

**1 JULY 1998**



**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes local SORTS reporting procedures and defines the responsibilities of units/agencies submitting or making inputs to SORTS reports, as required by Joint Pub 1-03.3, AFI 10-201 and AFI 10-201 AMCSUP1. Combat and com-bat support units use SORTS to report combat readiness data directly to the Joint Chiefs of Staff (JCS). SORTS provides a timely and accurate assessment of a unit's readiness to do its combat mission and establishes a data base of essential readiness management information. Inaccurate or late data distorts assessments which impact military decisions, obscures trends, and undermines the process of prioritizing and allocating resources to correct deficiencies. Used as an internal management tool by HQ AMC, United States Air Force, and JCS, SORTS reports the status of four resource areas -- Personnel, Equipment and Supplies On Hand, Equipment Condition, and Training. This instruction applies to units and agencies listed in paragraphs **2.1.** and **2.2.** of this instruction.

**1. References.** Joint Pub 1-03.3, AFI 10-201, AFI 10-201 AMCSUP1.

**2. General.** IAW AFI 10-201 tasked agencies are identified as flying units (Mission Direct) or non-flying units (Mission Indirect).

2.1. The following are tasked to provide inputs for the 62d Airlift Wing (62 AW) SORTS (Mission Direct):

4th Airlift Squadron Operations Data Management (4 AS/DOQ)

7th Airlift Squadron Commander's Support Staff (7 AS/CSS)

8th Airlift Squadron Operations Resource Management (8 AS/DOQ)

Maintenance Aircraft Coordination Center (62 LSS/LGLM)

62d Mission Support Squadron Personnel Readiness Unit (62 MSS/DPMD)

62d Operations Support Squadron Combat Operations and Training (62 OSS/OST)

62d Operations Support Squadron Life Support (62 OSS/OSL)  
62d Operations Support Squadron Information Manager (62 OSS/CCQ)  
62d Logistics Support Squadron Logistics Readiness and Resources (62 LSS/LGLX)  
62d Logistics Support Squadron Plans, Scheduling, and Documentation (62 LSS/LGLP)  
62d Aircraft Generation Squadron Unit Deployment (62 AGS/MOB)  
62d Maintenance Squadron Mobility Management (62 MXS/CCX)  
446th Airlift Wing (446 AW) Air Force Reserve (AFRES), when activated

2.2. The following will submit SORTS as Mission Indirect units:

62d Aerial Port Squadron (62 APS)  
62d Civil Engineer Squadron (62 CES)  
62d Communications Squadron (62 CS)  
62d Medical Group (62 MDG)  
62d Mission Support Squadron Unit Control Center (62 MSS/CCR) (PERSCO)  
62d Security Forces Squadron (62 SFS)  
62d Services Squadron (62 SVS)  
62d Supply Squadron (62 SUPS)  
62d Transportation Squadron (62 TRNS)  
62d Operations Support Squadron Weather Flight (62 OSS/OSW)  
22d Special Tactics Squadron (22 STS) (AFOSC)

### 3. Responsibilities:

3.1. The 62d Airlift Wing Command Center (62 AW/CP) will:

3.1.1. Be designated as the Subordinate Reporting Organization (SRO) for the 62d Airlift Wing, AFOSI and the 22 STS.

3.1.2. Maintain and distribute the Designed Operational Capability (DOC) statements for all measured units reporting through the SRO. Review the original of each DOC statement and forward DOC statements to the applicable unit commanders for signature. Ensure each DOC statement is reviewed annually by the unit commander, and each time there is a new commander. When the DOC statement is returned to the SRO, the SRO will maintain the original and make the following distribution:

3.1.2.1. One copy to the applicable unit.

3.1.2.2. One copy to 62 AW/XP (except AFOSI and 22STS).

3.1.3. Receive, check, format and transmit SORTS reports for each measured unit IAW higher headquarters directives.

- 3.1.4. Consolidate 62d Operations Group (62 OG) and 62d Logistics Group (62 LG) C-Level data onto SORTS worksheets for wing SORTS report. Brief the 62 AW Commander or designated representative monthly and when C-level changes to obtain report approval.
- 3.1.5. Prepare briefing material on SORTS for the 62 AW Commander's briefing, as required.
- 3.1.6. Provide a current list of unit SORTS monitors to the Personnel Readiness Unit (62 MSS/DPMD).
- 3.1.7. Provide units with a copy of their SORTS data base dump from JCS each time a report is processed. Review all error messages and unit databases. Transmit any corrections within 24 hours of receipt. Provide feedback on the accuracy of each unit's SORTS report.
- 3.1.8. Maintain the following: (IAW AFI 10-201 AMCSUP1, paragraph 1.12.2.8.)
  - 3.1.8.1. Current and previous month's signed worksheets for each measured unit.
  - 3.1.8.2. Current and last month's data base for each measured unit.
  - 3.1.8.3. Appointment and authorization letters for each measured unit.
  - 3.1.8.4. Copies of messages listing reports processed and errors for the last set of SORTS reports submitted for each measured unit.
  - 3.1.8.5. Locally developed report numbering logs (by calendar year), for each major command supported, to track reports transmitted.
- 3.1.9. Maintain the capability to retransmit each SORTS report by report number for each unit until next reporting period.
- 3.1.10. Ensure changes, to reporting guidance and frequency, from higher headquarters are provided to applicable base agencies.
- 3.1.11. Establish and maintain internal operating procedures and train command center reports personnel in SORTS procedures.
- 3.1.12. Provide initial training and technical assistance for base SORTS monitors.
- 3.1.13. Conduct a Semiannual SORTS training meeting.
- 3.1.14. Maintain a staff assistance visit (SAV) program for all measured units.
  - 3.1.14.1. Publish a SAV schedule no later than 15 November, for the following calendar year, visiting each unit once every 12 months.
  - 3.1.14.2. Provide each measured unit with the SAV checklist at least one month prior to scheduled to visit, or as checklist is revised.
  - 3.1.14.3. Submit SAV results for each unit to 62 AW/CC through squadron commander.
- 3.1.15. Upon mobilization/partial mobilization of the 446 AW the SRO will:
  - 3.1.15.1. Include gained personnel and training computations in the wing SORTS report. Air Force or AMC may delete this requirement and direct reporting through reserve channels.
  - 3.1.15.2. Collect SORTS information for the personnel sub-area for all units assigned to the reserve flying unit and for the training sub-area for the 97th, 728th, and 313th Airlift Squadrons.

- 3.1.15.3. Ensure inputs are delivered to the command center for inclusion in the next report.
  - 3.1.15.4. Establish procedures to receive current information for the duration of the mobilization.
  - 3.1.15.5. Instruct any affected unit to report as soon as possible after the start of mobilization day, every 24 hours, or whenever significant changes occur.
- 3.2. 62d Mission Support Squadron/Personnel Readiness Unit (62 MSS/DPMD) will:
- 3.2.1. Act as the wing coordinating agency for personnel reporting.
  - 3.2.2. Provide allocated critical Air Force specialty codes (AFSC) to the units and direct maintenance support units. Provide SORTS desire lists to the following agencies no later than Monday morning each week: 62 AGS/MOB, 62 MXS/CCX, 62 OSS/ CCQ, 62 LSS/LGLX, 4 AS/DOQ, 7 AS/CCQ, and 8 AS/DOQ.
  - 3.2.3. Request civilian personnel rosters from the central civilian personnel office for each C-rated unit reporting on civilians.
  - 3.2.4. Provide SORTS desire lists to the following units no later than the 20th of each month: 62 CS, 62 TRNS, 62 SFS, 62 APS, 62 SVS, 62 MDG, 62 CES, 62 SUPS, 22 STS, 62 OSS/OSW, and 62 MSS/CCR.
  - 3.2.5. Provide technical expertise to unit personnel appointed as points of contact for SORTS personnel figures.
- 3.3. Maintenance Aircraft Coordination Center (62 AW/CPM) will:
- 3.3.1. Provide SORTS aircraft data, to the SRO and 62 LSS/LGLX, no later than 1200L daily. By 0800L the next morning, recheck data passed the afternoon prior and relay any changes. This process ensures reporting of accurate information. SORTS reports are not required on Saturday, Sunday, and federal holidays, but data is monitored to ensure there are no major changes to C-levels or supporting data. See example in [Attachment 1](#).
  - 3.3.2. Provide specific aircraft maintenance status and estimated time in commission as requested by the SRO or 62 LSS/LGLX to prepare SORTS remarks.
  - 3.3.3. Establish and maintain internal operating procedures to ensure personnel are trained in SORTS aircraft status reporting procedures.
- 3.4. 62d Logistics Support Squadron Plans, Scheduling, and Documentation (62 LSS/LGLP) will:
- 3.4.1. Provide the 62 LSS Logistics Readiness and Resources (LGLX) a list with the following information each day (excluding Saturday, Sunday and federal holidays) no later than 0730L.
    - 3.4.1.1. All aircraft in Programmed Depot Maintenance (PDM) with expected date of return, depot location, and maintenance to be performed.
    - 3.4.1.2. All aircraft forecasted to go to PDM. Include PDM input date, location, maintenance to be performed, and expected date of return.
    - 3.4.1.3. All aircraft on loan to McChord from another unit, considered possessed, with explanation of status and expected duration of loan.
    - 3.4.1.4. All McChord aircraft forecasted to be on loan for possession by another unit and pro-

jected time of return.

3.4.2. Immediately advise the SRO of any changes to the above information.

3.5. The 62 AGS Unit Deployment (MOB), 62 MXS Mobility Management (CCX), 62 OSS Information Manager (CCQ), 62 LSS Logistics Readiness and Resources (LGLX), 4 AS Operations Data Management (DOQ), 7 AS Commander's Support Staff (CSS), and 8 AS Operations Resource Management (DOQ) will:

3.5.1. Confirm availability and assigned figures on SORTS desire lists for both total and critical personnel. Determine availability using AFI 10-201, Chapter 4. Base total personnel computations on unit manning documents (UMD). Base critical personnel computations on the list of critical AFSCs identified in AFI 10-201, Table 4.4.

3.5.2. Fill out a McChord AFB Form 15, SORTS Personnel Data Worksheet. List problem AFSC shortages in authorized, assigned, or available categories on the form. Identify up to ten personnel shortages in the remarks section using plain language. Example: AFSC 1C351 - SHORT 25 AVAILABLE DUE TO TDY TEAM SPIRIT ETR 25 APR. Maintain the current and previous month's completed McChord AFB Forms 15.

3.5.3. Take the completed worksheet to your group agency, no later than 1200L (as required to meet the report NLT date of the 20<sup>th</sup>), after the squadron commander or designated authority approves and signs the McChord AFB Form 15.

3.5.4. Promptly notify your group agency of any significant changes regarding personnel.

3.5.5. Provide a letter to the SRO identifying a point of contact and alternate, as well as duty and home telephone numbers, for SORTS personnel figures. Include personnel designated to sign the SORTS Personnel worksheets in the commander's absence. The letter must be signed by the unit commander.

3.5.6. Establish and maintain internal operating procedures. Ensure points of contact are trained in SORTS personnel reporting.

3.5.7. Maintain reference directives and amplifying message guidance pertaining to SORTS.

3.6. 62d Operations Support Squadron Combat Operations and Training (62 OSS/OST) will:

3.6.1. Set up internal operating procedures to collect, compile, and calculate aircrew training data, for the 4 AS, 7 AS, and 8 AS, into a Training C-Level percentage, with associated remarks, for the wing SORTS report. Monitor this data daily for C-Level changes.

3.6.2. Consolidate personnel data received from 4 AS, 7 AS, 8 AS, and 62 OSS/Information Manager onto a group personnel worksheet.

3.6.3. Prepare Training C-Level worksheets with supporting documentation and group personnel worksheet. Bring the worksheets to the SRO in accordance with the schedule published in the monthly SORTS training letter.

3.6.4. Use the C-Level worksheets to brief the 62d Operations Group (62 OG) Commander. The 62 OG Commander or designated representative must sign the completed C-Level worksheets in the spaces provided. Provide a letter, to the SRO, signed by the 62 OG Commander, identifying those individuals authorized to sign the worksheets in the commander's absence. See example in [Attachment 2](#).

- 3.6.5. Notify SRO and prepare a SORTS report anytime a C-Level changes. Do not hold this information for the next scheduled SORTS report.
- 3.6.6. Notify SRO promptly when tasked to support JCS or AF OPORD with either personnel or equipment.
- 3.6.7. Designate primary and alternate SORTS monitors by letter to the SRO. Include their name, grade, social security number (SSN), office designation, duty and home telephone numbers, and security clearance. See example in [Attachment 2](#).
- 3.6.7.1. Ensure a SORTS monitor is available during normal duty hours for increased reporting and resolving any problems concerning SORTS.
- 3.6.7.2. Ensure at least one SORTS monitor is available for SORTS reporting during contingency operations.
- 3.6.8. Ensure both primary and alternate monitors are proficient in reporting procedures. Monitors must attend semi-annual SORTS training meetings conducted by the SRO.
- 3.6.9. Maintain a SORTS file containing:
- 3.6.9.1. Current DOC statement.
- 3.6.9.2. SORTS monitors/Commander's designee for SORTS Releasing Authority Letter.
- 3.6.9.3. A copy of the C-Level and supporting worksheets for the current and previous month's SORTS report.
- 3.6.10. Maintain reference directives and amplifying message guidance pertaining to SORTS. As a minimum, maintain AFI 10-201, as supplemented, and 62 AWI 10-1.
- 3.6.11. Notify the SRO if any of the squadrons (4 AS, 7 AS, 8 AS) are affected by a mobilization of the Air Force Reserve. Include gained personnel and resources in the SORTS report. A report is due as soon as possible on the day of mobilization and anytime a significant change occurs. Air Force or AMC may delete this requirement and direct continued reporting through reserve channels.
- 3.6.12. Conduct a self-inspection of SORTS program, using a SORTS self-inspection checklist (recommend using the provided SAV checklist) semiannually and at least two weeks prior to SRO staff assistance visit.
- 3.7. 62d Logistics Support Squadron/Logistics Readiness and Resources (62 LSS/LGLX) will:
- 3.7.1. Set up internal operating procedures to collect, compile, and calculate possessed aircraft data into an Equipment and Supplies On Hand C-Level percentage, with associated remarks, for the wing SORTS report. Set up internal operating procedures to collect, compile, and calculate mission ready and available (MRA) aircraft data into an Equipment Condition C-Level percentage, with associated remarks, for the wing SORTS report.
- 3.7.2. Consolidate personnel data received from 62 AGS Unit Deployment, 62 MXS Mobility Management, and 62 LSS Logistics Readiness and Resources onto a group personnel worksheet.
- 3.7.3. Prepare Equipment and Supplies On Hand and Equipment Condition C-Level worksheets, with supporting documentation and group personnel worksheet. Bring the worksheets to the SRO in accordance with the schedule published in the monthly SORTS training letter.

- 3.7.4. Use the C-Level worksheets to brief the 62d Logistics Group (62 LG) Commander. The 62 LG Commander or designated representative must sign the completed C-Level worksheets in the spaces provided. Provide a letter, to the SRO, signed by the 62 LG Commander, identifying those individuals authorized to sign the worksheets in the commander's absence. See example in [Attachment 2](#).
- 3.7.5. Notify SRO and prepare a SORTS report anytime a C-Level changes. Do not hold this information for the next scheduled SORTS report.
- 3.7.6. Notify SRO promptly when tasked to support JCS or AF OPOD with either personnel or equipment.
- 3.7.7. Designate primary and alternate SORTS monitors by letter to the SRO. Include their name, grade, social security number (SSN), office designation, duty and home telephone numbers, and security clearance. See example in [Attachment 2](#).
- 3.7.7.1. Ensure a SORTS monitor is available during normal duty hours for increased reporting and resolving any problems concerning SORTS.
  - 3.7.7.2. Ensure at least one SORTS monitor is available for SORTS reporting during contingency operations.
- 3.7.8. Ensure both primary and alternate monitors are proficient in reporting procedures. Monitors must attend semi-annual SORTS training meetings conducted by the SRO.
- 3.7.9. Maintain a SORTS file containing:
- 3.7.9.1. Current DOC statement.
  - 3.7.9.2. SORTS monitors/Commander's designee for SORTS Releasing Authority Letter.
  - 3.7.9.3. A copy of the C-Level and supporting worksheets for current and previous month's SORTS report.
- 3.7.10. Maintain reference directives and amplifying message guidance pertaining to SORTS. As a minimum, maintain AFI 10-201, AFI 10-201 AMCSUP1, and 62 AWI 10-1.
- 3.7.11. Conduct a self-inspection of SORTS program, using a SORTS self-inspection checklist (recommend using the provided SAV checklist) semiannually and at least two weeks prior to SRO staff assistance visit.
- 3.8. 62d Supply Squadron/Procedures and Analysis (62 SUPS/LGSP) will:
- 3.8.1. Provide a letter detailing the current status of A, B, and C mobility bags by authorized and on hand to the SRO no later than 1100L the 20<sup>th</sup> of each month.
  - 3.8.2. Compute a base fill rate for mobility bags. Provide this data by letter, updated monthly, to the SRO and to each of the affected units. Advise the SRO immediately of any significant changes.
- 3.9. 62d Airlift Wing Plans, Programs, and Mobility (62 AW/XP) will:
- 3.9.1. Resolve any conflicts between unit DOC statements and the Global Assets Listing (GAL) IAW AMC Policy Letter 10-406, on a monthly basis.

3.9.2. Provide 62 SUPS/LGSP and units tasked to deploy, per DOC or GAL, with the type and number of mobility bags required using the GAL. Required annually or if total base requirements change by 20 percent.

3.10. 62d Operations Support Squadron Life Support (62 OSS/OSL) will provide a letter detailing the current status of aircrew chemical defense equipment (ACDE) kits no later than 1100L the 20<sup>th</sup> of each month to the SRO. See example letter at [Attachment 3](#).

3.11. 62 TRNS, 62 SFS, 62 SVS, 62 SUPS, 62 CES, 62 MDG, 62 APS, 62 CS, 62 OSS Weather Flight, 62 MSS Unit Control Center, and 22 STS will:

3.11.1. Prepare C-Level worksheets, and associated worksheets to bring to the SRO in accordance with the schedule published in the monthly SORTS training letter.

3.11.2. Use the C-Level worksheets to brief the commander. The commander or designated representative must sign the completed C-Level worksheets in the spaces provided. Provide a letter, to the SRO, signed by the commander, identifying those individuals authorized to sign the worksheets in the commander's absence. See example at [Attachment 2](#).

3.11.3. Notify SRO and prepare a SORTS report anytime a C-Level changes. Do not hold this information for the end of month report.

3.11.4. Notify SRO promptly when tasked to support JCS or AF OPOD with either personnel or equipment.

3.11.5. Designate primary and alternate SORTS monitors by letter to SRO. Include their names, grade, social security numbers (SSN), office designation, duty and home telephone numbers, and security clearance. See example at [Attachment 2](#).

3.11.5.1. Ensure a SORTS monitor is available during normal duty hours for increased reporting and resolving any problems concerning SORTS.

3.11.5.2. Ensure at least one SORTS monitor is available for SORTS reporting during contingency operations.

3.11.6. Ensure both primary and alternate monitors are proficient in reporting procedures. Monitors must attend semi-annual SORTS training meetings conducted by the SRO.

3.11.7. Maintain a SORTS file containing:

3.11.7.1. Current DOC statement

3.11.7.2. SORTS monitors/Commander's designee for SORTS Releasing Authority Letter.

3.11.7.3. A copy of the C-Level and supporting worksheets for the current and previous month's reports.

3.11.7.4. A copy of the JCS database dump, provided by the SRO, for the current and previous month's reports.

3.11.8. Maintain reference directives and amplifying message guidance pertaining to SORTS. As a minimum, maintain AFI 10-201, AFI 10-201 AMCSUP1, and 62 AWI 10-1.

3.11.9. Confirm assigned and available figures for total and critical personnel (including civilian personnel) on the desire lists from the personnel readiness unit. Bring completed personnel worksheets to the SRO along with the other SORTS worksheets.

3.11.10. Notify the SRO if your unit is affected by a mobilization of the Air Force reserve. Include gained personnel and resources in the SORTS report. A report is due as soon as possible the day of mobilization and anytime a significant change occurs. Air Force or AMC may delete this requirement and direct continued reporting through reserve channels.

3.11.11. Conduct a self-inspection of SORTS program, using a SORTS self-inspection checklist (recommend using the provided SAV checklist) semiannually and at least two weeks prior to SRO staff assistance visit.

**4. Releasing Official.** The preparer at the SRO will release SORTS reports to higher headquarters.

**5. Form Prescribed.** McChord AFB Form 15.

DUNCAN J. MCNABB, Colonel, USAF  
Commander, 62d Airlift Wing

**Attachment 1****SAMPLE SORTS AIRCRAFT DATA WORKSHEET (C-141B)**DATE: 15 APR 96**1. EQUIPMENT AND SUPPLIES ON HAND/AIRCRAFT:**AUTHORIZED: 40ASSIGNED: 41POSSESSED: 34**2. EQUIPMENT CONDITION/AIRCRAFT:**

AIRCRAFT FORECASTED (WITHIN UNIT DOC RESPONSE TIME):

FMC: 20 + PMC: 5 = MRA 25NMC: 9 = NMCS: 3 + NMCM 3 + NMCB 3

(Total NMCS, NMCM, NMCB must equal NMC)

**3. AIRCRAFT AVAILABLE FOR SPECIAL CAPABILITIES:**

(WITHIN UNIT DOC RESPONSE TIME)

AIRDROP: 24 AIR REFUELING: 25 CDS: 24 LEAD: 24

**Attachment 2****SAMPLE SORTS DATA HANDLERS/COMMANDER'S DESIGNEE FOR SORTS  
RELEASING AUTHORITY LETTER**

MEMORANDUM FOR 62 AW/CPR

30 June 97

FROM: 62 CES/CC

SUBJECT: SORTS Data Handlers/Commander's Designee for SORTS Releasing Authority

1. The following personnel are assigned duties as SORTS Data Handlers for the (your unit).

<u>RANK NAME</u>	<u>SSN</u>	<u>SECURITY CLEARANCE</u>	<u>DUTY PHONE</u>	<u>HOME PHONE</u>
SSgt John B. Doe	222-22-2222	SECRET	4-1234	567-6789
SrA Sally S. Smith	123-45-6789	SECRET	4-1234	234-5678

2. The following personnel are authorized to sign the C-Level Worksheets for (your unit) in my absence:

<u>RANK</u>	<u>NAME</u>	<u>SSN</u>	<u>SECURITY CLEARANCE</u>
Maj	Thomas C. Croie	456-78-9012	TOP SECRET

SIGNATURE: \_\_\_\_\_

Capt	Chris P. Churchill	890-12-3456	TOP SECRET
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SIGNATURE: \_\_\_\_\_

3. This letter supersedes our letter dated (date), same subject.

JOSEPH U. HARMON, Lt Col, USAF

Commander

**Attachment 3****SAMPLE SORTS ACDE LETTER**

MEMORANDUM FOR 62 AW/CPR

30 June 97

FROM: 62 OSS/OSL

SUBJECT: Status of Resources and Training Systems (SORTS) Aircrew Chemical Defense Equipment (ACDE) D-Bag

1. The following is the current status of the 62 AW Aircrew Chemical Defense bags:

<u>UNIT</u>	<u>AUTH</u>	<u>ON-HAND</u>
4 AS	225	206
7 AS	225	214
8 AS	225	197

2. Shortages listed below prevent many D-bags from having the authorized quantities required by Table of Allowance (TA-016). Shortages are listed by Noun, Quantity and Estimated Delivery Date (EDD).

NOUN	QTY	EDD
HOODS, HGU-41/P	2,786	11 JUN 95

3. If you have any questions regarding this status report, please call 4-3875.

KRISTOPHER R. GLEASON, TSgt, USAF

NCOIC, Chemical Defense Section