a. The applicable wing/CC and or group/CC should be briefed prior to a report being submitted. However CJCS requirements must be met.

Step 3. SRO sends SORTS report to the NMCC

Step 4. NMCC processes SORTS reports and posts them to the database (DB).

Step 4a. Unit SORTS reports are sent to client GSORTS databases worldwide including the HQ AF/MAJ-COM databases.

Step 4b. The NMCC SORTS processor sends feedback messages to the SRO. Before proceeding to Step 5 the SRO needs to resolve any errors and/or mismatches.

Step 5. SRO provides feedback to measured units and direct support units. When the previous steps have been accurately and completely accomplished, the data is reflected in the Joint master database.

3.1.1.8. (Added) Foreign nationals and contractor personnel cannot be included in personnel computations.

3.2.2.1. (Added) In accordance with COMUSAFE guidance, USAFE deployed assets are to be counted as available.

Table A 3.4. (Added) Critical Personnel by Unit Type.

Rule	A	B	C
		Then the following are critical officer positions by AFSC. See note where applicable.	Then the following are critical enlisted positions by AFSC. See note where applicable.
23b	Airlift Mobility Control unit (AMS)	11XX, 21XX	1AXXX, 1C0XX, 1C3XX, 2AXXX, 2EXXX, 2T2XX, 2T3XX, 3AOXX

4.1.1.1. (Added) IAW COMUSAFE guidance, all USAFE deployed resources are to be counted as available as applicable.

4.1.1.1.2. (Added) Equipment and Supplies on Hand Measured Area. For supplies on hand, the support equipment and supplies to be reported will be defined in the unit DOC statement. Units must measure both the combat essential and support equipment and supplies.

4.1.1.2. (Added) Combat essential equipment. Types of equipment listed must be measured in this area if they are required for the unit's wartime mission:

- Transportation materiel handling equipment (i.e., forklifts, warehouse tractors).
- Base transportation mission essential vehicles (i.e., delivery trucks, etc.).
- Fuels branch mission essential vehicles and equipment.

4.1.1.3. (Added) Support equipment and supplies . All other equipment and supplies designated as a wartime requirement are required to be reported. (i.e., mobility bags.) Nuclear, biological, and chemical protection kits are not reportable.

4.1.1.4. (Added) Unit Percentages. Units must compute a percentage for each type of equipment in the combat essential category and a separate percentage for each support equipment and supplies category as applicable. The percentage must be computed by comparing the authorized or required quantities of materiel, as specified in the DOC Statement. The lowest computed percentage, excluding mobility bags, is used to determine the C-level. Medical units report only materiel availability percentage (MAP) for support equipment, per AFI 10-201, Table 4.1, rule 12.

4.2.1.2.1. (Added) Aircraft Units. Use the UTCs contained in the Generation and Mobility Mission DOC Statement as the basis for reporting. Supplement as required with critical in-place assets. Units will submit consolidated listing of the equipment they use to measure against in each equipment subarea to HQ USAFE/LGMA, UNIT 3050 BOX 105, APO AE 09094-0105. Count only iXFî iXDî iNFî or iNDî coded items to avoid skewing results with large number of easily procured expendable items. Include nomenclature, national stock number (NSN), total authorized, and quantity required to support the DOC. Submit listings within 30 days of receiving this supplement and when changes are made to the listing.

4.2.2.2.1. (Added) Aircraft Units. Units will submit consolidated listing of the equipment they use to measure against in each equipment subarea to HQ USAFE/LGMA, UNIT 3050 BOX 105, and APO AE

09094-0105. Count only ìXFî ìXDî ìNFî or ìNDî coded items to avoid skewing results with large number of easily procured expendable items. Include nomenclature, national stock number (NSN), total authorized, and quantity required to support the DOC. Submit listings within 30 days of receiving this supplement and when changes are made to the listing.

4.2.4.4.2. (Added) Account for aircraft assigned, but not possessed by a unit regardless of C-level; use MEPSD label. Include information concerning number of backup aircraft inventory (BAI), number and location of aircraft in programmed depot maintenance (PDM), aircraft on loan to or from another unit, and estimated return date. Details will be in the following format:

ACFT NBR/ LOCATION/ REASON/ ETR

(Ex. 123456/NELLIS/PDM/950531)

4.4.2. USAFE supply units will use DMAS assessments for MRSP assessment.

4.7.1.3. (Added) EQSEE and EQSSE percentages will not exceed 100%. Report overages under the appropriate remarks label.

4.7.2.1. (Added) For all subareas not reported as S-1, include the following information, as appropriate, under the proper ESSA label:

--Total number of items authorized under the Table of Allowance (TA)

--Total number of items assigned

--Total number of items required for the unit DOC

--Total number of items on-hand (operationally ready as required). *Note:* Do not count equipment in excess of requirements.

Status of all authorized assets not on-hand. Include document numbers, supply status, repair estimated time to completion (ETTC), or other appropriate information. If the sub-area is a measure of multiple equipment items (different NSNs), provide a break down list of the individual equipment items that do not meet requirements as described above. Include nomenclature and NSN. The total percentage reported against the subarea is based on the total equipment on-hand (not to exceed requirements for each NSN) and total items required for the unit DOC.

4.9. DMAS and WSMIS-SAM. USAFE units will use DMAS to determine spares assessments.

4.9.1.5. (Added) When making these assessments include all available resources, to include deployed assets (i.e., segmented MRSP, IUMSK, MSK, etc.) located within the theater that could be redeployed within unit DOC response time. Ensure your parameter input images for R26 processing are correctly formatted to select satellite and home station data.

4.9.1.6. (Added) DMAS assessments are accomplished by base supply. HQ USAFE/LGSW offers training in preparing DMAS assessments.

4.11. Bare Base Equipment and Supplies On Hand Measured Area. Bare base units provide vital equipment and supplies necessary to bed down and support combat forces at bases with limited or no facilities. As a minimum, such a base must have a runway and parking ramp suitable for aircraft operations, and a source of water that can be made potable.

4.13. (Added) Changes to **Table 4.1. for USAFE units:**

--Table 4. 1., RULE 1A through 1L, column B, change to the following: ìUSAFE units will use DMAS to determine spares assessments.î

--Table 4.1., RULE 1A through 1N, column C. All PAI aircraft with engine holes will have serviceable/projected serviceable engines allocated. All engines (including those installed in or allocated to BAI, hangar queen, or long-term-broke assigned aircraft) that will be available and ready for installation within DOC response time, will be counted as serviceable spare engines for S-level computations. Use table 4-8 to determine appropriate percentage and S-level. WRM and required engines are synonymous.

--Table 4.1, rules 1A through 1N, column D through J. Aircraft Units: If the unit DOC Statement directs the unit to report on an aircraft equipment system critical to the performance of the DOC mission (such as ECM system, LANTIRN system, or HARM system) under ESSA4 through ESSA9, equipment items or system must be ìmission ready and available.î Use Table 4.14 (Added) to determine appropriate percentage and S-level. Submit a remark against the appropriate ìESSAî label listing the number of items required, the number of items mission ready and available, and the actual calculated percentage.

--Table 4.1. RULE 9, under ESSA5: Base Supply units do not report ESSA 5.

--Table 4.1. RULE 25 Housekeeping. Each housekeeping set includes billets, kitchens/dining facilities, showers, latrines, laundries, water purification/distribution, and electrical power generation/distribution equipment sufficient to support 1,100 personnel.

4.14. (Added) Changes to Table 4.6.

--Table 4.6. RULE 25, Column b, delete ESSA 5-ESSA 8.

--Table 4.6., RULE 25, Column C, delete ESSA 1-ESSA 4.

5.4.3.1. (Added) EQREE and EQRED percentages will not exceed 100%.

5.4.4.2.1. (Added) Units having more equipment possessed (MEPOS) than authorized (MEARD) change MEPOS to equal MEARD and report actual numbers possessed in Remarks using the MEPSD label.

5.4.4.3.1. (Added) When submitting major equipment location data (MEQLOCN), aircraft and crews that are geographically separated from home unit for more than 24 hours, report under a separate MEQLOCN set using the temporary location code (TEGEO) field. The MEQLOCN set containing the temporary location data will be updated or deleted when crews and aircraft return to home station.

5.4.4.3.2. (Added) Aircraft units will comment on the status of major equipment not mission ready; use MEMRA label. Details will be in the following format:

TAIL #	LOCATION	REASON	ETIC
123456	RAMSTEIN	#2 ENG OIL LK	950531

5.7.1.4. (Added) Ensure required systems or subsystems are operational using the basic systems list (BSL) of the DOC's mission essential subsystems list (MESL). Those units whose MESL is listed in the work unit code (WUC) format will use the following BSLs to determine MC status:

-Units assigned a conventional DOC--use any one of the tasked BSLs (as shown in the DOC).

-Units assigned a nuclear and conventional DOCóuse any one of the tasked conventional BSLs plus nuclear BSL (as shown in the DOC).

5.7.4.1. (Added) For generation DOCs ensure adequate suspension equipment is available to perform the mission and the aircraft can be completely configured (weapons loaded) within DOC response time. For

mobility DOCs, ensure that sufficient suspension equipment can be deployed with the unit to support the aircraft and its mission at the deployed location.

6.2.1.6. (Added) Units having more crews assigned (TCRAS) than authorized (TCARQ) change TCRAS to equal TCRAQ and report actual numbers assigned in Remarks using the TCRAS label.

6.2.4.3.1. (Added) TRUTC percentage will not exceed 100 percent.

Table A 6.7. (USAFE) (Added) Units Using Method C-Training Tools and Subareas to Measure.

R U L E	A	B	C	D	E	F	G
USAFE Bare Base—If the unit is a (n) Then calculate and report these percentages:							
5E U S A F E)	Fixed comm unit (base information infrastructure)	Lowest percent from sub-areas TRSA 1 Through TRSA 3.	Percent of NCC personnel who have completed the core qualified level of the training for their duty positions IAW AFI 33-115 vol 2	Percent of telephone inside plant personnel who have completed required training for their duty positions.	Percent of personnel who have completed all ancillary and locally specific training for their duty positions not addressed in TRSA 1 & 2	Reserved For Future Use	Reserved For Future Use

R U L E	A	B	C	D	E	F	G
9 U S A F E	Base supply units			<p>Combat system operator refers to supply personnel required to deploy and support acft with MRSPs. Personnel are required to deploy with laptop computers and operate them in a combat environment. Computer requirements and configuration are identified in the applicable supply UTC MIS-CAPs.</p>			

References

Air Force Instruction 10-201, *Status Of Resources And Training System*

Abbreviations and Acronyms

AFI-Air Force Instruction

C-level-Category level

DOC-Designed Operational Capability

FAM-FAM

GWD-Get Well / Get Worse Date

IRSP-Installation Readiness Spares Packages

MAP-Material availability percentages

MPN-Mobility Position Number

MRSP-Mobility Readiness Spares Packages

POC-Point Of Contact

SORTS-Status Of Resources and Training System

SRO-Subordinate Reporting Organization

TBD-To Be Determined

UDU-USAFE Deployable UTC File

A2.1.1.6.1. (Added) HQ USAFE/DO is the final approving or disapproval authority for all DOC Statement changes, revisions and annual updates pertaining to Operational Units in USAFE. All other DOC Statements are approved or disapproved by their two-letter functional area directorate.

A2.3. The following USAFE Security Forces units will utilize two DOC Statements when submitting their respective monthly reports; 31st SFS, 39th SFS, 48th SFS, 52nd SFS, 86th SFS and the 100th SFS. In DOC 1 report the units entire wartime mission, In Place Generation/Mobility. In DOC 2 report the units Mobility mission only.

A2.5.2.1.3. (Added) SORTS DOC Statements are developed, managed, reviewed and revised by HQ USAFE FAMs. USAFE AOS/AOCS provides guidance and oversight of the DOC statement process, IAW AFI 10-201, USAFE SUPPLEMENT 1, ATTACHMENT 2, *Status of Resources and Training System (SORTS)*.

A2.5.3.3. (Added) File any correspondence in regard to DOC Statement clarification or changes with the affected unit's DOC Statement. The approved format must be used in all correspondence. (Reference Figure 1.4.).

A2.6.1. (Added) Correction of errors found on recently approved DOC Statements will be coordinated with the applicable staff agencies if they can be approved and distributed to the unit(s) within 3 months of the original effective date. The effective date of the DOC Statement and the applicable coordination will be updated.

A2.6.2. (Added) All DOC Statements not in the AFDOCs format will be reaccomplished using the AFDOCs format during annual review. All new DOC Statements will be created using the AFDOCs format. After the initial DOC Statements are created in AFDOCs, annual review will require affected functional area coordination. The affected units will then be notified by message that the new or reviewed DOC Statements are available. Wing command posts have access to AFDOCS and are responsible for distributing DOC Statements to customers within the wing that do not have access to AFDOCS. **NOTE:** Should the FAMDOCs Help file not be adequate, the CRO will provide training and guidance in the use

of the program. The CRO is also responsible for ensuring the current Version of AFDOC/FAMDOCs is being distributed for use.

A2.8.2.5.1. (Added) To provide ease of storage, the OPLAN may be removed from the copy of the DOC Statement that is sent to the unit. If this is done, functional managers tasking letter (FMTL) will need to be accomplished, a copy distributed to the unit, command post and USAFE AOS/AOCS.

A2.8.3.2.3.1.1. (Added) DMAS assessments will be provided to units by the local base supply squadron.

A2.9. (Added) DOC Statement Coordination Procedures. Each individual FAM maintains responsibility for their respective functional area DOC Statements. As a minimum, the following offices must coordinate on the issues listed for applicable DOC statements. During the annual DOC review, or anytime there are significant changes to the DOC, FAMs will request a UTC/UMD match/compare product from HQ USAFE/XPM. The FAM is responsible for taking the necessary action (in coordination with HQ USAFE/XPM) to resolve any UTC/UMD mismatches that exceed 1% within 90 days of identification.

A2.9.1 (Added) (HQ USAFE/XPMRA) will:

A2.9.1.1. (Added) Review all DOC Statements to ensure valid UTCs are used and identify any shortfalls between UTCs listed on DOC Statements and UMD authorizations.

A2.9.1.2. (Added) Reviews DOC Statements to ensure all organizational data elements are correct.

A2.9.2. (Added) Operations and training Section (HQ USAFE/AEFRP) will:

A2.9.2.1. (Added) Review contingency manpower requirements (i.e., special personnel requirements within each UTC) for all DOC Statements.

A2.9.2.2. (Added) Responsible agency for updating PERSCO DOC Statements.

A2.9.3. (Added) Control Branch (HQ USAFE/LGXX) will:

A2.9.3.1. (Added) Review force equipment requirements IAW Logistics Detail (LOGDET).

A2.9.4. (Added) HQ USAFE/XPX (X):

A2.9.4.1. (Added) Reviews DOC Statement UTCs for currency. The in-place UTC for Section I of the DOC Statement is found in TUCHA TYPE A. 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.

A2.9.4.2. (Added) Ensures accurate WMP-5 factors are reflected for applicable units.

A2.9.4.3. (Added) Review the USAFE Deployable UTC File (UDUF) to ensure tasked UTCs match the UDUF.

A2.9.5. (Added) HQ USAFE/LGX:

A2.9.5.1. (Added) Review UTCs and plan requirements

A2.9.5.2. (Added) Review Bare Base UTCs

A2.9.6. (Added) The following HQ USAFE staff offices are considered additional functional areas that are essential to DOC Statement review and approval process:

FM	Measured Unit
DO	All Air National Guard Issues
DPA	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

A2.10. (Added) DOC Statement Procedures for Units being reassigned, name change, or activation/deactivation.

A2.10.1. (Added) The FAM must contact USAFE AOS/AOCS with any information relating to the upcoming change. AOCS will begin the coordination process with XPMO to receive a G-series order.

A2.10.2. (Added) The G-series order will officially list the A-name, L-name or any applicable changes required. If a unit is activating or deactivating, the order will list the date the unit required to begin or end SORTS reporting. (This date will be provided by the FAM.)

A2.10.3. (Added) Once the G-series order is received, AOCS will notify the FAM to draft a message to be coordinated with the appropriate agencies such as the involved unit, command post, NAFs, and any other supporting agencies.

A2.10.4. (Added) For a unit that is deactivating, the order will state the date that SORTS reporting will end. If a unit has drawn down where no personnel will be available to report SORTS, the SRO will assume the responsibility of ensuring the RICDA is maintained in the database. Do not rescind the DOC Statement until after the unit is relieved from its wartime tasking. The DOC Statement is just a summary of a units wartime tasking. When the wartime tasking is removed, the DOC Statement is no longer needed.

Table A 3.8. (Added) Personnel Status Codes/ Deployment Availability Codes.

Eligibility Code Legend:		
CC	Commander's Choice	
CC/C	Commander's Choice after consulting with the appropriate base agency (Legal, Medical, Social Actions, and so on)	
CC/R	Commander's Choice after recall and return station	
NA	Not Available	
Duty Status codes (above 00-29)		
Code	Eligibility	Notes
00	Present for duty	CC
01	Deceased	NA
02	Missing	NA
03	Ill/Injured (casualty)	NA
04	Civil confinement (under arrest, pending trial, or awaiting sentence)	NA
05	Civil confinement (sentenced prisoner-30 days or more)	NA
06	Deserter	NA
07	Absent without leave (AWOL) includes ANG who can't be found.	NA
08	Hospitalization, not assigned, or sick in quarters	NA
09	Leave (exclude delay en route)	CC/R
10	Assigned transient, departed permanent change of station (PCS) or terminal leave (includes USAFR personnel transient to another USAFR unit)	NA
11	Assigned, not joined (includes USAFR personnel awaiting entry or initial active duty for training)	NA
12	Assessed, not joined, TDY enroute (includes USAFR personnel entered initial active duty for training)	NA
13	Hospitalization, assigned to patient squadron or hospital	NA
14	Not present for duty (NPFDD), other (miscellaneous code; for example: jury duty, military control, etc.)	NA
15	Enroute to assigned station from temporary duty (TDY) station	NA
16	Military confinement (under arrest, pending trial, or awaiting sentence)	NA
17	Military confinement (sentenced prisoner, 30 days or more)	NA
18	Involuntarily ordered to active duty for 45 days - failed to participate in Air Reserve Force training	CC
19	Active duty for training (includes all members performing ADT in excess of 30 days, including the Health Professionals Scholarship program and school tours)	NA
20	TDY - contingency or rotational exercise	CC/R
21	TDY - Manning assistance	CC/R
22	TDY - school (less than 20 weeks)	CC/R
23	TDY - bootstrap	CC/R
24	TDY - CONUS to CONUS	CC/R
25	TDY - CONUS to overseas	CC/R

26	TDY - Out of country (overseas personnel only)	CC/R
27	TDY - In country (overseas personnel only)	CC/R
28	Pending separation	CC (1)
29	Duty Status Whereabouts Unknown (DUSTWUN)	NA
Deployment Availability Codes (above 28-98)		
Code	Eligibility	Notes
	DEPLOYMENT AVAILABILITY LEGAL (PDS DIN KCE)	
28	Unable to hand carry/possess firearms/ammunitions	NA
30	Probation or rehabilitation program	CC
31	Control Roster	CC
32	Pending SP/AFOSI Investigations	CC
33	Administrative or International hold	CC/C
34	Material Witness	CC/C
35	Action under Article 15 - UCMJ	CC
36	Prisoner	NA
37	Reserved	
38	Reserved	
39	Adoptive Parents	NA (2)
Code	Eligibility	Notes
	DEPLOYMENT AVAILABILITY LEGAL (PDS DIN KCC)	
40	Assignment limited to base with hospital	CC/C
41	Medical deferment	CC/C
42	Physical Evaluation Board (PEB) Action	CC/C
43	Fly status under review	CC/C
44	Exceptional Family Member Program (EFMP) deferment	CC (3)
45	Humanitarian assignment or deferment	NA
46	Chronic humanitarian	CC (3)
47	Substance Abuse Reorientation and Treatment (SART) program	CC/C
48	Reserved	
49	Deferred because of pregnancy	NA
Code	Eligibility	Notes
	DEPLOYMENT AVAILABILITY TIME (PDS DIN KCG)	
50	Projected separation (within 180 days)	CC (1)
51	Reserve Officer DOS (within 180 days)	CC (1)
52	1 st term airman DOS (within 180 days)	CC (1)
53	PCS intercommand (within 180 days)	CC (1)
54	PCS intracommand (within 180 days)	CC (1)

55	Date eligible for Return from Overseas (DEROS) (within 180 days)	CC (1)
56	Airman with less than 12 weeks TAFMS	NA
57	Time on Stations (TOS) less than 45 days	NA (4)
58	Airman declines to extend	NA (1)
59	Duty and travel restriction	CC/C
	DEPLOYMENT AVAILABILITY ADMIN (PDS DIN KCA)	
60	Deferred from hostile fire	NA
61	Sole surviving son or daughter	NA
62	Functional category "L" - Pipeline	NA
63	Needs Special Security Investigation Required (SIR) clearance	CC
64	Needs mobility training	CC
65	Commander's Option	CC
66	Conscientious objector	NA
67	Insufficient security clearance	CC
68	Voluntary expiration term of service (ANG)	CC (1)
69	Involuntary expiration term of service (ANG)	NA
70	Conditional release (ANG)	CC
71	Promotion deferral (ANG)	NA
72	Mandatory separation date (ANG)	NA
73	Age 60 (ANG)	NA
74	Involuntary discharge pending (ANG)	NA
75	Selective retention (ANG)	NA
76	Reserved (ANG)	NA
77	Other (ANG)	CC
78	Projected for reenlistment (within 180 days)	CC
79	Ex-Prisoner of War (POW)	NA
96	ANG on special tour MPA mandays	CC
97	USAFR special tour MPA mandays	CC
98	ANG on EAD Presidential Call	CC

NOTE: In case of disparities, AFI 10-403, *Deployment Planning*, takes precedence. (The following tables are excerpts from AFI 10-403, 27 May 1998.) Duty status and Deployment Availability Status codes indicate personnel availability. Use these eligibility codes when determining the availability of personnel for deployment.

NOTES:

1. The member is available for deployment if the TDY completion date is more than 30 calendar days before DOS or PCS. Members who have less than 30 calendar days before DOS or PCS are not available. Unit commanders may waive this restriction provided TDY will not interfere with DOS or PCS processing and departure dates (DOS must not expire during TDY). Before approving a waiver, commanders must review all available options in accordance with AFI 36-2110 (formerly AFRs 36-20 and 39-11).

2. Military personnel who have adopted children are not available for deployment until four months after the effective date of adoption. For dual military couples, only one member is exempt.
3. Members are available unless a TDY restriction was approved by AFPC as specified in AFI 36-2110.
4. A time on station (TOS) minimum for personnel deploying is as follows: Assigned in the CONUS or OS on a long tour--45 days; assigned OS on a short tour -- 15 days; assigned in the CONUS--assigned in the CONUS or OS, and was assigned from a short tour or CONUS isolation station--60 days. This allows military members and their families to stabilize their personal affairs and satisfy post-PCS requirements. Personnel with less than the minimum TOS are not available for deployment unless waived by the unit commander. Commanders may waive these deployment selection minimums; however, all other options must be reviewed before committing newly assigned personnel.
5. Ex-prisoners or evaders of capture during an armed conflict do not deploy to areas where they may be captured by the same combatants or by nations sympathetic with the combatants.

Attachment 6 (Added)**USAFE SORTS SAV PROGRAM****A6.1. SORTS SAVs.**

A6.1.1. SORTS SAVs will be conducted annually by USAFE AOS/AOCS. Every effort will be made to ensure that the SAV is conducted prior to the IG and/or NSI. The SAV Schedule will be published on an annual basis or if any changes occur.

A6.1.2. The most current FIGs will be the basis of measurement used on all command posts and units. The most current FIG can be located on the IG website (wwwmil.usafe.af.mil/direct/ig/FIcheck.htm) then click on Command Post Operations).

A6.1.3. The SAV will be conducted in conjunction with annual command post SORTS training. Efforts should be made to ensure both the primary and alternate SROs are present for this training.

A6.1.4. Results of the SAV can be used as one of the tools of measurement to determine SORTS NCO of the year.

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