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This Instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. This document provides Air Force procedures for those areas listed in the Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.02, *Global Status of Resources and Training System (GSORTS)*, and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3401.02, *Global Status of Resources and Training System*, as requiring Service direction. This Instruction applies to all Major Commands (MAJCOM), including Air Force Reserve Command (AFRC) and to the Air National Guard (ANG), Field Operating Agencies (FOA), and direct reporting units (DRU). The reporting requirement in Chapter 3 of this publication is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Waiver authority is Air Force, Director of Integration and Resources (AF/A3O-I). Submit waiver requests through the respective MAJCOM/FOA/DRU Readiness Office to AF/A3O-I. Submit supplements and change requests to the Air Force Readiness Integration Division (AF/A3O-IR), 1480 Air Force

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**(AFSPC)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-201, *Status of Resources and Training System*, 19 Apr 13. This supplement describes Air Force Space Command's (AFSPC's) procedures for use in conjunction with the basic AFI. This supplement adds HQ AFSPC guidance to SORTS organizations, roles and responsibilities, and to clarify unit SORTS status reporting. It applies to HQ AFSPC, subordinate Numbered Air Forces (NAF), and subordinate units. Upon mobilization, this supplement applies to AFSPC-gained Air Force Reserve Command (AFRC) units and Air National Guard (ANG) units and members under USC Title 10 status. Waiver authority for this supplement is HQ AFSPC/A3O. Submit recommended changes and questions about this supplement to HQ AFSPC/A3OP, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4190 using the AF Form 847, *Recommendation for Change of Publication*. Numbered Air Forces (NAFs) may supplement this document providing for differences in missions, operating conditions and facilities. NAF supplements must be approved by HQ AFSPC/A3O prior to implementation. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires collecting, maintaining and providing information under the Freedom of Information Act and protection by the Privacy Act of 1974.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include changes to personnel and equipment measurement baselines, guidance on classification/declassification, Designed Operational Capability (DOC) Statement requirements, deployed asset availability, overall commander assessments, Assigned Mission Percent Effective (PCTEF) levels, and the Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Defense Report (CBDRT), as well as new guidance on the SORTS to Defense Readiness Reporting System (DRRS) transition, affecting Direct Supporting Units (DSU) and specific guidance for maintenance units.

**(AFSPC)** This supplement has been substantially revised and must be completely reviewed. Major changes include the addition of guidance to establish the requirement to report between the 1st and 15th of the month, guidance concerning Functional Area Manager (FAM) and Wing responsibilities regarding the monthly AFSPC SORTS briefing process, updates to the SORTS Mobile Training Team (MTT) 6 month training requirement, guidance detailing the use of virtual Staff Assistance Visits (SAVs) for wing Subordinate Reporting Organizations (SROs) and clarification on CBDRT reporting requirements.

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## Chapter 1

### SORTS GENERAL POLICY

**1.1. SORTS.** SORTS is an internal management tool for use by the Chairman of the Joint Chiefs of Staff (CJCS), Services, Combatant Commands (COCOMs), and Combat Support Agencies. It is a single automated resource-based reporting system within the Department of Defense (DoD) functioning as the central registry of all operational units of the US Armed Forces and certain foreign organizations. SORTS has a threefold purpose: it provides data critical to crisis planning, provides for the contingency and peacetime planning processes, and is used by the Chief of Staff United States Air Force (CSAF) and subordinate commanders in assessing their effectiveness in meeting Title 10, "United States Code," responsibilities to organize, train, and equip forces for combatant commands. All units with a United States Air Force (USAF) Personnel Accounting Symbol (PAS) code will be registered in SORTS. A unit is defined in accordance with (IAW) AFI 38-101. In addition, GSORTS data is used by other joint automated systems. Examples are the Global Transportation Network (GTN), Joint Operation Planning and Execution System (JOPES), National Military Command Center (NMCC) Command and Control System, and the Nuclear Planning and Execution System.

1.1.1. SORTS provides broad bands of readiness information on selected unit status indicators and includes a commander's subjective assessment on the unit's ability to execute the mission(s) for which a unit was organized or designed. When employed in response to a crisis or operations plan, SORTS provides a broad assessment of unit status based on the unit's ability to execute the mission(s) for which the unit was organized or designed and the current mission(s) for which the unit may be employed. SORTS is not designed to function as a detailed information management system objectively counting all conceivable variables regarding personnel, training, and logistics. SORTS *is not* designed to be used as an input for the performance appraisal of a unit or a unit commander.

1.1.2. The AF uses SORTS information in assessing readiness, determining budgetary allocation and management action impacts on unit level readiness, answering congressional inquiries, analyzing readiness trends, and supporting readiness decisions. SORTS also provides indications of the efficacy of resource allocation decisions and the impacts of budgetary constraints on resourcing unit requirements.

1.1.3. SORTS measurement criteria is designed and developed by Functional Area Managers (FAM) to provide valid assessments regarding unit readiness. Commanders, or their designated alternates, assess measurements against their full mission set to determine if they provide a realistic indication of the unit's readiness. It is critical that reporting commanders identify those areas that are rated less than desired in order to promote and justify corrective action (including funding, personnel and equipment allocations).

1.1.4. A fundamental premise of SORTS reporting is integrity. Commanders must not allow masking of deficiencies to affect their ability to provide capability or other readiness related information. Effective management of unit resources requires accurate information at all levels.

1.1.5. When deployed/employed in response to a crisis or operations order (OPORD), SORTS provides both an assessment of a unit's status based on ability to execute the

mission(s) for which it was organized or designed and, when appropriate, the mission against which it is assigned and employed. The ability of the unit to support the mission(s) will be reported via the PCTEF field, reference **Paragraph 2.6**.

1.1.6. In the event of conflict between this AFI and MAJCOM Supplements and/or FAM Guidance, AFI guidance will take precedence. Concerned parties will contact AF/A3O-IR for resolution.

**1.2. Unit Registry and Reporting Requirements.** All units with a United States Air Force (USAF) PAS code will be registered in SORTS. Units with a Unit Descriptor Code (UDC) of combat, combat support, or combat service support within the PAS code, are required to have a SORTS DOC Statement, AF Form 723 or approved facsimile, and report in SORTS. These units, for the purposes of this AFI, are considered measured units. Reference CJCSM 3150.02 Series for Joint UDC assignments. Measured unit SORTS reporting begins after a unit activates, once the DOC Statement is distributed, and continues until the unit deactivates.

1.2.1. Provisional and task organized combat, combat support and combat service support units are also designated as measured units. The Service component or Combatant Commander (CCDR) directing the establishment of a measured unit will determine the organizational reporting structure of the unit.

1.2.2. DSUs are identified on measured unit DOC Statements with their unit resources measured and reported as part of another unit. DSUs will be registered in SORTS. The measured unit responsible for the mission will report on DSU resources. DSUs are required to submit SORTS-related information to the measured unit(s) to provide the status of the resources they support and manage for the measured unit(s). Once DOC Statements are created, the DSU will then be identified as a measured unit (i.e., maintenance units) and will begin SORTS reporting for themselves. Reference **Paragraph 1.11.2** for further guidance on DSUs, with respect to the SORTS to DRRS transition.

1.2.3. SORTS Measurement Baseline. SORTS measurements are based on the unit's full mission set for which it is organized or designed. Units are required to measure and report on all resources referenced on their DOC Statement; including any of the unit's authorizations documents, such as the Unit Manpower Document (UMD) and Allowance Standard (AS), and authorizations from AF approved Authoritative Data Sources (ADS). Units must report on these resources even if not yet delivered (e.g., equipment for a newly activated unit). Units must report solely on their own resources.

1.2.3.1. Personnel Measurement Baseline.

1.2.3.1.1. The baseline for measuring personnel is the UMD. Units will no longer use Unit Type Codes (UTCs) as the baseline for measuring personnel. If the UMD does not accurately reflect the unit's requirement, action must be taken to correct the source UMD. Reduced readiness in the personnel measured area will signify the need for additional/critical personnel. See **Chapter 3**.

1.2.3.2. Equipment and Supplies On-hand Measurement Baseline.

1.2.3.2.1. The baseline for measuring equipment and supplies is the unit's authorizations within the designated Authoritative Data Source (ADS) for any resource. The ADS for equipment authorizations is Air Force Equipment

Management System (AFEMS). Examples of other ADSs for authorizations, possession and/or condition include Standard Base Supply System (SBSS), Medical Readiness Decision Support System (MRDSS), Automated Civil Engineer System (ACES) and approved Maintenance Information Systems (MIS). Units will no longer use UTCs as the baseline for measuring resources in SORTS. If the AS or ADS does not accurately reflect the unit's requirement, action must be taken to correct the source AS or ADS. Reduced readiness in this measured area will signify the need for additional equipment. A unit possessing equipment that is not mission ready will report the not-mission-ready status in the equipment condition measured area instead. See [Chapter 4](#).

1.2.3.2.2. Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Defense Reports (CBDRT), used in SORTS, will base the equipment and supplies on-hand area on the unit's total requirement for the equipment items and condition of the items being measured. See [Attachment 4](#).

#### 1.2.3.3. Equipment Condition Measurement Baseline.

1.2.3.3.1. The Equipment Condition measured area measures the condition of possessed equipment and supplies. Units assess the condition of on-hand equipment by determining if it is mission ready or safe to use as originally designed. Examples of ADSs for equipment authorizations, possession and/or condition include AFEMS, SBSS, and approved MIS. See [Chapter 5](#).

1.2.3.3.2. CBDRT include equipment condition measurements in the equipment and supplies on-hand measured area. See [Attachment 4](#).

#### 1.2.3.4. Training Measurement Baseline.

1.2.3.4.1. The baseline for measuring training is training requirements for assigned personnel IAW operational Flying Operations AFI Volume (Vol) 1s, Ready Aircrew Program (RAP) tasking messages, and/or training databases such as Air Force Training Record (AFTR), Training Business Area (TBA), Medical Readiness Decision Support System (MRDSS), and Aviation Resource Management System (ARMS). See [Chapter 6](#).

1.2.3.4.2. CBDRTs used in SORTS measure training in the training measured area. Measured training is based on the unit's total requirement of personnel for the training event or category being measured. See [Attachment 4](#).

1.2.4. Due to the unique nature of AF medical capabilities and the established medical organizational and force presentation structure, AF medical units report in SORTS, DRRS and Aerospace Expeditionary Forces (AEF) Reporting Tool (ART) at the same level at which their UTCs are postured, as reflected in the Medical Resource Letter (MRL) and the Posturing and Sequencing guidance provided by the Headquarters Air Force (HAF) Medical FAM.

**1.3. Frequency of SORTS Reporting.** AF units will report SORTS monthly, no later than (NLT) the 15<sup>th</sup> of each month. AF units will continuously monitor changes in the overall C-level, overall reason code, measured area levels, measured area reason codes, PCTEF data, Get Well Dates (GWD), and unit location. AF units will report changes to any of the aforementioned

areas within 24 hours of the change. Units must verify that the report arrived in the database within 24 hours of the event requiring the report.

**1.3. (AFSPC)Frequency of SORTS Reporting.** All AFSPC SORTS reporting units will submit their monthly SORTS reports between the 1st and the 15th calendar day of each month. SRO SORTS Managers will submit all measured unit commander reports within 24 hours of receipt of the reports. Reports will be tracked to ensure they are submitted with a date of the 1st through the 15th of each month. If an urgent report is submitted after the 15th calendar day of the month, the unit is still required to submit a new monthly report between the 1st and 15th calendar day of the following month. Failure to submit reports within these timelines will be identified as a Failure to Report (FTR) during the monthly AFSPC/CC's SORTS briefing.

1.3.1. Measured units will verify and update data elements listed in this chapter every month or more frequently if specifically directed. Units will compare reports submitted against their database reviews (or equivalent products) within 96 hours of report transmittal and report discrepancies to the Subordinate Reporting Organization (SRO) for assistance. The SRO will contact the Command Reporting Organization (CRO) for assistance, if necessary. This requirement ensures that submitted reports are accurate. Units will also verify database accuracy by reviewing DRRS Current Unit Status (CUS) page easy reads within 96 hours of report submission.

1.3.1. (AFSPC) All AFSPC SORTS reporting units will continue to use Easy Reads from the AFSPC S2 system to verify database accuracy.

1.3.2. Composite/aggregate unit reports must be received within 96 hours of the oldest individual unit's Report Date of Change of Category Information (RICDA).

1.3.3. If unit status has not changed since the last report, a full report must be submitted to reflect an updated RICDA date; and, any remarks in the database will be updated with the current date.

1.3.3.1. (Added-AFSPC) 24 Hour Reporting Requirement (Urgent Report). Units are required by public law to report changes in the Overall C-level, Overall Reason Code, measured area levels, measured area reason codes, PCTEF, D, E, F, and G reason codes (DEFG), GWD updates, forecast dates, or when directed by the measured unit commander. Units expecting to submit an urgent report should contact their SRO via voice and provide an estimated delivery time. Wing SROs must establish after hours recall procedures for all units to use in the event of submitting an urgent report.

1.3.4. A unit is required to maintain its reporting frequency even if completely or partially deployed/employed, temporary duty (TDY), or undergoing exercises or inspections. Major equipment or aircrew relocations will be reported in the Major Equipment Location (MEQLOCN) data set upon relocation for deployments or TDYs.

1.3.5. The Chairman, in coordination with the Service Chiefs and the affected CCDRs, as well as the Chief of Staff of the Air Force, may require units to report more frequently. CCDRs may require assigned units, or units over whom they exercise OPCON, to report more frequently. AF/A3/5 may require Air Force units to report more frequently. MAJCOM CRO leadership may require subordinate reporting units to report more frequently. In each case, consideration should be given to the impact on the unit of increased reporting.

1.3.6. **(Added-AFSPC)** In case of a man-made or natural disaster causing a unit degradation or evacuation affecting SORTS data, if the SRO cannot update the database, the SRO will notify the HQ AFSPC SORTS Office (herein referred to as HQ AFSPC/A3OP). Immediately, upon return from the evacuation, the SRO will have units update SORTS reports, as necessary. This process should start with each measured unit reviewing AFSPC Easy Read Reports.

#### 1.4. SORTS Data Classification.

**1.4. (AFSPC)SORTS Data Classification.** Measured area category levels, overall C-level, numbers used to compute percentages and the percentages themselves (when associated with SORTS), reason codes associated with their remarks, and/or limiting factors for a single unit, are, at a minimum, classified SECRET. The classification of the unit's DOC Statement(s) has no bearing on the classification of a unit's SORTS report. SORTS reports that contain classified data from DOC Statements (example: a classified DOC Response Time) are classified by the governing source for the data, not by the DOC Statement. Individuals classifying SORTS reports must consider other classification guidance, including unit association with OPLAN taskings and governing source(s) of classified DOC statement data. OPLANs classified higher than SECRET will not be included in SORTS.

1.4.1. The GSORTS database is classified SECRET.

1.4.1. **(AFSPC)** All SORTS reports and Easy Reads will be classified SECRET. Units will not use the "NOFORN" designation as this is reserved only for classified intelligence information. For proper classification control marking guidance refer to AFI31-401\_AFGM2 dated 30 January 2013.

1.4.2. Unauthorized disclosure of AF SORTS data reasonably could be expected to cause serious damage to the national security, and will be given, at a minimum, the classification level SECRET. **Table 1.2** provides minimum classification guidelines for AF resource data.

1.4.3. Data extracted from the DRRS/GSORTS database will be classified by the reporting organization or IAW **Table 1.2** or the CJCSM 3150.02 Series, whichever is higher.

1.4.4. The procedures for classification and marking of classified documents are also specified in DoDM 5200.01V1, *DoD Information Security Program: Overview, Classification, and Declassification*, DoDM 5200.01 V2, *DoD Information Security Program: Marking of Classified Information*; and AFI 31-401, *Information Security Program Management*. If no classified source exists, use CJCSM 3150.02 as a classification authority. Use "Derived From: CJCSM 3150.02 Series, *Global Status of Resources and Training System (GSORTS)*, Declassify On: (date)" to mark material when this reference is used as classification guidance.

1.4.5. Measured area category levels, overall C-level, availability numbers used to compute percentages and the percentages themselves (when associated with SORTS), reason codes associated with their remarks, and/or limiting factors for a single unit, are, at a minimum, classified SECRET.

1.4.6. Individuals classifying SORTS reports must consider other classification guidance including operation plans (OPLANS). Data showing association of the unit with its operations plan (OPLAN(s)) tasking is classified at the level of classification of the

OPLAN(s). C-5 Authorization messages (giving that a unit is authorized to, not that they are reporting C-5) are UNCLASSIFIED provided notification does not contain the unit's current C-level (C1-5) or specific information, e.g., limiting factors (LIMFACs), OPLANs, etc.

1.4.7. Information that is not SORTS based and does not show a deficiency may still require classification through channels other than SORTS. Unit and Wing Security Managers should be consulted in these events.

1.4.8. Derivative Classification. Derivative classification is the incorporating, paraphrasing, restating, or generating, in a new form, already classified information and marking newly developed material consistent with the classification that applies to the source information. Persons applying derivative classification markings must carry forward to any newly created document the classification markings from the original source. For example, SORTS Worksheets/Briefing Slides reflecting measured unit data will be given the same classification level as the material from which it was derived.

1.4.9. Aggregate Classification. Aggregate SORTS data will be classified at the same or higher level as the highest classified component parts or segments of SORTS data. SORTS data converted to a new type of information must be evaluated for its impact on national security if released. Even if all sources (worksheets, e-mails, etc.), individually, are unclassified, careful consideration must be given to the aggregated/compiled data and evaluated for its impact on national security and classified as such. Once the data is associated with SORTS, it is classified. See [Table 1.2](#) for further guidance.

1.4.10. Declassification. Within AF capabilities-based readiness reporting, all individual units are linked to a capability. AF SORTS data shall be marked for declassification 10 years from the original classification date, unless the original classification authority otherwise determines that the sensitivity of the information requires that it be marked for declassification for up to 25 years from the date of the original classification.

1.4.10. (AFSPC) Classification Authority. Declassify By is 25X8, IAW CJCSM 3150.02B, *Global Status of Resources and Training System (GSORTS)*.

1.4.11. Downgrading Authority. Downgrading authority of classified AF SORTS data resides with Air Force, Director of Operations, Plans and Requirements (AF/A3/5). Requests to downgrade or accelerate declassification of AF SORTS data will be determined on a case-by-case basis. Downgrade requests are submitted through the applicable MAJCOM CRO, to AF/A3O-IR, then staffed up to AF/A3/5.

**1.5. Releasing SORTS Data to Outside Agencies.** CJCSI 5714.01, *Policy for the Release of Joint Information*, sets the policy for release of SORTS data to agencies not on original distribution.

1.5.1. Policy. All holders of SORTS data must take action to protect against unauthorized disclosure and to preserve the statutory relationship of the CJCS, as principal military adviser, and the Joint Chiefs of Staff (JCS) as military advisors to the Secretary of Defense (SecDef). Authorized holders of AF SORTS data can release it only to military components, or assigned or apportioned units, with a valid need-to-share and appropriate clearance. Exceptions to this policy must be coordinated through AF/A3O-IR.

1.5.1. (AFSPC) Foreign nationals are not allowed access to AFSPC SORTS data per CJCSI 3401.02B.

1.5.2. Specific Policies for Auditors, the Congress, and the General Public. Auditors and inspectors of the General Accounting Office (GAO) and the Office of the DoD Inspector General (IG) have legal authority under Public Laws 96-226 and 97-252 for access. Only the President and SecDef can deny final access. Refer denial proposals to AF/A3O-IR for submission to the Joint Staff.

1.5.2.1. Release data to Congress and its committees, staff, and investigators according to DoD Directive (DoDD) 5400.4, *Provision of Information to the Congress*.

1.5.2.2. Responses to requests for SORTS data from the public under provisions of the Freedom of Information Act (FOIA) must be coordinated with AF/A3O-IR, Joint Staff (JS), and the FOIA processing office.

1.5.3. Preferred Methods for Release. Only the minimum amount of information will be released to satisfy a request. One-time release of a specific part of the database is preferred over any direct access to the database. Preferred methods in rank order are:

1.5.3.1. Release of a specific part(s) of the database or minor subset.

1.5.3.2. Release of a major subset of the entire database.

1.5.3.3. Access to a specific part(s) of the database in a controlled environment.

1.5.3.4. Access to a major subset or the entire database in a controlled environment.

## 1.6. Information Reported in SORTS.

1.6.1. Basic Identity Data Element (BIDE) Set. The BIDE set applies to all registered units, includes the Country of Affiliation (COAFF), UDC, unit abbreviated name (ANAME), UTC, Unit Level Code (ULC), MAJCOM for BIDE under which the unit is organized, Registration Validity (REVAL), and unit Long Name (LNAME). Only CROs (MAJCOM SORTS office or equivalent) report this data.

1.6.2. Reporting Organization (RPTNORG) Set. The RPTNORG set includes each unit's Arrival Date (ARRDT), CRO UIC (RPTOR) and Subordinate Reporting UIC (SBRPT). Only CROs report this data. CROs transfer units to other CROs by changing the UIC in RPTOR.

1.6.3. Organization Location (ORGLOCN) Set. ORGLOCN applies to all registered units, includes codes for COCOM/Service Command (CSERV), commands with Operational Control (OPCON) and Administrative Control (ADCON), unit's Home Geographical Location (HOGEO) and Present Geographical Location (PRGEO), Activity Code (ACTIV), Defense Condition (DFCON), PCTEF, Parent Organization's UIC (PUIC), Unit Organization Established (FLAG), and Nuclear Capability Indicator (NUCIN). Only CROs report this data, with the exception of PCTEF, which is reported by the measured unit, IAW **paragraph 6.4**.

1.6.4. Reserve Component Organization Status (RESERVES) Set. The RESERVES Set includes duty location, activity, mobilization or call-up date, and gaining command for units mobilized. HQ Air Force Reserve Command (HQ AFRC) and the National Guard Bureau (NGB) report this data according to CJCSM 3150.02.

1.6.5. Personnel Strength Status (PERSTREN) Set. The Air Force reports authorized, assigned, possessed, deployable, and tasked deployable strengths. MAJCOM Manpower and Personnel Directorates (A1s) maintain UMDs and provide guidance via wing manpower offices to identify authorizations. Air Force Personnel Center (AFPC) reports assigned and available data. When CJCS directs an increased reporting frequency, measured units report personnel strength status as directed.

1.6.6. Resources and Training Status (Type of Report (TREAD), OVERALL, PERSONNEL, Equipment Supplies On-hand (EQSUPPLY), Equipment Condition (EQCONDN), TRAINING, FORECAST, and Remarks) fields. These fields apply to all measured units that report. All unit SORTS data is available to all authorized SORTS customers. While there are exceptions, Combatant Commanders and the JS primarily look to joint data elements (Overall C-level and reason code, the four measured area levels and reason codes, and the associated remarks). AF FAMs look at detailed data; analyze information for trends, and direct appropriate actions in response to lowered C-levels.

1.6.7. MEQLOCN Set. MEQLOCN is reported in unit SORTS reports for those units possessing major equipment (aircraft, missiles, etc.). This set includes major equipment (MEQPT) and crew status at a unit's home and deployed location. See [Attachment 5](#) for further guidance.

**1.7. SORTS DOC Statement.** CJCS SORTS policy requires a unit's Overall C-level to be based on an assessment of those resources and training required to undertake a unit's full-spectrum mission(s). The purpose of an AF SORTS DOC Statement, AF Form 723 or approved facsimile, is to summarize the unit's mission(s) using the DRRS Core Mission Essential Task List (METL) and to provide units with a convenient single document referencing all ADSs that determine the pool of resources and training to measure and report in SORTS. The DOC Statement, itself, is not a source document. The DOC Statement does not establish, organize, design, equip, or task a unit. The DOC Statement is a centralization of references from several ADSs that do establish, organize, man/equip, or task a unit. Each measured unit is required to have a single, all-encompassing DOC Statement. The unit's SORTS DOC Statement will be completed via DRRS when available. Reference

**1.7. (AFSPC)SORTS DOC Statement.** Contact HQ AFSPC/A3OP for the latest DOC Statement coordination guidance.

1.7.1. The DOC Statement will only address a single set of resources and is limited to only resources authorized to that unit. Historically, aviation units reported aircraft. Maintenance units will now report inventory and status of the aircraft IAW AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, and in SORTS, as shown in the AF Tables – **Equipment On-hand and Equipment Condition Tables** found on the DRRS homepage (SIPR), under the references tab at <https://drfs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>. Aviation units report on the aircrews, their training, and any other reportable equipment identified in the equipment ADS. For medical units, reference **Paragraph 1.2.4**. No two units will report on the same resources.

1.7.2. SORTS DOC Statements are managed, coordinated, and released/published/approved by the MAJCOM/FOA/DRU Readiness Office. For gained-unit DOC Statements, approval authority resides within the owning MAJCOM; however, the gaining MAJCOM will be

afforded the opportunity to coordinate to ensure the gained unit is reporting on the correct mission.

1.7.2. **(AFSPC)** Per AFI 10-201, AFSPC has 45 days to coordinate on all AFSPC-gained Air Reserve Component (ARC); (i.e., Air Force Reserve and Guard) DOC Statements. HQ AFSPC will only accomplish 3-Letter coordination for AFSPC-gained ARC DOC Statements. HQ AFSPC/A3OP is the lead for the DOC Statement coordination, instead of the HQ AFSPC FAMs. The purpose for AFSPC coordination is to verify the ARC Unit DOC Statements reflect AFSPC mission requirements for the units. The only coordination accomplished for ARC unit DOC Statements is HQ AFSPC/A3T (when applicable), HQ AFSPC FAM's Division Chief and the applicable NAF/A3. NAF/A3s may obtain Wing Commander coordination, if desired. HQ AFSPC, NAFs and Wings will not coordinate the DOC Statements with the ARC units. Accomplishing ARC unit coordination for the DOC Statements is the responsibility of the applicable ARC HQs. If there are recommended changes for the DOC Statement(s), HQ AFSPC/A3O forwards a letter to the applicable ARC office describing the requested changes.

1.7.3. All AF DOC Statements will be centrally located in DRRS when available. If not yet published in DRRS, CROs will publish DOCs to the site in conjunction with annual reviews.

1.7.3. **(AFSPC)** All AFSPC DOC Statements will be centrally located in the AFSPC SORTS System (S2).

1.7.4. SORTS DOC Statements must be reviewed annually by the MAJCOM/FOA/DRU CROs and the measured unit commander. Unit commanders must sign the unit DOC Statement upon assumption of command and after annual review has been completed. Signature does not acknowledge agreement/disagreement. Signature indicates the review has been accomplished and the commander or their designated alternates understand the SORTS reporting requirements in the DOC Statement. Current SORTS DOC Statements must be marked with the last review date and maintained for the duration of the initial DOC Statement (e.g., if current DOC Statements' effective date is 1 Jan 2001, and you have a Staff Assistance Visit (SAV) in Mar 2003, records must show the initial review and one annual review in 2002, at a minimum). All unit commander documentation must be shown for the life of the DOC Statement. The MAJCOM/ANG/DRU/FOA readiness office is responsible for the tracking and initiation of annual reviews. When altered or outdated, the impacted SORTS DOC Statement must be replaced or rescinded, as applicable.

1.7.4.1. Changes to unit DOC Statements must be accomplished within 60 days of changes in unit data, i.e., Unit & Mission Identification, measured resource areas (personnel, equipment, training), or any item that would affect unit reporting requirements.

1.7.4.2. MAJCOM and/or FOA CROs may authorize pen and ink (no pencil) changes to DOC Statements. MAJCOM CRO will distribute the pen and ink changes to all agencies including the SRO and unit as necessary. Pen and ink changes are annotated on the DOC Statement by the affected unit upon receipt. The OPR making pen and ink changes will sign his/her initials and date next to the change on the DOC Statement.

1.7.4.2. **(AFSPC)** Pen-and-ink changes to DOC Statements are not allowed. All changes must be made in AFSPC S2. DOC Statement changes can only be made by

FAMs. If a unit desires to have their DOC Statement changed, they must contact their respective FAM.

1.7.4.3. For detailed instructions on preparing DOC Statements, see [Attachment 2](#).

**1.8. Measuring Unit Resources using Unit Response Time.** AF units must be ready (manned, equipped and trained) for deployment and/or employment within a specified time, referred to as the unit's response time. AF units use the forecast option, IAW CJCSM 3150.02 Series, meaning AF units report on whether their resources can be mission ready and available within their response time, from the time the report is submitted up to 72hrs. All DOC Statement referenced reporting requirements must be reported regardless of whether the unit is currently provided the resources or tasked for the capability. The ADS for AF unit response times is the **Unit Response Time Table**, developed by FAMs, in coordination with CROs and AF/A3O-IR, found on the DRRS homepage (SIPR), in AF Tables under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>. Most SORTS response times are standardized for like-type units. This response time must not be confused with UTC-type response times as specified in operation/contingency plans (this approach can result in assigning a single unit multiple response times for multiple plans). The assumption for the SORTS response time is that the unit is a stand-alone entity, tasked to support an operation/contingency with all of its own resources, independent of any other like-type unit on the same base. This data will be automatically populated with the DOC Statement management tool in DRRS.

**1.8. (AFSPC)Measuring Unit Resources using DOC Response Time.** Counting resources as available is limited to resources available within the DOC Response Time, measured from time the report is released for submission to the GSORTS database. Therefore, reporting resource and training requirements that will only be ready "Just in Time" cannot be counted as available when this criterion exceeds the unit's DOC Response Time. An example of this is the small arms training that is conducted "just in time" for an individual's deployment in support of a Joint Operation. If a unit's personnel are not trained today and will not be trained within the time frame of today plus the unit's DOC response time, they cannot be counted as trained in the unit's SORTS report.

1.8.1. Deployed Resources Consideration. When projecting resource status for units fully or partially deployed, units with mobility-only or dual (mobility and in-place/in-garrison) missions will count all deployed resources as available, regardless of their current deployed location, as long as they are mission ready and available within the response time. Units with in-place/in-garrison only missions will count deployed resources as unavailable if the current deployed location prevents the resources from returning/re-deploying within the unit's response time. Other exceptions are units with non-returnable equipment upon redeployment; these units, once re-deployed, will no longer count that equipment on-hand because that equipment is removed from their supply account, see **Paragraph 4.10**. Units normally assigned to Geographic Combatant Commands; e.g., PACOM, having resources deployed outside their CCDR's area of responsibility (AOR), may have concerns that those resources cannot accomplish their specified CCDR task(s) within the designated response time (only because they are too far away, and not because they require additional personnel, equipment, or training). DRRS is the means to highlight this type of concern; assess the specified CCDR Mission Essential Task (MET) and provide remarks in DRRS explaining the unit's reduced capability due to assets deployed outside their CCDR's AOR. This maintains SORTS as the resource-based system and DRRS as the capability-based system. Units will

consider the following factors, as a minimum, when projecting unit resource status out to its response time:

1.8.1.1. The unit can conduct emergency recall of personnel, curtail scheduled maintenance/routine training, and increase work shift length.

1.8.1.2. The delivery schedules for ordering items from outside agencies will not change from current projections.

1.8.1.3. Currently deployed/employed personnel can maintain their deployable status; i.e., report deployed personnel as available.

1.8.1.4. Currently deployed/employed equipment can maintain its On-hand and Mission Ready status.

**1.9. Category-Levels (C-levels) and Associated Remarks.** C-levels reflect the degree to which unit resources meet prescribed levels of personnel, equipment, and training.

1.9.1. C-1. The unit possesses the required resources and is trained to undertake the *full mission(s)* for which it is organized or designed. The resource and training area status will neither limit flexibility and methods for mission accomplishment nor increase vulnerability of unit personnel and equipment. The unit does not require any compensation for any deficiencies.

1.9.2. C-2. The unit possesses the required resources and is trained to undertake *most of the mission(s)* for which it is organized or designed. The resource and training area status may cause isolated decreases in flexibility in methods for mission accomplishment, but will not increase the unit's vulnerability under most envisioned operational scenarios. The unit would require little, if any, compensation for deficiencies.

1.9.3. C-3. The unit possesses the required resources and is trained to undertake many, but not all, portions of the mission(s) for which it is organized or designed. The resource and training area status will result in significant decrease in flexibility for mission accomplishment and will increase vulnerability of the unit under many, but not all, envisioned operational scenarios. The unit would require significant compensation for deficiencies.

1.9.4. C-4. The unit requires additional resources or training to undertake its mission(s), but it may be directed to undertake portions of its mission(s) with resources O/H.

1.9.5. C-5. The unit is undergoing a Service-directed resource action and is not prepared, at this time, to undertake the mission set for which it is organized or designed. Within the CBDRT, units will use C-5 to indicate when they have no Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) defense equipment or training requirements. See [Attachment 4](#).

1.9.6. P-/S-/R-/T-6. The unit is not required to measure assets in a specified area.

1.9.7. Assigning the Overall C-level. Based on unit readiness, unit commanders or designated representatives, assign the Overall C-level each time it is reported. Normally, the lowest level of the four measured resource areas is reported as the Overall C-level provided it is a realistic indication of the unit's readiness (based on the C-level definitions). The measured area data cannot be arbitrarily changed from calculated values (must be reported

per the specified formulas and tables). If the lowest measured area level is not a realistic indication of the unit's Overall C-level, commanders may only lower the overall C-level and must provide a complete and detailed explanation of why it is being lowered in the REASN remark. Commanders will not assess up. Higher echelons of command may add remarks to a unit's SORTS report to further explain a situation or deficiency but may not change subordinate unit C-levels. At a minimum, commanders should consider the following factors when determining the overall unit C-level: any support provided directly to your unit by another measured unit (e.g., maintenance unit support provided to an aviation unit), inspection results, assistance team results, and program readiness reviews. Units attaining an Operational Readiness Inspection (ORI) or Nuclear Surety Inspection (NSI) Marginal or Unsatisfactory inspection result will consider lowering the Overall C-level and providing remarks outlining deficiencies and resource improvement timetables. The remarks should reflect training requirements and/or fix actions, as deemed necessary from the inspection report, with expected completion dates. The commander will provide rationale using the Overall Reason (REASN) remark label, when the unit is less than C-1. The following factors should also be considered:

1.9.7.1. Personnel Subjective Factors for assessing downward:

1.9.7.1.1. Availability of personnel who do not have the required Air Force Specialty Code (AFSC).

1.9.7.1.2. Unusually low formal education level, morale, or unit cohesion.

1.9.7.1.3. Personnel turnover rates that impact mission accomplishment.

1.9.7.1.4. Availability of contractors to provide services in support of generation mission.

1.9.7.1.5. Unusually high number of personnel with Deployment Availability (DAV) codes, DLCs or otherwise not available for deployment within the response time.

1.9.7.2. Equipment and Supplies On-hand subjective factors:

1.9.7.2.1. Item shortages having a larger effect than indicated by equipment fill rate.

1.9.7.2.2. Status of plans to move resources from temporary peacetime locations to wartime locations.

1.9.7.2.3. Differences between standard fill rates and various assessment tools.

1.9.7.2.4. Individual protective equipment items availability; e.g., mobility bags.

1.9.7.3. Equipment Condition subjective factors:

1.9.7.3.1. Depot programmed and unscheduled maintenance status probability.

1.9.7.3.2. Status of modification programs and their impact on daily operations.

1.9.7.3.3. Mission Ready rates.

1.9.7.4. Training subjective factors:

1.9.7.4.1. Unavailability of qualified training personnel (rated and non-rated), of equipment and/or facilities, and of areas, ranges, or flying hours.

1.9.7.4.2. Major training event time lapses or a high turnover of key personnel.

1.9.7.4.3. Lack of sufficient number of assigned personnel with the AFSC skill levels authorized by the UMD; e.g., unit has cross-trainees assigned that are 3-levels but the UMD authorizes 5-levels, or a UTC requires 5-levels or special certification with no substitutions.

1.9.7.4.4. Lack of training funds projected for current fiscal year.

1.9.7.5. Other subjective factors for assessing down:

1.9.7.5.1. The unit's inability to operate in a chemical, biological, radiological and nuclear environment, see CBRN.

1.9.7.5.2. Another unit's C-level or remarks when also required for a specific mission.

1.9.7.5.3. Host or tenant mission requirements.

1.9.7.5.4. Ability of contractors to provide contingency or wartime services.

1.9.7.5.5. Ability of unit assigned foreign nationals to perform assigned tasks during contingencies or wartime.

1.9.7.6. **(Added-AFSPC)** Assessing down in GSORTS should not be the first course of action for unit commanders to request support for perceived shortfalls. Units will collaborate with the appropriate AFSPC POC/FAM (courtesy copy the owning NAF) to validate requirements and request support. Commanders may downward assess while collaborating with AFSPC. Commanders will notify and collaborate with the appropriate AFSPC POC/FAM as soon as commander becomes aware that mission is impaired due to lack of resources. When assessing down in GSORTS, in addition to stating the reason for the downward assessment, commanders will provide evidence of their collaboration efforts with AFSPC to remediate their shortfall. If request for support and/or mission requirement is not supported by AFSPC, unit commanders will not downward assess in GSORTS. If commander feels they cannot fulfill their assigned mission with the resources allocated (personnel, equipment, etc.), commanders and AFSPC FAM should re-evaluate the feasibility of source documents (DOC Statement, Concept of Operations, etc.) to ensure resources are adequate to accomplish their mission. The commander will use objective methods (UMD or manpower study for personnel requirements, CACRL for equipment, etc.) to justify resources needed to accomplish their assigned mission.

1.9.8. Assigning C-5 as the Overall C-level. A parent MAJCOM may authorize use of C-5 for units undergoing a service-directed resource action and which are not prepared to undertake any portion of the mission set for which they are organized or designed. Units authorized to report C-5 will continue to compute and report measured area P-, S-, R-, T-levels at least monthly unless directed to do so more frequently by the parent MAJCOM. C-5 status will not exceed 18 months for Active Duty units or three years for Guard/Reserve units. C-5 cannot be reported in any measured resource area. C-5 is only used when authorized by the parent MAJCOM and one of the following conditions exists:

1.9.8.1. Unit Transition. Unit transitions include modernization/conversion of major equipment (i.e., F-15s to F-22s), modernization/upgrade of software in major equipment (i.e., extensive equipment testing/personnel user training), a change in a unit's mission (which can be accomplished without changing the major equipment involved), and/or a

change in a unit's home station location (higher headquarters approval may be required). When a unit is undergoing transition, C-5 may be authorized when the first measured area level would require an overall C-4. **Note:** If reporting Overall C-5, units will continue to report current measured area P-, S-, R-, T-levels. Units undergoing transition will report C-5 as the Overall C-level until the new DOC is approved and all measured areas (except areas authorized to report C-6) have improved to C-3, and considering timelines in **Paragraph 1.9.8**. The FAM must notify the CRO when a unit begins and completes a transition or major conversion so the readiness office can update the ACTIV field in GSORTS.

1.9.8.1. (AFSPC) Unit Transition. If an AFSPC unit is undergoing a mission transition/major equipment conversion, and cannot be relieved of its wartime mission(s) while undergoing the conversion, the unit cannot be authorized to report C-5. The unit will report on their current (legacy) equipment and DOC Statement until the new equipment has been certified and the unit has an approved DOC Statement. The AFSPC FAMs must notify the AFSPC SORTS Office when a unit begins a mission transition or a major equipment conversion so the SORTS office can update the unit's activity in the GSORTS data field ACTIV (activity). The AFSPC FAMs must also notify the SORTS office when the unit has completed its mission transition/major equipment conversion so the SORTS office can again update ACTIV.

1.9.8.2. Unit Activation or Re-activation. Activating units may be authorized to report C-5 as their Overall C-level until all measured areas have reached a maintainable C-3 (except measured areas authorized to be reported as C-6) or the end of the designated activation period, whichever occurs first.

1.9.8.3. Unit Inactivation. Inactivating units will continue to report SORTS measured areas based on their current DOC Statement. Units may be authorized to report C-5 after the first measured area requires an overall C-4. Units must continue to report SORTS until unit inactivation is authorized by the publication of a command order (G-Series) and the SORTS DOC Statement is rescinded. Once a unit has been inactivated, MAJCOM CROs will ensure all pertinent unit data is removed from the GSORTS/DRRS database.

1.9.8.3. (AFSPC) Unit Inactivation. The DOC Statement will not be changed to reflect the inactivation mission. A decrease in the Overall C-level is expected and is the norm during a unit's inactivation phase.

1.9.8.4. Units Not Manned or Equipped but Required in Wartime Force Structure. AF/A3O-IR will determine what data will be reported for any units of this type.

## **1.10. Air Force SORTS Agency Duties and Responsibilities.**

### **1.10.1. AF Readiness Integration Division (AF/A3O-IR):**

1.10.1.1. Provides oversight of AF records, current and historical, in the GSORTS/DRRS database maintained by the JOPES/Defense Information Systems Agency (DISA) office.

1.10.1.2. Acts as liaison between CROs and the JOPES/DISA office for resolving database inaccuracies (irresolvable at the unit or MAJCOM level) and user input tool issues.

1.10.1.3. Processes and distributes data, current and/or historical, in usable form to requesting Air Staff offices.

1.10.1.4. Develops and writes AFI 10-201 containing policies and procedures used to implement the Joint SORTS policy.

1.10.1.5. Coordinates on MAJCOM supplements and waiver requests between Air Staff FAMs and the JS (as required).

1.10.1.6. Acts as liaison with the JS, Office of the SecDef (OSD), Congress, and Air Staff FAMs for SORTS and related issues.

1.10.1.7. Assists FAMs and MAJCOMs with preparation of SORTS DOC Statements, if requested.

1.10.1.8. Serves as the leading authority for all AF SORTS policy and reporting procedures, and guides all subordinate MAJCOM, DRU, FOA, Numbered Air Force (NAF), Wing, and Unit SORTS offices in completion of specified duties.

1.10.1.8.1. Maintains a current roster of all AF MAJCOM SORTS personnel by submitting the current roster quarterly for MAJCOM verification.

1.10.1.8.2. Monitors and analyzes unit status reports, and, as a minimum, submits a monthly report to all MAJCOMS on the status of the GSORTS database.

1.10.1.8.3. Ensures identified deficiencies are corrected, to include facilitation of non-compliance problems to the level necessary for corrective action.

1.10.1.8.4. Conducts MAJCOM SAV and hosts HQ USAF SORTS Conferences, upon request. Additionally, AF/A3O-IR will, when invited by the hosting MAJCOM, send one or more SORTS representatives to each individual MAJCOM SORTS Conference provided funds are available and manning allows.

1.10.1.9. Coordinates and approves MAJCOM DOC Identifier Code (DOCID) requests.

1.10.1.10. Reviews the BIDE/PAS directory for currency.

1.10.1.11. Provides the Quarterly Readiness Report to Congress (QRRC) to OSD and the Joint Forces Readiness Review (JFFR) to the JS on a quarterly basis.

1.10.1.12. Provides assistance to AF FAMs for the accomplishment of their SORTS responsibilities and duties, if requested.

1.10.2. Air Staff FAM will:

1.10.2.1. Develop measured area criteria and their associated tables and conversion charts, as applicable. Ensure tables and conversion charts are current and accurately reflect the functional area's mission.

1.10.2.2. Monitor functional area SORTS information to identify problems, determine causes, and provide solutions, analyze data for developing trends, and direct appropriate actions in response to degraded C-levels.

1.10.2.3. Coordinate changes affecting SORTS reporting through AF/A3O-IR.

1.10.2.4. Coordinate any required interim SORTS guidance with AF/A3O-IR prior to release.

1.10.2.5. Identify initial operational capability (IOC) dates for new unit missions.

1.10.2.6. Periodically (minimum, semi-annually) review **Table 1.1**, *HQ USAF Functional Offices*, and AF Tables found on the DRRS homepage (SIPR), under the references tab, at <https://drfs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>, for accuracy. Make updates to tables via AF/A3O-IR.

1.10.3. MAJCOMs/FOAs/DRUs. The following responsibilities apply to MAJCOMs (including ANG and AFRC), FOAs, and DRUs:

1.10.3.1. MAJCOM Commanders will:

1.10.3.1.1. Ensure units under their control are properly trained in SORTS data handling procedures.

1.10.3.1.2. Identify a SORTS DOC Statement Approval Authority, establish an adequately manned readiness office, and assign functional area management responsibilities for each measured unit type reporting in SORTS.

1.10.3.2. SORTS DOC Statement Approval Authority - MAJCOM/FOA/DRU Readiness Office:

1.10.3.2.1. AFRC and ANG coordinate on MAJCOM gained AFRC and ANG DOC Statements.

1.10.3.2.2. Respond to AFRC and ANG proposed SORTS DOC Statements within 45 days of receipt (initial gaining command).

1.10.4. CRO – MAJCOM/FOA/DRU Readiness Office. This agency is responsible for the timeliness and accuracy of subordinate units' SORTS data in the GSORTS/DRRS database. Other responsibilities/functions include, but are not limited to, the following duties:

1.10.4. (AFSPC) Command Reporting Organization (CRO)—MAJCOM Readiness Office. All correspondence regarding SORTS/Readiness reporting, policies and/or procedures, and DOC Statements must be coordinated with the AFSPC SORTS Office.

1.10.4.1. Be responsive to AF/A3O-IR direction.

1.10.4.2. Registering new units.

1.10.4.3. Maintaining the accuracy of unit SORTS registries.

1.10.4.4. Removing inactivated units from the database.

1.10.4.5. Notifying gaining command of unit transfer to another command.

1.10.4.6. Approving and notifying units to report C-5. Provide a copy of the authorization to AF/A3O-IR, if requested.

1.10.4.7. Establishing procedures to ensure unit reports are submitted monthly, NLT the 15<sup>th</sup> of each month.

1.10.4.7. (AFSPC) AFSPC unit SORTS reports will be submitted between the 1st and 15th calendar day of each month.

1.10.4.7.1. Monitoring SORTS information by reviewing the AF/A3O-IR Classified Web Page (<http://hafgccs06.af.pentagon.smil.mil/hqafsorts/index.html>) and the

- DRRS Dashboard (<https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>) for the Air Force.
- 1.10.4.7.1. (AFSPC) Monitor SORTS information by reviewing the AFSPC S2.
- 1.10.4.7.2. Sampling, reviewing, and assessing adequacy of unit remarks. Challenge and notify the SRO to have the unit correct those that are inadequate.
- 1.10.4.7.3. Providing wing/unit technical assistance for correction of reporting problems. Irresolvable reporting problems will be forwarded to the AF/A3O-IR office and must be accompanied by enough information (i.e., applicable reports) so that the problem can be replicated by DRRS Implementation Office (DIO) and DISA to foster resolution.
- 1.10.4.8. Develop reporting procedures for units geographically separated from home station without transfer of SRO responsibility. MAJCOMs may assign responsibilities for geographically separated units to a wing/base or to the measured unit itself.
- 1.10.4.9. Ensure wing/base reporting units submit SORTS reports.
- 1.10.4.10. Act as DOC Statement publication/release authority. Assist in the preparation and coordination of SORTS DOC Statements ensuring the accuracy and currency IAW referenced ADS, CJCS and DoD policy.
- 1.10.4.11. Track SORTS DOC Statement annual review dates and notify FAMs when annual reviews are due.
- 1.10.4.11. (AFSPC) SORTS DOC Statement annual review dates are tracked via the DOC Statement annual review notification product retrieved from the AFSPC S2. The AFSPC SORTS Office will notify FAMs when their DOC Statements fall within 120 days of the annual review date. This will be accomplished via email. Track reviews and updates to the AF DRRS Table for space and cyberspace units. Notify space and cyberspace FAMs to conduct annual reviews.
- 1.10.4.12. Ensure FAMs review DOC Statements annually and take appropriate action to correct inaccuracies.
- 1.10.4.12. (AFSPC) Ensure space and cyberspace FAMs review AF DRRS Table annually and update as necessary.
- 1.10.4.13. MAJCOMs will maintain current SORTS DOC Statements in DRRS, <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>, when available.
- 1.10.4.13. (AFSPC) All AFSPC SORTS DOC Statements will be maintained in the AFSPC S2.
- 1.10.4.14. Supplement this Instruction as required (see AFI 33-360, *Publications and Forms Management* for guidance). Provide AF/A3O-IR a coordination copy prior to final drafting.
- 1.10.4.14. (AFSPC) The CRO coordinates on Wing/Group supplements. The CRO obtains HQ AFSPC DOC Statement Approval Authority coordination and approval for waivers to this supplement. The CRO coordinates on waiver requests to Higher Headquarters (HHQ) guidance.

- 1.10.4.14.1. Send AF/A3O-IR notification of newly published supplements within 30 days of publication date.
- 1.10.4.14.2. Send copies of all MAJCOM official SORTS policy letters to the HAF SORTS Office (AF/A3O-IR).
- 1.10.4.14.3. (**Added-AFSPC**) The SRO will coordinate any supplements with the HQ AFSPC SORTS Office prior to publication.
- 1.10.4.15. To prevent conflicts with Joint or AF SORTS policy or guidance, coordinate MAJCOM FAM interim guidance with AF/A3O-IR.
- 1.10.4.16. Develop a Command SORTS Training Program.
  - 1.10.4.16.1. Training programs will include a block of instruction for commanders.
  - 1.10.4.16.2. Ensure Wing SORTS managers conduct quarterly recurring training for subordinate unit SORTS monitors. Training must be documented and a record maintained at the wing/base level.
- 1.10.4.17. Establish administrative policy for maintaining copies of unit SORTS reports. In no case should copies be maintained for more than one year.
- 1.10.4.18. Conduct SAVs on Subordinate Wing/Unit SORTS programs, as appropriate.
- 1.10.5. MAJCOM/FOA/DRU FAM: To ensure fidelity of SORTS reporting, FAMs will monitor functional area reporting. They also submit command level remarks via the MAJCOM/CRO, and coordinate with other staff agencies, as required. Additionally, FAM responsibilities include but are not limited to:
  - 1.10.5.1. Resolving unit requirements/authorization mismatches.
  - 1.10.5.2. Coordinating with the CRO, nominates units eligible for C-5 authorization to the SORTS DOC Statement Approval Authority.
  - 1.10.5.3. Identify training manuals listing training standards to be measured in SORTS.
  - 1.10.5.4. Develops new DOC Statements and keeps approved DOC Statements current. Refer to **paragraphs 1.2., 1.7.** and subparagraphs and **Attachment 2**.
  - 1.10.5.5. Ensures SORTS DOC Statements accurately reflect the unit full-spectrum mission(s) for which the unit is organized or designed, including the Air Reserve Component (ARC) gained unit DOC Statements to ensure active duty mission requirements are met.
  - 1.10.5.6. Coordinates interim SORTS guidance with MAJCOM SORTS office.
  - 1.10.5.7. Analyzes information for trends and directs appropriate actions in response to lowered C-levels.
  - 1.10.5.8. Ensures accuracy of SORTS DOC Statement.
  - 1.10.5.9. If MAJCOMs elect to note UTCs postured in the UTC-Availability (UTA) on the DOC Statement, works with FAMs and MAJCOM manpower office to resolve

mismatches between the UTCs and the UMD (the baseline for SORTS personnel measurement, refer to **Chapter 3**) IAW AFI 38-205, *Expeditionary Manpower Management* and AFI 10-401. UTCs listed on DOC Statements will not be used for SORTS reporting purposes; however, they may be considered in DRRS METL and ART assessments.

1.10.5.10. Coordinates PRGEO location change through the MAJCOM Readiness office when whole units deploy to a CCDR's area of responsibility (AOR) in support of joint tasking.

1.10.5.11. **(Added-AFSPC)** HQ AFSPC FAMs provide input for the monthly AFSPC SORTS Readiness briefing. This involves working with respective units and other functional areas as required to resolve all issues reported in monthly GSORTS/ESORTS reports, updating all UTC roll-up and individual slides with current, relevant data and briefing all unit issues for each UTC slide for which the FAM has units that are reporting C3—C5 and/or Yellow or Red.

1.10.5.11.1. **(Added-AFSPC)** FAMs are expected to work with their units to resolve all issues reported in GSORTS reports. FAMs will update all unit summary and individual unit slides, regardless of level, with current, relevant data. During the monthly SORTS briefing, FAMs will stand up and brief all unit issues for each unit slide for which they have units that are reporting in GSORTS. Additionally, FAMs must be prepared to discuss the status of units reporting C1 – C2 if so required by the briefing chair. Finally, FAMs are responsible for reviewing unit forecasting information and working resolution actions.

1.10.5.12. **(Added-AFSPC)** The SORTS Readiness briefing is available on the AFSPC SORTS Intelink page (SIPRNet). Contact HQ AFSPC SORTS Office for current URLs.

1.10.5.13. **(Added-AFSPC)** HQ AFSPC FAMs will coordinate all SORTS issues with the appropriate HQ AFSPC personnel office, manpower office, logistics readiness office, Air and Space Expeditionary Force (AEF) deployments office, and Career Field Manager, as applicable.

1.10.5.14. **(Added-AFSPC)** Each functional area will appoint and train at least two HQ AFSPC FAMs to ensure uninterrupted support is provided to units and the AFSPC SORTS Office. HQ AFSPC FAMs are highly encouraged to attend the Contingency War Planning Course (CWPC). Functional areas will provide a copy of their appointment letters to the AFSPC CRO (HQ AFSPC SORTS Office).

1.10.6. MAJCOM/FOA/DRU Manpower Office:

1.10.6.1. Provides unit manpower authorization data from available manpower systems.

1.10.6.2. Assists FAMs in resolving manpower authorization issues and provides corrective action recommendations as well as expected get well dates.

1.10.6.3. Provides CROs and FAMs, upon request, a manpower assessment of AFSC shortages to include validating authorizations and requirements.

1.10.7. MAJCOM/FOA/DRU Personnel Office:

1.10.7.1. MAJCOM/A1RR, Personnel Readiness Branch, notifies MAJCOM/A1 and AF/A1PF within seven duty days when a unit's P-level is P-3/4, T-3/4 or C-3/4 due to personnel shortages, via a secure medium.

1.10.7.2. MAJCOM/A1 monitors the unit's P/T/C-level until the unit returns above P-2 or C-2 and provides monthly updates to AF/A1PF including detailed explanation of personnel issue, courses of action taken or requested and a projected GWD, via a secure medium.

1.10.7.3. MAJCOM/A1 provides CROs and FAMs, upon request, a personnel assessment of each AFSC personnel shortage to include validating manning levels (authorized, assigned, available), duty status codes, DAV Codes, as well as corrective actions to address the shortages and expected Get Well Dates (GWD).

1.10.7.4. Assists FAMs in resolving manning/distribution shortfalls.

1.10.8. MAJCOM/FOA/DRU/Plans Office (normally A5). Planners must ensure accuracy of SORTS DOC Statement contingency planning information, to include listed War Mobilization Plan (WMP)-3/5 planning factors.

1.10.9. Intermediate Headquarters NAF. Normally, organizations between MAJCOM and wing/base don't have a direct SORTS role unless acting as the AF component to a unified command or sub-unified command. However, MAJCOMs may assign SORTS responsibilities to NAFs. As a component headquarters during contingencies NAFs will:

1.10.9. (AFSPC) Intermediate Headquarters Numbered Air Forces (NAF). All NAF and Center (CTR) SORTS reporting guidance will be coordinated with HQ AFSPC/A3O to ensure it is compliant with CJCS, HAF and AFSPC SORTS policy.

1.10.9.1. Ensure assigned units (those with OPCON) submit timely and accurate reports.

1.10.9.2. When gaining deploying units, assist the CRO with identifying SRO for the deployed units.

1.10.9.3. (Added-AFSPC) NAFs will maintain an up-to-date appointment letter for NAF SORTS Managers and provide a current appointment letter to the AFSPC CRO (HQ AFSPC SORTS Office) as changes occur.

1.10.10. Wings/Bases (normally the SRO level):

1.10.10.1. Wing/Base Commander:

1.10.10.1.1. Review SORTS reports to ensure they are accurate, timely, valid, and complete. This includes ensuring that remarks explain actions, circumstances, and/or situations impacting the measured resource areas.

1.10.10.1.2. Establish procedures to ensure the reports, that are required to reach the GSORTS/DRRS database within 24 hours, are not delayed. The 24 hour clock begins with the event that causes the resource or training status change and ends when the report is posted in the GSORTS/DRRS database.

1.10.10.1.3. Ensure Wing/Base SRO SORTS office is adequately manned (normally, two or more 1C3X1 Command Post Journeymen, 5-level Senior Airmen, with at least one year retainability) and GSORTS/DRRS data handling training is maintained to

ensure uninterrupted reporting during both peacetime and contingencies regardless of unit TDY and leave activities.

1.10.10.1.3. **(AFSPC)** Ensure at least one of the individuals appointed is a military member.

1.10.10.1.4. **(Added-AFSPC)** Be prepared to discuss any FTR issues affecting applicable units during all AFSPC SORTS briefings.

1.10.10.2. Wing/Base SRO (normally Command Post):

1.10.10.2.1. Handles SORTS problems at the lowest possible level and prevent circumvention of command authority levels, Wing/Base SORTS Offices will solicit all contact with AF/A3O-IR through their parent MAJCOM SORTS Office.

1.10.10.2.2. Enters into SORTS, via the input tool, only that C-level data approved by the commander of the measured unit. This includes the RICDA date data field, which cannot be updated without a report, from the measured unit commander. The RICDA date reflects the report “as of” currency date.

1.10.10.2.3. Maintains a current record of each subordinate unit’s GSORTS data. This data must include, as a minimum, UIC, Unit Name, UDC, DOCID, Unit Location, BIDE UTC (DEPID Code 9 UTC), MAJCOM, Overall C-Level, Overall Reason Code, Overall Reason Remarks, Measured Area C-Levels, Measured Area Reason Codes and Remarks, and date of report.

1.10.10.2.3. **(AFSPC)** Records will be retained for the current and previous month. SROs can maintain electronic records as long as they ensure the records are appropriately backed up.

1.10.10.2.4. Notifies units and staff agencies of reporting requirements using approved SORTS DOC Statement(s).

1.10.10.2.4.1. Retains copies of signed current SORTS DOC Statements.

1.10.10.2.4.1. **(AFSPC)** SROs are responsible for distributing DOC Statements to required agencies within the Wing/Group. Both SRO and units maintain copies of DOC Statements signed by unit commanders and their designated alternates.

1.10.10.2.4.2. Provides assistance in resolving SORTS DOC Statement discrepancies.

1.10.10.2.4.2. **(AFSPC)** Contact the applicable units’ HQ AFSPC FAM to resolve SORTS DOC Statement discrepancies.

1.10.10.2.5. Provides technical assistance to measured units.

1.10.10.2.6. As a minimum, conducts and documents initial and quarterly recurring SORTS training for subordinate unit SORTS monitors. Documented training records must be maintained at the Wing/Base level.

1.10.10.2.6. **(AFSPC)** Unit SORTS Monitors will attend initial SORTS training provided by the SRO within 60 days of assignment or before submitting their first SORTS report. Recurring (quarterly) training must be conducted in the quarter the training is required. Training conducted at home station for unit SORTS Monitors

will be in a classroom setting instead of by correspondence (emails, newsletters, etc.). Documentation will consist of the sign-in roster filed with the training briefing and/or other products produced for each training session. SRO-conducted training will be documented and maintained on file for length of appointment. Training for Geographically Separated Unit (GSU) monitors can be in the form of emails, messages, briefings, newsletters, documented phone calls, or videotapes of Wing initial and recurring training sessions. GSUs must confirm that they have reviewed the training materials and understand the training provided by the training materials.

1.10.10.2.7. Conducts and documents commander initial and annual recurring SORTS training. (The Commander and appointed monitors will receive initial and annual training. Initial training will normally occur within 60 days of assignment or before submitting a SORTS report.)

1.10.10.2.7. **(AFSPC)** Training for measured unit commanders at home station can be conducted by correspondence. Training for GSU commanders can be in the form of emails, messages, briefings, newsletters, documented phone calls, or videotapes of Wing initial and recurring training sessions. GSUs must confirm that they have reviewed the training materials and understand the training provided by the training materials.

1.10.10.2.8. Notifies the subordinate monitors immediately if discrepancies are found in unit reports. Ensures SORTS monitors submit correction reports within 24 hours.

1.10.10.2.9. Notifies, in writing, all designated DSU commanders of their appointment and responsibilities as a SORTS DSU unit.

1.10.10.2.10. **(Added-AFSPC)** Maintain documentation of the commander's and appointed monitor's initial and quarterly training. Documentation will be maintained for the length of appointment as commander and unit SORTS monitor.

1.10.10.2.11. **(Added-AFSPC)** Maintain or have ready access to: AFI 10-201, this supplement, AFD 10-2 and applicable Wing/Group supplements. Recommend NAFs/CTRs also maintain a copy of CJCSM 3150.02B.

1.10.10.2.12. **(Added-AFSPC)** AFSPC worksheets, Easy Read products and all monthly, follow up and Urgent SORTS reports for each unit will be maintained for current and previous month. SROs can maintain electronic records as long as they ensure the records are appropriately backed up.

1.10.10.2.13. **(Added-AFSPC)** SROs should conduct SAVs on their local measured units annually and biennially for GSUs. Virtual SAVs are acceptable to meet this requirement. SROs and units will maintain current and previous reports for all SAVs that have been accomplished since the last IG-level inspection.

1.10.10.2.14. **(Added-AFSPC)** All SRO SORTS Managers will be equally proficient in accomplishing SORTS duties. Duties include overall management of the SORTS program, and verifying unit SORTS data complies with SORTS policy and guidance. SORTS Managers will not accept unit worksheets with errors. SORTS Managers will not enter inaccurate data from unit worksheets into the GSORTS database. Measured units will re-accomplish inaccurate and incomplete reports.

1.10.10.2.15. **(Added-AFSPC)** Procedures will be established to recall a SORTS Manager to duty when urgent reports or other critical SORTS correspondence are received and a Manager is not on duty.

1.10.10.3. Supporting Wing/Base Manpower Office:

1.10.10.3.1. Produces automated data products to serviced units that show in-garrison requirements (e.g., in-garrison support plan), manpower authorization data from the Manpower Programming and Execution System (MPES), and requirements to authorizations comparison.

1.10.10.3.2. Notifies measured units as changes to requirements and authorizations occur. If change negatively affects unit capability, works with MAJCOM FAM for fix action and get well date.

1.10.10.3.3. Identifies requirement and/or authorization discrepancies (UMD/UTC comparison) with unit deployment manager and jointly resolve mismatch issues with MAJCOM FAM for resolution.

1.10.10.3.4. Provides UMD requirement data and analysis information to unit SORTS monitors.

1.10.10.3.5. **(Added-AFSPC)** These responsibilities also apply to supporting offices of another command. Formal SORTS training is available via the SRO.

1.10.10.3.6. **(Added-AFSPC)** The supporting Manpower Office will review each updated Unit Manning Document (UMD) for changes in wartime requirements and notify measured units, Direct Support Units (DSUs), local personnel office, and SRO SORTS Managers of any change.

1.10.10.3.7. **(Added-AFSPC)** The supporting Manpower Office will coordinate on SORTS reports identifying UTC/UMD mismatches and assist measured units in preparing the appropriate remarks.

1.10.10.4. Supporting Force Support Squadron (FSS) Installation Personnel Readiness (IPR) Office. Produces the SORTS Personnel Availability Roster, or similar document, listing assigned personnel, projected inbounds, current official duty status, current DAV codes, and provides personnel expertise regarding personnel deployment availability to measured and direct support units, as required. The roster will be provided on a monthly basis in sufficient time for commanders to use the product in finalizing their monthly SORTS report.

1.10.10.5. Wing/Base Civilian Personnel Office: Provides civilian personnel rosters to the measured units, as required.

1.10.10.5. **(AFSPC)** Wing/Base Civilian Personnel Office: Contact the CRO if supporting offices of another command are not providing required support.

1.10.11. Measured Unit:

1.10.11.1. Measured Unit Commander:

1.10.11.1.1. Designates, in writing, alternates who are capable of completing all SORTS reporting actions in absence of the commander (not contractors).

1.10.11.1.1. (AFSPC) In the appointment letter, include signatures of each of the designated alternates so the SRO can verify reports are valid. Measured unit commanders and their designated alternates for approving reports will attend initial training provided by the SRO within 60 days of assuming command or before approving their first SORTS report. If this is not possible for GSUs, the SRO will provide the unit commander with a training brief and establish procedures for accomplishing and documenting the training. Commander's designated alternates will meet the same requirements identified for the measured unit commander.

1.10.11.1.2. Appoints SORTS monitors, normally two or more, and ensures they are adequately trained to perform SORTS duties, emphasizing the need for accuracy and attention-to-detail. (The Commander and appointed monitors will receive initial and annual training. Initial training will normally occur within 60 days of assignment or before submitting a SORTS report.) If one of the two monitors is deployed, an alternate should be appointed.

1.10.11.1.2. (AFSPC) SORTS reporting is inherently a governmental responsibility. Contractor personnel may be appointed SORTS Monitors and prepare (draft) the unit's SORTS reports provided they are U.S. citizens. Contractor personnel will not be appointed as releasing officials. The unit commander or designated alternate government person must release the report. At least one of the individuals appointed will be a military member.

1.10.11.1.3. Ensures report submissions meet established time lines and ensures uninterrupted reporting during both peacetime and contingencies regardless of unit TDY and leave activities. See [Paragraph 1.10.4.7](#)

1.10.11.1.3. (AFSPC) Keep the SRO involved with all issues. The SORTS Managers are the Wings' experts and should be the first point of contact for unit SORTS questions.

1.10.11.1.4. Ensures data reflected in the SORTS report adequately reflects the unit's ability to undertake the full-spectrum missions for which the unit is organized or designed.

1.10.11.1.5. Reviews remarks monthly for additions, changes, or deletions. Ensures remarks are updated, along with the as-of-date for each remark, each time a full report or a partial report containing remarks is submitted. Reviews data and remarks for quality and assigns an Overall C-level based on the measured data and subjective factors in [Paragraphs 1.9.7.1](#) through [1.9.7.5](#).

1.10.11.1.5.1. When reporting less than C-1, whether commander assessed down or not, the unit commander will describe in a REASN remark what mission(s) or portions of the mission(s) the unit is not performing, not capable of performing, and, if applicable, the reason for assessing down.

1.10.11.1.5.2. Explains deficiencies in layman's terms, addressing planned corrective actions and a get well date, if determinable.

1.10.11.1.6. Each time a new report is processed, signify their review of their current database by signing an SRO provided SORTS product that reflects the current data in the GSORTS database.

1.10.11.1.7. Recommends SORTS DOC Statement changes to the MAJCOM FAM and provides an information copy to the CRO.

1.10.11.1.8. Reviews, signs, and dates SORTS DOC Statement NLT 30 days after assuming command, receiving a new statement, or upon a change to an existing statement, and annually thereafter.

1.10.11.1.8.1. Signing and dating a DOC Statement signifies that the commander has reviewed and understands implications for SORTS reporting. It is not coordination for, nor does it signify agreement with, the DOC Statement.

1.10.11.1.8.1. (AFSPC) Unit commanders and their designated alternates will review, sign, and date the DOC Statement prior to the next SORTS report. The unit commander will sign the DOC Statement NLT 30 days after assumption of command.

1.10.11.1.8.2. Describes ADS issues impacting SORTS in a remark. SORTS reporting must continue even when resolving ADS issues.

1.10.11.1.9. Ensures personnel duty status (medical, leave, TDY, administrative action, etc.) is monitored daily by designated support staff and changes are reported IAW AFI 36-2134, *Air Force Duty Status Program*, as they occur.

1.10.11.1.10. Ensures that a process is established for the availability tracking of DoD civilians reported in the unit's SORTS reports.

1.10.11.1.11. (**Added-AFSPC**) In regards to the monthly AFSPC SORTS briefing, the measured unit commanders will work with their respective HQ AFSPC FAM to resolve all issues reported in GSORTS reports and ensure unit summary and individual unit slide data is correct. Unit commanders will provide inputs to FAMs concerning actions taken by their units to correct any issues. These actions must also be highlighted with the unit commanders' SORTS reports. Finally, units that have updated their SORTS report since the briefing snapshot (after the 15th of the current month), need to notify their respective HQ AFSPC FAM.

#### 1.10.11.2. Measured Unit SORTS Monitors:

1.10.11.2.1. Be responsive to the direction of their Wing, MAJCOM readiness offices, and AF/A3O-IR. Unit SORTS monitors will have a valid classified (SIPRNET) email address. To handle SORTS problems at the lowest possible level and prevent circumvention of command authority levels, Unit SORTS Monitors will initiate all contact with AF/A3O-IR through their parent Wing SORTS Manager, MAJCOM FAM and MAJCOM SORTS Offices.

1.10.11.2.1. (AFSPC) All SRO SORTS Managers and unit SORTS Monitors will be equally proficient in accomplishing SORTS duties. Duties include verifying unit SORTS data complies with SORTS policy and guidance.

1.10.11.2.2. Prepare unit SORTS report after collecting information, extracting data from existing records, calculating percentages and measured area levels, assigning reason codes, and preparing remarks.

1.10.11.2.3. Advise the commander regarding SORTS DOC Statement discrepancies.

1.10.11.2.4. Ensure reports are prepared and submitted monthly, NLT the 15<sup>th</sup> of each month.

1.10.11.2.4.1. Validate unit data each time data is processed into the SORTS database. Use a SORTS product, provided by the SRO or downloaded from the AF/A3O-IR classified website that reflects the current readiness database status. Notify the SRO immediately if discrepancies are found.

1.10.11.2.4.2. Track discrepancies in subsequent reports to ensure they have been corrected.

1.10.11.2.4.3. Ensure remarks contain all appropriate details such as AFSCs, part numbers, get well dates, defined acronyms, etc. The reporting unit is responsible for deleting remarks that are no longer required or reporting those remarks to be deleted to their SRO.

1.10.11.2.4.4. Verify personnel duty status accuracy with the FSS. Refer to AFI 36-2134 for duty status reporting and program management guidance.

1.10.11.2.4.5. Ensure the unit commander is thoroughly briefed prior to obtaining his/her signature on the unit SORTS report for release authority, advising of any discrepancies noted in previous reports and actions being taken to correct them.

1.10.11.2.4.6. Ensure the commander approved reports are submitted through the Wing SORTS manager, or submitted through necessary electronic media and accurately processed by the GSORTS database, NLT than the 15<sup>th</sup> of each month.

1.10.11.2.4.7. Ensure an error-free SORTS report is submitted when all unit coordination has been accomplished.

1.10.11.2.4.8. Review and provide commander with the SORTS report(s) of any unit providing critical mission support (i.e. maintenance units supporting an aviation unit) to determine if a lower overall C-level should be assessed due to any degraded capability of the supporting unit.

1.10.12. Direct Support Unit (DSU):

1.10.12.1. DSU Commander:

1.10.12.1.1. Designates, in writing, alternates who are capable of completing all SORTS reporting actions in absence of the commander.

1.10.12.1.2. Appoints and trains two or more SORTS monitors to allow continuous SORTS coverage by a trained monitor while others are on leave, TDY, or deployed.

1.10.12.1.3. Ensures timely and accurate resource data (personnel, etc.) is given to the measured units.

1.10.12.1.4. Allocates and maintains documentation on those resources that the DSU manages for measured units.

1.10.12.1.5. Ensures personnel duty status (medical, leave, TDY, administrative action, etc.) is monitored daily by designated support staff. Duty status changes must be immediately updated in the Personnel Data System. Refer to AFI 36-2134 for duty status reporting and program management guidance.

1.10.12.1.6. Ensures that a process is established for the availability tracking of DoD civilians reported in the unit's SORTS reports.

1.10.12.2. DSU SORTS Monitor:

1.10.12.2.1. Assists the measured unit SORTS monitors in preparing SORTS data.

1.10.12.2.2. Provides the measured unit with status of allocated resources and ensures only those resources are counted.

1.10.12.2.3. Validates unit data on a monthly basis using monthly SRO-provided SORTS products that reflect the current data in the readiness database. Notify the SRO immediately if any discrepancies are found. Track discrepancies in subsequent reports to ensure they have been corrected.

1.10.12.2.4. Verifies personnel duty status is accurate with the designated support staff. Refer to AFI 36-2134, for duty status reporting and program management guidance.

1.10.12.2.5. Thoroughly briefs the unit commander prior to obtaining his/her signature on the unit SORTS input to the measured unit for release authority, advising of any discrepancies noted in previous inputs and actions being taken to correct them.

1.10.13. 334 Training Squadron (SORTS) Mobile Training Team (MTT): Provides SORTS Data Handlers Course to any base, as requested by MAJCOM on a fiscal year basis (ten student minimum).

1.10.13.1. Units desiring the MTT to teach at their base should coordinate requests through their CRO.

1.10.13.2. The SORTS Data Handlers Course is mandatory for all new SORTS monitors at the earliest opportunity and should be attended by all SORTS monitors anytime AFI 10-201 has been completely revised.

1.10.13.2. (AFSPC) For individuals needing to attend the SORTS MTT and are not assigned to a location in which the MTT provides training, the applicable Wing SORTS Manager shall provide initial training to these unit SORTS Monitors within 60 days of assignment. Training for Geographically Separated Unit (GSU) Monitors can be in the form of emails, messages, briefings, newsletters, documented phone calls, or videotapes of Wing initial and recurring training sessions. GSUs must confirm that they have reviewed the training materials and understand the training provided by the training materials. All SORTS Managers shall keep records of the training provided to the unit SORTS Monitors at the affected units for the length of these individuals' appointments. The AFSPC SORTS Office will assist with the training requirements for new Wing SROs, if needed.

**1.11. SORTS to DRRS Transition.** DRRS is a capabilities-based system that provides subjective assessments on units' abilities to accomplish METs. SORTS is embedded in DRRS to eventually allow a single login, one-stop-shop, for readiness reporting. To ensure a smooth transition to DRRS, the following guidance is provided:

1.11.1. Wing/Base SRO. Wing/Base SRO, normally the Command Post, will maintain the SORTS readiness program during the transition to DRRS.

1.11.1. (AFSPC) SROs are the managers of the Wing's SORTS program. As such, they will retain management responsibility for SORTS training, report tracking and audit authority of the program on behalf of the Wing Commander.

1.11.2. Measured Units and Associated DSUs. All AF measured units are to report solely on their own resources. This means that, eventually, the term DSU will be eliminated from this AFI, and all former DSUs are to report the readiness of their own resources in SORTS, via their own DOC Statement. This is to ensure units are designed and organized properly, and also to aid in better resource budget allocation decisions based on more precise, detailed and objective data. To help relieve the burden of DOC Statement generation, as well as SORTS and DRRS reporting, a tiered approach will be taken in requiring DSUs to report for themselves, starting with Maintenance units, followed by Munitions units, Support, Group, and then Wing staffs. To also help relieve the burden, efforts are underway to auto-populate DOC Statements via a DOC Management Tool within DRRS and link it with Authoritative Data Sources such as: Manpower Programming and Execution System (MPES) and the Military Personnel Data System (MilPDS) for automatic personnel calculations; Air Force Equipment Management System (AFEMS), Logistics Information Management System – Enterprise View (LIMS-EV) and Medical Readiness Decision Support System (MRDSS) for automatic equipment calculations; and ARMS, Advanced Distributive Learning System (ADLS), Training Business Area (TBA) for automatic training calculations.

1.11.3. Special Considerations for Maintenance and Aviation Unit Reporting. IAW AFI 21-103 unit Aerospace Vehicle Distribution Officers (AVDOs) are the primary POCs for aircraft inventory and status reporting. AVDOs reside within maintenance units that process inventory, status and utilization data using an approved maintenance information system. Even though aircraft are officially authorized to aviation units, the ADS for inventory and status of aircraft resides within the maintenance community; hence, maintenance units will report the readiness of aircraft in SORTS. The aviation unit will still consider the maintenance unit's readiness status when making its own assessment (for example, reduced aircraft availability due to maintenance issues, may impact aircrew training). Once the maintenance unit has its own approved DOC Statement, it is required to report in SORTS for itself, and the aviation unit no longer reports on the status of the aircraft or the maintenance personnel. This is to ensure no dual reporting occurs in SORTS. If an aviation unit has a contractor supported weapon system, i.e. contracted maintenance and the contract doesn't require the contractor to report SORTS, then the aviation unit will report the inventory and status of that weapon system.

Table 1.1. HQ USAF Functional Offices

| <b>No.</b> | <b>Functional Area</b>  | <b>Responsible Division</b> |
|------------|---|-----------------------------|
| 1          | Acquisition   | SAF/AQXD                    |
| 2          | Aerial Ports  | AF/A4LM                     |
| 3          | Aeromedical Aviation  | AF/A5XW                     |
| 4          | Aeromedical Evacuation  | AF/A3O-AM                   |
| 5          | AF Flight Inspection  | AF/A5XW                     |
| 6          | Air Force Forces (AFFOR)  | AF/A1XX                     |
| 7          | Aircrew Flight Equipment (AFE)  | AF/A3O-AT                   |
| 8          | Air Defense Aviation  | AF/A5XW                     |
| 9          | Airspace Defense  | AF/A3O-BR                   |
| 10         | Air Mobility  | AF/A3O-AC                   |
| 11         | Air Refueling Aviation  | AF/A5XW                     |
| 12         | Air Support Operations Center (ASOC)  | AF/A3O-AY                   |
| 13         | Airborne C2 Aviation  | AF/A5XW                     |
| 14         | Airfield Operations   | AF/A3O-BA                   |
| 15         | Airlift Operations Staff  | AF/A3O-AO                   |
| 16         | Basic Expeditionary Airfield Resources (BEAR)   | AF/A4LX<br>(HQ AFCEC/CXX)   |
| 17         | Battle Control System   | AF/A3O-AC                   |
| 18         | Battle Damage Repair  | AF/A4LF<br>SAF/AQRE         |
| 19         | Bomber Aviation   | AF/A5XW                     |
| 20         | Chemical Biological Defense Equipment (requirements)                                  | AF/A7CX                     |
| 21         | Civil Engineer  | AF/A7CX                     |
| 22         | Civil Engineer (CE)<br>RED HORSE,<br>Prime Base Engineer Emergency Force (Prime BEEF) | AF/A7CX                     |
| 23         | Combat Camera   | AFPAA/CL                    |
| 24         | Combat Aviation Assessment  | AF/A3O-AS                   |
| 25         | Cyberspace Support  | A3CX/A6CX                   |
| 26         | Comptroller   | SAF/FMEX                    |
| 27         | Contracting   | SAF/AQCX                    |
| 28         | Control and Reporting Center  | AF/A3O-AC                   |
| 29         | Counter Intelligence & Special Investigations   | AFOSI/WF                    |
| 30         | Cyberspace  | A3CX/A6CX                   |
| 31         | Electronic Warfare Aviation   | AF/A5RE                     |
| 32         | Electronic Warfare Support  | AF/A5RE                     |
| 33         | Engineering and Installation (Comm)   | SAF/A6ONX                   |
| 34         | Fighter Aviation  | AF/A5XW                     |
| 35         | Force Support   | AF/A1XR                     |
| 36         | Fuels   | AF/A4LE                     |
| 37         | Helicopter Ops Supt Aviation  | AF/A5XW                     |

| <b>No.</b> | <b>Functional Area</b>                        | <b>Responsible Division</b> |
|------------|---|-----------------------------|
| 38         | Information Operations (Aggressor)            | AF/A3OQI                    |
| 39         | Intelligence                                  | AF/A2DF                     |
| 40         | Judge Advocate General (Legal)                | AF/JAX                      |
| 41         | Logistics Readiness Officer                   | AF/A4LF                     |
| 42         | Logistics Support                             | AF/A4LX                     |
| 43         | Maintenance                                   | AF/A4LM                     |
| 44         | Materiel Management                           | AF/A4LM                     |
| 45         | Medical                                       | AF/SG3X                     |
| 46         | Military Deception                            | AF/A3Z-CI                   |
| 47         | Missiles                                      | AF/A3Z-ST                   |
| 48         | Munitions                                     | AF/A4LW                     |
| 49         | National Airborne Operations Center (NAOC)    | AF/A5XW                     |
| 50         | Nuclear Ops                                   | AF/A10                      |
| 51         | Operational Support Aviation                  | AF/A5XW                     |
| 52         | Operational Support Squadron                  | AF/A3O-AI                   |
| 53         | OPS Reconnaissance                            | ACC/A3YR                    |
| 54         | Personnel Recovery; SERE; Rescue Coordination | AF/A3O-AS                   |
| 55         | Readiness Spares Package (RSP)                | AF/A4LM                     |
| 56         | Reconnaissance Aviation                       | AF/A5XW                     |
| 57         | Reconnaissance Headquarters                   | ACC/A3YR                    |
| 58         | Safety  | AF/SEI                      |
| 59         | Search and Rescue Aviation                    | AF/A5XW                     |
| 60         | Security Forces                               | AF/A7SX                     |
| 61         | SOF Reconnaissance                            | AF/A2C                      |
| 62         | Space   | AF/A3Z-SO                   |
| 63         | Space Communications                          | AF/A3Z-SO                   |
| 64         | Special Operations Aviation                   | AF/A3O-AS                   |
| 65         | Special Tactics                               | AF/A3O-AS                   |
| 66         | Strategic Airlift Aviation                    | AF/A5XW                     |
| 67         | Surveillance Aviation                         | AF/A5XW                     |
| 68         | Tactical Air Control Party (TACP)             | AF/A3O-AC                   |
| 69         | Tactical Airlift Aviation                     | AF/A5XW                     |
| 70         | Theater Air Control System                    | AF/A3O-AC                   |
| 71         | Traffic Management                            | AF/A4LE                     |
| 72         | Vehicle Ops                                   | AF/A4LE                     |
| 73         | Weather                                       | AF/A3O-WP                   |
| 74         | WRM Maintenance                               | AF/A4LX                     |

Table 1.2. Classification Guidance

| TYPE OF INFORMATION  | SINGLE UNIT     | SQUADRON        | TWO OR MORE UNITS |
|--|-----------------|-----------------|-------------------|
| <b>BIDE Set</b>  | U               | U               | U                 |
| <b>RPTNORG Set</b>   | U               | U               | U                 |
| <b>Lose/Gain and Transfer Set</b>  | U               | U               | U                 |
| <b>ORGLOCN Set</b>   | U               | U               | U                 |
| <b>MEQLOCN Set</b>   | U               | U               | U                 |
| <b>MEQPT Set</b>   | U               | U               | U                 |
| <b>PERSTREN Set</b>  | U (See Note 2)  | U (See Note 2)  | U (See Note 2)    |
| <b>Crew Data</b>   | U               | U               | U                 |
| <b>PLANSTATUS</b>  | IAW OPLAN       | IAW OPLAN       | IAW OPLAN         |
| <b>Service Unique</b>  | S* (See Note 3) | S* (See Note 3) | S (See Note 3)    |
| <b>Overall</b>   | S*              | S*              | S                 |
| <b>P-/S-/R-/T-/C-level</b>   | S               | S               | S                 |
| <b>Availability Number (Measured Area Numerator)</b>   | S               | S               | S                 |
| <b>Availability Percentage (Measured Area Percentage)</b>  | S               | S               | S                 |
| <b>Reason Code + Remark</b>  | S               | S               | S                 |
| <b>Limiting Factor</b>   | S               | S               | S                 |
|  |                 |                 |                   |
| <b>NOTES:</b>  |                 |                 |                   |
| 1. The above guidance applies if no other classification authority requires a higher classification.         |                 |                 |                   |
| 2. Unit identification information considered classified may require same classification for personnel data. |                 |                 |                   |
| 3. Entries constitute Air Force classification guidance.   |                 |                 |                   |
| *Higher classification than that listed in CJCSM 3150.02 Series.   |                 |                 |                   |

## Chapter 2

### REPORTING CATEGORY LEVEL (C-LEVEL) DATA ELEMENTS

**2.1. General Resource Relationship to Unit Combat Preparedness.** C-levels are developed by the JS and derived through quantitative criteria to define in qualitative terms, the degree to which a measured unit is capable of performing the full-spectrum mission(s) for which it is organized and/or designed. C-levels provide clarity of resource status to advise the SecDef, CCDRs, and the Services on current force readiness. C-levels collectively represent, via a five point scale, the degree to which a unit meets standards established within four measured resource areas: personnel, equipment and supplies on-hand, equipment condition, and training.

**2.2. Air Force Specific Requirements.** While the Joint Chiefs of Staff (JCS) require only the Overall C-level and measured area P-/S-/R-/T-levels, the AF requires units to report actual raw data percentages in each measured area. This gives a crisis decision-maker and resource or training manager more detailed status than the C-levels alone indicate. For a complete list of Air Force specific data elements, reference CJCSM 3150.02 Series.

#### **2.3. General Policy for C-level Calculations.**

2.3.1. The following policy guidelines apply to all measured units required to report:

2.3.1.1. Two units will not count the same resource(s) as available.

2.3.1.2. A unit's Overall C-level will be based only on the resources and training organic (assigned or allocated) to it.

2.3.1.3. Units calculate and report area levels for all four measured resource areas (P, S, R, and T) unless exempted by [Table 2.1](#) Use only published objective criteria for measurement. Do not subjectively raise or lower measured resource area levels.

2.3.1.4. Only measured unit commanders, or their designated alternates, can assign the unit's Overall C-level. Commanders report the lowest of the four measured levels as the Overall C-level, unless factors like those listed in [Paragraph 1.9.7](#) warrant a downward change.

2.3.1.5. Command echelons, above the measured unit, will not change any reported levels or delay the submission of a report. The command echelon may submit additional remarks, via the MAJCOM CRO, to comment on reported levels or describe assistance actions.

2.3.1.6. Units not reporting a C-1 in all areas must clearly indicate the reason(s). Refer to [Paragraph 2.10](#), for specific remark content requirements.

**2.4. Forecasting Overall C-level Changes.** Use this element whenever the Overall C-level is not a "1", is an assessed downward Overall C-level (C-2/3/4X), a C-level change is predicted, or when the Forecast Date of Change (CADAT) expires. If concrete indications of an impending change in the unit's Overall C-level exist, forecast what C-level the unit will change to, and the date the unit will change C-levels.

2.4.1. When a unit forecasts a change in its C-level, the unit must report the forecasted level in the Forecast Change Rating (CARAT) field. Units must also report the forecasted date of

change in the CADAT field. When a unit reports degraded C-levels and it is unable to forecast a change date, the responsible MAJCOM FAM must provide the unit assistance to determine a best estimate forecast for insertion into the SORTS report. Forecasts are not required for units reporting C-1 that expect no change. The CARAT and CADAT fields must be updated every time a SORTS report is submitted.

2.4.2. In addition to the CARAT and CADAT field information, unit commanders will, at a minimum, provide remarks that forecast expected C-levels at 3, 6, and 12 months from the time of the report under the CADAT remark label. Unit commanders may add remarks, in addition to the minimums listed above, forecasting C-levels beyond the 12 month look, as desired. Use the following example for Forecast Remarks:

### Figure 2.1. Forecast Remark

(date) 3 MONTH FORECAST/2/P/P06/PERSONNEL PERMANENT CHANGE OF  
STATION (PCS) WITH NO REPLACEMENTS INBOUND  
6 MONTH FORECAST/1/NO EXPECTED PROBLEMS  
12 MONTH FORECAST/1/NO EXPECTED PROBLEMS

**2.5. Limiting Factor(s) (LIMFACs).** A LIMFAC is a problem, deficiency, or condition that decreases or prevents a unit from accomplishing its full-spectrum mission(s) for which it is organized or designed, and which usually requires assistance from higher headquarters to resolve. Within the scope of SORTS reporting, remarks must be created to address any LIMFAC. Overall LIMFAC remarks will be reported under the Current Overall Category Level (READY) label. More detailed LIMFAC remarks may be reported in the four measured resource areas. Examples of LIMFACs include critical AFSC or equipment shortages, problems with aircrew training, personnel experience levels, Mobility Readiness Spares Package (MRSP) and In-garrison Readiness Spares Package (IRSP) pacing item shortages, etc.

**2.6. Use of the Percent Effective (PCTEF) Field.** PCTEF provides a subjective assessment of the unit's ability to execute its currently assigned mission(s), also known as its "A-Level", where "A" means "assigned". Assigned missions can be a Named Operation, AEF deployment, OPLAN execution, etc. PCTEF reporting is required for units that are preparing to deploy or currently deployed and will be reported for full or partial unit deployments. However, units will only report PCTEF if 5% or more of the unit is deploying or deployed (assigned personnel and/or on-hand equipment). PCTEF reporting is required no later than 120 calendar days prior to the deployment or upon receipt of an appropriate order. Generally, a unit commander receives assigned missions through a higher headquarters order or directive (e.g., Execute Order (EXORD), Prepare to Deploy Order (PTDO), Deployment Order (DEPOD), or notification from Installation Deployment Officer, etc.). PCTEF reporting continues until redeployment or release from the orders for the assigned mission. While an assigned mission normally requires a unit to deploy away from its home station, PCTEF reporting requirements can also apply to assigned missions which can be executed by a unit from its home station location (e.g., Operation NOBLE EAGLE). PCTEF reporting is not required for training exercises. When reporting PCTEF, a commander will only assess resources organic to the unit, and the assessment will only consider those assets directly supporting the assigned mission. For example, a unit might have 24 aircraft and 36 crews, but only 6 aircraft and 9 crews are supporting an assigned mission. The commander's PCTEF assessment would be for the 6 aircraft and 9 crews, and their ability to execute the assigned mission. If a unit uses loaned equipment, aircraft and/or

personnel to complete an assigned mission, then the unit is meeting its assigned mission requirement. However, any impacts to the unit's ability to meet its full-spectrum mission(s) (i.e., the situation that created the need for loaned resources) should be addressed via the C-Level.

2.6.1. While reporting PCTEF, units will continue reporting overall C-Level. PCTEF, or "A-Level", will not necessarily correlate with a unit's overall C-Level. For example, if the unit has an assigned mission, PCTEF will capture the commander's assessment against the current assigned mission, while the overall C-Level will continue to assess the unit's ability to execute its full-spectrum mission(s) for which it is organized or designed.

2.6.2. For units with multiple assigned missions, the value (1-4) in the PCTEF field will reflect the lowest A-level rating for the assigned missions (e.g., multiple assigned missions means a unit with an Operation New Dawn and an Operation Enduring Freedom tasking). However, the unit commander will include a PCTEF remark for each assigned mission. If a unit has resources preparing for an assigned mission, in addition to other resources already deployed for an assigned mission, that unit will use the PCTEF field to assess its already deployed assets, accompanied by commander's remarks to show an assessment(s) of the other resources preparing to deploy.

2.6.3. Use the following definitions to report the commander's subjective estimate of unit's ability to undertake assigned mission(s):

2.6.3.1. Report a PCTEF A-level of 1 ('1' in PCTEF field) if the unit possesses the required resources and is trained to undertake the assigned mission(s).

2.6.3.2. Report a PCTEF A-level of 2 ('2' in PCTEF field) if the unit possesses the required resources and is trained to undertake most of the assigned mission(s).

2.6.3.3. Report a PCTEF A-level of 3 ('3' in PCTEF field) if the unit possesses the required resources and is trained to undertake many, but not all, portions of the assigned mission(s).

2.6.3.4. Report a PCTEF A-level of 4 ('4' in PCTEF field) if the unit requires additional resources or training to undertake the assigned mission(s); however, the unit may be directed to undertake portions of the mission(s) with the resources on-hand.

2.6.3.5. When no other requirement exists to report data in this field, select the blank space from the drop-down menu.

2.6.4. Commander's remarks are mandatory when reporting in the PCTEF field. Using plain text under the PCTEF label, identify the assigned mission (e.g., Operation New Dawn, Operation Enduring Freedom), current status (deployed or preparing to deploy), percent of resources (personnel and equipment) tasked to deploy or deployed, the deployment dates, a description of any reduced readiness condition(s) for the assigned mission, and any action(s) underway or planned to remedy the reduced readiness condition(s) to include a GWD, if determinable. Format the PCTEF remark according to the example below:

"PCTEF 3, Operation Enduring Freedom, deployed (50% percent of resources), 01JUN11 – 30NOV11; status reflects reduced effectiveness due to a shortage of spare engines at our deployed location; spare engines enroute; GWD is based on estimated arrival of engines, expecting A-2 by 01AUG11."

2.6.5. MAJCOM/FOA/DRU CROs, in coordination with plans shops, and AFPC/DPW will, upon request from AF/A3O-IR, provide deployment data to include units/UTCs that are deployed and those that are preparing to deploy. AF/A3O-IR will specify the data required and date ranges for the data.

**2.7. Deployed Resources Availability.** In SORTS, units with mobility-only or dual (mobility and in-place/in-garrison) missions will count deployed assets (personnel and equipment) as available, regardless of current deployed location. Units with in-place/in-garrison only missions will count deployed assets as unavailable when the current deployed location prevents assets return/re-deploy within the unit response time. Reference [Table 2.4](#) for expanded reason codes for partially deployed units. Other exceptions are units with non-returnable equipment upon redeployment; these units, once re-deployed, will no longer count that equipment as on-hand because that equipment is removed from their supply account, see **Paragraph 4.10**. AF/A3O-IR, in coordination with the JS, will decide, on a case-by-case basis, the extent of reporting for units deployed to operate in a stand-alone capacity, as a temporary or provisional unit, and units which transfer, loan, or supplement personnel or supplies (e.g., resources turned in to personnel or supply system) from several units to form a temporary or provisional unit. For considerations regarding unit response times, reference [paragraph 1.8](#)

**2.8. What Is Needed to Prepare C-level Data.** Effective calculation of C-level data in SORTS must be calculated and validated by commander appointed managers/monitors and be promoted through the use of the following information:

- 2.8.1. Record of current C-level data in SORTS.
- 2.8.2. SORTS DOC Statement.
- 2.8.3. UMD.
- 2.8.4. Minimum Essential Manning List (MEML) if the unit with a SORTS DOC Statement says to use MEML (Section IIIA).
- 2.8.5. Air Force Personnel Desire List (AFPDL), including Program Element Code (PEC) positions, or similar document from the supporting personnel function.
- 2.8.6. AS information, from the appropriate logistics office.
- 2.8.7. Aircraft Sustainability Model (ASM) or Weapon System Management Information System – Sustainability Assessment Model (WSMIS-SAM) data products, if the SORTS DOC Statement says to use ASM or WSMIS-SAM.
- 2.8.8. MRSP listing if the unit measures MRSP without ASM or WSMIS-SAM.
- 2.8.9. IRSP listing if the unit measures IRSP without ASM or WSMIS-SAM.
- 2.8.10. Air Force Instructions listed in [Table 2.2](#), as applicable.
- 2.8.11. Full system list or basic systems list if an aircraft unit.
- 2.8.12. War Ready Materials (WRM) Stock Status Report and MRL for medical units.
- 2.8.13. Master Vehicle List, Custodian Authorization/Custody Receipt Listing (CA/CRL), or some other MAJCOM Vehicle Authorization List (VAL) for Aerial Port, LRS, or RED HORSE units.

2.8.14. Equipment and Supplies Listing (ESL) used by CE units.

2.8.15. Current Duty Status listing/data of all assigned personnel from designated support staff.

2.8.16. Current listing of all DoD Civilians assigned to the measured unit from the supporting Civilian Personnel Office, if applicable.

**2.9. ADS Information.** ADS information will also be used for testing and training purposes, during the SORTS to DRRS transition. Units should become familiar with the applicable ADSs, their corresponding coordination offices, and the information available for their unit. In cases where the data is inaccurate within the ADS, units are encouraged to lead-turn correction efforts prior to DRRS becoming the system of record. Personnel ADSs include PAS, MPES, MilPDS, DCPDS, and PIMR. Equipment ADSs include LIMS-EV (weapons systems, engines, pods, and vehicles), AFEMS, SBSS, MRDSS (medical units), and ACES (civil engineering units). Training ADSs include TBA, AFTR, AAMS (MAF aviation units), PEX (CAF aviation units), ARMS (all aviation units), MRDSS (medical units), and ACES (civil engineering units). If units' resources aren't tracked in an ADS system, then the AF Tables become their ADS, found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

**2.10. Preparing Narrative Remarks.** Remarks are a critical component of SORTS and are required whenever a measured resource subarea percentage drives a measured area level less than 1. See **Table 2.4**, Remarks Guidance Matrix. Remarks will highlight problem areas for each individual label regardless of whether the reported percentage is the actual driver of the overall C-level. Remarks will be written IAW with the following guidance:

2.10.1. Use remarks to give supplemental information concerning unit Overall C-level, or measured area level, and SORTS LIMFACs. Remarks must be checked and verified for accuracy each time any portion of a report is submitted. Revise content and remark date as necessary to maintain validity. Remove remarks that no longer apply. If the same remarks from the previous report remain valid, resubmit the remarks and update the remark date.

2.10.2. As previously described, progressively report on each label requiring a remark. SORTS customers often selectively retrieve specific pieces of data from the database and need to know the location of the remark that explains the data they retrieve. Write remarks in plain English. Acronyms must be spelled out in each remark area in which it is used. Additional uses of a defined acronym in the same remark field may reflect only the acronym. As SORTS is dynamic and remarks may change from report to report, do not refer to previous message numbers. Do not submit remarks referencing other remarks (e.g. See REASN remark), each remark must stand on its own content or it will defeat the specific data retrieval programs. In general, list resource types with their problems. State numbers required, assigned, and available, explain the cause of the problem, if known, identify previously requested assistance and remedial actions in progress, highlight further actions required, and supply a GWD, if determinable, for when a unit will be at least C-2, able to accomplish most of its full-spectrum mission(s). See **2.10.2** for GWD specifics.

2.10.2. (AFSPC) Pair each remark to the data field it explains. Get Better Dates (GBDs) are for the next improved level. For example, if the unit is a four or three in any measured area, provide a date to a three or a two, as applicable.

2.10.2.1. Provide a realistic GWD for each shortfall or problem in each remark. Use the day, month and year (DDMMYY) date format, i.e. 01JUL11. If GWD is unknown, contact the applicable MAJCOM FAM for assistance in establishing a GWD. Determine the GWD as to when the unit will reach at least a Level-2 in the measured area(s) affected. Explain unit and wing actions taken to resolve shortcomings. State if, and what kind of, higher headquarters action is needed. If GWD is still unknown, after MAJCOM FAM and/or higher headquarter coordination, then it can be considered undeterminable.

2.10.2.1. (AFSPC) Provide a realistic GBD for each shortfall or problem in each remark, if applicable. GBDs are for the next improved level. For example, if the unit is a four or three in any measured area, provide a date to a three or a two, as applicable. The Get Well Date (GWD) is to level 1 (C-1, P-1, S-1, R-1 or T-1).

2.10.3. Remarks should be clear and concise, but not at the expense of the details needed. Remarks are limited to 5000 characters. All remarks remain in the database until changed or deleted.

2.10.3. (AFSPC) Each remark has a unique, specific purpose and will have two parts. The first part of the remark will consist of a summary explaining the unit's shortfalls and their impact on the unit's mission(s). In the second part of the remark, units will list their deficiencies and provide what unit and HHQ actions are needed to resolve the shortfalls and what actions have already been accomplished. Additionally, units must report the GBDs and GWDs for all shortfalls to be resolved. GBDs are to the next improved level. GWDs are to level 1 (C-1, P-1, S-1, R-1 or T-1). The format of the GBD and GWD is as follows: DDMMYY. If the GBDs and/or GWDs are unknown, explain why they are unknown in the remark. Abbreviations and acronyms will not be used in a remark unless they have also been defined within that remark. If the unit commander cannot resolve the shortfall, the commander will seek HHQ (Wing, NAF/CTR and HQ assistance to resolve the issue. If HHQ is unable to provide immediate resolution, they will provide a GBD or GWD. If HHQ cannot provide a date, contact the HQ AFSPC SORTS office for reporting criteria.

2.10.4. For the Personnel area, explain the following areas:

2.10.4.1. Write a remark using the PRRES label (Primary Reason Measured Resource Subarea Level for Personnel not C-1) to discuss the personnel area when less than P-1.

2.10.4.1. (AFSPC) A PRRES remark is required when reporting less than P-1 or reporting P-1 and shortages cause mission impacts. Include in this remark all personnel shortages. List personnel shortages by AFSC, skill level and civilian Occupational Classification Codes (OCCs); stating numbers authorized, assigned, and available. List the numbers of assigned personnel not available for duty by AFSC, skill level and OCC and describe the reasons not available (reference duty status and DAV codes in MilPDS, etc.). List the shortages in priority order, listing the AFSC and skill level (if applicable) or OCC most impacting the unit's mission(s) first and the rest of the shortages in descending order of priority. Describe the impact of the shortages on the unit's mission(s) in layman's terms so personnel unfamiliar with the unit's missions can comprehend the impacts. Describe mitigating actions the unit has taken to lessen the impact of the shortages; e.g., working 12-hour shifts, canceling leaves, number of personnel in skill level upgrade training and expected completion dates, etc.. Describe assistance needed from HHQs. Provide an Estimated Get Well Date (EGWD) to P-1.

Provide Estimated Get Better Dates to P-3 and P-2, as applicable. Provide Estimated Degradation Dates (EDD) from current P-Level, as applicable. An outline for this remark follows to help ensure all reporting requirements are included. Enter none where applicable; e.g., HHQ assistance needed: None. Remark outline: Personnel shortages: list AFSC, skill level or OCC, # authorized, # assigned. Personnel not available: list AFSC, skill level and OCC, numbers and reasons. Mission impacts. Unit mitigating actions. HHQ assistance needed. EGWD. EGBD (P-Level and date). EDD (P-Level and date). Other comments (as desired). Some of the PRRES remark data will likely be duplicated in the PERTP remark. The PERTP remark is an Air Force-unique remark and it has a separate purpose from the PRRES remark. The terms manpower and personnel are not interchangeable. Use the term ‘manpower’ only in reference to UMD manpower position issues. Use the term ‘personnel’ for all issues related to assigned personnel and/or personnel assignment shortages. The PRRES and PRRAT remarks are Joint remarks and are the only personnel remarks passed from GSORTS to the Joint Operations Planning and Execution System (JOPES).

2.10.4.2. Remarks should specify the main driver(s) of why the unit is less than P-1, i.e. AFSC shortages, skill-level shortages, civilian shortages by Office Specialty Code (OSC), critical shortages by AFSC, skill-level and/or OSC, and/or availability issues like duty status or DAV codes.

2.10.4.3. Regardless of P-level, if personnel shortages exist, identify them in a remark using the PERTP remark label by listing each involved; AFSC, number of personnel authorized or required, assigned, available, in upgrade training (UGT), the identifying personnel reason code (PRC), corrective actions, and a GWD for each; “AFSC/AUTH/ASGN/AVAIL/UGT/PRC/CORRECTIVE ACTIONS/GWD.” Include a discussion of action(s) taken to resolve the problem. Use **Chapter 3, Table 3.4**, to indicate applicable PRCs.

2.10.4.4. If critical personnel shortages exist, they will be identified in the PERTC remark label: AFSC/AUTH/ASGN/AVAIL/UGT/PRC/CORRECTIVE ACTIONS/GWD. If units packet, the aforementioned format will be used for each packet.

2.10.4.5. **(Added-AFSPC)** In AFSPC, some units have their personnel, equipment and training measurements packetized. The purpose for this is to acquire more accurate readiness ratings supported by the math computations for the associated resources and training. The unit must have a minimum of ten authorizations for the resource or training items in order to measure them as separate packets. For example, if a unit only has two authorizations for a critical AFSC that has been packetized, the unit cannot report that AFSC as a critical personnel packet. In this case, the personnel with this AFSC will only be counted in the Total Personnel data computations. Due to unique AFSPC missions, some units may be identified for special case packetizing criteria. This determination will be made by the AFSPC SORTS office in conjunction with the applicable HQ AFSPC Functional Area Managers (FAMs) and identified on the unit’s DOC Statement.

2.10.4.5.1. **(Added-AFSPC)** Units that packetize their personnel must report the following data for each packet in remarks under label PERTC using the format in 2.10.4.5.1.1. below. Units that do not packetize their personnel will report following

the format in accordance with AFI 10-201, paragraph 2.10.4.3. This will ensure compliance with both the AFI requirement and the AFSPC requirement:

2.10.4.5.1.1. **(Added-AFSPC) CRITICAL**  
 PACKET/AFSCs/AUTH/ASGN/AVAIL/UGT/PRC/CORRECTIVE ACTIONS –  
 GWD

2.10.4.5.1.1.1. **(Added-AFSPC)** This remark assists HQ AFSPC in functionally managing units by providing more detail on unit manning than personnel measured area percentages. Amplification of AFSCs by breaking out the packets per AFI 10-201, para 2.10.4.4. is required to fully detail shortages, skill level mismatches and substitutions.

2.10.5. For the Equipment and Supplies On-hand area, explain the following:

2.10.5.1. Write a remark using the ESRES label (Primary Reason Measured Resource Subarea Level for Equipment and Supplies not C-1) when equipment and supplies On-hand is less than S-1. Ensure each subarea field, reflecting a percentage of “less than 90%” is described in the associated remark label; e.g., ESSA1-9. Ensure remarks accurately reflect the specified reason code (**Table 4.3.**) and contain all pertinent details such as readiness driver national stock number (NSN), item data, get well date, kit serial number (as applicable), on-hand versus authorized quantities, POC, etc. Remarks for each allowance standard equipment shortage resulting in a LIMFAC must contain the NSN, quantity short, allowance source code, equipment account number, and an account custodian POC.

2.10.5.1. **(AFSPC)** The ESRES remark must list all equipment shortages and the impacts of these shortages. Provide a full accounting of the equipment shortfalls, including the authorized numbers and the numbers not possessed. Discuss specific actions being taken to resolve the shortfalls and state if HHQ assistance is required. Requests for assistance must include specifics; e.g. dollar amounts.

2.10.5.1.1. If Electronic Countermeasure (ECM) pods On-hand and mission ready are less than 90%, provide a remark on ECM pod status using the applicable ESSA label.

2.10.5.1.1. **(AFSPC)** Format for the ESSA remarks: **EQUIP TYPE/NUMBER REQUIRED/ON-HAND/PCT/EQUIPMENT AND SUPPLIES ON HAND REASON CODE/CORRECTIVE ACTION/GWD.** Example: STAPLERS/10/5/50/S66/UNIT HAS FUNDED AND ORDERED ITEMS. AWAITING ARRIVAL/GWD 30JUN13.

2.10.5.1.2. The status of medical WRM project codes not reported in subareas are provided using the ESRES label. Include only the assemblage ID or allowance standard number and total availability percentage.

2.10.5.1.3. For units that centrally store equipment or supplies for multiple units and are responsible for reporting inventory and status of the equipment or supplies, then those units will note that they centrally manage the equipment and will also list the stock-level percentage, by regulation, it is required to maintain, within the remarks.

2.10.5.2. Write a remark using the Major Equipment Possessed (MEPSD) label to account for an aircraft maintenance unit's aircraft assigned but not possessed. Report the total number of assigned backup aircraft inventory (BAI), the tail number and location of aircraft in programmed depot maintenance (PDM) aircraft, on loan to or from another unit, and estimated return date(s). In the aircraft summary, Remotely Piloted Aircraft (RPA) units will report the number of systems authorized, assigned and possessed.

2.10.5.3. Using the RICDA label, all SORTS reporting units will include a written remark supplying the full rank and name of their primary and alternate SORTS monitors. Minimum entry will include contact telephone number(s) and e-mail address(s). Also in the RICDA remark field, the following measured units will report on non-CBRNE mobility bags (Personal Protective Equipment A-bags and B-bags):

2.10.5.3. (AFSPC) Include the DOC Statement Annual Review date.

2.10.5.3.1. Units that maintain their own mobility bags use the following format:

**Figure 2.2. RICDA Remark for Units Maintaining Own Mobility Bags**

MOBILITY BAGS

| TYPE  | AUTH | ONHAND |
|-------|------|--------|
| A-BAG | 100  | 100    |
| B-BAG | 100  | 100    |

SORTS MONITORS FOR THE (Unit Name) ARE PRIMARY TSGT JOHN DOE. ALTERNATES SSGT JANE DOE AND A1C MAY JUNE. DSN 999-8888/ 7777. E-MAIL 123XFW(at)EXAMPLE.AF.MIL.

2.10.5.3.2. Units that centrally manage mobility bags for other units, use the following format:

**Figure 2.3. RICDA Remark for Units Centrally Managing Mobility Bags.**

MOBILITY BAGS

| TYPE  | AUTH  | ONHAND |
|-------|-------|--------|
| A-BAG | 10000 | 6000   |
| B-BAG | 10000 | 6000   |

NOTE: (Unit Name and Location) CENTRALLY MANAGES MOBILITY BAGS AT xx% STOCK LEVELS. SORTS MONITORS FOR THE (Unit Name) ARE PRIMARY TSGT JOHN DOE. ALTERNATES SSGT JANE DOE AND A1C MAY JUNE. DSN 999-8888/ 7777. E-MAIL 123XFW(at)EXAMPLE.AF.MIL.

2.10.5.3.3. Units that rely on another unit to centrally manage their mobility bags are not required to report on these bags; use the following format:

**Figure 2.4. RICDA Remark for Units Whose Mobility Bags are Managed by Another Unit**

SORTS MONITORS FOR THE (Unit Name) ARE PRIMARY TSGT JOHN DOE. ALTERNATES SSGT JANE DOE AND A1C MAY JUNE. DSN 999-8888/ 7777. E-MAIL 123XFW(at)EXAMPLE.AF.MIL.

2.10.6. For units providing rationale for the Equipment Condition area, write a remark using the ERRES label (Primary Reason Measured Resource Area Level for Equipment Condition not C-1) when equipment and supplies condition is less than R-1. Ensure each subarea field

reflecting a percentage “less than 90%” status is described in the associated remark label; e.g., ERSA1-9.

2.10.6. (AFSPC) The ERRES remark must provide a summary of the unit’s maintenance issues and the impacts of those shortfalls on the unit’s mission (s). Provide a full accounting of equipment maintenance issues including possessed numbers, maintenance issues, expected mission ready dates, part numbers, and nomenclature, as applicable. Discuss specific actions being taken to resolve the shortfalls and state if HHQ assistance is required. Requests for assistance must include specifics; e.g. dollar amounts.

2.10.6.1. (Added-AFSPC) Format for ERSA remarks: **EQUIP TYPE/NUMBER POSSESSED/NUMBER OPERATIONAL/PERCENTAGE/EQUIPMENT CONDTION REASON CODE/CORRECTIVE ACTIONS/ GWD.** Example: STAPLERS/10/5/50/S66/UNIT IS AWAITING PARTS, ITEMS ON ORDER, DUE-IN (date)/GWD 30AUG13

2.10.7. Use the following guidance when providing rationale for the Training area:

2.10.7.1. Write a remark using the TRRES label (Primary Reason Measured Resource Subarea Level for Training not C-1) when the training condition is less than T-1. Write remarks for each subarea reported as less than 85%; e.g., TRSA1-9 for units using Method C.

2.10.7.1. (AFSPC) The TRRES remark must provide a summary of the unit’s training issues and the impacts of those shortfalls on the unit’s mission(s). Provide a full accounting of the training issues including training class schedules, etc.. Discuss specific actions being taken to resolve the training shortfalls and state if HHQ assistance is required. Requests for assistance must include specifics, e.g. dollar amounts.

2.10.7.2. Regardless of training method, when multiple subareas are less than T-1, summarize problems in a remark using the TRRES label. Ensure each subarea field reflecting “less than T-1” status is described in an individual label remark, regardless of method used.

2.10.7.3. When current or forecast Air Education and Training Command (AETC) formal training school allocation deficiencies exist, write a remark using the TRRAT label. Begin the narrative remark with “AETC:” followed by the deficiency short title, and continue with a detailed summary of current or future deficiency, the current status or action taken to resolve the deficiency, additional actions required, and the impact on the unit’s ability to undertake its wartime mission. Format the AETC formal training school allocation deficiency narrative according to the example below:

**Figure 2.5. TRRAT Remark for AETC Formal Training School Allocation Deficiencies**

AETC: (list short title deficiency or future requirement)  
CURRENT STATUS/ACTION  
ADDITIONAL ACTIONS  
IMPACT ON UNIT  
FUTURE REQUIREMENT(S)

2.10.8. Overall C-level data must be explained in a REASN label remark (Overall Reason Unit Subarea is not C-1). The remark should summarize problems in sufficient detail to

ascertain unit readiness and prompt review of specific measured area remarks. The following situational examples would require a remark:

2.10.8.1. Which mission(s) the unit cannot fully support or undertake when it's Overall C-level is less than C-1.

2.10.8.2. The commander's rationale, supporting a subjectively assessed downward C-level and area(s) where the commander disagrees with the measured area C-level.

2.10.8.3. The programmed or estimated date the unit will again be able to undertake its full spectrum mission(s), if less than C-1 or after undergoing a major equipment conversion or transition.

2.10.8.4. The deactivation date planned for the unit. If within one year of deactivation, do not list personnel shortages unless specifically instructed to do so by the MAJCOM.

2.10.8.5. When a unit fails an ORI or NSI, consider a commander assessed downgrade to the unit's Overall C-level until the deficiency causing the unsatisfactory rating is resolved. Units may assume successful re-inspection; when it is required and the inspection team provides applicable dates. Provide remarks to explain the condition in the REASN label.

2.10.9. Using the RICDA label, all SORTS reporting units will include a written remark supplying the full rank and name of their primary and alternate SORTS monitors. Minimum entry will include contact telephone number(s) and e-mail address(s). Current DOC Statement date will be included as the final line of text. **EXAMPLE:** (date) SORTS MONITORS FOR THE 123XFW ARE PRIMARY TSGT JOHN DOE. ALTERNATES SSGT JANE DOE AND A1C JAMES SMITH. DSN 999-8888/ 7777. E-MAIL [123XFW@EXAMPLE.AF.MIL](mailto:123XFW@EXAMPLE.AF.MIL). Current DOC Statement date: DDMMYY.

## 2.11. Overall Reason Codes.

2.11.1. Assigning a PRC. Units must report a reason code against the Overall C-level using the reason codes in **Table 2.5**, unless reporting C-1. When partially deployed, use D/E/F/G. See **Table 2.7** for additional clarification on use of PRCs.

2.11.2. Reporting a PRC. The PRC will be entered in the REASN field.

2.11.2.1. When the Overall C-Level is less than C-1, pick that resource area most affecting the lowered C-Level. Use P for personnel, S for equipment and supplies O/H, R for equipment condition, and T for training.

2.11.2.2. If the Overall C-Level is changed to a lower level by the commander's assessment, the X reason code will be used. See **paragraph 2.13** for reason codes.

2.11.2.3. If the Overall C-level is based solely on measured area calculations (REASN not X and not C-1) and the unit is partially deployed, P, S, R, or T will be placed in REASN and the D/E/F/G as described below will be placed in the SECRN field. For PCTEF guidance, reference **Paragraph 2.6**.

2.11.2.4. If the Overall C-Level is C-1, there is no partial deployment reflected (no DEFG needed), and one or more of the resource areas are not measured (reported as code 6), the 6 reason code will be used. No remarks are required for a 6 reason code.

2.11.2.5. If the Overall C-Level is capped by AF FAMs, (i.e., due to resource allocation) below C-1, enter the maximum level possible in the Category Level Limitation (LIM) label for primary missions Enter a P, S, R, or T in the Reason for Category Level Limitation (RLIM) label for the area most affected by the resource allocation.

**2.12. Assigning a Secondary or Tertiary Reason Code.** If the Overall C-Level is changed to a lower level by the commander, enter X in REASN field and assign a secondary code to explain the primary reason for the decision to change the C-level (See [Table 2.7](#) for additional clarification on use of secondary and tertiary reason codes).

2.12.1. When downgrading, use the applicable reason codes in **Chapter 3**, **Chapter 4**, **Chapter 5**, and **Chapter 6**.

2.12.2. SECRN and TERRN are mandatory if REASN equals X, Overall is less than 1 and assets are deployed. D, E, F, or G is used in SECRN field, and proper reason code in TERRN.

**2.13. SPECAP Data.** SPECAP are tasks, equipment, and missions listed in [Table 2.3](#) SPECAP reference codes are also in the WMP-3 Part 1, Appendix C. Generally, they add flexibility to mission accomplishment and require specialized equipment or training. The SORTS DOC Statement will reference which special mission capabilities to include in C-Level calculations. It will also reference the WMP on up to four specific capabilities. For each special mission capability:

2.13.1. Determine the Special Mission Capability Code (SMCC) by using [Table 2.3](#) Enter the code under the SMCC 1 through 4 fields, as applicable.

2.13.2. For maintenance units reporting aircraft/missiles, determine the number of aircraft/missiles required to have the capability. Enter the number under Special Mission Required Aircraft (SMRA) 1 through 4 fields, as applicable. Count the number of aircraft mission ready and available with the special capability. Count only those aircraft mission ready and available and have the required specialized equipment mission ready and available according to [paragraph 5.7](#) Enter the number under the Special Mission Aircraft Available (SMAA) 1 through 4 fields, as applicable.

2.13.3. For aviation units, determine the number of crews required to have the specialized training. Use the SORTS DOC Statement to determine the number required and enter the number under the Special Mission Required Crews (SMRC) 1 through 4 fields, as applicable. Count the number of mission ready and available crews with specialized training. Count only those crews with specialized training which are mission ready and available according to [paragraph 6.2.3](#) Enter the number under the Special Mission Available Crews (SMAC) 1 thorough 4 fields, as applicable.

**2.14. CBDRT.** To report the status of unit required/authorized CBRNE equipment and training, see [Attachment 4](#). All measured units will complete a CBDRT concurrent with the unit's primary SORTS report. [Chapter 2 Reference Tables](#) (see top of next page). Also see the **Critical Personnel Table** in AF Tables under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

**Table 2.1. Air Force Instruction References For C-level Data**

|   |
|---|
| <i>AFI 10-210, Prime Base Engineer Emergency Force (BEEF) Program</i>                   |
| <i>AFI 10-209, RED HORSE Program AS 429, and AS 012</i>                                 |
| <i>AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations</i> |
| <i>AFI 10-2912, Aeromedical Evacuation Readiness Program</i>                            |
| <i>AFMAN 24-204(I), Preparing Hazardous Materials for Military Air Shipments</i>        |
| <i>AFI 24-301, Vehicle Operations</i>   |
| <i>AFI 32-3001, Explosive Ordnance Disposal (EOD) Program</i>                           |
| <i>AFI 41-106, Medical Readiness Program Management</i>                                 |
| <i>AFI 65-503, US Air Force Cost and Planning Factors (aircraft)</i>                    |
| <i>AFMAN 23-110, USAF Supply Manual</i>   |
| <b>NOTE:</b> This list is not all-inclusive.  |

Table 2.2. Mandatory Remarks Guidance Matrix

| <b>Label</b>  | <b>AFI Reference/Requirement Definitions</b>   |
|---|--|
| <b>READY</b>  | <b>2.5</b> - when reporting LIMFACS  |
| <b>REASN</b>  | <b>1.9.7</b> - when the commander changes the overall C-level<br><b>1.10.11.1.5.1</b> - less than C-1, regardless of assessment<br><b>2.10.11</b> - remark explanations<br><b>2.10.8.5</b> - inspection failures<br><b>2.11.2.3</b> - partial deployments with overall less than C-1 |
| <b>CADAT</b>  | <b>2.4.1</b> - anytime a unit forecasts a C-level change<br><b>2.4.2</b> - 3, 6, and 12-month forecast (specific format)<br><b>2.4.2</b> - additional free text forecasting remarks.   |
| <b>PCTEF</b>  | <b>2.6.2</b> - mandatory remark when PCTEF is reported   |
| <b>PRRES</b>  | <b>2.10.4.1</b> - when P-level is less than P-1<br><b>2.10.4.2</b> - when including civilian personnel and services provided   |
| <b>PERTP</b>  | <b>2.10.4.3</b> - regardless of C-level, list AFSC shortages   |
| <b>PERTC</b>  | <b>2.10.4.4</b> – list of AFSC shortages   |
| <b>ESRES</b>  | <b>2.10.5.1</b> - when equipment and supplies On-hand S-level is less than S-1.<br><b>2.10.5.1.2</b> - WRM not reported in subareas (Medical Units ONLY)   |
| <b>ESSA 1-9</b>   | <b>2.10.5.1</b> - subarea remarks requirement<br><b>2.10.5.1</b> - subareas below S-1 status<br><b>2.10.5.1.1</b> - ECM pods less than 90 percent (ESSA4 only)   |
| <b>MEPSD</b>  | <b>2.10.5.2</b> - to account for a flying Unit's Aircraft Assigned but not possessed and RPA reporting   |
| <b>RICDA</b>  | <b>2.10.5.3</b> - A and B mobility bags<br><b>2.10.9</b> - unit SORTS monitor/DOC currency identification (specific format)  |
| <b>ERRES</b>  | <b>2.10.6</b> - when equipment condition R-level is less than R-1, multiple subarea summation, and aircraft (75%) reporting  |
| <b>ERSA1 –<br/>ERSA9</b>                                    | <b>2.10.6</b> - subarea remarks requirement<br><b>2.10.6</b> - subareas below R-1 status<br><b>2.10.6</b> - account for subareas less than 75 percent, not R-1 (support units only)  |
| <b>TRRES</b>  | <b>2.10.7.1</b> - when less than T-1 in Training<br><b>2.10.7.1</b> - multiple subareas limiting the T-level   |
| <b>TRSA1 –<br/>TRSA3</b>                                    | <b>2.10.7.2</b> - subarea remarks requirement<br><b>2.10.7.2</b> - subareas below T-1 status   |
| <b>TRRAT</b>  | <b>2.10.7.3</b> - AETC formal training school allocation deficiencies.<br><b>6.5.6</b> - training range limitation   |
| <b>NOTES:</b>   |  |
| 1. This list is not all-inclusive.                          |  |
| 2. Abbreviations should not be used in remarks.             |  |
| 3. Illegal characters not to be used in remarks as follows: |  |

! = Exclamation point \$ = dollar sign ; = semicolon  
 & = and sign “ = quotation or ditto marks \* = asterisk  
 @ = at sign + = plus sign # = number or pound sign  
 = = equal sign % = percent sign.

**Note 3. (Added-AFSPC)** Illegal characters not to be used in remarks as follows: ’ = Apostrophe

4. Do not use symbols.
5. Acronyms must be spelled out once in each remark.

**Table 2.3. Standard Reason Codes for Air Force Units**

| <b>Rule</b> | <b>A</b><br><b>If the Overall C-Level is</b>   | <b>B</b><br><b>then the REASN code is</b> |
|-------------|--|---|
| <b>1</b>    | less than C-1 and the area most affecting the C-Level is personnel,                  | P   |
| <b>2</b>    | less than C-1 and the area most affecting the C-Level is equipment and supplies O/H, | S   |
| <b>3</b>    | less than C-1 and the area most affecting the C-Level is equipment condition,        | R   |
| <b>4</b>    | less than C-1 and the area most affecting the C-Level is training,                   | T   |
| <b>5</b>    | subjectively assessed downward by the commander                                      | X   |
| <b>6</b>    | C-5 and a resource area is C-4 for service-directed resource action                  | N   |
| <b>7</b>    | C-1 and one or more of the resource areas are not measured                           | 6   |

**Table 2.4. Expanded Reason Codes for Partially Deployed Units**

| <b>Rule</b> | <b>A</b><br><b>If the Commander’s Assessment of the Unit Deployable Capability deployed is in the range</b> | <b>B</b><br><b>then the REASN code reflecting potential risk if resources are not released to re-deploy is</b> |
|-------------|---|--|
| <b>1</b>    | less than 5%  | not applicable   |
| <b>2</b>    | 5 to 15%  | D  |
| <b>3</b>    | 16 to 25%   | E  |
| <b>4</b>    | 26 to 35%   | F  |
| <b>5</b>    | 36 to 75%   | G  |
| <b>6</b>    | 76 to 100%  | not applicable   |

**Table 2.5. Use of Primary, Secondary, and Tertiary Reason Codes**

| <b>Rule</b> | <b>When Overall C-level (READY) is</b> | <b>and Primary Reason Code (REASN) is</b> | <b>Then report Secondary Reason Code (SECRN) as</b> | <b>and report Tertiary Reason Code (TERRN) as</b> |
|-------------|--|---|---|---|
| <b>1</b>    | C-1                                    |   | not used  |   |
| <b>2</b>    | C-1                                    | D, E, F, G for deployment assessment      | optional  | not used  |
| <b>3</b>    | C-1                                    | 6   | optional  |   |
| <b>4</b>    | less than C-1                          | P, S, R, or T                             | D, E, F, G when assets are deployed                 | applicable reason code                            |
|             |  |   | optional when assets are not deployed               | optional  |
| <b>5</b>    | less than C-1                          | X   | D, E, F, G when assets are deployed                 | applicable reason code                            |
|             |  |   | applicable reason code when assets are not deployed | optional  |
| <b>6</b>    | C-5                                    | N   | not used  |   |

## Chapter 3

### PERSONNEL MEASURED AREA DATA

**3.1. Personnel.** Units compute the personnel P-level based on the percentages of total and critical personnel authorized, assigned and available to accomplish the unit's full spectrum mission(s). Personnel measurements are based on a unit's authorized and funded positions in its UMD. The following documents are used as sources for the personnel measured area: MEML, UMD, unit personnel manning roster (UPMR), and SORTS Personnel Availability Roster. Personnel measurement is limited to US military and DoD civilian personnel. Foreign national military, foreign national civilian, and contractor personnel are not counted in the measured personnel area, but may be considered in the DRRS mission assessments. Active duty units will not count ANG and Reserve personnel unless gained by the unit as a result of mobilization.

**3.1. (AFSPC)Personnel.** A unit has a personnel shortage only when the numbers of assigned personnel, regardless of their AFSC and skill level, is less than the unit's total personnel authorizations. All other apparent shortages are AFSC and/or skill level mismatches.

#### 3.1.1. Total Personnel.

3.1.1.1. TPAUTH (total personnel authorized) for all units is based on the UMD.

3.1.1.2. TPASG (total personnel assigned) is determined by counting all personnel in a unit from the time they arrive at the unit until they depart on a PCS, permanent change of assignment (PCA), or separate from the Air Force. All personnel are counted for TPASG regardless of AFSC, skill level, or grade and may exceed the TPAUTH number. Units will use an UPMR or similar product provided by their designated support staff to determine total assigned personnel. Before preparing the SORTS report, the unit SORTS monitor should coordinate with the unit designated support staff to ensure records in the Personnel System are updated and reflect the true status of unit personnel.

3.1.1.3. TPAVL (total personnel available) is determined by calculating the number of TPASG that are available to the unit within the DOC response time. See [paragraph 3.2](#) for specific availability guidance. TPAVL are counted regardless of current deployed/employed location, AFSC, skill level, or grade and may exceed the TPAUTH number.

3.1.1.4. DoD civilians are included in calculations in the SORTS personnel area.

3.1.1.4.1. Do not count civilian personnel in SORTS if they have Reserve or Guard commitments during crisis or wartime that can make them subject to recall.

3.1.1.4.2. The SORTS DOC Statement will indicate that DoD civilians are counted.

3.1.1.5. The positions filled by Foreign Local Nationals will be counted in SORTS as authorizations, if part of the unit's UMD. The Commander may choose to count the Foreign Local Nationals as available or not, depending on the mission(s) they support.

3.1.1.5. (AFSPC) Foreign nationals are not included in AFSPC unit UMDs and therefore, will not be counted in the units' SORTS reports.

### 3.1.2. Critical Personnel.

3.1.2.1. The reporting of critical personnel is based on the AFSCs identified by the HAF FAM as detailed in the AF Tables - **Critical Personnel Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>. Critical personnel are those identified as essential to the launch, recovery, or turnaround of a unit's weapon system, or the direct accomplishment of the unit's full-spectrum mission. They are critical because their absence would materially affect the mission. Personnel with particular AFSCs are considered "critical" if they meet the following criteria:

3.1.2.1.1. Personnel with AFSC(s) essential to fulfilling the unit's mission tasks.

3.1.2.1.2. Absence of personnel possessing AFSC(s) that would render the unit severely deficient or totally unable to execute its mission.

3.1.2.1.3. AFSC is part of a critically manned career field subject to special monitoring.

3.1.2.2. Officers who have a critical AFSC as their duty AFSC, or enlisted who have a critical AFSC as their control AFSC are considered critical.

3.1.2.3. Enlisted members who are cross training and hold a 3-level control AFSC in their new career field present a special circumstance. Those personnel can be counted against critical requirements in their former career field so long as they hold the correct control AFSC and skill level, their grade meets or exceeds the UMD requirement, and their commander determines they are qualified to perform the job. Civilians can be counted as critical by listing their OSC in the AF Tables - **Critical Personnel Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

3.1.2.4. CPAUR is determined by counting the number of TPAUTH positions that also match the AFSC/skill levels listed in the AF Tables - **Critical Personnel Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

3.1.2.5. Critical Personnel Assigned (CPASG) is determined by counting the number of critical personnel assigned to authorized positions on the UMD with the correct AFSC. An officer must have the correct duty AFSC and enlisted personnel must have the correct control AFSC compared to the critical position requirement on the UMD. IAW CJCSM 3150.02a, critical personnel substitutions must have the required AFSC and meet or exceed the skill level required.

3.1.2.5. (AFSPC) AFI 10-403, *Deployment Planning and Execution*, is not considered a functional AFI and will not be used to determine AFSC substitutions.

3.1.2.6. CPAVL is determined by calculating the number of CPASG that are available to the unit within the unit's mission response time (see [paragraph 3.2](#) for specific availability guidance).

3.1.2.7. Critical personnel overages will not be reported in the CPASG and CPAVL data fields but may be reported using a remark under the applicable label (CPASG or CPAVL).

### 3.1.3. Special Provisions for Personnel Counting.

3.1.3.1. The SORTS DOC Statement must indicate whether DSU personnel must be included in the count.

3.1.3.2. Personnel TDY or temporarily attached to a measured unit will not be included in the gaining unit's assigned and available numbers.

3.1.3.3. Units with a joint mission that have multiple service personnel assigned, attached or a combination of active duty and reserve component personnel will use their respective service or component UMD to determine total personnel requirements ( e.g., a total force wing requires support from the Army, Navy, and Air National Guard; the Army operating location (OL) has a UMD of 20 personnel, the Navy OL 20 personnel, the ANG unit 100 personnel and the Active Duty Air Force unit 150 personnel, resulting in a total requirement of 290. Critical personnel will be assessed using the same guidelines based on specific AFSC requirements listed in the UMD.

3.1.3.4. AFRC and ANG (i.e., ARC) personnel attached to an active duty (AD) unit, for training purposes, will not be included in AD personnel numbers. Likewise, AD personnel attached to ARC units will not be included in the ARC personnel numbers.

**3.2. Determining Personnel Availability.** Unit personnel may be considered available if they are assigned to the unit and meet one of the following requirements:

3.2.1. Can be utilized within the prescribed unit response time, regardless of current deployed/employed location. Reference [paragraph 1.8.1](#) for availability guidance regarding deployed personnel.

3.2.2. Not restricted from deploying or employing with the unit. Personnel with a DAV code or Duty Limiting Condition (DLC) may be restricted from deploying; however, they may still be counted as available if used to support the in-garrison/in-placed mission. A person on leave could be recalled; a person close to retirement could be stop-lossed.

3.2.3. Their duty status/DAV code(s) on a SORTS Personnel Availability Roster and the Duty Status Roster match those from AFI 10-403, Attachment 2, and the commander determines them available where appropriate.

3.2.3. (AFSPC) SORTS reporting units are not authorized to use DAV Code 81 as a determining factor for personnel availability.

3.2.3.1. Commanders should consider individual medical readiness (IMR) when determining personnel availability. Personnel having a duty status/availability code restricting them from deployment (IAW AFI 10-403) may be considered available for in-garrison mission tasks, as determined by the commander.

3.2.3.2. When a unit temporarily transfers (lends) personnel to another unit, the supplying measured unit will continue to measure and report the personnel in its SORTS unless otherwise directed by the MAJCOM(s) involved. Likewise a unit receiving personnel from another unit will not measure or count those personnel unless otherwise directed. All MAJCOMs involved must ensure no two units report on the same resources.



**Table 3.2. Changing Total Personnel Percent into a P-Level**

| <b>Rule</b> | <b>A</b>                                       | <b>B</b>                                   |
|-------------|--|--|
|             | <b>Personnel percentage is in the range of</b> | <b>then the total personnel P-level is</b> |
| <b>1</b>    | 90 to 100                                      | P-1  |
| <b>2</b>    | 80 to 89                                       | P-2  |
| <b>3</b>    | 70 to 79                                       | P-3  |
| <b>4</b>    | 0 to 69  | P-4  |

**Table 3.3. Changing Critical Personnel into a P-Level**

| <b>Rule</b> | <b>A</b>                                       | <b>B</b>                                      |
|-------------|--|---|
|             | <b>Personnel percentage is in the range of</b> | <b>then the critical personnel P-level is</b> |
| <b>1</b>    | 85 to 100                                      | P-1   |
| <b>2</b>    | 75 to 84                                       | P-2   |
| <b>3</b>    | 65 to 74                                       | P-3   |
| <b>4</b>    | 0 to 64  | P-4   |

**Table 3.4. Reporting Personnel Reason Codes**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>   | <b>B</b>                                  |
|----------------------------|--|---|
|                            | <b>ured resource area is not P-1 and the primary reason is</b> | <b>then in the field PRRES<br/>report</b> |
| <b>1</b>                   | casualties   | P01                                       |
| <b>2</b>                   | organization activating  | P05                                       |
| <b>3</b>                   | organization deactivating                                      | P06                                       |
| <b>4</b>                   | organization recently activated/reorganized                    | P08                                       |
| <b>5</b>                   | personnel shortage   | P11                                       |
| <b>6</b>                   | personnel shortage deployable personnel                        | P17                                       |
| <b>7</b>                   | personnel shortage enlisted                                    | P19                                       |
| <b>8</b>                   | personnel shortage maintenance                                 | P26                                       |
| <b>9</b>                   | personnel shortage navigator/observer                          | P27                                       |
| <b>10</b>                  | personnel shortage officer                                     | P32                                       |
| <b>11</b>                  | personnel shortage pilot                                       | P36                                       |
| <b>12</b>                  | subordinate organization detached                              | P40                                       |
| <b>13</b>                  | personnel shortage vehicle maintenance                         | P42                                       |
| <b>14</b>                  | personnel shortage aircraft systems maintenance                | P43                                       |
| <b>15</b>                  | personnel shortage avionics systems maintenance                | P44                                       |
| <b>16</b>                  | personnel shortage comm/electronics maintenance                | P45                                       |
| <b>17</b>                  | skill shortage weapon system conversion                        | P48                                       |
| <b>18</b>                  | personnel shortage aerial port                                 | P49                                       |
| <b>19</b>                  | personnel shortage fire fighters                               | P50                                       |
| <b>20</b>                  | personnel shortage civil engineer                              | P51                                       |
| <b>21</b>                  | personnel shortage medical                                     | P52                                       |
| <b>22</b>                  | personnel shortage civilian                                    | P53                                       |
| <b>23</b>                  | personnel shortage enlisted aircrew                            | P54                                       |
| <b>24</b>                  | personnel shortage weapon system officer                       | P55                                       |
| <b>25</b>                  | personnel shortage electronic warfare officer                  | P56                                       |
| <b>26</b>                  | personnel shortage loadmaster                                  | P57                                       |
| <b>27</b>                  | personnel shortage controllers                                 | P58                                       |
| <b>28</b>                  | personnel shortage missile maintenance                         | P59                                       |
| <b>29</b>                  | personnel shortage aircraft maintenance                        | P60                                       |
| <b>30</b>                  | personnel shortage computer operator                           | P61                                       |
| <b>31</b>                  | personnel shortage munitions support                           | P62                                       |
| <b>32</b>                  | personnel shortage fuels support                               | P63                                       |
| <b>33</b>                  | personnel shortage supply support                              | P79                                       |
| <b>34</b>                  | personnel shortage supply and fuels support                    | P80                                       |
| <b>35</b>                  | personnel shortage forwarded to FSS for action                 | P82                                       |
| <b>36</b>                  | personnel shortage forwarded to MAJCOM for action              | P83                                       |
| <b>37</b>                  | personnel shortage forwarded to AFPC service center for action | P84                                       |

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                                      | <b>B</b>   |
|----------------------------|---|--|
|                            |   | <b>ured resource area is not P-1 and the primary reason is</b> |
| <b>38</b>                  | personnel shortage security forces            | P85  |
| <b>39</b>                  | personnel shortage no action required         | P86  |
| <b>40</b>                  | area not measured by parent service direction | PNM  |

## Chapter 4

### EQUIPMENT AND SUPPLIES ON-HAND MEASURED AREA DATA

**4.1. Equipment and Supplies On-hand Reporting.** Equipment and supplies On-hand measurement is used to indicate the equipment and supplies the unit possesses, on hand, to support its full spectrum mission(s), as designed and organized. Equipment and supplies On-hand reporting is based on a unit's authorizations, through an AF approved ADS (i.e. AFEMS, ACES and SBSS) listing all authorized and funded equipment and supplies. Resources measured in this area are reported in the EQSUPPLY set. The formula for equipment and supplies On-hand computations is the number of equipment and supplies possessed divided by the number of equipment and supplies authorized multiplied by 100.

**4.2. Equipment and Supplies Subareas (ESSAs).** This measured area allows measurement of up to nine subareas. Consider the following:

**4.2.1. Item Possession.** To determine the number of items a unit will possess within its response time, the unit must have actual responsibility for the items according to applicable supply regulations. The following items are not considered possessed:

4.2.1.1. Additional or BAI in excess of the number authorized or required. Include backup aircraft if MEASG does not exceed MEARD.

4.2.1.2. Items in PDM or Time Compliance Technical Order (TCTO) depot modification.

4.2.1.3. Items temporarily in the hands of another unit due to long term maintenance (lasting more than seven days or for crash or battle damage repair) are not considered possessed by the receiving unit.

4.2.1.4. Items loaned to another unit to augment their resources will be considered possessed by the owning unit. Receiving unit will not use these resources for SORTS reporting. Items will not be double-counted.

**4.2.2. MRSP and IRSP:**

4.2.2.1. Include XD-coded repairable items, but not XB/XF-coded expendable items. Large numbers of XB may mask problems with higher value XD items (BEAR base squadrons excluded). Include only items serviceable/repairable within the response time.

4.2.2.2. Include the possessed primary operating stock (POS).

4.2.2.3. Add the items On-hand for each measured subarea to obtain a subarea total.

**4.2.3. Electronic Attack (EA) Pods.** If Pods are On-hand and mission ready, but are less than 90 percent mission capable, provide a remark on EA Pod status using the ESSA4 label.

**4.3. Basic Expeditionary Airfield Resources (BEAR) General Policy.** BEAR units report SORTS data against stated SORTS DOC Statement mission. Each unit must determine and report their status on the basis of critical BEAR equipment and supplies (support) assigned. Report using only the assets the unit is authorized. Specific equipment allowances are included in AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, Chap 7 "Basic Expeditionary Airfield Resources," and in AS 157, 158 and 159.

4.3.1. The following measured units report on the designated BEAR systems:

4.3.1.1. 49th Materiel Maintenance Group (MMG) Holloman Air Force Base (AFB), NM for assigned Air Combat Command (ACC) BEAR assets.

4.3.1.2. United States Air Forces Central, Director of Logistics (USAFCENT/A4) Shaw AFB, SC for assigned USAFCENT BEAR.

4.3.1.3. 607th Materiel Maintenance Squadron (MMA) Daegu Air Base (AB), Korea, and 36th Logistics Readiness Squadron, Andersen AFB, Guam, for assigned Pacific Air Forces (PACAF) BEAR assets.

4.3.1.4. 86th MMS Ramstein, Germany for assigned United States Air Forces Europe (USAFE) BEAR assets.

**4.4. MRSP and IRSP Authorizations.** New MRSP/IRSP authorizations loaded into a unit's SBSS account and requisitioned 90 days prior to authorization/activation date are assessed beginning on the authorization date, the unit's specific tasking date for its wartime requirement.

4.4.1. Revised MRSP or IRSP authorizations are provided a minimum of 30 days and a maximum of 60 days grace period for reporting S-levels. This includes annual RSP reviews and major RSP configuration changes.

4.4.2. Report new authorizations starting 30/60 days after they are loaded into the SBSS or as soon as the sorties/aircraft (for ASM or WSMIS-SAM assessed units) or the RSP percent filled (where ASM or WSMIS-SAM are not assessed) of revised authorizations equal or exceed that of outdated authorizations, whichever occurs first. Continue to report the assessment of the outdated authorizations until the conditions are met for the new authorizations, but comment on the status of the new authorizations in the remarks, e.g. new MRSP authorization loaded (date).

4.4.3. Assets available in POS to fill MRSP shortages are counted as On-hand in MRSP when computing fill percentages in SORTS.

4.4.3.1. The MRSP percent fill is based on total authorized units, excluding Expendability, Recoverability, Reparability Code (ERRC) XB and XF items. The MRSP fill percent is computed as follows:  $\text{On-hand (XD) MRSP} \div \text{(XD) MRSP authorization} \times 100 = \text{(XD) MRSP percent fill rate}$ .

4.4.3.2. Assets due in from maintenance (DIFM) within DOC response time and not awaiting parts (AWP) are also counted as O/H. The On-hand MRSP quantity is computed as follows:  $\text{serviceable MRSP} + \text{applicable POS} + \text{Forward Supply Points (FSP)} + \text{(DIFM not AWP)} = \text{On-hand MRSP}$ .

4.4.4. Units with an in-garrison mission have specific IRSP guidance. Each unit is provided a total wartime requirement.

4.4.4.1. The total wartime requirement is computed as follows:  $\text{IRSP} + \text{POS O\&STQ}$  (Order & Ship Time Quantities).

4.4.4.2. The On-hand IRSP quantity is computed as follows:  $\text{serviceable IRSP} + \text{serviceable POS} + \text{O/ H repairable assets not coded AWP} = \text{authorized units, excluding ERRC XB and XF items}$ .

4.4.4.3. The IRSP fill percent is computed as follows: On-hand IRSP quantity divided by total wartime requirement multiplied by 100.

#### 4.5. Subarea Percentage Calculations.

4.5.1. **Calculate the Subarea Percentages.** If ten or more items are authorized or required, divide the number of items possessed within the unit response time by the number of items authorized. The number of items counted as possessed is not to exceed the number of items authorized. Multiply the result by 100 to derive a percentage and round off to the nearest whole number. This whole number is the subarea percentage.

4.5.2. If nine or less items are authorized or required select appropriate percentage from **Table 4.1** unless otherwise directed by the AF Equipment On-hand Tables – **Measured Equipment On-hand Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>. Note the derived percentages. If a percentage has changed since the last report, enter the new percentage under the appropriate subarea label from the **Measured Equipment On-hand Table** listed above.

#### 4.6. Combat Essential and Support Equipment On-hand Percentage Calculations.

4.6.1. Determine unit combat essential versus support specification using the AF Equipment On-hand Tables – **EQSEE and EQSSE Reporting Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>, Columns A (unit type), B (combat essential equipment) and C (support equipment).

4.6.2. To calculate the combat essential and support equipment percentage for each area use the following rules:

4.6.2.1. If the entry lists subareas, use the lowest percentage among subareas.

4.6.2.2. If the entry lists equipment or another document, calculate percentage with the same procedure used for the subarea calculations.

4.6.3. Note the derived percentage. If the percentage has changed since the last report, enter the new percentage in the EQSEE label for combat essential equipment and the EQSSE label for support equipment.

4.6.4. Note the *derived* combat essential/supporting item counts. For aircraft units, if the item counts have changed since the last report, enter them in the following labels:

4.6.4.1. The number authorized in the label MEARD.

4.6.4.2. The number assigned in the label MEASG.

4.6.4.3. The number possessed in the label MEPOS.

4.6.4.4. If MRSP fill rate was used in spares assessment, enter it in the RSP field and enter an X in the Spares Assessment Driver (ARUSD) field.

**4.7. Equipment and Supplies On-hand S-Level Calculations.** To convert area percentages into an S-level use the following rules:

4.7.1. AMXS units:

4.7.1.1. Convert EQSEE field to an S-level by using AF Equipment On-hand Tables – **AMXS Unit Calculating EQSEE S-Levels Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

4.7.1.2. Convert EQSSE field to an S-level by using AF Equipment On-hand Tables – **AMXS Unit Calculating EQSSE S-Levels Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

4.7.1.3. Select the lower of EQSEE and EQSSE S-levels.

4.7.2. Non-AMXS units:

4.7.2.1. Select the lowest percentage value from EQSEE and EQSSE percentages.

4.7.2.2. Convert percentage into an equipment and supplies S-level using **Table 4.2**

4.7.3. Note the derived equipment and supplies On-hand S-level. If the S-level has changed since the last report, enter it in the ESRAT label.

4.7.4. If AF Equipment On-hand Tables - **EQSEE and EQSSE ReportingTable** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb> lists *nothing to report* for the combat essential and support equipment On-hand percentages, report S-6 in ESRAT and SNM in ESRES.

**4.8. Equipment and Supplies On-hand Reason Codes.** Select the most specific reason code from **Table 4.3** when the equipment and supplies On-hand S-level is less than S-1. Note the selected reason code. If the reason code has changed since the last report, enter the new code.

**4.9. ASM and WSMIS-SAM.** When the SORTS DOC Statement references ASM or WSMIS-SAM, units must use the AF Equipment On-hand Tables-**AMXS Unit Calculating Spares Table** found in on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb> to find the spares subarea percentage. MAJCOMs may waive this requirement if there is a major problem with the ASM assessments. When there is a validated problem with ASM, MAJCOMs may direct the use of WSMIS-SAM as a secondary or tertiary means of providing an assessment of capability attributed to spare parts. The following rules apply for ASM and WSMIS-SAM:

4.9.1. No ASM or WSMIS-SAM available. If ASM or WSMIS-SAM is not available, and when authorized by MAJCOM, use the RSP (XD2 only) fill rate to report, using AF Equipment On-hand Tables – **AMXS Unit Calculating Spares Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>, rules 1-4. Report percentages in the RSP and ESSA1 fields. Enter an X in the ARUSD field.

4.9.2. For units with strategic airlift aircraft (C-17, C-5), use *percent SORTIES achieved over 30 days* (reference AF Equipment On-hand Tables – **AMXS Unit Calculating Spares Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>).

4.9.2.1. Enter Y in the ARUSD field.

4.9.2.2. Report spares assessment percentage in ESSA1 field (reference AF Equipment On-hand Tables – **AMXS Unit Calculating Spares Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>).

4.9.2.3. Use fill rates to determine MRSP/IRSP and report in the RSP field.

4.9.3. All other aircraft units (non-strategic airlift) use the aircraft availability spares assessment method (reference AF Equipment On-hand Tables – **AMXS Unit Calculating Spares Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>).

4.9.3.1. Enter Z in the ARUSD field.

4.9.3.2. Report spares assessment percentage in ESSA1 field (reference AF Equipment On-hand Tables – **AMXS Unit Calculating Spares Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>).

4.9.3.3. Use fill rates to determine MRSP/IRSP and report in the RSP field.

4.9.4. Guidance for specific aircraft availability (ACFTA) options to be used for each aircraft type is included in the notes to AF Equipment On-hand Tables – **AMXS Unit Calculating Spares Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>. Units will contact their MAJCOM office with any questions as to which ACFTA Option is appropriate.

4.9.5. MAJCOMs will promptly notify HQ AFMC Logistics (HQ AFMC/A4) of specific modeling disconnects with ASM. Notifications should be made within 48 hours of discovery, but not later than 72 hours.

4.9.6. When ASM is used, spare engine assessments will be made using AF Equipment On-hand Tables – **AMXS Unit Calculating WRE S-Levels Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb> and the percentage put in the ESSA2 field. The ASM assessment does not include spare engines.

**4.10. Non-Returnable Deployed Equipment.** Occasionally, a unit may own equipment that is required to be left in the contingency AOR, after the unit redeploys to its home station.. When deployed, the owning unit will contact the Supply Chain Operation Squadron and deployed SBSS account representative to obtain an R26 for the transferred items and calculate these assets as available, if they can be redeployed within the DOC response time, IAW AFMAN 23-110. Once re-deployed, the unit will no longer count that equipment as on-hand because that equipment has been removed from their supply account. Once the unit reaches home station and the equipment has been added back to their supply account and re-supplied, the unit will once again count the equipment as on-hand.

**4.11. Aircraft Engine Computations.** These procedures are outlined in AFI 20-115, Propulsion Management for Aerospace Vehicles, and must be used to determine required war readiness engines. Authorized additives, justified on the basis of wartime requirement, must be included in computations. All aircraft with engine holes will have serviceable engines allocated. The number of net serviceable spare engines will then be compared to the WRE requirement and

the reported percentage is the factor to be entered on the S-level checklist. Engines installed in or obligated to BAI, cannibalized (CANN), and unserviceable assigned aircraft, that are available within response time, may be considered available by the unit commander. This can include engines projected available through the pipeline, jet engine intermediate maintenance, or logistics support center provided that serviceability and Ready For Issue (RFI) requirements are met. Chapter 4 Reference Tables. See top of next page and those listed in the AF Equipment On-hand Tables – Equipment On-hand Tables found on the DRRS homepage (SIPR), under the references tab at .

**Table 4.1. Percentage On-hand Matrix for Nine or Less Items**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                                       | <b>B</b>  | <b>C</b> | <b>D</b> | <b>E</b> | <b>F</b> | <b>G</b> | <b>H</b> | <b>I</b> | <b>J</b> |
|----------------------------|--|---|----------|----------|----------|----------|----------|----------|----------|----------|
|                            | <b>Find row with number of items available</b> | <b>Find column with number authorized or required</b> |          |          |          |          |          |          |          |          |
|                            | <b>9</b>                                       | <b>8</b>  | <b>7</b> | <b>6</b> | <b>5</b> | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |          |
| <b>1</b>                   | <b>9</b>                                       | 100   |          |          |          |          |          |          |          |          |
| <b>2</b>                   | <b>8</b>                                       | 90  | 100      |          |          |          |          |          |          |          |
| <b>3</b>                   | <b>7</b>                                       | 86  | 90       | 100      |          |          |          |          |          |          |
| <b>4</b>                   | <b>6</b>                                       | 80  | 86       | 86       | 100      |          |          |          |          |          |
| <b>5</b>                   | <b>5</b>                                       | 76  | 80       | 80       | 86       | 100      |          |          |          |          |
| <b>6</b>                   | <b>4</b>                                       | 70  | 76       | 76       | 80       | 80       | 100      |          |          |          |
| <b>7</b>                   | <b>3</b>                                       | 44  | 70       | 70       | 70       | 70       | 80       | 100      |          |          |
| <b>8</b>                   | <b>2</b>                                       | 33  | 45       | 55       | 59       | 60       | 70       | 80       | 100      |          |
| <b>9</b>                   | <b>1</b>                                       | 22  | 27       | 33       | 37       | 40       | 50       | 60       | 70       | 100      |
| <b>10</b>                  | <b>0</b>                                       | 0   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |

**Table 4.2. Non-AMXS Units-Changing On-hand Percentage into an S-Level**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>   | <b>B</b>   |
|----------------------------|--|--|
|                            | <b>If the lower of the combat essential equipment and support equipment On-hand percentages is in the range from</b> | <b>then for the equipment and supplies On-hand S-level in the label ESRAT report</b> |
| <b>1</b>                   | 90 to 100  | S-1  |
| <b>2</b>                   | 80 to 89   | S-2  |
| <b>3</b>                   | 65 to 79   | S-3  |
| <b>4</b>                   | 0 to 64  | S-4  |

**Table 4.3. Reporting Equipment and Supplies On-hand Reason Codes**

| <b>Rule</b> | <b>A</b>   | <b>B</b>                              |
|-------------|--|---------------------------------------|
|             | <b>lies On-hand measured area is not S-1 and the primary reason is</b> | <b>then in the field ESRES report</b> |
| <b>1</b>    | aircraft in storage  | S03                                   |
| <b>2</b>    | aircraft not fully equipped  | S04                                   |
| <b>3</b>    | aircraft on loan   | S05                                   |
| <b>4</b>    | aircraft operational loss  | S06                                   |
| <b>5</b>    | allowed equipment away for repairs                                     | S07                                   |
| <b>6</b>    | allowed equipment away on loan   | S08                                   |
| <b>7</b>    | allowed equipment never received                                       | S09                                   |
| <b>8</b>    | awaiting critical modification   | S11                                   |
| <b>9</b>    | equipment removed  | S14                                   |
| <b>10</b>   | missiles inoperative   | S15                                   |
| <b>11</b>   | obsolete equipment   | S16                                   |
| <b>12</b>   | organization decommissioning/deactivating                              | S17                                   |
| <b>13</b>   | organization recently activated/reorganized                            | S18                                   |
| <b>14</b>   | radar equipment unavailable  | S19                                   |
| <b>15</b>   | subordinate organization detached                                      | S21                                   |
| <b>16</b>   | shortage ammunition  | S22                                   |
| <b>17</b>   | shortage attached element  | S24                                   |
| <b>18</b>   | shortage communications equipment                                      | S25                                   |
| <b>19</b>   | shortage major end item  | S27                                   |
| <b>20</b>   | shortage engineering equipment   | S28                                   |
| <b>21</b>   | shortage repair parts, spares (allowance list items)                   | S31                                   |
| <b>22</b>   | shortage repair parts, spares (not allowance list items)               | S32                                   |
| <b>23</b>   | shortage special supply equipment                                      | S36                                   |
| <b>24</b>   | shortage stock supply  | S37                                   |
| <b>25</b>   | shortage supporting equipment  | S40                                   |
| <b>26</b>   | shortage test equipment  | S41                                   |
| <b>27</b>   | shortage authorized equipment  | S42                                   |
| <b>28</b>   | shortage vehicle(s)  | S43                                   |
| <b>29</b>   | shortage war readiness spares kit                                      | S44                                   |

| <b>Rule</b> | <b>A</b>   | <b>B</b>                              |
|-------------|--|---------------------------------------|
|             | <b>lies On-hand measured area is not S-1 and the primary reason is</b> | <b>then in the field ESRES report</b> |
| <b>30</b>   | shortage off-loaded aircraft   | S45                                   |
| <b>31</b>   | shortage off-loaded anti-submarine warfare weapons                     | S49                                   |
| <b>32</b>   | shortage off-loaded fuel   | S50                                   |
| <b>33</b>   | shortage off-loaded missile (SAM)                                      | S51                                   |
| <b>34</b>   | aircraft combat loss   | S54                                   |
| <b>35</b>   | missiles unserviceable   | S55                                   |
| <b>36</b>   | insufficient fuel  | S56                                   |
| <b>37</b>   | shortage support equipment   | S57                                   |
| <b>38</b>   | shortage spare engines   | S58                                   |
| <b>39</b>   | insufficient funds   | S66                                   |
| <b>40</b>   | aircraft deployed separate tasking                                     | S67                                   |
| <b>41</b>   | shortage individual tool kit   | S68                                   |
| <b>42</b>   | shortage mobility bag  | S69                                   |
| <b>43</b>   | shortage fire fighter protective clothing                              | S70                                   |
| <b>44</b>   | shortage 463L material handling equipment                              | S71                                   |
| <b>45</b>   | shortage material handling equipment, other                            | S72                                   |
| <b>46</b>   | shortage mobility gear (except material handling equipment)            | S73                                   |
| <b>47</b>   | shortage A/E kits  | S74                                   |
| <b>48</b>   | shortage shelters  | S75                                   |
| <b>49</b>   | shortage operating room equipment                                      | S76                                   |
| <b>50</b>   | shortage generators  | S77                                   |
| <b>51</b>   | shortage laboratory equipment  | S78                                   |
| <b>52</b>   | shortage hospital beds   | S79                                   |
| <b>53</b>   | shortage weapons   | S80                                   |
| <b>54</b>   | shortage protective equipment  | S81                                   |
| <b>55</b>   | shortage intrusion protection equipment                                | S82                                   |
| <b>56</b>   | shortage equipment on loan   | S83                                   |
| <b>57</b>   | equipment deployed (mission support)                                   | S84                                   |
| <b>58</b>   | major equipment in depot modification                                  | S85                                   |
| <b>59</b>   | major equipment in local modification                                  | S86                                   |
| <b>60</b>   | shortage base-level self-sufficiency spares                            | S87                                   |

| <b>Rule</b>  | <b>A</b>   | <b>B</b>                              |
|--|--|---------------------------------------|
|  | <b>lies On-hand measured area is not S-1 and the primary reason is</b> | <b>then in the field ESRES report</b> |
| <b>61</b>  | major equipment in programmed depot maintenance                        | S88                                   |
| <b>62</b>  | shortage refueling vehicles  | S96                                   |
| <b>63</b>  | shortage refueling dispensing equipment                                | S97                                   |
| <b>64</b>  | shortage cryogenic production equipment                                | S98                                   |
| <b>65</b>  | area not measured by parent Service direction                          | SNM                                   |
| <b>*****The following Reason Codes are for CBRNE reporting only*****</b> |  |                                       |
| <b>67</b>  | area not measured by parent service direction                          | SNM                                   |
| <b>68</b>  | shortage Category 1 individual protective equipment (IPE)              | SRA                                   |
| <b>69</b>  | shortage Category 2 detection equipment (DET)                          | SRB                                   |
| <b>70</b>  | shortage Category 3 decontamination equipment (DEC)                    | SRC                                   |
| <b>71</b>  | shortage Category 4 IPE  | SRD                                   |
| <b>72</b>  | shortage Category 5 radiac equipment (RAD)                             | SRE                                   |
| <b>73</b>  | shortage Category 6 (MED)  | SRF                                   |
| <b>74</b>  | unserviceable/expired Category 1 equipment (mask)                      | SRG                                   |
| <b>75</b>  | unserviceable/expired Category 2 DET                                   | SRH                                   |
| <b>76</b>  | unserviceable/expired Category 3 DEC                                   | SRI                                   |
| <b>77</b>  | unserviceable/expired Category 4 IPE                                   | SRJ                                   |
| <b>78</b>  | unserviceable/expired Category 5 MED                                   | SRK                                   |
| <b>79</b>  | unserviceable/expired Category 6 CPS                                   | SRL                                   |
| <b>80</b>  | equipment/supplies awaiting critical modification                      | SRM                                   |
| <b>81</b>  | shortage of support equipment (DECON site support material)            | SRN                                   |
| <b>82</b>  | shortage of general supply equipment                                   | SRO                                   |
| <b>83</b>  | shortage of repair parts   | SRP                                   |
| <b>84</b>  | NBC equipment incomplete or obsolete                                   | SRQ                                   |
| <b>85</b>  | non-mission capable during recent NBC exercise/evaluation              | SRS                                   |

## Chapter 5

### EQUIPMENT CONDITION MEASURED AREA DATA

**5.1. Equipment Condition Reporting.** The equipment condition measured area is used to measure the combat essential and support equipment that can be made ready within the unit's response time to undertake the unit's full mission set. This measure is also used to indicate maintenance and equipment reliability, serviceability and operational status of assets. Units compute the equipment condition R-level for combat essential and support equipment based on the availability of wartime required equipment. Equipment items are considered available if they are possessed by the unit and are, or can be, made mission ready within the prescribed unit response time. The formula for equipment condition computation is: the number of equipment items mission ready and available divided by the number possessed (not to exceed the wartime requirement number) multiplied by 100.

**5.2. Equipment Condition Subareas (ERSAs).** The equipment condition measured area allows units to measure up to nine subareas. Consider the following for all missions:

5.2.1. Use ASs, equipment/supply lists from ADSs, and Air Staff-level functional area guidance to determine reportable equipment/supplies, and then measure the number on-hand.

5.2.2. Add number of items on-hand for each subarea to obtain a subarea total.

**5.3. Subarea Percentage Calculations.** Determine the number of items mission ready and available for each subarea. Accomplish the following:

5.3.1. Add number of items Mission Ready and Available (MRA) for each subarea to obtain a subarea total.

5.3.2. Forecast the number of items that could be MRA by response time.

5.3.3. Calculate the subarea percentages:

5.3.3.1. If there are ten or more items possessed accomplish the following:

5.3.3.1.1. Divide the number of items MRA by the number of items possessed.

5.3.3.1.2. The number of items counted as possessed is not to exceed the number of items authorized.

5.3.3.1.3. Multiply the result by 100 to derive a percentage.

5.3.3.1.4. Round percentage to nearest whole number (this is the subarea percentage.).

5.3.3.2. If there are nine or less items possessed select the appropriate percentage from **Table 5.1**, unless otherwise directed by the AF Equipment Condition Tables – **Measured Equipment Condition Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>. Note the derived percentages. If a percentage has changed since the last report, enter the new percentage in the appropriate subarea label from **Measured Equipment Condition Table** listed above.

5.3.3.3. (**Added-AFSPC**) When a unit does not possess an equipment item, they cannot report on the status of its condition. The SRO must reconfigure the Readiness Assessment System/Input Tool (RAS/IT) so that the condition of the missing equipment item(s) is not measured. When the unit regains possession of the equipment item(s), the SRO must reconfigure RAS/IT to measure the condition of the equipment. This procedure is necessary to preclude reporting zero divided by zero (0/0) which RAS/IT will calculate as 100% or 0%, resulting in an inaccurate report. The DOC Statement will not be modified to reflect this change in configuration of RAS/IT. A statement will be included in the applicable ERSA remark of the unit's report to identify this action, removing the statement after the equipment is possessed by the unit.

#### **5.4. Combat Essential and Support Equipment Condition Percentage Calculations.**

5.4.1. Find the unit type in the AF Equipment Condition Tables – **EQREE and EQRED Reporting Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>, Column A. Use Column B for combat essential equipment and Column C for support equipment.

5.4.2. To calculate the combat essential and support equipment condition percentage for each area accomplish the following:

5.4.2.1. If the entry lists subarea labels, select the lowest percentage for those subareas.

5.4.2.2. If the entry lists equipment or another document, calculate the percentage with the same procedure used for subarea calculations.

5.4.3. Note the derived percentage. If the percentage has changed, enter the new percentage in the EQREE label for combat essential equipment or EQRED label for support equipment.

5.4.4. Note the derived number of combat essential items. For aircraft units, determine the number of aircraft that are mission ready and available.

5.4.4.1. If the number of aircraft that are mission ready and available has changed since the last report enter the new number in the label MEMRA.

5.4.4.2. The number of aircraft reported in the labels MEASG, MEPOS, and MEMRA fields will not be greater than the number reported in the label MEARD.

5.4.4.3. The actual number of aircraft authorized, possessed, and mission-ready and available is reported in the MEQLOCN set.

#### **5.5. Equipment Condition R-Level Calculations.**

5.5.1. To convert area percentages into an R-level use the following rules:

5.5.1.1. Select the lowest percentage value from the combat essential and support equipment condition area percentages.

5.5.1.2. Units reporting aircraft use AF Equipment Condition Tables – **AMXS Unit Calculating EQREE R-Levels Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb> to convert the combat essential equipment condition percentage into an R-level.

5.5.1.3. Other units, not reporting aircraft, use **Table 5.2** to convert the equipment condition area percentage into an R-level.

5.5.2. Note the derived equipment condition R-level. If the R-level has changed since the last report, enter the new R-level in the ERRAT label.

5.5.3. When an AF directed resource change depletes mission ready and available equipment, reference [paragraph 1.10.9](#)

5.5.4. If AF Equipment Conditions Tables – **EQREE and EQRED Reporting Table** found on the DRRS homepage (SIPR), under the references tab at <https://dr.rs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb> lists nothing to report for the combat essential equipment condition and support equipment condition percentages, report R-6 in ERRAT and RNM in ERRES (see [paragraph 4.7.4](#)).

## 5.6. Equipment Condition Reason Codes.

5.6.1. Select the most specific reason code from [Table 5.3](#) when the equipment condition R-level is less than R-1.

5.6.2. Note the selected reason code. If the reason code has changed since the last report, enter the new reason code in the ERRES label.

**5.7. Equipment Considered MRA.** Most equipment is considered mission ready if the equipment is safe to use and in the condition to perform the functions for which it was designed.

5.7.1. Aircraft, missiles, and major weapons systems must comply with the following:

5.7.1.1. Have a full or basic system list of items for the stated working mission (MAJCOMs are the authority on which system to use).

5.7.1.2. Be configured with suspension equipment (i.e., dash 21 items and alternate mission equipment) that is required by the MAJCOM.

5.7.1.3. Have all peacetime inspections or time compliance technical order actions completed or waived for wartime use.

5.7.2. Equipment items loaned to another unit to augment their resources will be considered possessed by the owning unit. Items will not be double counted. Receiving unit will not use these resources for SORTS reporting.

5.7.3. For deployed resources considerations, reference [Paragraph 2.7](#)

**5.8. BEAR Equipment Condition Measured Area.** Equipment condition R-levels are based on fully mission capable critical equipment authorized for items identified in the BEAR Critical Item listing produced by ACC, BEAR Global Management. Follow the instructions contained in the BEAR SORTS Reporting Guidance, also produced by HQ ACC/BEAR Global Management, to calculate this area.

**5.9. Required Remarks for Maintenance Units.** If referencing aircraft grounded for mission capable (MICAP) parts, provide the NSN, part nomenclature, and the name of the system which needs the part. If the aircraft is unavailable due to scheduled or unscheduled maintenance, provide the Estimated Time in Commission (ETIC). Also provide the estimated delivery dates for aircraft undergoing programmed depot maintenance. Labels for the remarks will be provided via MAJCOM supplement. [Chapter 5 Reference](#)

**Tables.** See top of next page and those listed in the AF Tables – **Equipment Condition Tables**

found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>.

**Table 5.1. Percentage Mission Ready and Available Matrix for Nine or Less Items**

| R<br>U<br>L<br>E | A   | B                                 | C   | D   | E   | F   | G   | H   | I   | J   |
|------------------|---|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
|                  | Find row with number of items mission ready and available | find column with number possessed |     |     |     |     |     |     |     |     |
|                  |   | 9                                 | 8   | 7   | 6   | 5   | 4   | 3   | 2   | 1   |
| 1                | 9   | 100                               |     |     |     |     |     |     |     |     |
| 2                | 8   | 90                                | 100 |     |     |     |     |     |     |     |
| 3                | 7   | 86                                | 90  | 100 |     |     |     |     |     |     |
| 4                | 6   | 80                                | 86  | 86  | 100 |     |     |     |     |     |
| 5                | 5   | 76                                | 80  | 80  | 86  | 100 |     |     |     |     |
| 6                | 4   | 70                                | 76  | 76  | 80  | 80  | 100 |     |     |     |
| 7                | 3   | 44                                | 70  | 70  | 70  | 70  | 80  | 100 |     |     |
| 8                | 2   | 33                                | 45  | 55  | 59  | 60  | 70  | 80  | 100 |     |
| 9                | 1   | 22                                | 27  | 33  | 37  | 40  | 50  | 60  | 70  | 100 |
| 10               | 0   | 0                                 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |

**Table 5.2. Changing Equipment Condition Area Percentage into an R Level**

| R<br>U<br>L<br>E | A   | B  |
|------------------|---|--|
|                  | If the lowest of the combat essential and support equipment condition percentage is in the range from | then for the equipment condition R-level in label ERRAT report |
| 1                | 90 to 100   | R-1  |
| 2                | 70 to 89  | R-2  |
| 3                | 60 to 69  | R-3  |
| 4                | 0 to 59   | R-4  |

Table 5.3. Reporting Equipment Condition Reason Codes

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>   | <b>B</b>                              |
|----------------------------|--|---------------------------------------|
|                            | <b>If the equipment condition measured area is not R-1 and the primary reason is</b> | <b>then in the field ERRES report</b> |
| <b>1</b>                   | equipment condition degradation fuel shortage  | R00                                   |
| <b>2</b>                   | aircraft grounded flight safety  | R01                                   |
| <b>3</b>                   | aircraft do not meet mobilization requirement  | R02                                   |
| <b>4</b>                   | not mission capable depot rapid area maintenance                                     | R04                                   |
| <b>5</b>                   | not mission capable depot programmed depot maintenance                               | R05                                   |
| <b>6</b>                   | conversion   | R07                                   |
| <b>7</b>                   | damage battle/combat   | R09                                   |
| <b>8</b>                   | damaged/inoperative aircraft   | R11                                   |
| <b>9</b>                   | damaged/inoperative countermeasures (electrical/mechanical)                          | R17                                   |
| <b>10</b>                  | damaged/inoperative electronic countermeasures                                       | R18                                   |
| <b>11</b>                  | damaged/inoperative electrical power, auxiliary                                      | R19                                   |
| <b>12</b>                  | damaged/inoperative electrical power, primary  | R20                                   |
| <b>13</b>                  | damaged/inoperative equipment  | R21                                   |
| <b>14</b>                  | damaged/inoperative equipment, communications  | R22                                   |
| <b>15</b>                  | damaged/inoperative equipment, electrical power or generators                        | R23                                   |
| <b>16</b>                  | damaged/inoperative equipment, engineering   | R24                                   |
| <b>17</b>                  | damaged/inoperative equipment, fire control  | R25                                   |
| <b>18</b>                  | damaged/inoperative radar  | R31                                   |
| <b>19</b>                  | damaged/inoperative system, navigation   | R40                                   |
| <b>20</b>                  | damaged/inoperative vehicle(s)   | R45                                   |
| <b>21</b>                  | damaged/inoperative weapon(s)  | R46                                   |
| <b>22</b>                  | damaged/inoperative RPA ground control system  | R47                                   |
| <b>23</b>                  | equipment, inspection or checkout  | R48                                   |
| <b>24</b>                  | equipment, obsolete  | R51                                   |
| <b>25</b>                  | equipment removal  | R52                                   |
| <b>26</b>                  | unit re-equipping  | R53                                   |
| <b>27</b>                  | equipment shortage   | R54                                   |
| <b>28</b>                  | inspect and repair as necessary aircraft   | R55                                   |
| <b>29</b>                  | inspection, failed   | R56                                   |
| <b>30</b>                  | damaged/inoperative RPA long-haul SATCOM   | R57                                   |
| <b>31</b>                  | insufficient funding   | R58                                   |
| <b>32</b>                  | maintenance scheduled  | R62                                   |
| <b>33</b>                  | maintenance unscheduled  | R63                                   |
| <b>34</b>                  | modification aircraft  | R64                                   |
| <b>35</b>                  | organization decommissioning/deactivation  | R80                                   |
| <b>36</b>                  | organization in rotational deployment  | R81                                   |
| <b>37</b>                  | repair electrical power generating equipment   | R88                                   |
| <b>38</b>                  | repair lack of tools   | R92                                   |
| <b>39</b>                  | repair weapons   | R94                                   |
| <b>40</b>                  | NBC equipment incomplete or obsolete   | R95                                   |

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>   | <b>B</b>                              |
|----------------------------|--|---------------------------------------|
|                            | <b>If the equipment condition measured area is not R-1 and the primary reason is</b> | <b>then in the field ERRES report</b> |
| <b>41</b>                  | inspect and repair as necessary missile  | R96                                   |
| <b>42</b>                  | modification missile   | R97                                   |
| <b>43</b>                  | not mission capable supply missile   | R98                                   |
| <b>44</b>                  | overhaul missile   | R99                                   |
| <b>45</b>                  | not mission capable maintenance or supply unscheduled                                | RAA                                   |
| <b>46</b>                  | not mission capable maintenance or supply scheduled                                  | RAB                                   |
| <b>47</b>                  | not mission capable maintenance, unscheduled   | RAC                                   |
| <b>48</b>                  | not mission capable maintenance, scheduled   | RAD                                   |
| <b>49</b>                  | not mission capable supply   | RAE                                   |
| <b>50</b>                  | partial mission capable maintenance or supply  | RAF                                   |
| <b>51</b>                  | partial mission capable maintenance  | RAG                                   |
| <b>52</b>                  | partial mission capable supply   | RAH                                   |
| <b>53</b>                  | shortage suspension equipment  | RAL                                   |
| <b>54</b>                  | shortage aircraft loaned/bailed  | RAN                                   |
| <b>55</b>                  | aircraft in storage  | RAP                                   |
| <b>56</b>                  | aircraft operational loss  | RAQ                                   |
| <b>57</b>                  | aircraft combat loss   | RAR                                   |
| <b>58</b>                  | aircraft unable to meet required turnarounds   | RAS                                   |
| <b>59</b>                  | not mission capable depot major modifications required                               | RAT                                   |
| <b>60</b>                  | shortage aircraft deployed   | RAU                                   |
| <b>61</b>                  | shortage aircraft possessed versa authorized use                                     | RAV                                   |
| <b>62</b>                  | operating below designed specifications  | RAW                                   |
| <b>63</b>                  | shortage spare engines   | RAX                                   |
| <b>64</b>                  | aircraft deployed separate Tasking   | RAY                                   |
| <b>65</b>                  | maintenance in progress, ETIC less than 24 hours                                     | RBA                                   |
| <b>66</b>                  | maintenance in progress, ETIC more than 24 hours                                     | RBB                                   |
| <b>67</b>                  | awaiting parts ETIC less than 48 hours   | RBC                                   |
| <b>68</b>                  | awaiting parts ETIC more than 48 hours   | RBD                                   |
| <b>69</b>                  | area not measured by parent Service direction  | RNM                                   |

## Chapter 6

### TRAINING MEASURED AREA DATA

**6.1. Training.** Training requirements for assigned personnel, not to exceed UMD-authorizations, will be measured. Measured units calculate training measured area T-levels using either Training Method B (Non-CAF Aircrew/Team Training), Training Method C, Option 1 (Unit Training), or Method C, Option 2 (CAF Aviation Training). To identify which unit types use which training method, reference the **Training Method Reporting Table** found in the AF Training Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>. For all reportable training by unit type, reference the **Measured Training Table** found at the same link above. ARC units will not count newly assigned personnel toward training calculations until they have completed either technical school (for AFRC units), or Basic Military Training (BMT) plus 12 weeks of federal military service (for ANG units).

6.1.1. Method B is used by non-CAF units to provide a macro view of aircrew/team training. (During the DRRS transition, this method will also be known as Method B.)

6.1.2. Method C, Option 1, is used to provide a macro view of the unit's training. (During the DRRS transition, this method will be known as Method A.)

6.1.3. Method C, Option 2, is used by CAF aviation units, control and reporting centers, air defense sectors/regions, and those assigned to a wing (89AA UTC - active duty only) with Aircrew Position Indicator (API) codes 1 (pilot), 2 (navigator, observer or air battle manager), and A (career enlisted advisor (CEA)) plus 6, or B for CEA, (attached flyer at wing level and below) and 8, or D for CEA, (attached flyer above wing level) used to achieve WMP-5 sortie rates (e.g. Wing Safety, Tactics, STANEVAL, IG, etc.). (During the DRRS transition, this method will be known as Method C.)

6.1.3.1. Wing crews with API 6 and 8 attached to a squadron for training and wartime service are normally measured in the organization of assignment when tasked against that unit's requirements. Personnel resources *cannot* be counted against requirements in more than one unit.

6.1.3.2. Weapons load crews (AFSC 2W1X1) are unique among maintenance personnel, in that they perform their duties as formed and certified crews with specialized certification requirements for each crew position. T-levels for 2W1X1 personnel, assigned to a weapons load crew, may be determined using Training Method B if and when it is allowed by current reporting structure and guidance.

### **6.2. Method B: Non-CAF Aircrew/Team Training (DRRS Transition: Method B)**

**6.2. (AFSPC)Using Training Method B: Crew Training.** Measurement of crew training is based on number of primary duty crews assigned to the measured unit. A primary duty crewmember is defined as a person assigned to a measured unit for the explicit purpose of operating the unit's weapon or mission system(s).

6.2.1. Find the number of crews authorized. The UMD should provide a current reference to the number of crews authorized, based on PMAI multiplied by the approved crew ratio. For

cross-reference purposes, find the applicable crew ratio in AFI 65-503, *Cost and Planning Factors*, and multiply by PMAI. AFRC units will not count 1-levels (officers and enlisted) toward training calculations. Those AFRC members will not be counted towards training calculations until they have completed technical school. Those enlisted members will not be counted until they have been awarded their 3-level. Aeromedical Evacuation unit crew authorizations are determined by adding together the number of crew UTCs tasked to the unit.

6.2.1.1. (**Added-AFSPC**) Space Units (operations, surveillance, warning, and command and control). For units co-located with their group, all assigned crewmembers are primary duty crews with the exception of the commander and operations officer. Some units geographically separated from their group have extra crewmembers assigned for the purposes of performing group-level training and stan/eval functions. These crewmembers, whose primary duty is group-level training, stan/eval, etc., are squadron overhead personnel, not primary duty crews.

6.2.2. Find the number of crews assigned.

6.2.2.1. For aircraft units, use AFI 65-503 for crew composition unless modified by the MAJCOM because of unique mission requirements.

6.2.2.2. All other units use the **Training Method Reporting Table** found in the AF Training Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb> for crew composition.

6.2.2.3. Weapons load crew composition is determined IAW AFI 21-101.

6.2.2.4. To count a crew as assigned, each position must have an assigned crewmember. Do not limit this to by-name formed crews such as those required by AFI 65-503. Count crewmembers as assigned from when they sign in on a permanent change of station until they sign out.

6.2.2.4.1. Count weapons load crew members as assigned once they are designated to a position and have entered initial weapons load crew training.

6.2.3. Count the number of crews mission ready and available.

6.2.3.1. Count a crew MRA when they meet the mission ready criteria in the training directive listed in the SORTS DOC Statement.

6.2.3.1.1. Determine crewmember availability case-by-case according to **paragraph 3.2**

6.2.3.1.2. Do not count overhead crewmembers (e.g., wing training officers, etc.).

6.2.3.2. Enter the total of crews MRA under the TCRAV label.

6.2.3.3. Count weapons load crews as mission ready and available when all positions are filled with position-certified weapons loaders IAW AFI 21-101 and the Unit Committed Munitions List.

6.2.4. Calculate the training percentage.

6.2.4.1. If ten or more crews are assigned, divide crews MRA by crews assigned. Multiply the result by 100 and round off to the nearest whole number.

6.2.4.2. **Table 6 2.** will be used to determine the overall T-level. If nine or less crews are assigned, use **Table 6.1**

6.2.4.3. Enter the percentage under the TRUTC label.

### **6.3. Method C, Option 1: Unit Training (DRRS Transition: Method A).**

6.3.1. Some units may have more personnel assigned than are authorized by the UMD. The number established as assigned personnel with training requirements must not exceed UMD-authorized.

6.3.1.1. If a single type of training is listed, determine if everyone is required to have it.

6.3.1.1.1. If everyone is required to have the training, use the number of total personnel assigned as the number required to be trained.

6.3.1.1.2. If everyone is not required to have the training, use the number of total personnel assigned that require the training, (e.g. 25K/60K aerial port training).

6.3.1.1.2. **(AFSPC)** When a unit does not have personnel assigned requiring the training, they cannot report on the status of that training. The SRO must reconfigure the RAS/IT so that the status of the required training is not measured. When the personnel are assigned to the unit and require the training, the SRO must reconfigure RAS/IT to measure the status of the training. This procedure is necessary to preclude reporting zero divided by zero (0/0) which RAS/IT will calculate as 100% or 0%, resulting in an inaccurate report. The DOC Statement will not be modified to reflect this change in configuration of RAS/IT.

6.3.1.2. If there is more than one type of training listed, determine if everyone is required to have the training.

6.3.1.2.1. If everyone is required to have the training, use the total personnel assigned as the number required to be trained.

6.3.1.2.2. If less than all assigned personnel are required to have each type of training, add the number required for each type of training. For each type of training, this number would be the denominator within each sub-area. This sum of these denominators could be more than the number of personnel assigned and authorized, since one person could have multiple training requirements.

6.3.2. Count the personnel who have the training specified in each subarea.

6.3.2.1. Personnel are counted as trained if they have completed, or are expected to complete, the required training within the response time.

6.3.2.2. If everyone is required to have all training, count only those personnel who have all the training.

6.3.2.3. If personnel are required to have each type of training, count those personnel who have received each type of training. In this method, you can count the same individual more than once. To determine the T-level, continue with **Paragraph 6.5**

6.3.3. Table 6.3. will be used to determine the overall T-level.

#### 6.4. Method C, Option 2: CAF Aviation Training (DRRS Transition: Method C).

6.4.1. Calculations by type of training and crew composition will be compared against the percentage conversion in the **Basic Mission Capable (BMC), Combat Mission Ready (CMR) and SPECAP Training Percentage T-Level Tables** found in the AF Training Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb> to derive the percentages reported in the specific TRSAs. The lowest of the resulting TRSAs will drive the T-level reported in the TRRAT label in the OVERALL set.

6.4.2. The following three TRSAs will be measured.

6.4.2.1. TRSA1 - BMC.

6.4.2.2. TRSA2 - CMR.

6.4.2.3. TRSA3 - SPECAP.

6.4.3. To count a crew as assigned, each position must have an assigned crewmember. However, don't limit this to by-name formed crews such as those required by appropriate training directives for the weapon system. Count crewmembers as assigned from when they sign in on a permanent change of station or become attached on temporary duty until they sign out.

6.4.4. Multi-Position Crews.

6.4.4.1. Assess crews for training subareas the unit is required to report.

6.4.4.1.1. Units with multi-position crews will perform calculations similar to single position crews except against each crew position individually. This is required before TRSA, TRUTC, and T-level percentages can be determined.

6.4.4.1.2. Determine the number of required BMC designated crewmembers, assigned or attached to the unit, in each duty position, based on the non-CMR flying positions within the wing and its subordinate units. BMC changes are detailed in a TRSA1 remark.

6.4.4.1.3. Determine the number of required CMR/Mission-Ready designated crewmembers, assigned and attached to the unit, in each duty position, based on the PMAI.

6.4.4.1.3.1. Multiply the PMAI by the crew ratio by the crew complement.

6.4.4.1.3.2. Add the Squadron Commander and Director of Operations (ANG/AFRC only).

6.4.4.1.3.3. If the CMR changes, detail the changes in a TRSA2 remark.

6.4.4.1.4. Determine the number of required SPECAP designated crewmembers, assigned and attached to the unit, in each duty position, based on all positions identified in the UMD, applicable training directives, and tasking messages that specify special capability-trained aircrews. Calculations will be made only on those SPECAP requirements that match those listed in **Table 2.3** MAJCOMs may add to this table when approved by AF/A3O-AT. Commanders may assess other SPECAP

shortfalls when they affect the unit's ability to undertake its mission. SPECAP changes are documented in the TRSA3 remark.

#### 6.4.5. Single Position Crews:

6.4.5.1. Assess crews for training subareas the unit is required to report.

6.4.5.1.1. Determine the number of required BMC/Mission Capable (MC) designated crewmembers, assigned and attached to the unit, and the minimum crew required based on non-CMR flying positions within the wing and its subordinate units. BMC changes are documented in the TRSA1 remark.

6.4.5.1.2. Determine the number of required CMR designated crew members, assigned and attached to the unit, and the minimum crew required based on the PMAI. Pilots that have been put on probation will be considered non-CMR. Do not include probationary pilots as available when calculating percentages for CMR.

6.4.5.1.2.1. Multiply the PMAI by the crew ratio.

6.4.5.1.2.2. Add the Squadron Commander and Director of Operations (ANG/AFRC only).

6.4.5.1.2.3. If the CMR changes, detail the changes in a TRSA2 remark.

6.4.5.1.3. Determine the number of required SPECAP designated crew members, assigned and attached to the unit, and the minimum crew required based on all positions identified in the SORTS DOC Statement, applicable training directives, and ready aircrew program tasking messages that specify special capability-trained aircrews. Calculations will be made only on those SPECAP requirements that match those listed in **Table 2.3** MAJCOMs may add to this table when approved by AF/A3O-AT. Commanders may assess other SPECAP shortfalls when they affect the ability to undertake the DOC mission. SPECAP changes are documented in the TRSA3 remark.

### 6.5. Calculating and Explaining the Training T-Level.

6.5.1. Unit Training, determine T-level using the following:

6.5.1.1. Calculate the subarea percentage using applicable tables, as required. Otherwise:

6.5.1.1.1. If ten or more personnel are required to have the training, divide the number of trained personnel by the number of assigned personnel required to have the training (not to exceed UMD authorizations).

6.5.1.1.2. Multiply the result by 100 to derive a percentage.

6.5.1.1.3. Round the percent to the nearest whole number.

6.5.1.1.4. If nine or less personnel are required to have the training, use **Table 6.1** to determine the percentage.

6.5.1.2. Calculate the training percentage. Determine the unit type in column A in the **Measured Training Table** found in the AF Training Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>. Determine whether column B

lists one or more TRSAs. If Column B lists multiple TRSAs, choose the lowest TRSA percentage as the overall TRUTC percentage.

6.5.1.3. Use the TRUTC percentage in conjunction with **Table 6.2** to determine the T-level to be reported in the TRRAT field.

6.5.2. Multi-position crews, use the following to determine the T-level:

6.5.2.1. Calculate the percentage trained for each subarea required to be reported.

6.5.2.1.1. For nine or less crews assigned, use **Table 6.1** to derive percentage trained.

6.5.2.1.2. For ten or more crews assigned, divide number trained by number assigned not to exceed UMD authorizations.

6.5.2.2. For CAF aviation units, apply each resulting percentage against column A of the corresponding **BMC, CMR and SPECAP Training Percentage T-Level Table** found in the AF Training Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

6.5.2.3. Convert the corresponding percentage in column B.

6.5.2.4. Enter the percentage in the related TRSA label: BMC in TRSA1; CMR in TRSA2; and SPECAP in TRSA3. If TRSA 4 and 5 are used, enter as in **paragraph 6.5.1**

6.5.2.5. Choose the lowest TRSA reported and enter the percentage in the TRUTC label.

6.5.2.6. Use the TRUTC percentage in conjunction with corresponding tables in **paragraph 6.5.2.2** to determine the T-level to be reported in the TRRAT label. Use TRRAF for Secondary or Tertiary Missions.

6.5.3. Single Position Crews, use the following to determine the T-level:

6.5.3.1. Calculate the percentage trained for each subarea required to be reported.

6.5.3.1.1. For nine or less crews assigned, use **Table 6.1** to derive percentage trained.

6.5.3.1.2. For ten or more crews assigned, divide number trained by number assigned not to exceed UMD authorizations.

6.5.3.2. Apply each resulting percentage against column A of the corresponding **BMC, CMR and SPECAP Training Percentage T-Level Table** found in the AF Training Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

6.5.3.3. Convert the column A percentage into the column B reported percentage.

6.5.3.4. Enter percentage in the related TRSA label: BMC in TRSA1; CMR in TRSA2; and SPECAP in TRSA3. If TRSA 4 and 5 are used, enter as in **paragraph 6.5.1**

6.5.3.5. Choose the lowest TRSA reported and enter the percentage in the TRUTC label.

6.5.3.6. Use the TRUTC percentage in conjunction with corresponding tables to determine the T-level to be reported in the TRRAT label.

6.5.4. Regardless of method used, assign training reason codes when the training T-level is less than T-1. Select the most specific reason code from Table 6.5. to explain it. If changed, enter it in label TRRES.



**Table 6.2. Training Percentage T-level**

| <b>R U<br/>L E</b> | <b>A</b>                               | <b>B</b>                            |
|--------------------|--|-------------------------------------|
|                    | <b>percentage is in the range from</b> | <b>then the training T-level is</b> |
| <b>1</b>           | 85 to 100                              | T-1                                 |
| <b>2</b>           | 70 to 84                               | T-2                                 |
| <b>3</b>           | 55 to 69                               | T-3                                 |
| <b>4</b>           | 0 to 54                                | T-4                                 |

**Table 6.3. Reporting Training Reason Codes**

| <b>Rule</b> | <b>A</b>  | <b>B</b>                              |
|-------------|---|---------------------------------------|
|             | <b>If the primary reason that the training measured resource area is not T-1 is</b> | <b>then in the field TRRES report</b> |
| <b>1</b>    | inadequate - school quotas  | T05                                   |
| <b>2</b>    | inadequate - training ammunition  | T07                                   |
| <b>3</b>    | inadequate - training areas   | T08                                   |
| <b>4</b>    | incomplete - exercise/inspections   | T09                                   |
| <b>5</b>    | Incomplete - firing/proficiency tests   | T10                                   |
| <b>6</b>    | insufficient - crews not category 1   | T11                                   |
| <b>7</b>    | insufficient - funding  | T15                                   |
| <b>8</b>    | insufficient - pilots not category 1  | T17                                   |
| <b>9</b>    | insufficient - type training time   | T18                                   |
| <b>10</b>   | inspection - failed initial certification   | T19                                   |
| <b>11</b>   | inspection - failed re-certification  | T20                                   |
| <b>12</b>   | operational commitments   | T23                                   |
| <b>13</b>   | organization activating   | T24                                   |
| <b>14</b>   | organization decommissioning/deactivating   | T25                                   |
| <b>15</b>   | organization in rotational deployment   | T26                                   |
| <b>16</b>   | personnel turnover excessive  | T28                                   |
| <b>17</b>   | shortage - equipment  | T31                                   |
| <b>18</b>   | shortage - instructor   | T32                                   |
| <b>19</b>   | shortage - instructor pilot/aircrew   | T33                                   |
| <b>20</b>   | shortage - personnel  | T37                                   |
| <b>21</b>   | tests - unsatisfactory C-level  | T40                                   |
| <b>22</b>   | training incomplete   | T41                                   |
| <b>23</b>   | training incomplete - mobility  | T50                                   |

| Rule   | A  | B                                     |
|--|--|---------------------------------------|
|  | <b>If the primary reason that the training measured resource area is not T-1 is</b>        | <b>then in the field TRRES report</b> |
| 24   | training incomplete - teams  | T56                                   |
| 25   | training incomplete - fuel shortage  | T57                                   |
| 26   | insufficient - flight hours  | T68                                   |
| 27   | crews deployed separate tasking  | T69                                   |
| 28   | training incomplete - lack of aerial combat tactics  | T70                                   |
| 29   | insufficient crews not category 1: enlisted aircrew members, loadmasters, flight engineers | T71                                   |
| 30   | degraded on-the-job training progression   | T72                                   |
| 31   | training incomplete - hazardous cargo certifiers   | T73                                   |
| 32   | training incomplete - materiel handling equipment operators                                | T74                                   |
| 33   | shortage - forward air controllers on aircrew duty   | T75                                   |
| 34   | shortage - terminal attack controllers on tactical air control party                       | T76                                   |
| 35   | shortage - weapons controllers   | T77                                   |
| 36   | shortage - weapons technicians   | T78                                   |
| 37   | training degraded - inadequate special use airspace, warning areas                         | T79                                   |
| 38   | training degraded - inadequate special use airspace, restricted areas                      | T80                                   |
| 39   | training degraded - inadequate military training routes                                    | T81                                   |
| 40   | training degraded - inadequate special use airspace, military operations                   | T82                                   |
| 41   | training degraded - inadequate supersonic airspace   | T83                                   |
| 42   | area not measured by parent Service direction  | TNM                                   |
| <b>*****The following Reason Codes are for CBRNE reporting only*****</b> |  |                                       |
| 44   | insufficient individual protective/survival measures training                              | TNA                                   |
| 45   | insufficient unit mission oriented task training   | TNB                                   |
| 46   | insufficient NBC team training   | TNC                                   |
| 47   | insufficient NBC officer/specialist training   | TND                                   |
| 48   | insufficient MOPP condition training   | TNE                                   |
| 49   | insufficient personnel completing the mask confidence exercise                             | TNF                                   |
| 50   | shortage of training devices/assets  | TNG                                   |
| 51   | shortage of trained NBC team members   | TNH                                   |
| 52   | personnel shortage - NBC defense officer   | TNI                                   |
| 53   | personnel shortage - NBC defense specialist  | TNJ                                   |
| 54   | non-mission capable during recent NBC exercise/evaluation                                  | TNK                                   |

| <b>Rule</b> | <b>A</b>  | <b>B</b>                              |
|-------------|---|---------------------------------------|
|             | <b>If the primary reason that the training measured resource area is not T-1 is</b> | <b>then in the field TRRES report</b> |
| <b>55</b>   | environmental restrictions on training  | TNL                                   |
| <b>56</b>   | area not measured by parent service direction                                       | TNM                                   |
| <b>57</b>   | high temperature training restrictions  | TNN                                   |
| <b>58</b>   | inadequate training ammunition - CS capsules/grenades                               | TNO                                   |
| <b>59</b>   | inadequate school quotas  | TNP                                   |
| <b>60</b>   | new equipment - training not received   | TNQ                                   |
| <b>61</b>   | CBRNE defense training not received   | TNR                                   |
| <b>62</b>   | CBRNE Defense task qualification training (TQT) not received                        | TNS                                   |

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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### ***Prescribed Forms***

AF IMT 723, SORTS DOC Statement

### ***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**ACFTA**—aircraft availability

**ACM**—advisory compliance message

**ACTIV**—activity code

**ADCON**—administrative control

**ADP**—advanced data processor

**ADR**—air defense region and armament delivery recording

**ADS**—air data system and air defense sector, or authoritative data source

**AE**—Aeromedical Evacuation

**AEF**—Aerospace Expeditionary Force

**AET C**—Air Education and Training Command

**AF**—Air Force

**AFCAT**—Air Force Catalog

**AFDD**—Air Force Doctrine Document  
**AFE**—Aircrew Flight Equipment  
**AFEMS**—Air Force Equipment Management System  
**AFF**—Air Force Form  
**AFFOR**—Air Force forces  
**AFGSC**—Air Force Global Strike Command  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFIT**— —Air Force Input Tool  
**AFMAN**—Air Force Manual  
**AFMC**—Air Force Materiel Command  
**AFOSI**—Air Force Office of Special Investigations  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFPDL**—Air Force Personnel Desire List  
**AFSC**—Air Force specialty code  
**AFSPC**—Air Force Space Command  
**AFTR**—Air Force Training Record  
**AGE**—aerospace ground equipment  
**ALC**—air logistics center  
**ALCE**—airlift control element  
**ALCF**—air launch control facility  
**AMC**—Air Mobility Command  
**AMOS**—air mobility operations squadron  
**AMS**—air mobility squadron  
**ANAME**—abbreviated name  
**ANG**—Air National Guard  
**AOC**—air & space operations center  
**AOR**—area of responsibility  
**API**—aircrew position identifier  
**ARMS**—aviation resource management system  
**ARUSD**—spares assessment driver

**AS**—allowance standard  
**ASM**—aircraft sustainability model  
**ASOC**—air support operations center  
**ASUS**—air support squadron  
**ATARS**—theater airborne reconnaissance system  
**ATC**—air traffic control  
**ATO**—air tasking order  
**AUTODIN**—Automatic Digital Network  
**AWADS**—adverse weather aerial delivery system  
**AWP**—awaiting parts  
**BAI**—backup aircraft inventory  
**BAM**—basic access module  
**BEAR**—basic expeditionary airfield resources  
**BIDE**—Basic Identity Data Element  
**BII**—Base Information Infrastructure  
**BMC**—basic mission capable  
**BW/CW**—biological and chemical warfare  
**C-1X**—assessed overall C-level  
**C2**—command and control  
**CA/CRL**—Custodian Authorization and Custody Receipt Listing  
**CADAF**—Forecast Subarea Date of Change  
**CADAT**—Forecast Date of Change  
**CADS**—Containerized Ammunition Distribution System  
**CAF**—Combat Air Force  
**CALCM**—conventional air launched cruise missile  
**CAM**—chemical agent monitor  
**CANN**—cannibalized  
**CARAF**—Forecast Subarea Change Rating  
**CARAT**—Forecast Change Rating  
**CATLIM**—category limit  
**CBDRT**—chemical, biological, radiological, nuclear, and high-yield explosive defense report  
**CBRNE**—chemical, biological, radiological, nuclear, and high-yield explosive

**CCT**—combat crew training  
**CE**—civil engineer  
**CFETP**—Career Field Education and Training Plan  
**CI**—counter intelligence  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CJCSM**—Chairman of the Joint Chiefs of Staff Manual  
**C-Level**—category level  
**CMR**—crew mission ready and combat mission ready  
**COAF**—country of international affiliation  
**COMM**—communications  
**COMSEC**—communications security  
**CONPLAN**—concept plan  
**CONUS**—continental United States  
**CPASG**—critical personnel assigned  
**CPAUR**—critical personnel required/authorized  
**CPAVL**—critical personnel available  
**CPR**—cardiopulmonary resuscitation  
**CPU**—central processing unit  
**CR**—contingency response  
**CRC**—control and reporting center  
**CRO**—command reporting organization or combat rescue officer  
**CRTCD**—country code  
**CRYPTO**—cryptographic  
**CSAF**—Chief of Staff, United States Air Force  
**CSAR**—combat search and rescue  
**CSERV**—combatant commander/service command  
**CUS**—Current Unit Status  
**CWD**—chemical warfare defense  
**CWDE**—chemical warfare defense equipment  
**DAV**—Deployment Availability  
**DCAPES**—deliberate and crisis action planning and execution segment

**DCN**—deployment control number  
**DCNDY**—deployment control number (USAF)  
**DDMMYY**—day, month and year  
**DECON**—decontamination  
**DEFCON**—Defense Readiness Condition  
**DEFG**—D, E, F, & G (deployed) reason codes  
**DEPID**—deployment indicator  
**DEPOD**—deployment order  
**DET**—detachment  
**DHCP**—dynamic host control protocol  
**DIFM**—due-in from maintenance  
**DISA**—Defense Information Systems Agency  
**DMLSS**—defense medical logistics standard support  
**DMS**—defense message system  
**DNS**—domain name service  
**DO**—director operations  
**DOC**—designed operational capability  
**DOCID**—designed operational capability statement identifier  
**DOCNR**—designed operational capability statement number  
**DoD**—Department of Defense  
**DP**—deep penetration  
**DRU**—direct reporting unit  
**DRRS**—Defense Readiness Reporting System  
**DSO**—direct support objective  
**DSU**—direct support unit  
**EA**—electronic attack  
**EAP**—emergency action plan  
**ECM**—electronic countermeasure  
**ECU**—environmental control unit  
**EDD**—electronic data display  
**EDMX**—expeditionary depot maintenance  
**EJB**—enhanced jukebox

**EO**—executive order

**EOD**—explosive ordnance disposal

**EQCONDN**—equipment condition

**EQRED**—equipment condition support equipment percentage

**EQREE**—equipment condition combat essential equipment percentage

**EQRET**—equipment return date

**EQSEE**—equipment and supplies On-hand resource area for combat essential equipment percentage

**EQSSE**—equipment and supplies On-hand resource area for support equipment percentage

**EQSUPPLY**—equipment and supplies On-hand

**ERRAF**—equipment condition resource area category subarea level

**ERRAT**—equipment condition resource area category level

**ERRC**—expendability, recoverability, reparability code

**ERREF**—primary reason equipment condition category subarea not C-1

**ERRES**—primary reason equipment condition category level not C-1

**ERSA**—equipment condition subarea

**ESL**—equipment and supplies listing

**ES**—electronic support

**ESRAF**—equipment and supplies On-hand resource area subarea category level

**ESRAT**—equipment and supplies On-hand resource area category level

**ESREF**—primary reason equipment and supplies On-hand subarea not C-1

**ESRES**—primary reason equipment and supplies On-hand not C-1

**ESSA**—equipment and supplies subarea

**ETIC**—estimated time in commission

**EW**—electronic warfare

**EXDAC**—expected availability category

**EXORD**—execute order

**FAM**—Functional Area Manager

**FARP**—forward area refueling point

**FM**—frequency modulation

**FOA**—field operating agency

**FSP**—forward supply points

**FSV**—frequency selective voltmeter

**GAM**—global aided munition  
**GAO**—General Accounting Office  
**GBU**—guided bomb unit  
**GCCS**—global command and control system  
**GEODSS**—ground based electro-optical surveillance system  
**GEOFILE**—geographical location file code  
**GEOGR**—geographical location of equipment  
**GEOLOC**—geographical location code  
**GEONA**—geographic name  
**GMF**—ground mobile forces  
**GMFP**—global military force policy  
**GPS**—global positioning system  
**G-Series**—command order  
**GSORTS**—Global Status of Resources and Training System  
**GTACS**—ground theater air control system  
**GWD**—get-well date  
**HALO**—high altitude low opening  
**HARM**—high-speed anti-radiation missile  
**HE**—high explosive  
**HF**—high frequency  
**HOGEO**—home geographical location  
**HTA**—high threat area  
**HVAC**—heating ventilation and air conditioning  
**IADS**—integrated air defense system  
**IAW**—in accordance with  
**ICAM**—improved chemical agent monitor  
**ICBM**—intercontinental ballistic missile  
**ICR**—information collections and reporting reports  
**IDP**—Integrated Defense Plan  
**IG**—Inspector General  
**IIR**—imaging infrared  
**IMA**—individual mobilization augmentee

**INMARSAT**—international maritime satellite  
**IP**—internet protocol  
**IPE**—individual protective equipment  
**IPR**—installation personnel readiness  
**IPS**—information processing system  
**IRSP**—in-garrison readiness spares package  
**ISSL**—initial spares support list  
**ITN**—information transfer nodes  
**IWB**—inquire war reserve material balance  
**JAAT**—joint air attack team  
**JAG**—Judge Advocate General  
**JCS**—Joint Chiefs of Staff  
**JDAM**—joint direct attack munition  
**JIT**—just in time  
**JMO**—joint maritime operation  
**JOPES**—joint operational planning and execution system  
**JQRR**—joint quarterly readiness report  
**JS**—Joint Staff  
**LANA**—low altitude navigation  
**LANTIRN**—low altitude navigation and targeting infrared for night  
**LAPES**—low altitude parachute extraction system  
**LIM**—category level limitation  
**LIMF**—category level limitation  
**LIMFAC**—limiting factor  
**LIMS**—EV – Logistics Information Management System – Enterprise View  
**LMR**—land mobile radio  
**LNAME**—long name  
**LNO**—liaison officer  
**LOGDET**—logistics details  
**LOGFOR**—logistics force packaging system  
**LORAN**—long range aid to navigation  
**LRS**—logistics readiness squadron

**LS/HD**—low supply high demand  
**LTA**—low threat area  
**MAJCOM**—major command  
**MANFOR**—manpower force packaging system  
**MAP**—material availability percentage  
**MARC**—mobile ALCE reaction communications  
**MASS**—multiple access sequential selection  
**MC**—mission capable  
**MCCC**—mobile consolidated command center  
**MDS**—mission-design-series  
**MDT**—message display terminal  
**MEARD**—major equipment authorized/required  
**MEASG**—major equipment assigned  
**MEDLOG**—medical logistics  
**MEL**—minimum equipment list  
**MEML**—minimum essential manning list  
**MEMRA**—major equipment mission ready and available  
**MEPOS**—major equipment possessed  
**MEPSD**—major equipment possessed  
**MEQLOCN**—major equipment location and crew information  
**MEQPT**—major equipment  
**MESEN**—designated item serial number  
**MET**—Mission Essential Task  
**METL**—Mission Essential Task List  
**MHE**—materials handling equipment  
**MICAP**—mission capable  
**MilPDS**—Military Personnel Data System  
**MILSTAR**—military strategic and tactical relay system  
**MIS**—maintenance information system  
**MISCAP**—mission capability  
**MJCOM**—major command (database identifier)  
**MMG**—military maintenance group

**MMHE**—munitions material handling equipment  
**MMS**—military maintenance squadron  
**MPES**—manpower programming and execution system  
**MPF**—Military Personnel Flight  
**MR**—mission ready  
**MRA**—mission ready and available  
**MRDSS**—medical readiness decision support system  
**MRL**—medical resource letter  
**MRSP**—mobility readiness spares package  
**MS**—mobile surgical  
**MSAS**—mobility support advisory squadron  
**MSL**—medical stock list  
**MTA**—medium threat area  
**MTF**—medical treatment facility  
**MTOE**—modified table of organization and equipment  
**MTT**—mobile training team  
**MWD**—military working dog  
**NAF**—Numbered Air Force  
**NAVAIDS**—navigational aids  
**NGB**—National Guard Bureau  
**NIPRNET**—Non-Secure Internet Protocol Router Network  
**NMCC**—National Military Command Center  
**NMC**—not mission capable  
**NOSC**—Network Operations and Security Center  
**NSI**—Nuclear Surety Inspection  
**NSN**—National Stock Number  
**NVD**—night vision goggle  
**O/H**—on hand  
**O&STQ**—Order & Ship Time Quantities  
**OCONUS**—outside the continental United States  
**OL**—operating location  
**OPCON**—operational control

**OPLAN**—operation plan  
**OPORD**—operation order  
**OPR**—office of primary responsibility  
**OPSEC**—operations security  
**ORGLOCN**—general status organization and location  
**ORI**—operational readiness inspection  
**OSD**—Office of the Secretary of Defense  
**OSS**—operations support squadron  
**PACAF**—Pacific Air Forces  
**PAS**—personnel accounting symbol  
**PBAS**—Portable Biological Aerosol Sample Kit  
**PC**—personnel computer  
**PCA**—permanent change of assignment  
**PCS**—Permanent Change of Station  
**PCTEF**—Percent Effective  
**PDM**—programmed depot maintenance  
**PEC**—program element code  
**PEQS**—primary equipment operational status  
**PERSTREN**—personnel strength status  
**PERTP**—total personnel percentage  
**P-level**—personnel category level  
**PERTC**—critical personnel percentage  
**PJ**—pararescue specialist  
**PMAI**—Primary Mission Aircraft Inventory  
**PMC**—Partially Mission Capable  
**PNAF**—primary nuclear airlift  
**POS**—primary operating stock  
**PRC**—primary reason code or personnel reason code  
**PRGEO**—present geographical location  
**PRIME BEEF**—Prime Base Engineer Emergency Force  
**PRP**—personnel reliability program  
**PRRAT**—primary reason measured resource area level for personnel not C-1

**PRREF**—primary reason measured resource subarea level for personnel not C-1

**PRRES**—primary reason measured resource area level for personnel not C-1

**PTDO**—prepare to deploy order

**PUIC**—parent unit identification code

**QRRC**—quarterly readiness report to congress

**RADIAC**—radiation, detection, indication and computation

**RAM**—random access memory

**RAP**—ready aircrew program

**RAS**—readiness assessment system

**RAS**—IT —readiness assessment system-input tool

**READY**—current overall category level

**REASF**—overall reason unit subarea is not C-1

**REASN**—overall reason organization is not C-1

**REMIS**—Reliability and Maintainability Information System

**RFI**—ready for issue

**RICDA**—date of change of category information

**RICDF**—date of change of subarea category information

**R-level**—equipment condition level

**RLIM**—reason for category level limitation

**RLIME**—reason for category level subarea limitation

**RPA**—remotely piloted aircraft

**RPI**—rated position identifier

**RPTDUIC**—reported unit identification code

**RPTNORG**—reporting organization

**RPTOR**—reporting organization unit identification code

**RSP**—readiness spares package

**SABC**—Self Aid Buddy Care

**SAM**—surface-to-air missile

**SAR**—search and rescue

**SART**—strategic aircraft reconstitution team

**SATCOM**—satellite communication

**SAV**—Staff Assistance Visit

**SBRPT**—subordinate reporting organization  
**SBSS**—standard base supply system  
**SCAMP**—single channel anti-jam man-portable  
**SCPS**—survivable collective protection system  
**SEAD**—suppression of enemy air defense  
**SecDef**—Secretary of Defense  
**SECRN**—secondary reason organization not C-1  
**SEDY**—support equipment status  
**SEI**—system engineering and integration  
**SEQFR**—support equipment forecast ready date  
**SF**—security forces  
**SHF**—super high frequency  
**SHORAD**—short range air defense  
**SIPRNET**—SECRET Internet Protocol Router Network  
**SLAR**—side looking airborne radar  
**S-level**—equipment and supplies On-hand category level  
**SMAA**—special mission aircraft available  
**SMAC**—special mission crews available  
**SMCC**—special mission capability code  
**SMRA**—special mission required aircraft  
**SMRC**—special mission required crews  
**SOF**—special operations forces  
**SOLL**—special operations low-level  
**SORTS**—Status of Resources and Training System  
**SORTS**—LIMFAC —SORTS limiting factor  
**SPEAR**—Special Emitter Array  
**SPECAP**—Special Mission Capability  
**SRO**—subordinate reporting organization  
**SSB**—single side band  
**STT**—Special Tactics Team  
**STAMP**—Standard Air Munitions Package  
**STANEVAL**—Standardization and Evaluation

**STE**—secure telephone equipment  
**STU**—Secure Terminal Unit  
**SUBOVRAL**—Subordinate Overall C-level  
**TACAN**—tactical air navigation  
**TACP**—tactical air control party  
**TACS**—tactical air control system  
**TARRP**—Tactical Air Rapid Response Package  
**TASDAC**—tactical secure data communications  
**TBA**—Training Business Area  
**TBMCS**—theater battle management core system  
**TCARQ**—trained personnel authorized or required  
**TCP/IPC**—transmission control protocol information processing code  
**TCRAS**—trained personnel assigned  
**TCRAV**—trained personnel available  
**TCTO**—time compliance technical order  
**TDY**—temporary duty  
**TEAFR**—team status satisfactory forecast date  
**TEDY**—assigned team status  
**TERREC**—tactical electronic reconnaissance  
**TERRF**—tertiary reason unit is not C-1  
**TERRN**—tertiary reason organization not C-1  
**TFA**—technology forecasting and assessment  
**TIBS**—tactical Information broadcast service  
**T-level**—training category level  
**TMTHD**—training method  
**TPASG**—Total Personnel Assigned  
**TPAUTH**—Total Personnel Required/Authorized  
**TPAVL**—Total Personnel Available  
**TPFDD**—Time Phased Force and Deployment Data  
**TQT**—task qualification training  
**TRANSFER**—transfer status  
**TREAD**—type of report (SORTS vs. CBDRT)

**TROPO**—tropospheric scatter  
**TRRAF**—training measured resource subarea  
**TRRAT**—training measured resource area  
**TRREF**—Primary Reason Training Resources subarea not C-1  
**TRRES**—Primary Reason Training Resource Area not C-1  
**TRSA**—Training Subarea  
**TRUTC**—Training Measured Area Percentage  
**TSART**—tanker strategic aircraft reconstitution team  
**TSSR**—tropospheric scatter (TROPO) satellite support radio  
**UDC**—Unit Descriptor Code  
**UGT**—Upgrade Training  
**UHF**—Ultra High Frequency  
**UIC**—Unit Identification Code  
**ULC**—Unit Level Code  
**UMD**—Unit Manpower Document  
**UPMR**—Unit Personnel Manning Roster  
**US**—United States  
**USAF**—United States Air Force  
**USAFCENT**—United States Air Forces Central  
**USAFE**—United States Air Forces in Europe  
**USCENTAF**—United States Central Command Air Forces  
**USERID**—user identification  
**UTA**—UTC availability  
**UTC**—unit type code  
**UTCFR**—unit type code forecast ready date  
**UTE**—user terminal element  
**VAL**—vehicle authorization list  
**VHF**—very high frequency  
**VI**—visual information  
**WMD**—weapons of mass destruction  
**WMP**—War and Mobilization Plan  
**WPAAR**—War Plans Additive Requirements Report

**WRE**—war readiness engine

**WRM**—war reserve material

**WSMIS**—Weapon System Management Information System

**WSMIS**—SAM —Weapon System Management Information System Sustainability Assessment Module

### *Terms*

**Administrative Control (ADCON)**—Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services, and other matters not included in operational missions of the subordinate or other organizations.

**Air Force Equipment Management System (AFEMS)**— system used to manage equipment across the Air Force

**Alert Mission**—The mission wherein trained operational crews maintain a combat-ready mission or weapon system in readiness to perform the unit's mission(s) within designated reaction time in conjunction with planned application of other forces.

**Allocation**—The process to identify the applicable resources a direct support unit provides to one or more measured units.

**Allowance Standard (AS)**—An equipment allowance document that prescribes basic allowances for organizational equipment, and provides the control to develop, revise, or change equipment authorization inventory data.

**Apportion (Planning)**—The resource made available to the commander of a unified command for deliberate planning. Apportioned resources are used in the development of operations plans and may be more or less than those allocated for execution planning or actual execution.

**Apportionment (Air)**—The determination and assignment of the total expected effort by percentage and/ or by priority that should be devoted to the various air operations and/or geographic areas for a given period of time.

**Assigned Aircraft**—Aircraft allocated to a unit by serial number on an assignment order according to aerospace vehicle distribution directives.

**Assigned Crews**—The number of personnel who have signed into the measured unit and who are or who will become part of a primary duty crew. The squadron commander and operations officer can be counted as assigned for C-level reporting but not for crews formed as reported in the MEQLOCN set.

**Assigned Personnel**—All US military and Emergency Essential DOD civilian personnel are considered available to a unit regardless of AFSC, skill level or grade as long as they are not in excess to the requirements of AFSC, skill level, grade, or authorized personnel restrictions.

**Authorized Personnel**—Those personnel authorized to a measured unit based on the UMD.

**Available Equipment**—Equipment availability depends on unit mission according to the following:

1. Units with a generation mission may count possessed equipment on temporary deployment

as available if the equipment can be returned to the measured unit and prepared for employment within the unit's response time.

2. Units with a mobility mission may count possessed equipment as available regardless of location if it can be configured and packaged for deployment within the unit's response time.

**Authoritative Data Source (ADS)**—ADSs are databases that provide unit resource (personnel, equipment) authorizations, personnel assignment and duty status data, equipment possession and condition data, and training data for the unit.

**Available Personnel**—Personnel who can be physically present and ready to accomplish the mission(s) within the unit response time. For units with mobility or dual missions, personnel are counted as available, regardless of current deployed location, in SORTS. For units with in-garrison-only missions, personnel are counted as unavailable if deployed outside the assigned COMBATANT COMMAND's AOR. Additionally, the unit commander determines availability, if DAV codes apply, reference AFI 10-403, *Deployment Planning*.

**Backup Aircraft Inventory (BAI)**—Aircraft over and above the primary mission aircraft inventory (PMAI) to permit scheduled and unscheduled maintenance, modifications, and inspections and repair without reduction of aircraft available for the operational mission.

**Basic Mission Capable (BMC)**—The status of a crew who has satisfactorily completed Initial Qualification Training (IQT) prescribed to be fully qualified to perform the basic unit operational missions but does not maintain CMR status.

**Basic Expeditionary Airfield Resources (BEAR)**—Equipment and supplies necessary for establishing base for a variety of missions.

**Category Levels (C—Levels)** —A five-point scale showing the degree to which a unit meets standards within the four measured areas.

**Combat Air Forces (CAF)**—Air Force units designed to and usually tasked to employ ordinance on targets. These units include: Fighter, Bomber, and Missile (ICBM), and Special Operations. Commands that are members of the CAF are ACC, AETC, AFRC, AFSOC, AFSPC, ANG, PACAF, and USAFE.

**Combat Essential Equipment**—Combat essential equipment is one of two major categories of equipment in SORTS. It includes the primary weapon systems or service-designated items of equipment assigned to a unit to undertake its specified wartime mission.

**Combat Forces**—Those forces whose primary mission(s) are to participate in combat.

**Combat Mission Ready (CMR)**—The status of a crewmember who has satisfactorily completed MQT prescribed to be fully qualified to perform the basic unit operational missions and maintains qualification and proficiency in these missions.

**Combat Service Support Elements**—Forces whose primary mission is to provide essential capabilities, functions, activities, and tasks necessary to sustain all elements of combat and combat support forces at all levels of war. Includes, but not limited to, Mission Support, Force Support, Contracting, Wing Staff Agencies, Comptroller, and select FOAs providing reach back support (e.g., AF Flight Standards Agency (AFFSA), AF Operations Group (AFOG), AF Intelligence, and Surveillance & Reconnaissance Agency (AFISRA)).

**Combat Support Units**—Forces whose primary mission is to provide combat support to combat forces and is a part or prepared to become a part, of a theater, command, or task force formed for combat operations (e.g., munitions, maintenance, intelligence, weather, medical, communications, etc.). Includes, but not limited to, Airlift, Refueling, Aircraft Maintenance, Munitions, Security Forces, Rescue (Aviation), Numbered AF, Air Operations, Air Control, Weather, Space (Operations, Communications, Reconnaissance, etc), Communications, Logistics Readiness, Aerial Port, Aerospace Evacuation, RED HORSE, Prime BEEF (includes engineer, fire emergency services (FES), EOD, and CE emergency management personnel), Intelligence, Medical, and any FOA that has consolidated all of their resources and deploys them into theater (e.g., AF Office of Special Investigations (AFOSI))

**Combat Units**—Forces expected to fire weapons, conduct reconnaissance, or engage in other activities directly related to combat operations. Includes, but not limited to, all Fighter, Bomber, Reconnaissance, Special Tactics, Rescue (Guardian Angel), Special Ops, Missile, and Airborne Command and Control squadrons regardless of MAJCOM.

**Commander's Assessment**—Unit commander's evaluation of data (obtained through SORT S measurement and/or information available to the commander outside the measurement system that impacts the unit's ability to undertake the designed mission) and judgment on which C-level best represents the actual readiness of the unit's ability to undertake the mission for which it was organized or designed; commanders are only authorized to assess down.

**Command Reporting Organization (CRO)**—The MAJCOM agency that has direct responsibility for SORTS.

**Command, Control, Communications, Computer and Intelligence Systems (C4I)**—Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control, through all phases of the operational continuum.

**Composite Reports**—SORTS reports constructed from data collected and reported by subordinate units in their individual unit SORTS reports. While not allowed for units when reporting at an Overall C-level (double counting), secondary and tertiary mission SORTS reports (suboverall C-levels) may be composite reports using data reported on at least an Overall C-level by subordinate units.

**Control Air Force Specialty Code (CAFSC)**—This code is used as a management tool to make airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Critical Air Force Specialty Code**—An AFSC identified as essential to the launch, recovery, or turn around of a unit's weapon system, or the direct accomplishment of the unit's specified wartime mission.

**Critical Personnel**—Officers who have a critical Air Force specialty code (AFSC) as their duty or primary AFSC and airmen who have a critical AFSC as their control or primary AFSC.

**Deliberate and Crisis Action Planning and Execution Segment (DCAPES)**—The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES), which is used by operations, logistics, and manpower/personnel planners at all

command levels, to develop and maintain force packages and task requirements for operation plan Time-Phased Force and Deployment Data.

**Deployable**—Resources sourced to an OPLAN, CONPLAN, OPERATIONS PLAN 8010-FY, or WMP in a SORTS DOC Statement.

**Deploy/Deployment**— To relocate a unit, or an element thereof, to a desired area of operations or to a staging area. Deployment will be accomplished with all required personnel and equipment. Deployment begins when the first aircraft, personnel, or item of equipment leaves the home base. The force is deployed when the last component of the unit has arrived.

**Deployed (for SORTS Assessment)**—These resources are not currently at home station by reason of execution of a properly authorized movement order or Joint deployment order. Additionally, not recallable by a commander's Leave and TDY recall message. Normally, deployment in support of training exercises or Joint exercises would not preclude recall or release of forces by the exercising commander.

**Designed Operational Capability (DOC)**—A summary of a unit's mission and resources for which it has been organized, designed, and equipped.

**Desire List**—An inquiry product run by the Military Personnel Flight (MPF) to reflect a listing of levies tasked to a unit, and the unit personnel currently eligible to fill the requirements. The Desire List is a flexible product in that various personnel aspects can be queried.

**Direct Support Objective (DSO)**—The supply support parameter used in both the DYNAMETRIC and Aircraft Sustainability Models to indicate the minimum number of mission capable aircraft necessary to generate a unit's required wartime sorties. The DSO is used in the computation and assessment of Readiness Spares Packages.

**Direct Support Unit (DSU)**—Military organization whose resources are measured in SORTS but are reported under the unit identification code (UIC) of another unit (e.g., aircraft maintenance, pararescue, etc.). They are also called resource units.

**Detachment**—1) A part of a unit separated from its main organization for duty elsewhere and 2) A temporary military unit formed from other units or parts of units.

**Dyna—METRIC Microcomputer Analysis System (DMAS)**—DMAS is a PC based spares capability assessment program similar to WSMIS-SAM. On-hand spare parts data is gathered at the unit level and the assessment process is done locally vice central processing provided by WSMIS-SAM.

**Element**—The nomenclature used to account for manpower authorizations and to identify Air Force personnel on duty with agencies outside the Air Force. Although not a unit for organizational purposes, an element may function as a unit if so designated and a commissioned officer eligible to command either assumes command or is appointed on orders as commander.

**Employment**—Employment involves the tactical use of aircraft in a desired area of operation. In airlift operations it is the movement of forces into or within a combat zone or objective area, usually in the assault phase. Also, it is the strategic, operational, or tactical use of forces and materiel in an area or theater of operations.

**Equipment**—In logistics, all non-expendable items needed to outfit or equip an individual or organization.

**Equipment and Supplies On—hand**—Equipment that is possessed by the unit. When equipment is measured in the equipment and supplies on-hand measured resource area and equipment condition is not measured for that asset, it must be operationally ready to deploy/employ for the unit assigned mission.

**Equipment Condition**—The status of an item of equipment in the possession of an operating unit that indicates it is capable of fulfilling its intended mission and in a system configuration that offers a high assurance of an effective, reliable, and safe performance.

**Extended Active Duty (EAD)**—A tour of active duty (normally more than 90 days) by a member of the Air Reserve Components (ARC). Strength accountability for persons on EAD changes from ARC to the active forces. Members do not receive credit for active duty training and active duty in a service academy or armed forces preparatory school.

**Force Protection**—the process of detecting threats and hazards to the Air Force and its mission, and applying measures to deter, preempt, negate or mitigate them based on an acceptable level of risk. FP is a fundamental principle of all military operations as a way to ensure the survivability of a commander's forces. The Air Force takes an integrated approach to FP in order to conserve the force's fighting potential.

**Full Mission Capable**—Material condition of an aircraft or training device indicating that it can perform all of its missions.

**Full Spectrum Mission**—A unit's home-station tasks combined, simultaneously, with mobility/deployed tasks from assigned missions.

**Functional Area Manager (FAM)**—The FAM is the individual responsible for the management and planning of all personnel and equipment within a specific functional area to support wartime and peacetime contingencies.

**Generation Mission**—Wartime mission for which the measured unit will normally generate and employ from its peacetime home station. Does not include the OPERATIONS PLAN 8010-FY mission.

**Get Well Date**— date by which measured resource area or overall C-level reaches a "2" and/or "1". In most Joint forums, a category level of "1" and/or "2" is considered "ready".

**GSORTS**—Global Status of Resources and Training System is the Joint version of the SORTS system. For most Air Force purposes, it is synonymous with SORTS. GSORTS is also used to refer to the Global Command and Control System tools for manipulation and retrieval of SORTS data in the database.

**In—garrison Generation**—Performing all mission functions (employment) from the Home location, including aircraft generation and launch, and security forces units. Does not include the OPERATIONS PLAN 8010-FY mission.

**In—garrison Readiness Spares Package (IRSP)**—Spares and repair parts intended for use as base support for units that plan to operate in-garrison during wartime considering the available maintenance capability. IRSP represents the difference between the primary operating stock levels expected to be available to the unit in wartime and its total wartime requirement.

**Just—In-Time Training (JIT Training)**—A training frequency created to identify highly perishable, deployment-centric tasks warranting review and refresher training immediately prior to deployment.

**Logistics Detail (LOGDET)**—The standard passenger and equipment movement requirements for each UTC.

**Logistic Force Packaging Subsystem (LOGFOR)**—A MEFFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

**Major Equipment**—Combat essential equipment that is key to a unit's capabilities as defined in its authorization documents and central to its ability to undertake its mission (e.g. an F-16 to an F-16 squadron or transportable communications equipment to a combat communications squadron).

**Manpower and Equipment Force Packaging System (MEFFPAK)**—A data system designed to support contingency and general war planning with predefined standardized manpower and equipment force packages. MEFFPAK, which operates in the command and control environment, is composed of two subsystems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR).

**Manpower Force Packaging System (MANFOR)**—The MEFFPAK component which provides: The title of the unit or force element and its unique Joint Chiefs of Staff unit type code. The capability statement containing the definition of unit capability. The manpower detail by function, grade (officers only) and Air Force specialty code required to meet the defined capability.

**Measured Units**—Air Force active duty, Reserve, and Air National Guard units that are registered in SORTS with a unit descriptor code (UDC) which identifies the unit as combat, combat support, or combat service support.

**Measured Units (Reporting Units)**—All planned and actual JTF HQs, combat, combat support and combat service support units of the operating forces, including Active duty, AF Reserve, and Air National Guard, and provisional units apportioned to or deployed in support of a CJCS or combatant command-directed OPLAN, CONPLAN, Service war planning document or assigned in the “Forces For Combatant Commands” document are designated as measured units (units that report SORTS).

**Mission Capability Statement (MISCAP)**—A short paragraph associated with each UTC that describes significant employment information. The MISCAP briefly explains mission capability, and states the types of bases to which a unit can be deployed (i.e., BEAR base, standby deployment base, or limited operating base).

**Mission Qualification Training (MQT)**—Training required to achieve a basic level of competence in a unit's primary tasked mission; a prerequisite for CMR and BMC status.

**Mission Ready and Available (MRA) Aircraft**—MRA aircraft have operational full system list (FSL) or basic system list (BSL) items for the stated mission and are available within the response time. The aircraft are configured with required suspension equipment, weapons are uploaded, servicing is completed, and pre-flights are done. The major command determines which list will be used, which items are required, and the aircraft configuration.

**Mission Ready and Available Crews**—Primary duty crews who are mission ready and available to undertake the unit's specified wartime tasking. The measured unit commander determines crew availability.

**Mission Ready and Available Equipment**—Equipment that is available and in condition to perform the functions for which designed within the response time.

**Mission Set**—Any grouping of missions (*EXAMPLE*: All missions for which an organization is organized or designed; chemical biological defense; conventional, nuclear; engagement, peace-keeping/ peace-making; etc.).

**Mobility Mission**—A wartime mission for which the measured unit will normally mobilize and deploy to another area of operation prior to employment.

**Mobility Readiness Spares Package (MRSP)**—An air transportable package of war reserve materiel spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending re-supply. MRSP may support aircraft, vehicles, communications systems, and other systems as appropriate.

**Notional Task**—The condition of being prepared to execute a mission set against a planned requirement that is in fact not tasked, but representative of a probable task in contingency or deliberate planning actions. Units sourced to the Air Force War and Mobilization Plan against apportioned requirements that are not currently tasked to any OPLAN, CONPLAN, or OPERATIONS PLAN 8010-FY are notionally tasked to be able to deliver their Designed Operational Capability within their response time if allocated to a crisis or sourced to a TPFDD.

**Operational Control (OPCON)**—Transferable command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in Combatant Command (command authority) and is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission.

**Operating Location (OL)**—Part of a unit that is geographically separated from its parent unit. It is used to account for personnel by location. Personnel remain assigned to the parent unit so the command supervision or other features provided by a detachment are not needed. An OL has none of the administrative attributes of a unit.

**Operation Plan**—A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is in the form of directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. The designation “plan” is usually used instead of “order” in preparing for operations well in advance. An operation plan may be put into effect at a prescribed time, or on signal, and then becomes an operation order (CJCSM 3150.02, Global Status of Resources and Training System (GSORTS)). Plans are prepared by Combatant Commanders in response to requirements established by the Chairman, Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. Operation plans (OPLANs) are prepared in either complete format of an OPLAN, or as a concept plan (CONPLAN).

**Organic Equipment**—Equipment authorized, required, and under the direct control of the unit.

**Other**— Any organization not designated as Combat, Combat Support, or Combat Service Support.

**Overhead Crew**—A person or a group of people assigned or attached to the organization in a status other than that of primary duty crew (e.g., wing training officers, safety officers, maintenance officers, missile squadron commanders, etc.) who maintain mission ready status. Overhead crewmembers WILL NOT be counted in the personnel or training C-level calculations.

**Overall C—level**—Commanders of measured units and operations officers who maintain mission ready status may be counted in the personnel and training C-level calculations.

**Pacing Item**—An individual line item whose shortage more closely reflects support capability rather than overall fill rates.

**Possessed Aircraft**—Aircraft for which actual responsibility has been given to a measured unit for operational use. Aircraft temporarily absent but remaining under the operational control (OPCON) of the measured unit are considered possessed aircraft. This includes aircraft possessed by a unit's supporting maintenance facilities until the aircraft are lost from the unit according to AFI 21-103, Equipment Inventory, Status and Utilization Reporting.

**Possessed Equipment**—Equipment for which the measured unit has been given actual responsibility according to applicable supply regulations for operational use.

**Primary Air Force Specialty Code**—The awarded AFSC in which an airman is most highly qualified to perform duty.

**Primary Aircraft Authorization Aircraft**—Authorized to a unit for performance of its operational mission. The primary authorization forms the basis for the allocation of operating resources to include manpower, support equipment, and flying hour funds (CJCSM 3150.02, Global Status of Resources and Training System (GSORTS)).

**Primary Duty Crewmember**—A person assigned or attached to a measured unit for the explicit purposes of operating that unit's primary mission weapon system.

**Primary Mission**—The wartime mission that is most resource demanding. The only exception is when a unit has a less resource demanding mission of higher priority, such as that from a specific OPLAN.

**Registered Units**—Units that have the potential to support, by deployment or otherwise, a CJCS or combatant command-directed contingency plan, Single Integrated Operations Plan , or contingency operation. These units (which do not report SORTS) are registered in GSORTS through the BIDE and ORGLOCN sets.

**Reporting Units**—Units with a Unit Descriptor Code (UDC) of combat, combat support, or combat service support and are required to report in SORTS.

**RICDA**—The “as of date” of the unit GSORTS report.

**SORTSREPAF**—A unit GSORTS report submitted by Air Force units.

**Special Mission Capability**—An enhancement to mission accomplishment. It provides opportunities for accomplishment in various situational scenarios, adds tactical flexibility to mission accomplishment, and normally requires additional training and or specialized equipment.

**Status of Resources and Training System (SORTS)**—A JCS controlled, automated data system primarily created to provide authoritative identification, location, and resource information. It is used throughout the chain of command to measure the daily resource status of operating forces.

**Subarea**—A class of equipment or supply within a SORTS major category of equipment. The major categories are combat essential equipment and support equipment and supplies.

**Subordinate Mission**—Those missions, which stand by themselves as directed sub-elements within the primary mission. Subordinate missions are not secondary missions but integral elements of the primary mission.

**Subordinate Reporting Organization (SRO)**—The wing or base-level agency that is designated to enter data into SORTS for the combat, combat support, and combat services support units at that location. Often it is the reports cell of the unit command post.

**Supplies**—In logistics, all material and items used in the equipment, support and maintenance of military forces (CJCSM 3150.02, Global Status of Resources and Training System (GSORTS)).

**Support Equipment**—All equipment required to perform the support function except that which is an integral part of the mission equipment. Does not include any equipment required to perform mission operation functions (AFDD 1.2, Air Force Glossary).

**Suspension Equipment**—All aircraft devices such as racks, adapters, missile launchers, and pylons used for carriage, employment and jettison of aircraft stores. (CJCSM 3150.02, Global Status of Resources and Training System (GSORTS)).

**Tasked**—Assignment to perform a specific mission or task allotted by higher component.

**Total Personnel**—The total number of personnel authorized or required by the measured unit.

**Unit Descriptor Code (UDC)**—A one character, alphanumeric code indicating the component, general status, and primary mission for which the organization was established; stored in the Joint SORTS database as a 3 character code.

**Unit Identification Code (UIC)**—A six-character, alpha-numeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces (CJCSM 3150.02, Global Status of Resources and Training System (GSORTS)).

**Unit in Cadre Status**—A unit is in cadre status when it deploys assets to support a task force or rotational unit, and the assets of the original unit are depleted to the extent that it cannot undertake its wartime mission.

**Unit Type Code (UTC)**—A five-character, alpha-numeric code that uniquely identifies each type of unit in the Armed Forces (CJCSM 3150.02, ) Global Status of Resources and Training System (GSORTS)).

**War and Mobilization Plan (WMP)**—The Air Force supporting plan to the Joint Strategic Capabilities Plan. The six volumes of the WMP extends through the Six Year Defense Program to provide continuity in short and mid-range war and mobilization planning. It provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production-planning programs to support sustained contingency operations of the programmed forces. The WMP encompasses

all functions necessary to match facilities, manpower, and material with planned wartime activity (AFDD 1-2, Air Force Glossary).

**War Reserve Material (WRM)**—Material required, in addition to mobility equipment, RSP, and primary operating stocks needed to support wartime activities reflected in the US Air Force War and Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption (AFDD 1-2, Air Force Glossary).

**Wartime Mission**—A task or group of tasks assigned to a unit in an approved operations plan and expected to be executed during some level of armed conflict whether incident, limited war, or general war.

**Wartime Resources**—Personnel, equipment, and organic supply assets required to accomplish a unit's wartime mission.

**Weapon System Management Information System— Sustainability Assessment Module (WSMIS-SAM)**—AFMC/LGI managed module of WSMIS that provides aircraft spare parts capability assessments using the USAF War and Mobilization Plan Volume 5 (WMP-5) as the source for standard operational scenarios. WSMIS-SAM combines On-hand and authorized spare parts data, applies a given flying scenario, then determines aircraft availability and or sortie generation capability for a given unit(s).

**Attachment 1 (AFSPC)****GLOSSARE OF REFERENCES AND SUPPORT INFORMATION*****References***

AFI 10-201, *Status of Resources and Training System*, 19 Apr 13

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 Jan 07

AFI 10-403, *Deployment Planning and Execution*, 20 Sep 12

***Abbreviations and Acronyms***

**ANG** —Air National Guard

**AFRC** —Air Force Reserve Command

**AFSPC S2** —AFSPC SORTS System

**CoP** —Community of Practice

**CRO** —Command Reporting Organization

**CTR** —Center

**DOC** —Designed Operational Capability

**FAM** —Functional Area Manager

**FTR** —Failure to Report

**GBD** —Get Better Date

**GWD** —Get Well Date

**GSU** —Geographically Separated Unit

**HHQ** —Higher Headquarters

**IPlan** —Implementation Plan

**MICAS** —Mobility Inventory Control Accountability System

**MTT** —Mobile Training Team

**NAF** —Numbered Air Force

**RAS/IT** —Readiness Assessment System/Input Tool

**SOFA** —Status of Forces Agreement

**SORTS** —Status of Resources and Training System

**SRO** —Subordinate Reporting Organization

**TLN** —Training Line Number

**UMD** —Unit Manning Document

**UTC** —Unit Type Code

## Attachment 2

### DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT DEVELOPMENT

**A2.1. Designed Operational Capability Statement.** The DOC Statement is a reference sheet used to assist in SORTS reporting. It is neither an authoritative data source nor a tasking source; it only references the authoritative data sources from which resource measurements are based.

A2.1.1. DOC Statements are to be auto-populated, developed and maintained via DRRS when available.

A2.1.1. (AFSPC) The approved computer-generated facsimile for AFSPC is provided via a DOC Statement program in the AFSPC S2 resident on SIPRNet.

A2.1.2. The DOC Statement is divided into six sections: Unit Identification, Mission Identification, measured resources areas, Amplifying Notes, Gaining Command list, and Coordination/Review.

A2.1.2.1. Section I, Unit Identification, includes the measured unit ANAME, DOC Mission Title, HOGEO, a representative the Deployment Indicator (DEPID) Code 9 UTC of the unit type named on the DOC, the six-character UIC, and Geographic Location Code (GEOLOC).

A2.1.2.2. Section II, Mission Identification, includes the Core METL and mission specifics (i.e., response time and source, aircraft and missile mission-design-series (MDS), direct support units' UICs until those units report for themselves, and ANAME. For weapon systems included in the WMP-5, Appendix J charts, use the worldwide average sortie rate and associated duration of the curve(s) shown (surge or sustained) as the worst case requirement.

A2.1.2.3. Section III will include the required measured resource areas.

A2.1.2.3.1. Section IIIA, personnel is determined using the UMD.

A2.1.2.3.2. Section IIIB, equipment and supplies on-hand is determined by the ADS and/or equipment table found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

A2.1.2.3.3. Section IIIC, equipment condition is determined by the ADS and/or equipment table found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

A2.1.2.3.4. Section IIID, Training is determined by the ADS and/or training table found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>.

A2.1.2.4. Section IV of the SORTS DOC Statement provides space for amplifying notes. Amplifying notes further guide unit SORTS monitors and commanders in understanding the scope of the desired SORTS report and additional details required accomplishing the report.

A2.1.2.5. Section V, Gaining Commands. Lists initial AF gaining commands if the unit is to be under OPCON of another command after mobilization.

A2.1.2.6. Section VI, Coordination and Review. Coordination blocks will be used for initial SORTS DOC Statement issue to capture interested parties' concurrence and the review blocks for annual review.

**A2.2. Units Required to have a SORTS DOC Statement.** All AF units with a Unit Descriptor Code (UDC) of combat, combat support, or combat service support are required to have a single, full-spectrum DOC Statement and report the status of those resources referenced on the DOC Statement, in SORTS.

**A2.2. (AFSPC)Units Required to have a SORTS DOC Statement.** With few exceptions, all measured units have an in-place mission that must be reported in SORTS.

A2.2.1. Permanently, geographically separated detachments from their parent unit will act as measured units and report their own C-level data. These units will have an independent PAS code. OLs A, B, etc. will be included in the SORTS DOC Statement and SORTS report of their parent unit, when appropriate.

A2.2.2. DOC Statements must be provided to units as soon as possible after the unit is activated by the publication of G-series orders. Units must start reporting in conjunction with the effective date of the DOC Statement. The DOC Statement remains in force until the unit is inactivated by the publication of a G-Series order.

A2.2.3. Total Force Integration (TFI) units (host and associate) will independently report their readiness in SORTS. There will be a DOC Statement for the host and a separate DOC Statement for the associate. Certain elements will be the same on the host and associate DOC Statement. Both the host and associate MAJCOM will coordinate on TFI DOC Statements to ensure consistency. DOC Statement entries common to the host and associate are: Unit UTC, and Core Mission Essential Task List. The overall status of TFI units can be depicted by reviewing the SORTS reports from both units and confirming this assessment through communication with the associated unit commanders.

**A2.3. Source References for SORTS DOC Statement.** The following are examples of references, information, data, and source documents for SORTS DOC Statements:

A2.3.1. SORTS Files are record files for units and contain the following information:

A2.3.1.1. The Unit BIDE. Several fields in the SORTS BIDE set contain information which must be used to update the unit SORTS DOC Statement. If the unit data in the SORTS BIDE is incorrect, MAJCOM SORTS offices are responsible for immediate correction.

A2.3.1.2. The Unit's UIC identifies the unit with a six-character code. It is created by adding the letter F to the front and a number or letter to the end of the last four characters of a unit's PAS code, as determined by the PAS record. Provisional units may be registered and their UIC is created by replacing the second F with an H.

A2.3.1.3. The UTC in Section I of the SORTS DOC Statement is the five-character code from the unit's registration BIDE. This UTC is the unit's DEPID Code 9 non-deployable UTC, from the JOPES/DCAPES TUCHA/MEFPAK file. This UTC is used to match the unit to a functional community, for data queries. For example, all contracting units are given a contracting BIDE UTC. Readiness data for all contracting units can then be easily pulled, via the Business Intelligence (BI) tool within DRRS, filtered by the

contracting BIDE UTC. A list of BIDE/DEPID9 UTCs can be found in AF Tables on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>.

A2.3.1.4. The Unit ANAME is the standardized unit abbreviation from AFPD 38-5, *Unit Designations*, plus a unit designation (number).

A2.3.2. Air Staff and MAJCOM FAM Tasking Documents may be used to obtain specific information on tasks and resource references.

A2.3.3. USAF WMP-3 is divided into three parts: WMP-3, Part 1, identifies AF General Purpose Combat Deployable Forces, Part 2 identifies Combat Support Deployable Forces (LRS, medical, chaplain, comm., etc.), and Part 3 is the Readiness Spares Packages authorized.

A2.3.4. USAF WMP-5 describes basic planning factors and data used for aircraft sortie and flying hour data.

A2.3.5. MPES and MilPDS are the ADSs for manpower authorizations and assigned personnel.

A2.3.6. AFEMS/ECSS, SBSS and MRDSS are examples of ADSs for equipment O/H.

A2.3.7. REMIS is an example of an ADS for equipment condition.

A2.3.8. TBA, AFTR, ARMS, PEX, RAP Tasking Messages are ADS for training.

A2.3.9. JOPES/DCAPES data-feeds to DRRS include the current MEFPK/TUCHA file for DEPID 9 UTCs, the UTA (approved list of UTCs tasked to support) and OPLAN IDs for assigned units.

A2.3.10. Refer to **Table A2.2** for AFI references for SORTS DOC Statements.

A2.3.11. USAF WMP I, Annex F, lists medical unit response times.

#### **A2.4. SORTS DOC Statement Preparation.**

A2.4.1. AF/A3O-IR Office will:

A2.4.1.1. Maintain AF Tables used to auto-populate DOC Statements on the DRRS web.

A2.4.2. MAJCOMs, ANG, and FOA/DRU will:

A2.4.2.1. Develop, coordinate, and approve unit SORTS DOC Statements. All MAJCOMs, ANG, and FOA/DRU will develop, coordinate, and approve unit SORTS DOC Statements using DRRS when available, or the Space S2 web-based tool, or a prepared system software, Microsoft Word Template, JetFlow, or MS Access.

A2.4.2.1.1. AFRC and ANG must coordinate proposed SORTS DOC Statements with the initial gaining command (e.g., ACC, AMC, PACAF, etc.).

A2.4.2.1.2. AFRC and ANG will suspense gaining MAJCOM DOs/XOs with a date 45 days after gaining MAJCOM receipt of the draft SORTS DOC Statement. If no response is received by the suspense date, then AFRC or ANG will assume MAJCOM concurrence on the SORTS DOC Statement as written.

A2.4.2.2. Provide AF/A3O-IR with copies of all DOC Statements, upon request. MAJCOMs, who provide DOCs via web pages, must send an electronic mail (e-mail) to AF/A3O-IR informing of new or updated DOCs. MAJCOMs that do not provide access to DOC Statements via DRRS or web page must send an e-mail with the current DOC Statements attached.

A2.4.2.3. The CRO will send the approved DOC Statement to the SRO.

A2.4.2.4. Maintain a copy of all unit SORTS DOC Statements under their command, if not already saved within DRRS when available.

A2.4.3. Measured units and subordinate reporting organizations will:

A2.4.3.1. Maintain a copy of each unit's SORTS DOC Statement, if not already saved within DRRS when available.

A2.4.3.2. Make sure the unit commander reviews the SORTS DOC Statement as required per [paragraph 1.10.11.1.8](#)

**A2.5. SORTS DOC Statement Annual Review.** MAJCOM FAMs will review their respective SORTS DOC Statements on an annual basis and prior to the statement anniversary date. If there are any changes, FAMs must submit a new SORTS DOC Statement to the local readiness office for processing. Each MAJCOM, ANG, FOA and DRU will ensure HQ SORTS, all interested MAJCOMs, and reporting units receive a SORTS DOC Statement annual review document that lists the unit UIC, ANAME, location. Discrepancies should be addressed to the SORTS office that initiated the review. All SORTS DOC Statements, other than initial statements, must have a current review date (less than one year old). Each MAJCOM, ANG, FOA and DRU SORTS office will be responsible for tracking annual reviews and notifying FAMs when an annual review is due.

**A2.6. SORTS DOC Statement Unit Tasking Changes.** As a norm, SORTS DOC Statements must be revised at least 30 days prior to any significant expected change(s) in unit tasking to include, but not be limited to, changes in types of major equipment, unit mission, or unit response time. Unexpected changes that may require DOC revision must be made no later than 60 days after changes are known.

A2.6.1. MAJCOMs, ANG, FOA, and DRU develop and coordinate changes to unit SORTS DOC Statements. AFRC and ANG must coordinate proposed changes to SORTS DOC Statements with initial gaining command (e.g., ACC, AMC, PACAF, etc.).

A2.6.2. Submit one copy of each unit's changed SORTS DOC Statement to AF/A3O-IR as an attachment to e-mail or DMS message. Coordinate with AF/A3O-IR for points of contact and addresses (if e-mail is not possible, coordinate for an alternate means to submit a unit's changed SORTS DOC Statement).

**A2.7. SORTS DOC Statement Instructions.** Reference [Figure A2.1](#) through [Figure A2.8](#) for samples of SORTS DOC Statements. SORTS DOC Statements will normally be classified according to derivative classification guidance.

A2.7.1. Part I, Unit Identification.

A2.7.1.1. Measured Unit. Use the abbreviated name from SORTS BIDE set, ANAME field, which is paired to the UIC entry.

A2.7.1.2. Home Location. Use the home geographic name and country or state code from the GEONA (geographic name) and CRTCD (country code) fields in the GEOFILE (geographic location file).

A2.7.1.3. To establish a UTC, use DEPID Code 9 UTC from the UTC label in SORTS. This is a non-deployable UTC, assigned by HQ USAF and used by the JCS for categorization of the unit type.

A2.7.1.4. UIC. Use the code from SORTS BIDE set, UIC field.

A2.7.1.5. DOC Mission Title. Select a long mission title from **Table A2.2** that best describes the unit mission. If a long mission title that adequately describes the unit is not available, recommend a new one to AF/A3O-IR.

A2.7.1.6. GEOLOC. Use the code from SORTS in the label HOGEO.

## A2.7.2. Part II, Mission Identification.

A2.7.2.1. A. Core Mission Essential Tasks List (METL), from the AF Universal Task List (AFUTL) when populated in DRRS. This is a summary of the mission capabilities the unit brings to the tasks for which it is designed. List major tasks and their purposes (e.g., provide rapid intra-theater mobility for all military forces) for each mission (JCS/AF) and any special mission capabilities the unit is organized or designed to provide. Special mission capabilities are included when they are essential for mission success. The most resource demanding OPLAN mission capabilities should be referenced if it is used as the basis for unit reporting.

### A2.7.2.2. B. Mission Specifics.

A2.7.2.2.1. SORTS Response Time. Enter the time required for the entire unit (meaning all of its resources; not just a UTC package or fraction of the unit) to be ready-to-deploy/employ, but not greater than 72hrs. Most SORTS response times are standardized for like-type units. This response time must not be confused with UTC-type response times as specified in operation/contingency plans (this approach can result in assigning a single unit multiple response times for multiple plans). These UTC-type response times are given consideration during specific OPLAN MET assessments in DRRS. The assumption for the SORTS response time is that the unit is a stand-alone entity, tasked to support an operation/contingency with all of its own resources, independent of any other like-type unit on the same base. The SORTS response times can be found in AF Tables-**Unit Response Time Table** on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>.

A2.7.2.2.1.1. Active duty and specifically identified Guard Security Forces (SF) units must be able to deploy within 24 hours after notification per WMP 1, Annex T.

A2.7.2.2.1.2. Ensure response times for Reserve and Guard units include 24 hours for mobilization or call-up plus time allocated for preparation once mobilized. SF units will comply with **Attachment 2, paragraphs A2.7.2.2.1.3** and **A2.7.2.2.1.4**

A2.7.2.2.1.3. When response times exceed 72 hours or a source reference does

not exist, use the default time of 72 hours IAW JCS policy. Do not use this default time for other than SORTS reporting.

A2.7.2.2.2. MDS – Aircraft Maintenance Units or Missile Maintenance Units. Use the WMP-3, Part 1 or USAF Program Document, Force Structure Worksheet, to enter the number and type of major equipment and PMAI. Do not include BAI. List the MDS for missiles (e.g., ICBMs).

A2.7.2.2.3. Sorties/Flying Hours (aircraft units only). Use the highest sortie rate and associated duration of the curve(s) shown (surge or sustained) in the WMP-5 Appendix J Charts as the worst case requirement the unit is required to perform for its wartime mission(s).

### A2.7.3. Part III, Measured Resource Area.

#### A2.7.3.1. Personnel Measured Area. Check the applicable box(s).

A2.7.3.1.1. Critical. Place an X in this box if the unit has critical AFSCs or packets listed in the AF Tables - **Critical Personnel Table** found on the DRRS homepage (SIPR), under the references tab at <https://drfs.ffc.navy.smil.mil/DrfsEnhancedPortalWeb>. Critical personnel are those identified as essential to the launch, recovery, or turn around of a unit's weapon system, or the direct accomplishment of the unit's specified wartime mission. They are critical because their absence would materially affect the mission.

A2.7.3.1.2. Civilians. Place an X in this box when the unit has DoD civilian positions on the UMD. This directs units to include DoD civilian personnel requirements in C-level reporting but not personnel hired by host nation or contractors. Host nation or contractor personnel resources should be considered in commander assessment when relevant.

A2.7.3.1.3. Additional Notes. Use this area to amplify other personnel measured area entries.

A2.7.3.2. Equipment and Supplies On-hand Measured Area. This area of the SORTS DOC Statement lists general types of combat essential (major) equipment and general categories of support equipment and supplies to be measured. For each subarea in a category, list equipment followed by the subarea label (e.g., vehicles (ESSA4). If no subareas are used, use the EQSEE label for combat essential equipment and EQSSE for support equipment. Source document names can replace long lists. Add additional notes as needed.

A2.7.3.2.1. Combat Essential Equipment. Enter all equipment subareas from the AF Equipment On-hand Tables – **EQSEE and EQSSE Reporting Table** found on the DRRS homepage (SIPR), under the references tab at <https://drfs.ffc.navy.smil.mil/DrfsEnhancedPortalWeb>, Column B and subarea equipment types from the AF Tables – **Measured Equipment On-hand Table** found on the same DRRS homepage (SIPR), for which the unit has equipment authorizations. Aerial port, LRS, and mission support units will also use **APU and LRS Equipment Tables** found on the same DRRS homepage (SIPR).

A2.7.3.2.2. Support Equipment and Supplies. Enter all equipment subareas in from the AF Equipment On-hand Tables – **EQSEE and EQSSE Reporting Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>, Column C and subarea equipment types in the AF Tables – **Measured Equipment On-hand Table** found on the same DRRS homepage (SIPR), under the references tab for which the unit has equipment and supplies authorizations. Aerial port units will also use **APU Equipment Table** found on the same DRRS homepage (SIPR), under the references tab.

A2.7.3.2.2.1. Spare engines and MRSP/IRSP for Strategic airlift units will be reported by MAJCOM in their fleet report and will not be reported at the unit level. Units report nothing in fields ESSA1 and ESSA2.

A2.7.3.2.2.2. Units will ensure engine requirements in their DOC reflect the most recent WRE requirements.

A2.7.3.2.3. Additional Notes. Use this area to explain equipment and supplies On-hand area entries to include:

A2.7.3.2.3.1. Spares assessment driver for aircraft units. Indicate ASM, WSMIS-SAM, or RSP fill rates. Continue to use ASM unless your MAJCOM has authorized use of the WSMIS-SAM as an interim measure for reporting the spares subarea percentage. ASM is the primary means of determining the spares subarea percentage followed by the WSMIS-SAM (if approved by MAJCOM and HQ USAF/XOOA), then RSP fill rate when directed by parent MAJCOM.

A2.7.3.2.3.2. All units with aircraft using ASM derived percentages for spare assessment will report IAW the AF Equipment On-hand Tables – **AMXS Unit Calculating EQSEE S-Levels Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>. Use the ASM as a commander's tool to assess the unit's overall C-level (if appropriate), then report the ASM sortie percentage, ASM problem parts, and parts status in the ESSA1 remark.

A2.7.3.3. Equipment Condition Measured Area. This area of the SORTS DOC Statement lists general types of combat essential (major) equipment and general categories of support equipment to be measured. Add additional notes as needed.

A2.7.3.3.1. Combat Essential Equipment. Enter all equipment subareas from the AF Equipment Condition Tables – **EQREE and EQRED Reporting Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.ffc.navy.smil.mil/DrrsEnhancedPortalWeb>, Column B and subarea equipment types from the AF Tables – **Measured Equipment Condition Table** found on the same DRRS homepage (SIPR), for which the unit has equipment and supplies authorizations. Aerial port, LRS, and mission support units will also use **APU and LRS Equipment Tables** found on the same DRRS homepage (SIPR).

A2.7.3.3.2. Support Equipment. Enter all equipment subareas from the AF Equipment Condition Tables – **EQREE and EQRED Reporting Table** found on the

DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>, Column C and subarea equipment types from the AF Tables – **Measured Equipment Condition Table** found on the same DRRS homepage (SIPR), for which the unit has equipment and supplies authorizations. Aerial port units will also use **APU Equipment Table** found on the same DRRS homepage (SIPR).

A2.7.3.3.3. Additional Notes. Use this area to explain equipment condition area entries to include long-term non-reportable items (e.g., excluded subsystems), sources for numbers required, and directions for special mission capabilities equipment if part of the unit's full wartime requirement.

#### A2.7.3.4. Training Measured Resource Area.

A2.7.3.4.1. Training Method Used. Place an X in the appropriate Training Method block. (Unit training, Non-CAF aircrew/team training, or CAF aircrew training).

A2.7.3.4.2. List the source document(s) for the training standard. If standards are not listed in a single document, list the most significant source in the area provided, and the other source documents in the additional notes area.

A2.7.3.4.3. Additional Notes. Include additional training directives used, directions for special mission capability, equipment, and the types of training for each subarea from the AF Training Tables – **Measured Training Table** found on the DRRS homepage (SIPR), under the references tab at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb> followed by the subarea label. If there are no subareas, use TRUTC. Source document names can replace long lists.

A2.7.4. Part IV, Amplifying Notes. Use this part of the SORTS DOC Statement to include the following:

A2.7.4.1. Units list special capabilities reference codes as identified in WMP-3 Part 1. Descriptions of the codes are found in Appendix C, WMP-3 Part 1.

A2.7.4.2. Any requirement for special capabilities reported in the TRSA3 field and the AFSPECAP set.

A2.7.4.3. Overflow from additional note entries or descriptions of assumptions used for units with overlapping tasks between two or more OPLANS.

A2.7.4.4. Any requirement for subordinate mission reporting in SUBOVRAL transactions.

A2.7.5. Part V, Gaining Commands. As a minimum, list the unified command or sub-unified command and AF components of the COCOM for which the unit has a current OPLAN tasking.

A2.7.6. Part VI, Coordination/Review. Use this section of the SORTS DOC Statement as required to coordinate initial statements and annual review(s) of SORTS DOC Statements. **Attachment 2 Reference Tables** (see top of next page). Also see **AF Training Tables** under the references tab on the DRRS website at <https://drrs.fcc.navy.smil.mil/DrrsEnhancedPortalWeb>

Table A2.1. Unit Descriptor Codes Definitions

| <b>A</b>  | <b>B</b>                        | <b>C</b>        | <b>D</b>   |
|---|---------------------------------|-----------------|--|
| <b>UDC Code</b>   | <b>Definition</b>               | <b>UDC Code</b> | <b>Definition</b>  |
| <b>Regular Component</b>  |                                 |                 |  |
| A (AAC)   | Active--Combat                  | U               | Planned--Combat Service Support  |
| B   | Planned--Combat                 | V               | Inactive--Combat Service Support   |
| C   | Inactive--Combat                | W (AAW)         | Active--Combat, Combat Service, or<br>Combat Service Support Resource unit |
| D (AAS)   | Active--Combat Support          |                 |  |
| E   | Planned--Combat Support         | X (AAX)         | Active--Other  |
| F   | Inactive--Combat Support        | Y               | Planned--Other   |
| T (AAV)   | Active--Combat Service Support  | Z               | Inactive--Other  |
| <b>Reserve (Component on Extended Active Duty)</b>                                |                                 |                 |  |
| 1   | Active--Combat                  | 7               | Active--Combat, Combat Service, or Combat Service Support Resource unit    |
| 3   | Active--Combat Support          |                 |  |
| 5   | Active--Combat Service Support  | 9               | Active--Other  |
| <b>National Guard (Component on Extended Active Duty)</b>                         |                                 |                 |  |
| 2   | Active--Combat                  | 8               | Active--Combat, Combat Service, or<br>Combat Service Support Resource unit |
| 4   | Active--Combat Support          |                 |  |
| 6   | Active--Combat Service Support  | 0               | Active--Other  |
| <b>Reserve or National Guard (Component Not on Extended Active Duty)</b>          |                                 |                 |  |
| G (GDC)   | Active--Combat                  | P (GDW)         | Active--Combat, Combat Service, or Combat Service Support Resource unit    |
| H   | Planned--Combat                 |                 |  |
| L (GDS)   | Active--Combat Support          | Q (GDY)         | Active--Other  |
| N   | Planned--Combat Support         | R               | Planned--Other   |
| J (GDV)   | Active--Combat Service Support  | S               | Inactive--All Categories   |
| K   | Planned--Combat Service Support |                 |  |
| <b>NOTE:</b> 3-digit code in parenthesis is the RAS-IT/AF-IT unit descriptor code |                                 |                 |  |

Figure A2.1. Sample SORTS DOC Statement

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| SORTS DOC STATEMENT  |                                  |   |  |                                  |                 |
|--|----------------------------------|---|--|----------------------------------|-----------------|
| EFFECTIVE DATE<br>1998 04 01   | SUPERSEDES<br>1997 04 01         | MAJCOM/OPR ( <i>Office Symbol and Phone No.</i> )<br>HQ AETC/SVX DSN 487-3410 |  |                                  |                 |
| <b>I. ( ) UNIT IDENTIFICATION</b>  |                                  |   |  |                                  |                 |
| MEASURED UNIT<br>0325 SVS  | HOME LOCATION<br>TYNDALL AFB, FL |   |  | UNIT UTC<br>LWRRZ                | UIC<br>FF300C   |
| DOC MISSION TITLE<br>SERVICES-PRIME RIBS-MOBILITY  |                                  |   |  |                                  | GEO LOC<br>XLWU |
| DOCID<br>UM27  | DOCNR<br>1                       | X PRIMARY MISSION   | SECONDARY MISSION  | TERTIARY MISSION                 |                 |
| <b>II. (U) MISSION IDENTIFICATION</b>  |                                  |   |  |                                  |                 |
| A. (U) MISSION TASKING NARRATIVE. THIS UNIT HAS A WARTIME MISSION TO:<br>DEPLOY PRIME RIBS WORLDWIDE TO PROVIDE DIRECT COMBAT SUPPORT TO AF OPERATIONAL FORCES IN THE AREAS OF FOOD SERVICES, BILLETING, WARTIME MORTUARY OPERATIONS, FIELD LAUNDRY SERVICES, TACTICAL FIELD EXCHANGE, AND FITNESS AND RECREATION. |                                  |   |  |                                  |                 |
| B. (U) MISSION SPECIFICS   |                                  | C. (U) UTCs REQUIRED TO SUPPORT   |  | D. (U) DIRECT SUPPORT UNITS UICS |                 |
| RESPONSE TIME  | XX HOURS                         | LWRR2 (2)   |  | N/A                              |                 |
| SOURCE   | (para)                           |   |  |                                  |                 |
| AIRCRAFT / MISSILE UNITS ONLY  |                                  |   |  |                                  |                 |
| MDS AND SERIES: ( )  |                                  |   |  |                                  |                 |
| SORTIES/FLYING HRS ( <i>WMP</i> ): N/A   |                                  |   |  |                                  |                 |
| E. (U) ( <i>Optional</i> ) OPLANS TASKED TO SUPPORT:   |                                  |   |  |                                  |                 |
| REF AETC WMP-3   |                                  |   |  |                                  |                 |
| <b>III. (U) MEASURED RESOURCE AREA</b>   |                                  |   |  |                                  |                 |
| A. PERSONNEL   |                                  |   |  |                                  |                 |
| X TOTAL  | UMD ( <i>OR</i> )                | X UTC   | X CRITICAL ( <i>AFSCs from AFI 10-201 Table 3.1. RULE 19</i> ) | DOD CIVILIANS INCLUDED           |                 |
| (U) ADDITIONAL NOTES:  |                                  |   |  |                                  |                 |
| REPORT PERSONNEL P-LEVEL IAW AFI 10-201 AND AETC SUP 1, <b>Chapter 3, Chapter 2</b> para 2.15.3, AND PERSONNEL CHECKLISTS. LIST CRITICAL AFSC'S BY SKILL LEVEL ON CRITICAL PERSONNEL CHECKLIST(S) BY AFSC, AUTH, ASGN, AVAIL. DO NOT COUNT OVERRAGES IN ASGN OR AVAIL CALCULATIONS.                                |                                  |   |  |                                  |                 |

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 \_\_\_\_\_  
 \_\_\_\_\_

Figure A2.2. Sample SORTS DOC Statement

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**III. (U) MEASURED RESOURCE AREA (Continued)**

**B. (U) EQUIPMENT AND SUPPLIES O/H**

| COMBAT ESSENTIAL | SUPPORT EQUIPMENT AND SUPPLIES |
|------------------|--------------------------------|
| NOT MEASURED     | NOT MEASURED                   |

(U) ADDITIONAL NOTES:

REPORT S-6 FOR EQUIP AND SUPPLIES S-LEVEL IAW AFI 10-201, [Chapter 2, Table 2.1.](#), RULE 19, AND [Chapter 4, Table 4.1.](#), RULE 7.

REPORT WEAPONS, BODY ARMOR, AMMUNITION, AND TEAM KITS IN A REMARK USING THE ESRAT LABEL.

IDENTIFY BY TYPE/NUMBER REQUIRED/NUMBER O/H/PERCENT.

**C. (U) EQUIPMENT CONDITION**

| COMBAT ESSENTIAL | SUPPORT EQUIPMENT AND SUPPLIES |
|------------------|--------------------------------|
| NOT MEASURED     | NOT MEASURED                   |

(U) ADDITIONAL NOTES:

REPORT R-6 FOR EQUIP CONDITION R-LEVEL IAW AFI 10-201, [Chapter 2, Table 2.1.](#), RULE 19, AND [Chapter 5, Table 5.1.](#), RULE 7.

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Figure A2.4. Sample SORTS DOC Statement

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|                                |    |  |    |                            |  |
|--------------------------------|----|--|----|----------------------------|--|
| <b>V. GAINING COMMAND(s)</b>   |    |  |    |                            |  |
| A.                             | B. |  | C. |                            |  |
| D.                             | E. |  | F. |                            |  |
| <b>VI. COORDINATION/REVIEW</b> |    |  |    |                            |  |
| MAJCOM<br>COORDINATION         |    |  |    |                            |  |
| MAJCOM<br>APPROVAL             |    |  |    | MAJCOM<br>APPROVAL<br>DATE |  |
| UNIT CC<br>REVIEW              |    |  |    |                            |  |
| MAJCOM ANNUAL<br>REVIEW        |    |  |    |                            |  |
| MAJCOM ANNUAL<br>REVIEW        |    |  |    |                            |  |
| GAINING<br>COMMAND(s)          |    |  |    |                            |  |

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Figure A2.5. Sample SORTS DOC Statement. (THIS IS ONLY AN EXAMPLE)

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| SORTS DOC STATEMENT  |                               |   |  |                             |                        |
|--|-------------------------------|---|--|-----------------------------|------------------------|
| EFFECTIVE DATE<br>1998 04 01   | SUPERSEDES<br>1997 04 01      | MAJCOM/OPR ( <i>Office Symbol and Phone No.</i> )<br>HQ ACC/DOTO DSN 574-4099 |  |                             |                        |
| <b>I. ( ) UNIT IDENTIFICATION</b>  |                               |   |  |                             |                        |
| MEASURED UNIT<br>55 FS   | HOME LOCATION<br>SHAW AFB, SC |   |  | UNIT<br>UTC<br>3FKA1        | UIC<br>FFWHCC          |
| DOC MISSION TITLE<br>AIR-TO-SURFACE - CONVENTIONAL - MOBILITY - TO-GROUND  |                               |   |  | GEO LOC<br>LCPU             |                        |
| DOCID<br>CM22  | DOCNR<br>1                    | X PRIMARY MISSION   | SECONDARY MISSION  | TERTIARY MISSION            |                        |
| <b>II. (U) MISSION IDENTIFICATION</b>  |                               |   |  |                             |                        |
| A. (U) MISSION TASKING NARRATIVE. THIS UNIT HAS A WARTIME MISSION TO:  |                               |   |  |                             |                        |
| 1. (U) MOBILIZE AND DEPLOY LAW USAF WAR AND MOBILIZATION PLAN.   |                               |   |  |                             |                        |
| 2. (U) PREFORM: DEFENSIVE COUNTER AIR (DCA), OFFENSIVE COUNTER AIR, AIR-TO-AIR (OCA-A), OFFENSIVE COUNTER AIR, AIR-TO- SURFACE (OCA-S), STRATEGIC ATTACK (SA), AIR INTERDICTION (AI), SUPPRESSION OF ENEMY AIR DEFENSES - CONVENTIONAL (SEAD-C), AND CLOSE AIR SUPORT (CAS). |                               |   |  |                             |                        |
| B. (U) MISSION SPECIFICS   |                               | C. (U) UTCs REQUIRED TO SUPPORT   |  | D. (U) DIRECT SUPPORT UNITS |                        |
| RESPONSE TIME  | XX HOURS                      | AVIATION  | 3FKME  | FFFDXO                      | 20 FW                  |
|  |                               | INTER MAINT   | HFAME  | FFFWMZO                     | 20 CRS                 |
| SOURCE   | (para.)                       | MUN MAINT   | HGHAW  | FFF5GO                      | 20 EMS                 |
|  |                               | FUEL TANK BU  | HFBZR  |                             |                        |
| AIRCRAFT / MISSILE UNITS ONLY  |                               |   |  |                             |                        |
| MDS AND SERIES: F-16C/D  |                               |   |  |                             |                        |
| SORTIES/FLYING HRS ( <i>WMP</i> ): N/A<br>(Sample format is Hours/Day/Aircraft)  |                               |   |  |                             |                        |
| E. (U) ( <i>Optional</i> ) OPLANS TASKED TO SUPPORT:<br>REF AETC WMP-3   |                               |   |  |                             |                        |
| <b>III. (U) MEASURED RESOURCE AREA</b>   |                               |   |  |                             |                        |
| A. PERSONNEL   |                               |   |  |                             |                        |
| X TOTAL  | UMD (OR)                      | X UTC   | X CRITICAL ( <i>AFSCs from AFI 10-201 Table 3.1. RULE 19</i> ) |                             | DOD CIVILIANS INCLUDED |
| (U) ADDITIONAL NOTES: NONE   |                               |   |  |                             |                        |

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Figure A2.7. Sample SORTS DOC Statement

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|   |  |
|---|--|
| <b>III. (U) MEASURED RESOURCE AREA (Continued)</b>  |  |
| D. (U) TRAINING   |  |
| METHOD B : q CREW TRAINING  | METHOD C: OPTION 1 q UNIT TRAINING q OPTION 2 X COMBAT AIR FORCES<br><br>AVIATION TRAINING |
| (U) ADDITIONAL NOTES:   |  |
| C-LEVELS WILL BE DETERMINED IAW AFI 10-201, <a href="#">Table 6.3.</a> , METHOD C, OPTION 2. MISSIONS LISTED IN SECTION II ARE THE BASIS FOR THE TRAINING MEASURED AREA C-LEVEL. TO MEET MISSION REQUIREMENTS, SOME PILOTS REQUIRE ADDITIONAL QUALIFICATIONS/ TRAINING TO BE COUNTED MRA.   |  |
| (In this sample, the unit is tasked to report training of Combat Air Forces and Support Units.)   |  |
| IV. (U) AMPLIFYING NOTES (As required):   |  |
| A. (U) MISSION CAPABILITIES LISTED IN SECTION II ARE MEASURED IN THE OVERALL C-LEVEL. ADDITIONALLY, SPECIAL CAPABILITIES, WHICH REQUIRE LESS THAN ALL AIRCREWS TO BE TRAINED, WILL BE REPORTED IAW AFI 10-201.  |  |
| B. (U) UTCS WILL BE TAILORED UNTIL SEPARATE 18 PMAI BK 50 DEP GP UTCS ARE DEVELOPED FOR THE 55 FS.  |  |
| C. (U) NO ADDITIONAL EQUIPMENT IS AUTHORIZED FOR HTS TRAINING. SQUADRON WILL UTILIZE EXISTING ASSETS TO TRAIN PILOTS IN THE USE OF HTS.   |  |
| *** (CONTINUED SECTION III B.) ***  |  |
| USE WSMIS DERIVED PERCENTAGES FOR SPARE ASSESSMENT (SORTIE GENERATION, DRIVER CODE Y UNDER LABEL ARUSD) UNLESS WSMIS IS NOT AVAILABLE, OR INACCURATE, THEN USE ASM (ALSO DRIVER CODE Y). IF ASM IS NOT AVAILABLE, USE FILL RATES (DRIVER CODE X UNDER THE LABEL ARUSD). IF WSMIS IS AVAILABLE AND ACCURATE BUT ASSESSES LESS THAN C-1, REPORT WSMIS RATE IN LABEL ARUSD THEN USE ASM AS A COMMANDER'S ASSESSMENT TOOL TO SUBJECTIVELY ASSESS THE UNIT'S OVERALL C-LEVEL (IF APPROPRIATE) AND THEN REPORT THE ASM SORTIE PERCENTAGE AND ASM PROBLEM PARTS IN THE ESSA1 REMARK. |  |

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Figure A2.8. Sample SORTS DOC Statement

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|                                |      |     |     |                            |     |
|--------------------------------|------|-----|-----|----------------------------|-----|
| <b>V. GAINING COMMAND(s)</b>   |      |     |     |                            |     |
| A.<br>(List commands in order) | B.   |     | C.  |                            |     |
| D.                             | E.   |     | F.  |                            |     |
| <b>VI. COORDINATION/REVIEW</b> |      |     |     |                            |     |
| MAJCOM<br>COORDINATION         | AOCR | XPJ | XPM | LGQ                        | LGF |
| MAJCOM<br>COORDINATION         | DOTO | DON | DO  |                            |     |
| MAJCOM<br>COORDINATION         |      |     |     |                            |     |
| MAJCOM<br>COORDINATION         |      |     |     |                            |     |
| MAJCOM<br>COORDINATION         |      |     |     |                            |     |
| MAJCOM<br>APPROVAL             |      |     |     | MAJCOM<br>APPROVAL<br>DATE |     |
| UNIT CC<br>REVIEW              |      |     |     |                            |     |
| MAJCOM ANNUAL<br>REVIEW        |      |     |     |                            |     |
| MAJCOM ANNUAL<br>REVIEW        |      |     |     |                            |     |
| GAINING<br>COMMAND(s)          |      |     |     |                            |     |

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Figure A2.9. Sample Memorandum, Request for New DOCID and Mission Titles



MEMORANDUM FOR HQ USAF/XOOA

1 December 2001

FROM: HQ ACC/LGX  
 1480 Air Force Pentagon  
 Langley AFB, VA 20330-1480

SUBJECT: Establishing a DOC Identifier and Mission Title for BEAR Base Systems

1. There is currently no DOC Identifier (DOCID) or Mission Titles on record for any BEAR Base system tasking. In the past, we have had to use an interim DOCID (SX99), as identified in **Attachment 2**, paragraph **A2.8.1.7**, of AFI 10-201. Request a DOCID and Mission Titles (Short and Long) for use in all BEAR Base system SORTS DOC Statement (AF Form 723) to be included in AFI 10-201 for SORTS reporting.

2. The Unit Type Code for BEAR Base systems SORTS DOC Statement (AF Form 723) are as follows:

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| XFFWT | XFBYD | XFBR3 | XFFLT | XFBR3 |
| XFFLT | XFBS1 | XFBJ1 | XFBS2 | XFBJ2 |
| XFBKA | XFBR4 | XFBL4 | XFFLU | XFBKB |
| XFBYC | XFBCW | XFFLW | XFBRB | JFABS |

3. Request adding BEAR Base Systems to **Attachment 2, Table A2.3**, DOC Identification Code and Mission Titles, Section U - Base Support:

| DOCID | Short Mission Title         | Long Mission Title                             |
|-------|-----------------------------|--|
| UD30  | BEAR Base Systems Set/Packs | Harvest Falcon and Harvest Eagle Sets/Packages |

4. BEAR Base Systems are a growing and vital part of the Air Force's war fighting capability. They are an important part of the wartime mission and a key part of the rapidly mobile Air Expeditionary Force. Establishment of both a DOCID and Mission Titles will help clarify BEAR Base as a viable system and ensure our SORTS DOC Statement (AF Form 723) support their purpose to provide specific measurement standards for unit C-level reporting.

//SIGNED//

JOHN J. DOE, Colonel, USAF  
 Chief, Logistics Plans and Programs

Directorate of Logistics

cc:  
 HQ ACC/AOCR

### Attachment 3

#### BASIC IDENTITY DATA ELEMENT (BIDE) REPORTING

**A3.1. BIDE Purpose.** Data entered through the BIDE set into the SORTS database provides users with authoritative unit identity information. The BIDE set data enables SORTS to fill its role as the central registry for all DoD military units. All AF units with a PAS will be registered in SORTS.

A3.1.1. Units with a PAS record will be registered. The PAS record contains an eight-character PAS code and the last four characters are unique to each unit (no two units should ever have the same last four characters of the PAS code). The UIC is then created within the PAS record by adding an “F” to the front of the four characters for AF units, and a “0” through “9” or “A” through “Z” to the end of the characters, for a sum total six-character UIC. When a brand new unit activates, it usually gets a “0” at the end. If it deactivates and then reactivates, it usually gets a “1” at the end; and the old UIC ending in “0” goes into an archived state (not re-used for a long period of time to avoid confusion between ADSs. There are other rules that might change the last character of a UIC, e.g. an Air Force base converts to a Joint Base; and these rules are part of the AF/A1 PAS process. When registering units, the PAS record must be reviewed to ensure the most recent UIC is entered.

A3.1.2. Provisional units will be registered. The Provisional Unit will register with its UIC first two digits of FH (FHXXXX). Provisional units formed from active units (FFXXXX) will use the third through fifth character of the parent UIC, an H in the second, and a sixth character that best indicates the provisional unit’s relationship to the parent. *Examples:* 41 FW (FFABC0) to 41 FW Provisional [just the headquarters element] (FHABCA) or 66 AS (FFSSS0) to 66 AS Provisional [whole unit deployed] (FHSSS0). Provisional units with a unique PAS code will be registered using the last four of that PAS for the second through fifth characters of the UIC. When the unit is registered, the ORGLOCN sets must be entered in addition to BIDE set.

**A3.2. BIDE Set Usage.** The BIDE set is used in the following four specific instances for SORTS message processing:

A3.2.1. Used by the RPTOR to initially register an organization in SORTS.

A3.2.2. Used to change previously reported data.

A3.2.3. Used to delete data on a unit that inactivates/deactivates or was registered in error.

A3.2.4. Used to validate unit registration.

**A3.3. Command Reporting Organizations (RPTOR) Responsibilities.** All CROs prepare and submit BIDE reports (including RPTNORG and ORGLOCN sets) on all Active, AF Reserve, and Air National Guard units, including DETs assigned a PAS code.

A3.3.1. RPTORs will register their units when they are listed in the PAS directory or G-Series orders, unless permission is granted by HQ USAF/XOOA to register them before they are listed. RPTORs must ensure unit registration data is kept current and available in the joint database. This includes adding or deleting missing or outdated information. Periodic comparisons will be undertaken to align PAS and BIDE records.

A3.3.2. Individual measured units and SROs will not be responsible for BIDE reporting.

**A3.4. Unit Registration.**

A3.4.1. Establishing Unit Identity. Identity is established in SORTS using the BIDE set. To initially register a unit, report all mandatory fields in the BIDE, RPTNORG, and ORGLOCN sets (according to **Table A3.1**, **Table A3.2**, and **Table A3.3**) using the ADD transaction code.

A3.4.2. Changing Unit Registration Data. Using the CHANGE transaction code, report all mandatory and conditional fields that have changed since the unit's initial registration.

A3.4.2.1. After an initial BIDE report has been submitted use the TRANSFER set to change the RPTOR.

A3.4.2.2. To delete existing data on a unit or when a unit has been registered in error, submit the BIDE report using the DELETE transaction code.

**Table A3.1. BIDE Field**

| No. | Field Name | Explanation   | Use | Format   |
|-----|------------|---|-----|----------|
| 1   | SECUR      | Classification of BIDE set  | M   | 1 A      |
| 2   | --         | Transaction code of BIDE set  | M   | 1 A      |
| 3   | COAFF      | Country or International Affiliation  | M   | 2 A      |
| 4   | UDC        | Unit Descriptor Code  | M   | 1 AN     |
| 5   | ANAME      | Abbreviated unit name   | M   | 1-30 ANS |
| 6   | UTC        | Unit Type Code DEPID 9  | M   | 5 AN     |
| 7   | ULC        | Unit Level Code      See <b>Note 1</b>  | M   | 1-3 A    |
| 8   | MJCOM      | Major Command UIC   | M   | 6 AN     |
| 9   | MONOR      | Monitoring Organization   | C   | 6AN      |
| 10  | MAJOR      | Major Unit Indicator      See <b>Note 2</b>   | M   | 1A       |
| 11  | REVAL      | Select the appropriate Registration Validation Code. The proper code will be derived from this selection. | M   | 1A       |
| 12  | LNAME      | Organization Name   | M   | 1-55ANS  |
| 13  | SCLAS      |   | M   | 1A       |

**NOTES:**

1. If the unit is a DET or an OL with a PAS code, you must enter the DET or OL short name. DET names must be numeric and four characters in length. OL names are alphanumeric and must also be four characters in length.

2. This indicates if the unit is SORTS reporting or not (Y or N).

**Table A3.2. RPTNORG Field**

| No. | Field Name | Explanation                            | Use | Format |
|-----|------------|--|-----|--------|
| 1   | SECUR      | Classification of RPTNORG set          | M   | 1 A    |
| 2   | --         | Transaction code of RPTNORG set        | M   | 1 A    |
| 3   | ARRDT      | Activation date (YYMMDD) See           | C   | 8 A    |
| 4   | RPTOR      | Reporting Organization UIC             | C   | 6 AN   |
| 5   | SBRPT      | Subordinate Reporting Organization UIC | C   | 6 AN   |
| 6   | INTR1      | Interested Command UIC                 | C   | 6 AN   |
| 7   | INTR2      | Interested Command UIC                 | C   | 6 AN   |
| 8   | INTR3      | Interested Command UIC                 | C   | 6 AN   |
| 9   | INTR4      | Interested Command UIC                 | C   | 6 AN   |

**NOTE:** The destination arrival date is normally the activation date of new units.

**Table A3.3. ORGLOCN Field**

| No. | Field Name | Explanation   | Use | Format  |
|-----|------------|---|-----|---------|
| 1   | SECUR      | Classification of RPTNORG set                         | M   | 1 A     |
| 2   | --         | Transaction code of RPTNORG set                       | M   | 1 A     |
| 3   | CSERV      | CBTCOM or Service Command Code                        | M   | 1 AN    |
| 4   | OPCON      | UIC of organization exercising Operational Control    | M   | 6 AN    |
| 5   | ADCON      | UIC of organization exercising Administrative Control | M   | 6 AN    |
| 6   | HOGEO      | Permanent home location code                          | M   | 4 AN    |
| 7   | PRGEO      | Present location code                                 | M   | 4 AN    |
| 8   | EMBRK      | Used by US Navy                                       | C   | 6 AN    |
| 9   | ACTIV      | Current Status and Activity Code                      | M   | 2-10 AN |
| 10  | DFCON      | Defense Condition Status See <b>Note 2</b>            | C   | 1 AN    |
| 11  | PCTEF      | Percent Effective See <b>Note 1</b>                   | C   | 1-3 N   |
| 12  | PUIC       | Parent Organization UIC                               | M   | 6 AN    |
| 13  | FLAG       | Organic Unit Established                              | M   | 1 AS    |
| 14  | CBCOM      | Combined Command Code                                 | C   | 1 AS    |
| 15  | NUCIN      | Nuclear Capability Indicator                          | C   | 1 AS    |

**NOTES:**

1. PCTEF is a subjective evaluation of unit capability by the unit commander.
2. If the current Defense Readiness Condition is not 5, checklists and reports may not be classified as Unclassified. Use classification guidance contained in CC and MAJCOM Emergency Action Procedures (EAP).

## Attachment 4

### CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVE DEFENSE REPORT (CBDRT)

**A4.1. CBDRT C-Level.** An inherent part of every unit's mission is the ability to survive and operate in a CBRNE environment. IAW CJCSM 3150.02b, *Global Status of Resource and Training Systems (GSORTS)*, all SORTS measured units are required to provide a separate readiness assessment in a CBRNE based on the unit's ability to perform its mission for up to 96 hours IAW AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Environment*. This assessment is based on measurements of MRA CBRNE defense or response equipment and the status of associated individual and unit level training.

A4.1.1. Units in a CBRNE Medium Threat Area (MTA), High Threat Area (HTA), or LRS units in a Low Threat Area (LTA). For geographic locations of each type of threat area, reference AFI10-2501. The separate CBDRT will be submitted concurrent with the unit's primary SORTS report. The CBRNE includes an overall C-level rating, measured area level ratings for equipment/supplies and training, and accompanying remarks to report a unit's capability to perform its mission in CBRNE conditions. These measured area ratings are specific to the unit's CBRNE defense or response requirements and are to be reported in the CBDRT. The CBDRT may be a factor in the commander's assessment of the unit's primary overall SORTS C-level; however, CBRN-specified calculation/measurements will not be reported in the regular SORTS reports. Units shall use RAS-IT/AF-IT to create the CBRNE SORTS report.

A4.1.1. (AFSPC) DOC Response Time. CBDRT SORTS is part of the unit's primary DOC Statement. The primary DOC Response Time applies to the measurement of equipment and training in CBDRT SORTS.

A4.1.2. Units in a CBRNE LTA whose IPE is centrally stored at an LRS unit, and other units with no CBRNE defense or response equipment or training requirements. These units will report an overall C-5, with an S-6 in the equipment and a T-6 in the training areas, with a REASON code of "N" IAW [Table A4.6](#) Remarks will include the name of the unit's supporting LRS. Also see [paragraphs A4.2.2](#) and [A4.3.1](#) This paragraph does not apply to the LRS units, centrally storing the IPE. For LRS units in a CBRNE LTA, refer to [paragraph A4.2.1.3](#) All medical units will report overall C-5, with and S-6 in the equipment area and a T-6 in the training area.

**A4.2. CBRNE Defense Equipment and Supplies On-hand Rating (ESRAT).** The ESRAT is based on the percentage of CBRNE defense or response equipment that is MRA divided by the quantity of equipment required. The Equipment and Supplies area of the CBDRT is broken down into six categories of equipment as shown in [Table A4.2](#) Report the ESRAT IAW [Table A4.4](#) and enter the appropriate rating (S-level), based on the lowest calculated equipment category that applies to the unit. For a CBRNE S-level below S-1, state the reasons in the ESRES remark field of the CBRN. Include the applicable supply reason code ([Table 4.3](#)). If a unit does not have a requirement for a specific category of CBRNE defense equipment, then enter a "0" in that CBRNE equipment category. [Table A4.2](#) can be used by MAJCOM FAMs to determine what categories their units should measure and report. The FAMs should identify which categories

units are to measure and report within the remark section of the unit's DOC Statement. The specific equipment items to measure in each category are listed in [Table A4.3](#) Requirements vary based on unit mission and location. The six equipment categories and applicable clarifications follow.

A4.2.1. Category 1 Individual Protective Equipment (IPE). Count the number of C-1 and D-1 bags that are MRA, divided by the number required. AFI 10-2501, Table 5.4 lists the required contents of C-1 bags. AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, lists the required contents of D-1 bags. IAW AFMAN 23-110 Vol 1 Chapter 26, C-1 bags in LTAs are maintained at 60% on-hand. To be MRA, a bag must contain 100 percent of required items, each item must be serviceable IAW the applicable technical guidance, and the bag must be easily accessible by the individual to whom it's assigned. This 100 percent availability criteria is only for SORTS reporting. Unit commanders should follow guidance in AFI 10-403 and other MAJCOM guidance in determining risk of issuing or deploying individuals with partial IPE. [Paragraphs A4.2.1.1](#) through [A4.2.1.3](#) and [A4.2.1.3.2](#) through [A4.2.1.3.4](#) identify unit IPE requirements by location.

A4.2.1.1. Units in MTAs:

A4.2.1.1.1. A unit has a requirement of a C-1 bag equivalent for specially coded military and emergency essential civilian member assigned to the unit IAW AFI 10-2501.

A4.2.1.1.2. As directed by the MAJCOM, flying units require one D-bag equivalent for each assigned aircrew member IAW AFI 11-301, Vol 1.

A4.2.1.2. Units in HTAs:

A4.2.1.2.1. Units have a requirement of a C-1 bag equivalent for each military and emergency essential civilian member assigned to the unit IAW AFI 10-2501.

A4.2.1.2.2. As directed by the MAJCOM, flying units require one D-bag equivalent for each assigned aircrew member IAW AFI 11-301, Vol 1.

A4.2.1.3. LRS units in LTAs reporting on centrally stored bags:

A4.2.1.3.1. To provide consistency in reporting, the LRS unit will calculate a base wide IPE availability percentage for centrally managed bags. This is calculated by dividing total MRA bags and bag equivalents by the total required. The LRS must count the number of MRA tariff and individually sized bags that are or could be built up with resources O/H. Remarks will include a list of all supported units, who rely on that LRS's IPE supply. LTA quantities are contained in AFMAN 23-110, Chapter 26.

A4.2.1.3.1. (AFSPC) With the transition of GSORTS into DRRS where the use of Authoritative Data Sources will eventually auto populate fields; LRS is the sole manager/reporter for the wing mobility bags. This will eliminate the requirement for the units to report the Supply piece, other than units identified in AFI 10-201, Table A4.2.

A4.2.1.3.2. One bag or bag equivalent can be used to satisfy no more than one requirement. The total number of centrally stored bags reported available for all units cannot exceed the number of complete bags (or bag equivalents) that are available in

central storage plus the number of bags that have been issued to currently deployed personnel.

A4.2.1.3.3. Count bags issued for real world deployments as available.

A4.2.1.3.4. MAJCOMs can provide additional procedures in cases where C-1 bag allocation is applied to priority units on a base.

A4.2.2. Category 2 Detection Equipment. Count the detection and monitoring equipment listed in **Table A4.3**, Column B, as well as for in-garrison base support in MTAs and HTAs (do not include C-1 bag detection items (i.e., M8 and M9 paper) in this category). To count as MRA, category 2 equipment must have enough serviceable batteries and support equipment on-hand to support operations for up to 96 hours IAW AFMAN 10-2503. Divide MRA equipment by total number required for each detection group in this category. Report the category status based on the detection group with the lowest percent available.

A4.2.2.1. MAJCOMs must specify in-garrison base support requirements for units in MTAs and HTAs.

A4.2.2.2. See [paragraph A4.2.1](#) on reporting percentage information.

A4.2.2.3. Category 3 Decontamination Equipment. Count decontamination equipment listed in **Table A4.3**, column B, as well as for in-garrison base support in MTAs and HTAs (do not include C-1 mobility bag detection items, i.e., reactive skin decontamination lotion and M295 decontamination kits in this category). Divide MRA equipment by total number required.

A4.2.2.3.1. MAJCOMs must specify in-garrison base support decontamination equipment requirements for units in MTAs and HTAs.

A4.2.2.3.2. See [paragraph A4.2.1](#) on reporting percentage information.

A4.2.2.4. Category 4 Radiation, Detection, Indication, and Computation (RADIAC) equipment. Count RADIAC equipment listed in **Table A4.3**, column B, as well as for in-garrison base support in MTAs and HTAs. Divide MRA by total number required. To count as available, Category 4 equipment must have the required serviceable batteries and support equipment on-hand.

A4.2.2.4.1. MAJCOMs must specify in-garrison base support equipment requirements for units in MTAs and HTAs.

A4.2.2.4.2. See [paragraph A4.2.1](#) on reporting percentage information.

A4.2.2.5. Category 5 Medical Countermeasures. MTFs in MTAs and HTAs will report BW/CW and Anti-malaria/cholera items maintained to support the base population.

A4.2.2.6. Category 6 Collective Protection. Count the number of transportable collective protection systems, in **Table A4.3**, column B, that are MRA. Divide by total number required. To count as MRA, a collective protection system must have 100 percent of the critical components (those that are needed to make the system fully operational). All critical components must be serviceable in accordance with technical data on the report date. See [paragraph A4.2.1](#) on reporting percentage information.

**A4.3. Individual and Unit CBRNE Defense Training Rating (TRRAT).** The training portion of the CBDRT has one category: individual or collective CBRNE defense training. TQT training will no longer be a requirement for any unit to report in CBRN. Determine the percent of personnel (or crews) current in CBRNE defense training. Based on the percent available, units report CBRNE defense training status IAW **Table A4.5** and enter the appropriate T-level rating (TRRAT). TRRAT is calculated IAW applicable training methods of **Chapter 6** and CJCSI 3401 series, Enclosure C, Table 5. For a CBRNE T-level below T-1, insert the applicable training reason code (from **Table 6.3**) in the TRRES field and explain the reasons in TRRES remarks.

**A4.3. (AFSPC) Individual and Unit NBCC Defense Training Rating (TRRAT).** The Training area contains the status of the "personnel" and their "training."

A4.3.1. Units Authorized Code 6. Use **Table A4.1** to determine which unit types are authorized to report Category Level 6 in a measured area. For Units in LTAs, CBRNE defense training is only required for personnel tasked to deploy and is therefore not reportable. In this case, the unit should report a "6" representing a non-measured training subarea in the CBDRT report and TNM in TREAS.

A4.3.1. (AFSPC) All units will report training of personnel when tasked to deploy. Reporting begins when member is tasked, not to exceed 120 days from departure date, or immediately, if less than 120 days notification is received.

A4.3.2. Individual Training. Count the number of military and civilian personnel who are current in individual training, divided by the total number of personnel assigned who are required to accomplish the training IAW AFI 36-2201 and AFI 10-2501. Airmen who must maintain mission ready status for an MCO/OPLAN must be current in this training.

**A4.4. Special CBRNE Defense Equipment and Supplies Reporting Requirements.** To provide visibility to installation-wide requirements and capabilities, CE units have an additional special CBRNE reporting requirement. MAJCOMs will specify this special reporting requirement in Section IV of a unit's SORTS DOC Statement.

A4.4.1. OCONUS CE Units in CBRNE MTAs and HTAs. Once each quarter (in January, April, July, and October), report the status of in-garrison collective protection assets.

A4.4.1.1. For an in-garrison mission in MTAs and HTAs, list the number of collective protection spaces that are required and the number that are MRA. To count as MRA, the shelter must be fully operational (see AFMAN 10-2503). If it is not, none of the spaces in that shelter can count as MRA.

A4.4.1.2. MAJCOMs must specify in-garrison requirements. If theater or MAJCOM guidance is not provided, units should report MRA, rest and relief collective spaces for 30 percent (assumes each space will support two people over a 24-hour period) of the in-garrison and deployed AF personnel plus the number of collective protection spaces used in medical, command and control, and other function-specific facilities. MAJCOMs will provide guidance as to how many additional spaces to include for the protection of transient aircrew and passengers into the collective protection calculation. Use any combination of Class I-IV transportable, fixed facility, or expedient collective protection systems to satisfy the total requirement. (See AFMAN 10-2503.)

A4.4.1.3. In an ESRES remark, provide both the required and the MRA number of collective protection spaces. If reporting in-garrison requirements, this remark and the report must be classified SECRET. The following is an UNCLASSIFIED example of the RAS-IT/AF-IT CBRNE formatted remark:

LABEL/U/A/LABEL:ESRES//

GENTEXT/RMK/DDMMYY INPLACE COLLECTIVE PROTECTION SPACES / REQ  
1300/ MRA 120//

**A4.5. Overall CBRNE C-level.** Unit Commanders will assign an overall CBRNE C-level based on the lowest of the ESRAT and TRRAT. CBRNE overall C-level is assigned based on definitions in [paragraph 1.12](#), relevant to the unit's ability to operate in CBRNE conditions. An overall C-level will be entered in the READY field under TREAD = CBRNE report. If applicable, a primary reason (in plain text) should be stated under the CBRNE TREAD REASN remark label, while using an applicable reason code from [Table 4.3](#) and [Table 6.3](#) for the area ratings. CBDRTs will be submitted in conjunction with the unit's primary SORTS report. Commander CBRNE assessments are not applicable to CBDRTs, however the CBRNE overall rating can be factored into commander assessments of overall unit readiness in the primary unit SORTS reports. An example RAS-IT/AF-IT CBRNE overall set is shown below:

OVERALL/U/A/RICDA:YYMMDD/TREAD:CBRN/READY:3/REASN:S/-/-// EQSUPPLY/  
ESRAT:3/ESRES:SRA//TRAINING/TRRAT:2/TRRES:TNB//

**A4.6. CBRNE Data Requirements.** Table 4.3. and Table 6.3. list applicable reason codes for use with CBRNE. No FORECAST Set data is required. Only applicable Equipment and Training reason codes listed in Table 4.3. and Table 6.3. will be used for CBRNE overall and subarea level ratings (S-level, and T-level). Use the REASN code from Table A4.6. for the CBRNE overall rating. Attachment 4 Reference Tables (see top of next page). Also see AF Tables under the references tab on the DRRS website at

**A4.6. (AFSPC)CBDRT Data Requirements.** Report 3, 6 and 12-month forecasts using remark label READY. Format the remark similar to the DOC number 1 CADAT remark (AFI 10-201, para 2.4.2. and Figure 2.1.). Ensure shelf-life issues are addressed.

**Table A4.1. Units authorized to report Category Level 6 in CBDRT Measured Areas**

| Rule | A                   | B                                 | C                                 |
|------|---------------------|-----------------------------------|-----------------------------------|
|      | If the unit is a(n) | and the unit situation is that it | then it will report T-6 in fields |
|      | Unit in LTA         | Only required when tasked         | TRRAT                             |

**Table A4.2. Equipment Categories Units Should Measure and Report Against [Note 1]**

| R U<br>L E   | A  | B   | C                                     | D   | E   |
|--|--|---|---------------------------------------|---|---|
|  | If the unit is a(n)  | then report equipment and supplies in these<br>Table<br>A4.2. categories if the unit mission is |                                       |   |   |
|  |  | In-garrison<br>(generation)<br>Only in a<br>LTA   | Mobility<br>in all<br>threat<br>areas | In-garrison<br>(generation)<br>in a MTA<br>[Note 1] | In-garrison<br>(generation)<br>in a HTA<br>[Note 1] |
| 7  | air logistics center (ALC)<br>engineer element                 | N/A   | 1                                     | N/A   |   |
| 16   | BEAR base unit   | N/A   | 1                                     | 1   | N/A   |
| 20   | CE unit (Prime BEEF)   | N/A   | 1, 2, 3, 4, 6                         | 1, 2, 3, 4,   | 1, 2, 3, 4  |
| 21   | CE unit (RED HORSE)  | N/A   | 1, 2, 3, 4                            | 1, 2, 3, 4  | 1, 2, 3, 4  |
| 30   | fixed communications unit (base<br>information infrastructure) | N/A   | N/A                                   | 1   | 1   |
| 44   | medical unit (non-aeromedical)                                 | 5   |                                       | 1, 5  | 1, 5  |
| 45   | missile unit (ICBM)  | none  |                                       |   |   |
| 6, 56-<br>58   | space unit   | N/A   | 1                                     | N/A   |   |
| All<br>others  | All other units  | N/A   | 1                                     | 1   | 1   |
| <b>NOTES:</b>  |  |   |                                       |   |   |
| 1. To support in-garrison requirement; MAJCOMs may specify additional categories for selected units. |  |   |                                       |   |   |
| 2. The 820 Security Forces Group will report on categories 1, 2, 3, and 4.                           |  |   |                                       |   |   |

Table A4.3. CBRNE Equipment Categories/Measured Items

| A  | B   |
|--|---|
| Category   | Items to Include in Measurement   |
| <b>1 - Individual Protective Equipment (IPE)</b> | C-1 bags IAW AFI 10-2501<br>D/D-1 aircrew bags IAW AFI 11-301   |
| <b>2 - Detection Equipment</b>                   | DETECTION GROUP A<br>M-272 Water Testing Kit, Chemical Agent<br>M-42 Chemical Agent Alarm unit and Joint<br>Chemical Agent Detector (JCAD)  |
|  | DETECTION GROUP B<br>M-8 Chemical Detection Paper [Note 1] M-9<br>Chemical Detection Paper [Note 1] M-256A1<br>Chemical Agent Detection Kit |
|  | DETECTION GROUP C<br>DoD Biological Sampling Kit Portal Shield<br>Portable Biological Aerosol Sampler (PBAS)<br>Kit                         |
| <b>3 - Decontamination Equipment</b>             | DECON GROUP A M295 Decontamination Kit<br>[Note 3]  |
|  | DECON GROUP B M17 Lightweight<br>Decontamination Apparatus  |
|  | DECON GROUP C Reserved – do not report  |
|  | DECON GROUP D Reserved – do not report  |
| <b>4 - RADIAC Equipment</b>                      | RADIAC Set ADM-300 Kit A RADIAC Set<br>ADM-300 Kit B RADIAC Set ADM-300 Kit C<br>RADIAC Set ADM-300 Kit E                                   |
| <b>5 - Medical Countermeasures</b>               | MTAs and HtAs will report BW/CW and Anti-<br>malaria/cholera items and pharmaceutical<br>countermeasures                                    |
| <b>6 - Collective Protection Systems</b>         | Transportable collective protection systems<br>[Note 3]   |

| A   | B                               |
|---|---------------------------------|
| Category  | Items to Include in Measurement |
| <b>NOTES:</b>   |                                 |
| 1. Do not include the M8 and M9 paper in C-1 bags or bag equivalents in this measurement. Those items are included in the Category 1 measurement.   |                                 |
| 2. Do not include the M295 Decontamination Kits in C-1 bags or bag equivalents in this measurement.   |                                 |
| 3. This is the generic use of the term to include all mobile, portable, or transportable collective protection systems. This does not include non-deployable systems like the Survivable Collective Protection System (SCPS) and the Shelter Modification Kits, which can be relocated but are not in the |                                 |

**Table A4.4. Changing CBDRT ESRAT Percentage into a CBDRT S-Level**

| R<br>U<br>L<br>E | A  | B  |
|------------------|--|--|
|                  | if the lower of the CBD equipment on-hand percentages is in the range from | the equipment and supplies On-hand S-level ESRAT label will be |
| <b>1</b>         | 90 to 100  | S-1  |
| <b>2</b>         | 80 to 89   | S-2  |
| <b>3</b>         | 65 to 79   | S-3  |
| <b>4</b>         | 0 to 64  | S-4  |

**Table A4.5. Training Percentage T-Level (Method B, paragraph 6.2. or Method C, paragraph 6.3)**

| R<br>U<br>L<br>E | A   | B                             |
|------------------|---|-------------------------------|
|                  | If the training percentage is in the range from | then the training T-level is: |
| <b>1</b>         | 85 to 100                                       | T-1                           |
| <b>2</b>         | 70 to 84  | T-2                           |
| <b>3</b>         | 55 to 69  | T-3                           |
| <b>4</b>         | 0 to 54   | T-4                           |

**Table A4.6. REASN codes for CBRN**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>   | <b>B</b>                      |
|----------------------------|--|-------------------------------|
|                            | <b>If the overall CBRNE C level is</b>   | <b>Then the REASN code is</b> |
| <b>1</b>                   | Less than C-1 and the reason most effecting C level is CBRNE equipment                   | S                             |
| <b>2</b>                   | Less than C-1 and the reason most effecting C level is CBRNE individual or unit training | T                             |
| <b>3</b>                   | C-5 and a resource area is reported as P-/S-<br>/R-/T-6                                  | N                             |
| <b>4</b>                   | Not Reported by the Unit   | N                             |

## Attachment 5

### MAJOR EQUIPMENT LOCATION AND CREW INFORMATION (MEQLOCN)

#### A5.1. MEQLOCN Description.

A5.1.1. MEQLOCN is a major equipment location set reported in SORTS for those units authorized or possessing major equipment (aircraft, missiles, etc.). The Authoritative Data Source (ADS) for the inventory, location and status of the aircraft resides within the maintenance community; therefore, maintenance units, instead of aviation units, are to report the location and status of the aircraft. Aviation units are to report on the location and status of the crews.

A5.1.2. For units reporting the location and status of major equipment items, MEQLOCN includes MEQPT at a unit's present and deployed locations. Referencing **Table A5.1**, maintenance units will only report in data fields 1-10, 18 and 19.

A5.1.2.1. Equipment that will be off station for less than 72 hours (with response time not a key factor) is not considered deployed and does not need to be reported in a separate MEQLOCN set.

A5.1.2.2. Major equipment in PDM is not reported in a separate MEQLOCN set; account for major equipment in PDM in a remark using the "MEPSD" Label.

A5.1.2.3. Total numbers at various locations must equal total possessed, formed, and mission ready.

A5.1.3. For aviation units reporting the location and status of aircrews, MEQLOCN includes crew status at a unit's present and deployed locations. Referencing **Table A5.1**, aviation units will only report in data fields 1-2, 11-17, and 19.

A5.1.3.1. Crews that will be off station for less than 72 hours (with response time not a key factor) are not considered deployed and do not need to be reported in a separate MEQLOCN set.

A5.1.3.2. Total numbers of crews at various locations must equal total assigned and mission ready.

#### A5.2. Reporting Information.

A5.2.1. MEQLOCN sets report on the type of equipment, the number of crews at a given location, and the location of deployed equipment and/or crews.

A5.2.2. The sum of resources in the MEQLOCN set must equal total assigned and mission ready.

A5.2.3. MEQLOCN sets are reported as a standalone set of a unit's SORTS report. A unit will develop and maintain their MEQLOCN set(s) using the current RAS-IT/AF-IT version.

A5.2.3.1. Submit the MEQLOCN set on a unit authorized or possessing major equipment items. Submit the set for each combination of major equipment, type, and location to show status at all locations being occupied by the unit. There is no limit to the number of MEQLOCN sets a unit may report.

A5.2.3.2. When submitting MEQLOCN sets, units should ensure the numbers of deployed crews or equipment do not exceed the total number possessed, and change accordingly. SORTS reporting personnel must know what is in the database for the UIC being reported.

A5.2.3.3. When a unit deletes the number of previously reported equipment at deployed locations, the system will return equipment numbers back to the home or unit location.

**Table A5.1. MEQLOCN Data Field Definitions**

| No. | Data Field | Definitions   |
|-----|------------|---|
| 1   | UNIT       | Home Location   |
| 2   | TEGEO      | Temporary Location  |
| 3   | MEPSA      | Major Equipment Authorized                                      |
| 4   | METAL      | Major Equipment Allocated                                       |
| 5   | MEPSD      | Major Equipment Possessed                                       |
| 6   | MEORD      | Major Equipment Operationally Ready – Dual                      |
| 7   | MEORN      | Major Equipment Operationally Ready – Nuclear                   |
| 8   | MEORC      | Major Equipment Operationally Ready – Conventional              |
| 9   | MEORO      | Major Equipment Operationally Ready – Other                     |
| 10  | MEREC      | Major Equipment Operationally Ready – Reconnaissance Capability |
| 11  | CREWA      | Primary Duty Crew Authorized                                    |
| 12  | CREAL      | Primary Duty Crew Allocated                                     |
| 13  | CREWF      | Primary Duty Crews - Formed                                     |
| 14  | CRMRD      | Primary Duty Crews Mission Ready - Dual                         |
| 15  | CRMРН      | Primary Duty Crews Mission Ready – Nuclear                      |
| 16  | CRMRC      | Primary Duty Crews Mission Ready                                |
| 17  | CRMRO      | Primary Duty Crews Mission Ready - Other                        |
| 18  | FORDV      | Equipment Foreign Origin  |
| 19  | NEWLOC     | New Location  |