

**12 AUGUST 2005**



**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 31 FW/CP (TSgt Anthony L. Mollica)      Certified by: 31 FW/CP (Maj Scottie B. Rinehardt)  
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This instruction implements Status of Resources and Training System (SORTS) users responsibilities and is applicable to all personnel assigned, attached, or deployed to Aviano Air Base performing duties associated with SORTS. It establishes responsibilities for collecting, analyzing, and submitting SORTS information. It augments AFI 10-201, *Status of Resources and Training System*, and the United States Air Forces in Europe (USAFE) Supplement 1. This instruction is not intended to replace, substitute for, or supersede official regulations, procedures or directives. In case of conflicts between any instructions governing SORTS, always use the most stringent procedures outlined. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

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**1. SORTS General Policy.** The 31<sup>st</sup> Fighter Wing Commander (31 FW/CC) will ensure SORTS reports for assigned units are accurate, timely, clear, and complete. Unit commanders will make the final determination concerning a unit's overall C-level using commander's judgment.

1.1. The wing SORTS office acts as the Office of Primary Responsibility (OPR) for SORTS and will accomplish all installation SORTS reporting.

1.2. SORTS data is classified and declassified IAW AFI 10-201, paragraph 1.4 and USAFE Sup 1.

1.3. Increased frequency/exercise reporting will be submitted to the command post (CP) as directed by the Wing SORTS Monitor IAW Chairman, Joint Chiefs of Staff Manual (CJCSM) 3150.02A, AFI 10-201, AFI 10-201\_USAFESUP 1, and HQ USAFE guidance.

1.4. All unit SORTS reports will be submitted to the wing SORTS office IAW the "Preparing Monthly SORTS Reports" checklist (see [Attachment 1](#)). Unit monitors must ensure they meet their scheduled appointment per the monthly SORTS turn-in letter.

1.5. All agencies that develop and submit SORTS data will maintain the following publications and operating instructions:

1.5.1. AFPD 10-2, *Readiness*.

1.5.2. AFI 10-201, *Status of Resources and Training System*, and USAFE Supplement 1.

1.5.3. AVIANOI 10-201, *Instruction, Status of Resources and Training System*.

1.5.4. USMTF User Format CD-ROM (formerly AFPAM 10-709 V1).

**2. Designed Operational Capability (DOC) Statement.** The unit Designed Operational Capability (DOC) statement provides specific measurement standards for unit C-level reporting. CJCS SORTS policy requires the unit overall C-level to be based on the unit resources and training required to perform the unit's full wartime mission.

2.1. The unit's DOC statement will not be used to establish, organize, or design a unit. DOC statements are not tasking instruments. Do not modify the requirements in DOC statements, as inaccurate reporting could result.

2.2. Most units will only have a single DOC statement, called the primary DOC. If parts of a unit's total wartime mission are significantly different, the MAJCOM may produce multiple DOC statements for that particular unit. In those cases, the most resource intensive portion of the total mission will normally be the primary DOC. The next most resource intensive portion of the mission will be the secondary DOC, and the third portion is the tertiary DOC.

2.3. All unit DOC statements will be sent to the Wing SORTS Office from the MAJCOM. The new DOC statement will immediately be given to the unit SORTS monitor for the unit commander to review, sign, and date. The original copy of the DOC statement will be returned to 31 FW/CP within seven (7) duty days. A copy of the unit DOC statement will be given to the unit SORTS monitor and to the 31<sup>st</sup> Fighter Wing Manpower Office (31 FW/MO).

**3. SORTS Responsibilities.**

3.1. **31 FW/CC will:**

3.1.1. Ensure base-level SORTS monitors are actively engaged with their MAJCOM functional managers to coordinate and resolve problems when rated areas fall below

C-1.

3.1.2. Ensure all personnel involved in SORTS reporting are trained on their responsibilities.

3.1.3. Ensure at least two wing-level SORTS managers are appointed and trained to provide uninterrupted reporting during both crisis and peacetime submission.

3.1.4. Provide additive remarks to reports, when applicable, explaining wing or base actions impacting C-levels.

**3.2. 31 FW/CP SORTS Office will:**

3.2.1. Keep a record of the data in the database for the current and previous month's reports.

3.2.2. Report only the C-level data approved by the commander of the measured unit.

3.2.3. Notify units and staff agencies of reporting requirements.

3.2.4. Retain original, signed DOC statements for all measured units. Ensure all unit DOC statements are reviewed and documented annually by the measured unit commander.

3.2.5. Address unit DOC statement discrepancies to HQ USAFE/A3XA immediately. Provide guidance to unit monitors to resolve discrepancies through their MAJCOM functional manager.

3.2.6. Provide data input tools and assist unit monitors in preparing measured data.

3.2.7. Conduct initial and recurring training for primary and alternate SORTS monitors and commanders for each measured unit prior to being placed on an appointment letter.

3.2.8. Conduct a staff assistance visit (SAV) annually for each measured unit. Provide a copy of the SAV results to each unit commander/unit SORTS monitor. Maintain a record of the most recent SAV with the wing SORTS program. If necessary, schedule a revisit to be completed within 30 days of the original SAV. Brief results to the wing commander.

3.2.9. Ensure appropriate amplifying remarks are submitted when rated areas fall below C-1. Where necessary, ensure a reasonable get-well date (GWD) for appropriate remarks. Advise units reporting any measured area below C-3 of the USAFE A3 directive to MAJCOM functional managers to formally address issues driving the rating. The unit should ensure their MAJCOM functional manager is aware of the impending rating. The wing SORTS manager will query the unit monitor as well as the USAFE SORTS office to follow up on MAJCOM functional manager actions. The wing SORTS office will make notifications/take actions, as appropriate.

3.2.10. Brief the wing commander and obtain releasing authority before the report is submitted to JCS database.

3.2.11. Retrieve and review unit UIC and Received and Message Processed (RAMP) reports within 24 hours of report submission. Provide UIC to the measured unit for review. Correct discrepancies within 12 hours.

3.2.12. Conduct and document quarterly training for unit monitors; maintain documentation of training for unit monitors and commanders. Quarterly training will be conducted in March, June, September, and November. A memorandum for record (MFR) from the commander or designated alternate will be required for personnel unable to attend quarterly training due to leave, TDY, etc.

3.2.13. Conduct and document commander/releasing official's semi-annual recurring training. A MFR from the commander or designated alternate will be required for personnel unable to attend recurring training due to leave, TDY, etc.

### 3.3. Measured Unit Commander will:

3.3.1. Review data and remarks for quality and assign an overall C-level based on DOC statement mission(s).

3.3.2. Ensure submitted SORTS reports meet the timelines set forth in the SORTS monthly turn-in letter.

3.3.3. Appoint and train at a minimum two SORTS monitors to enable the unit to deploy one in crisis or allow for peacetime leave without disrupting reporting. SORTS training must be accomplished before the monitor is placed on the appointment letter for the sub-reporting organization (SRO). Provide a copy of the SORTS monitor appointment letter to the wing SORTS office.

3.3.4. Provide recommended changes to the DOC statement to the MAJCOM functional manager and the wing SORTS office.

3.3.5. Sign all SORTS reports, to include initialing all worksheets indicating review and release.

3.3.6. Sign and date the DOC statement after initial receipt, after annual reviews, and upon assuming command.

3.3.7. Review, sign, and date UIC review within 24 hours of receipt from the SORTS office.

3.3.8. Establish procedures to ensure continual review of unit data for possible changes in the unit C-level.

### 3.4. Measured Unit SORTS Monitor will:

3.4.1. Check DOC statement for errors.

3.4.2. Prepare unit C-level data to include:

3.4.2.1. Collecting information from other agencies.

3.4.2.2. Extracting data from existing records.

3.4.2.3. Calculating measured area levels and percentages.

3.4.2.4. Selecting reason codes.

3.4.2.5. Preparing remarks.

3.4.3. Provide the wing SORTS office and HQ USAFE functional managers, in writing, the names, office symbols, telephone numbers, and e-mail addresses of the monitors.

3.4.4. Review remarks, C-level data, reason codes, and projected GWDs from submitted SORTS reports to ensure the information reflected is still accurate. When changes occur, the unit monitor will submit a new report to the wing SORTS office within 12 hours.

3.4.5. Conduct a semiannual self-inspection of unit SORTS program using a copy of the UCI checklist as a guide (see [Attachment 2](#)). Provide inspection results and planned corrective actions, if required, to wing SORTS office NLT seven (7) days after completion.

3.4.6. Deliver completed/accurate worksheets to the wing SORTS office IAW the monthly turn-in letter distributed by the wing SORTS monitor.

3.4.7. When turning in the report, review the worksheets with the wing SORTS monitor to ensure accuracy and completeness. The unit monitor, on the spot, will correct minor errors or discrepancies. Major errors or discrepancies (i.e., those affecting rating, adding or deleting remarks, etc.) will be corrected by the unit monitor and will be briefed to and resigned by the releasing official or the designated alternate before the report can be resubmitted into the database.

3.4.8. All unit SORTS monitors will maintain a continuity book according to AFI 10-201, USAFE Sup 1, and this instruction. The following is considered the minimum documentation required in a SORTS monitor continuity book:

3.4.8.1. Current copy of the wing and unit SORTS monitor appointment letters.

3.4.8.2. Current copy of the unit DOC statement.

3.4.8.3. Current and previous month's reports to include associated paperwork and worksheets used to calculate the current and previous month's SORTS reports. Also maintain the AFSORTDET Easy Read product and the UIC Review.

3.4.9. Ensure replacements or alternates are scheduled for training with the wing SORTS monitor a minimum of 60 days prior to their appointment as unit SORTS monitor.

3.4.10. Notify the wing SORTS office at least two (2) duty days in advance of cancellation of an appointment and/or to reschedule.

3.4.11. Return a copy of the UIC review signed by the commander to the wing SORTS office NLT 24 hours after receipt from the SORTS office.

**3.5. 31 MSS/Manpower and Organization Flight (MOF) will:**

3.5.1. Provide, upon request, automated data products to measured units, direct support units, and local personnel office. Products include unit type code (UTC) composition, unit manpower documents (UMD), and UTC requirements to UMD comparisons; commonly referred to as UTC/UMD mismatch report.

3.5.2. Notify measured units and direct support units as changes to UMD authorizations occur. For changes to the MANFOR UTC details, the MOF must provide a MANFOR UTC report to 31 LRS/LGRR showing the changes to the affected units within 14 days of the MANFOR change.

3.5.3. Assist units in identifying discrepancies, in UTC/UMD mismatch reports, to their respective functional managers.

3.5.4. Ensure the MOF POC memorandum contains the names, duty phones, clearances, and ranks of personnel authorized to coordinate on DOC statement reviews. The appointed monitors will have a security clearance verification statement from their unit security manager included on the memorandum.

**3.6. 31 MSS/DPMDR will:**

3.6.1. Provide personnel management products listing assigned personnel, current official duty status, and assistance to measured and direct support units as required.

3.6.2. Produce the SORTS Desire Listing on the 5<sup>th</sup> day of every month. Unit SORTS monitors may request updates from their orderly rooms to check for changes in personnel duty status.

3.6.3. Relay notices of inbound personnel to fill shortfalls and projected unfilled vacancies to measured units and direct support units.

3.6.4. Receive and transfer civilian personnel data to units as required.

3.6.5. Provide technical expertise to the wing SORTS monitor and unit SORTS monitors on all SORTS personnel products, as required.

3.6.6. Ensure the POC memorandum contains the names, duty phones, clearances, and ranks of personnel authorized to coordinate on the DOC statement. A new memorandum will be accomplished within five duty days of any changes to the information.

**3.7. 31 LRS/CC will:**

3.7.1. Report monthly wing mobility bag (MOBAG) fill rate on A and B bags for the base populace with the exception of A and B bags maintained by the 31<sup>st</sup> Security Forces Squadron (31 SFS), 31<sup>st</sup> Civil Engineering Squadron (31 CES), and the 603<sup>rd</sup> Air Control Squadron (603 ACS).

**3.8. 31 SFS/CC, 31 CES/CC, and 603 ACS/CC will:**

3.8.1. Report A and B mobility bags owned by their unit.

PHILIP M. BREEDLOVE, Brigadier General, USAF  
Commander

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

EO 12958, *Classified National Security Information*

DoD Directive 5400.4, *Provision of Information to the Congress*

CJCSI 3401.02, *Global Status of Resources and Training System*

CJCSM 3150.02, *Global Status of Resources and Training System (GSORTS)*

CJCSI 5714.01, *Release Procedures for Joint Staff and Joint Papers and Information*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFPD 10-2, *Readiness*

AFI 10-101, *Format and Content of Mission Directives*

AFI 10-403, *Deployment Planning*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFDD**—Air Force Doctrine Document

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFSC**—Air Force specialty code

**AFSORTSDET**—Air Force Data Entry Tool

**C-1X**—assessed overall C-level

**CC**—commander

**CJCSM**—Chairman Joint Chiefs of Staff Manual

**C-Level**—category level

**DOC**—designed operational capability

**FAM**—Functional Area Manager

**GWD**—get-well date or get worse date

**JCS**—Joint Chiefs of Staff

**LIMFAC**—limiting factor

**LOGDET**—logistics details

**LOGFOR**—logistics force packaging system  
**MAJCOM**—major command  
**MANFOR**—manpower force packaging system  
**MTT**—mobile training team  
**MTR**—Memorandum for Record  
**NAF**—Numbered Air Force  
**NLT**—no later than  
**OPR**—office of primary responsibility  
**P-level**—personnel category level  
**RAMP**—report and message processor  
**R-level**—equipment condition level  
**S-level**—equipment and supplies O/H category level  
**SAV**—staff assistance visit  
**SORTS**—Status of Resources and Training System  
**SRO**—subordinate reporting organization  
**TDY**—temporary duty  
**T-level**—training category level  
**UIC**—Unit Identification Code  
**UMD**—Unit Manning Document  
**UMPR**—Unit Manpower Personnel Record  
**US**—United States  
**USAF**—United States Air Force  
**USAFE**—United States Air Forces in Europe  
**UTC**—Unit Type Code

## Attachment 2

UNCLASSIFIED

<b>Preparing Monthly SORTS Reports (Unit) (U)</b>
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**\*NOTE: DO NOT PUT ANY CLASSIFIED INFORMATION ON THIS CHECKLIST. ALL SORTS READINESS DATA (CATEGORY LEVELS (P, R, S, T), OVERALL CATEGORY LEVEL, REASON CODES ASSOCIATED WITH THEIR REMARKS, AND LIMITING FACTORS) IS CLASSIFIED. (AFI 10-201 PARA. 1.4)**

**I. PREPARE WORKSHEETS**

- \_\_\_\_\_ 1. Ensure that you are using the correct worksheets. (i.e.: use USAFE IMT Forms 215A, 215B, 215C, 215D, 215E, and 216 for your Primary DOC and a second set, without IMT Form 216 for your Secondary DOC report.)
- \_\_\_\_\_ 2. Before any data is entered, stamp appropriate classification on the top, bottom, front, and back of all worksheets.
- \_\_\_\_\_ 3. Fill in header information on all worksheets. (Measured unit, DOC Number, DOC Response Time, DOC Title and Supporting Unit, if applicable.)
- \_\_\_\_\_ 4. When you receive a new DOC statement, compare with old DOC statement to determine what areas have changed. If any of the data fields for Equip. & Supplies, Equip. Condition or Training have changed, annotate on worksheet. Do this by going to the appropriate worksheet and filling in the label that is to be added or deleted in block 3, on the ADD/DELETE lines.
- \_\_\_\_\_ 5. Each report will consist of at a minimum, the first page of each of the form packages. i.e. page one of 215A, B, C, D, E, and 216. If any pages are not use in a specific package on the first page of that package write pages xx were not used and initial.

**II. PERSONNEL WORKSHEETS (USAFE IMT 215B)**

- \_\_\_\_\_ 1. Enter the Total Personnel numbers for Assigned, Available, and Authorized.
- \_\_\_\_\_ 2. On the Critical Worksheets (USAFE IMT 216B, pg 2) list all AFSCs or critical functions that are required by the unit. (Ref Doc statement and AFI Table 3.1.)
- \_\_\_\_\_ 3. Take the total numbers from Critical Worksheets and place each in their appropriate slot on page 1 of USAFE IMT 215B Personnel Worksheet. Ensure that the numbers are entered correctly!  
**NOTE:** For 9 or less, use the 9 or less table. (AFI 10-201, table 3.2)
- \_\_\_\_\_ 4. Determine percentage for both Total Personnel and Critical Personnel. Double check numbers and results.

REF: AFI10-201\_USAFE SUP1 to AFI10-201

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\_\_\_\_\_ 5. Enter P-levels for each category base on chart on same page. The lower of the two  
**NOTE:** areas will become the overall P-Level. If P-level is less than 1, enter a reason code. (Use AFI 10-201 Table 3.5 to determine reason code.)

**NOTE:** If P-level is less than 1, you now require PRRES and REASN remarks.

\_\_\_\_\_ 6. Enter any and all required remarks. Remarks need to be clear and concise, but not at the expense of detail. Possible remarks are:

- \_\_\_\_\_ a. PRRES (mandatory whenever the level is less than P-1) (ref AFI 10-201 para 2.11.7.1)
- \_\_\_\_\_ b. PRREF (mandatory whenever the level is less than P-1 for secondary DOC statement) (ref AFI 10-201 para 2.11.7.1)
- \_\_\_\_\_ c. PERTP (listing all personnel shortages) (ref AFI 10-201 para 2.11.7.4)
- \_\_\_\_\_ d. CPAVAL (listing all AFSC Substitution) (ref AFI 10-201 para 3.1.2.5.1)
- \_\_\_\_\_ e. TPAUTH (listing any Foreign Exchange Officer Data)
- \_\_\_\_\_ f. TPAVL (listing all personnel deployed)
- \_\_\_\_\_ g. REASN (also mandatory whenever any this area is less than P-1)

**III. TRAINING WORKSHEET (USAFE 215C)**

**NOTE:** \_\_\_\_\_ 1. Using your DOC statement as a guide, and AFI 10-201 table 6.4, enter all labels on the correct lines.

\_\_\_\_\_ 2. Enter all data in each of the required fields. Take the lowest percentage and place in the TRUTC field. Double check numbers and results. If required review AFI 10-201 tables 6.6 thru 6.13 based on unit

**NOTE:** For 9 or less, use the 9 or less table. (AFI 10-201, table 6.2)

**NOTE:** \_\_\_\_\_ 3. Using the chart on the worksheet, determine T-level. Enter T-level in the TRRAT field. If less than T-1, enter a reason code in the TRRES field. (AFI 10-201; Table 6.5)

**NOTE:** If less than T-1, you are now required to submit TRRES and REASN remarks.

REF: AFI10-201\_USAFESUP1 to AFI10-201

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\_\_\_\_\_ 4. Enter any and all required remarks. Remarks need to be clear and concise, but not at the expense of detail. Possible remarks are:

\_\_\_\_\_ a. TRRES (mandatory whenever the level is less than T-1) (ref AFI 10-201 para 2.11.10.1)

\_\_\_\_\_ b. TRREF (mandatory whenever the level is less than T-1 for secondary DOC) (ref AFI 10-201 para 2.11.10.1)

**NOTE:** \_\_\_\_\_ c. TRSA 1-5 (Training Areas) (ref AFI 10-201 page 56 table 2.4)

\_\_\_\_\_ d. TRATL (listing all AETC formal training school allocation deficiencies) (ref AFI 10-201 para 2.11.10.3 or para 6.5.6)

\_\_\_\_\_ e. REASN (also mandatory whenever this area is less than T-1)

**IV. EQUIPMENT AND SUPPLIES ON HAND WORKSHEET (USAFE IMT 215D)**

\_\_\_\_\_ 1. Using your DOC statement as a guide, and AFI 10-201 tables 4.1 and 4.4, enter all labels on the correct lines. Mark "C" for Combat or "S" for Support for every subarea your unit uses.

\_\_\_\_\_ 2. Enter all data in all reported areas. Take the lowest percentage from Combat and place in the EQSEE field. Double check numbers and results.

**NOTE:** For 9 or less, use the 9 or less table. (AFI 10-201, table 4.2)

\_\_\_\_\_ 3. Take the lowest Support percentage and place in the EQSSE field. Double check numbers and results.

**NOTES:**

For 9 or less, use the 9 or less table. (AFI 10-201, table 4.2)

\_\_\_\_\_ 4. Of those two percentages, take the lowest in the indicated field. Using chart on worksheet, determine S-level and place in ESRAT field. If less than S-1, enter reason code in ESRES. (AFI10-201, table 4.5)

**NOTE:** If less than S-1, you are now required to submit ESRES and REASN remarks.

\_\_\_\_\_ 5. Enter any and all required remarks. Remarks need to be clear and concise, but not at the expense of detail. Possible remarks are:

REF: AFI10-201\_USAFE SUP1 to AFI10-201

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\_\_\_\_\_ a. ESRES (mandatory whenever the level is less than S-1) (ref AFI 10-201 para 2.11.8.1)

\_\_\_\_\_ b. ESREF (WRM when not reported in sub areas **Medical Units Only**) (ref AFI 10-201 para 2.11.8.1.2)

**NOTE:** \_\_\_\_\_ b. ESSA 1-9 (Equipment On-Hand Areas) (ref AFI 10-201 page 55 table 2.4)

\_\_\_\_\_ c. MEPSD (to account for flying units aircraft assigned but not available) (ref AFI 10-201 para 2.11.8.1.3, 2.11.8.1.3.1 and 2.11.8.1.3.2)

\_\_\_\_\_ d. REASN (also mandatory whenever this area is less than S-1)

**V. EQUIPMENT CONDITION WORKSHEET (USAFE IMT 215E)**

\_\_\_\_\_ 1. Using your DOC statement as a guide, and AFI10-201 tables 5-1 and 5-4, enter all labels on the correct lines. Mark "C" for Combat or "S" for Support for every subarea your unit uses.

\_\_\_\_\_ 2. Enter all data. Take the lowest percentage from Combat and place in the EQREE field. Double check numbers and results.

**NOTE:** For 9 or less, use the 9 or less table. (AFI10-201, table 5.2)

\_\_\_\_\_ 3. Take the lowest Support percentage and place in the EQRED field. Double check numbers and results.

**NOTE:** For 9 or less, use the 9 or less table. (AFI10-201, table 5.2)

**NOTE:** \_\_\_\_\_ 4. Of those two percentages, take the lowest in the indicated field. Using chart on worksheet, determine R-level and place in ERRAT field. If less than R-1, enter reason code in ERRES. (AFI10201, table 5.5)

**NOTE:** If less than R-1, you are now required to submit ERRES and REASN remarks.

\_\_\_\_\_ 5. Enter any and all required remarks. Remarks need to be clear and concise, but not at the expense of detail. Possible remarks are:

REF: AFI10-201, USAFE SUP\_1 to AFI10-201

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- \_\_\_\_\_ a. ERRES (mandatory whenever the level is less than R-1) (ref AFI10-201 para 2.11.9.1)
- \_\_\_\_\_ b. ERREF (mandatory whenever the level is less than T-1 for secondary DOC) (ref AFI 10-201 para 2.11.9.1)
- NOTE:** \_\_\_\_\_ c. ERSA 1-9 (when any sub area is less than S-1) (ref AFI10-201 page 55 table 2.4)
- \_\_\_\_\_ d. REASN (also mandatory whenever any area is less than R-1)

**VI. REMARKS**

- \_\_\_\_\_ 1. RICDA and CADAT are mandatory for all reports. If the remark has not changed from the last report, you still need to re-accomplish the data.
- \_\_\_\_\_ 2. Review current report to determine what new remarks are needed.
- \_\_\_\_\_ a. If reporting less than 1 in any area, a PRRES, ESRES, ERRES or TRRES is required.
- \_\_\_\_\_ b. If reporting less than 1, forecasting less than one, or if the Commander is assessing, a REASN is required. (ref AFSPC SUP para 1.17.1.6.)
- \_\_\_\_\_ c. Regardless of C-level, a PERTP remark is required for ANY shortage of personnel.
- \_\_\_\_\_ d. If any personnel are deployed, a TPAVL remark is required.

**VII. NUCLEAR CHEMICAL BIOLOGICAL DEFENSE REPORT (CBDRT) WORKSHEET (USAFE IMT 216)**

- \_\_\_\_\_ 1. Using AFI10-201 Attachment 4 enter the following data.
- NOTE:** \_\_\_\_\_ 2. Equipment. Using DOC Statement and AFI10-201, Attachment 4, and table A4.2 Enter the numbers in all categories that apply.
- \_\_\_\_\_ 3. Take the lowest percentage from the Equipment categories and place in the EQSEE field. Double check numbers and results.

REF: AFI10-201\_USAFESUP1 to AFI10-201

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**NOTE:** \_\_\_\_\_ 4. Using chart on worksheet, determine S-level and place in ESRAT field. If less than S-1, enter reason code in ESRES. (AFI10-201, table 4.5, rules 67 thru 85)

**NOTE:** If less than S-1, you are now required to submit an ESRES and REASN CBDRT remarks.

\_\_\_\_\_ 5. Enter any and all required remarks. Remarks need to be clear and concise, but not at the expense of detail. Possible remarks are:

\_\_\_\_\_ a. ESRES (mandatory whenever the level is less than S-1) (ref AFI10-201 Attachment 4, para A4.2)

\_\_\_\_\_ b. REASN (also mandatory whenever any area is less than S-1)

\_\_\_\_\_ 6. Using your DOC statement as a guide, and AFI10-201 Attachment 4, para A4.3 enter all labels on the correct lines.

\_\_\_\_\_ 7. Enter all data in each of the required fields. Take the lowest percentage and place in the TRUTC field. Double check numbers and results.

**NOTE:** \_\_\_\_\_ 8. Using the chart on the worksheet, determine T-level. Enter T-level in the TRRAT field. If less than T-1, enter a reason code in the TRRES field. (AFI10-201; Table 6.5, rules 44 thru 62)

**NOTE:** If less than T-1, you are now required to submit TRRES and REASN remarks.

\_\_\_\_\_ 9. Enter any and all required remarks. Remarks need to be clear and concise, but not at the expense of detail. Possible remarks are:

\_\_\_\_\_ a. TRRES (mandatory whenever the level is less than T-1) (ref AFI10-201 para 2A4.3)

\_\_\_\_\_ b. REASN (also mandatory whenever this area is less than T-1)

\_\_\_\_\_ 10. Enter lowest of your measured resource areas in the Overall C-level (READY) block. (Do not include 6.)

\_\_\_\_\_ 11. Enter reason code from area driving C-Level. (T-Training, S-Equipment & Supplies)

\_\_\_\_\_ 12. FORECAST. Forecast the next Overall C-Level change (CARAT) and the date that it will likely occur (CADAT). This block is mandatory for C-1X or lower. CADAT cannot be unknown-must contain YYMMDD.

REF: AFI10-201, USAFESUP1 to AFI10-201

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\_\_\_\_\_ 13. PREPARED BY: is to be filled out by the SORTS monitor who prepares this report.

**NOTE:** SRO or MTT must train Monitor prior to completing worksheets!

\_\_\_\_\_ 14. APPROVED BY: is to be signed by commander or authorized representative after review of all worksheets.

\_\_\_\_\_ 15. DERIVED FROM: CJCS 3150.02

\_\_\_\_\_ 16. DECLASSIFY ON: If your report is CONFIDENTIAL, you will declassify on the date of report + 4 years. For SECRET, the date of report + 8 years.

\_\_\_\_\_ 17. DATE OF SOURCE: Is the date of CJCS 3150.02

### VIII. OVERALL CATEGORY LEVEL (C-LEVEL) WORKSHEET (USAFE IMT 215A)

\_\_\_\_\_ 1. Using completed worksheets, enter PRRAT, TRRAT, ESRAT and ERRAT.

**NOTE:** If any of the ratings are less than 1, enter the reason code beside the rating. A REASN remark is now mandatory.

\_\_\_\_\_ 2. Enter lowest of your measured resource areas in the Overall C-level (READY) block. (Do not include 6.)

**NOTE:** If the Commander chooses to assess up or down, enter the level he/she wishes to assess to in the (READY) block. A REASN remark is now mandatory.

\_\_\_\_\_ 3. Enter reason code from area driving C-Level. (P-Personnel, T-Training, S-Equipment & Supplies, R-Equipment Condition, Or X-Commander's Assessment.)

\_\_\_\_\_ a. If the Commander is assessing up, use PUP, TUP, SUP or RUP in the Secondary Reason block.'

\_\_\_\_\_ b. Or, if the Commander is assessing down, use P, T, S or R in the SECRN.

\_\_\_\_\_ 4. If personnel are deployed enter EFFECTIVE PERCENTAGE (PCTEF). Ref AFI10-201, para 2.7 and tables 2.6 and 2.7.

\_\_\_\_\_ 5. FORECAST. Forecast the next Overall C-Level change (CARAT) and the date that it will likely occur (CADAT). This block is mandatory for C-1X or lower. CADAT cannot be unknown-must contain YYMMDD.

REF: AFI10-201, USAFE Sup\_1 to AFI10-201

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**NOTE:** If you are forecasting less than C-1, it must be explained in the REASN remark.

\_\_\_\_\_ 6. PREPARED BY: is to be filled out by the SORTS monitor(s) who prepares this report.

**NOTE:** SRO or MTT must train Monitor prior to completing worksheets!

\_\_\_\_\_ 7. APPROVED BY: is to be signed by commander or authorized representative after review of all worksheets.

\_\_\_\_\_ 8. DERIVED FROM: CJCS 3150.02

\_\_\_\_\_ 9. DECLASSIFY ON: If your report is CONFIDENTIAL, you will declassify on the date of report + 4 years. For SECRET, the date of report + 8 years.

\_\_\_\_\_ 10. DATE OF SOURCE: Is the date of CJCS 3150.02

**IX. FINAL STEPS**

\_\_\_\_\_ 1. Compare all get well dates and the forecast date to ensure continuity and accuracy.

\_\_\_\_\_ 2. Ensure all acronyms are initially spelled out in your remarks.

\_\_\_\_\_ 3. Re-check all worksheets to ensure that all the necessary data fields have been completed.

\_\_\_\_\_ 4. Using the feedback report given to you by the CP, ensure that errors from the last report were not repeated.

\_\_\_\_\_ 5. Brief Commander on all data within the report. Be prepared to copy verbiage for REASN remark if the Commander chooses to assess. If Commander approves, have him/her sign in the appropriate space on worksheets.

\_\_\_\_\_ 6. If required, brief to Group Commander. Include any comments he/she wishes to add.

\_\_\_\_\_ 7. Properly package the approved report for traveling to the Command Post. Ensure that the Wing SORTS Manager is available and submit to the Command Post by the approved time.

REF: AFI10-201, USAFE Sup\_1 to AFI10-201

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USE THE AREAS BELOW TO LIST THE REMARKS USED LAST MONTH


**\*NOTE: TAKE OPSEC INTO CONSIDERATION AT ALL TIMES.**

## Attachment 3

## NUMBERED AIR FORCES AND MEASURED UNIT

ITEM NUMBER	REQUIREMENT	REFERENCE	IAC	YES	NO
1	<b>(CCGI) ARE THE MEASURED UNIT'S SORTS REPORTS ACCURATE, TIMELY, VALID, PLAIN LANGUAGE, CLEAR AND COMPLETE?</b>	<b>AFI 10-201 PARA 1.11.10.1.1</b>	2,3,4,6,7,11		
2	<b>(CCGI) HAS THE MEASURED UNIT COMMANDER APPOINTED (IN WRITING) TWO OR MORE SORTS MONITORS?</b>	<b>AFI 10-201 PARA 1.11.11.1.2</b>	2,3,4,6,7,11		
3	<b>(CCGI) HAS THE MEASURED UNIT COMMANDER DESIGNATED, (IN WRITING) ALTERNATES WHO ARE CAPABLE OF COMPLETING ALL SORTS REPORTING ACTIONS IN THE ABSENCE OF THE COMMANDER?</b>	<b>AFI 10-201 PARA 1.11.11.1.1</b>	2,3,4,6,7,11		
4	<b>(CGI) Has the measured unit commander or designated alternate been briefed and approved the C-level data by signing the IMT 215A, /216?</b>	AFI 10-201 PARA 1.11.11.2.4.2, 2.9 USAFE Sup 1, Page 2, "Note" 1.11.11.2.5.2, 111.11.2.5.4	2,3,4,6,7,11		
5	<b>(CGI) Have written procedures been established to ensure that SORTS data is submitted monthly or received by the GSORTS database within 24 hours of a unit's change in C-level or measured area?</b>	USAFE Sup 1 PARA 1.11.10.1.2.1 1.11.10.2.14.1, 1.11.10.2.15 1.11.11.2.5.12	2,3,4,6,7,11		
6	<b>(CGI) Are the measured unit's SORTS reports individual area and overall C-level ratings accurate?</b>	AFI 10-201 PARA 1.2-1.2.3.4.2, 1.10 – 1.10.8.5 Attach 4, Chap 4, 5, 6	2,3,4,6,7,11		

ITEM NUMBER	REQUIREMENT	REFERENCE	IAC	YES	NO
7	<p><b>(CGI)</b> Are remarks included for area/areas less than C-1, to include:</p> <ul style="list-style-type: none"> <li>--Actions taken to resolve the problem</li> <li>--Resources needed</li> <li>--GWD</li> <li>--Mission/missions affected and how the mission is affected?</li> </ul>	<p>AFI 10-201 PARA 1.10.10, 2.11 – 2.11.12</p> <p>USAFE Sup 1 PARA 2.11-2.11.12, 2.5.1.1</p>	2,3,4,6,7,11		
8	<p><b>(CGI)</b> Do measured area percentages and resource levels reflect only authorized computed data?</p>	<p>AFI 10-201 PARA 1.10.8, 2.3.1.3, 2.9</p>	2,3,4,6,7,11		
9	<p>Is the Major Equipment Location and Crew Information (MEQLOCN) being reported accurately?</p>	<p>AFI 10-201 PARA 1.6.8, Attch 5</p>	2,3,4,6,7,11		
10	<p>Are all remarks accurate, current, clear, concise and include get well/worse dates?</p>	<p>AFI 10-201 PARA 1.10.10, 2.11.2, 2.11.5</p> <p>USAFE Sup 1 PARA 2.11-2.11.12, 2.5.1.1</p>	2,3,4,6,7,11		
11	<p><b>(CGI)</b> Has the unit monitor ensured manpower coordinates and initials the PRRAT Remark on the USAFE IMT 215B) prior to SORTS report submission?</p>	<p>AFI 10-201 PARA 1.11.6</p> <p>USAFE Sup 1 PARA 1.11.10.3.6</p>	2,3,4,6,7,11		
12	<p><b>(CGI)</b> Has the unit monitor ensured manpower identifies UTC/UMD mismatches and assist in preparing appropriate remarks?</p>	<p>AFI 10-201 PARA 1.11.6</p> <p>USAFE Sup 1 PARA 1.11.10.3.6</p>	2,3,4,6,7,11		
13	<p><b>(CGI)</b> Are all required remarks accurately calculated and included in SORTS Report? (CADAT, PRRAT, PCTEF, Deployed Reason Code, PERTP, TPAVL, etc...)</p>	<p>AFI 10-201 PARA 1.6.7.1-1.6.7.2, 2.5, 2.7, 2.8, 2.11</p> <p>USAFE Sup 1 PARA 1.10.8.9, 2.5.1.1, 2.5.2, 2.5.2.3, 2.8.1, 2.8.1.1, 2.11 -2.11.12, Table 2.4</p>	2,3,4,6,7,11		

ITEM NUMBER	REQUIREMENT	REFERENCE	IAC	YES	NO
14	Do all remarks sufficiently support and identify shortages when areas are less than C-1?	AFI 10-201 PARA 1.10.8, 1.10.10 USAFE Sup 1 PARA 1.10.8 – 1.10.8.9	2,3,4,6,7,11		
15	<b>(CGI) HAVE THE PROPER SECURITY MARKINGS BEEN APPLIED TO SORTS WORKSHEETS AND ANY APPLICABLE COMPUTER GENERATED PRODUCTS?</b>	AFI 10-201 PARA 1.4 – 1.4.5 USAFE Sup 1 PARA 1.4.4.1-1.4.4.2.2	2,3,4,6,7,11		
16	Does the unit monitor maintain a report numbering log (by calendar year)?	USAFE Sup 1 PARA 1.13.1.3	2,3,4,6,7,11		
17	Does the unit monitor maintain copies of all required publications?	USAFE Sup 1 PARA 1.11.11.2.5.11	2,3,4,6,7,11		
18	Does the unit monitor receive a product displaying the unit's current database every time an updated report is submitted? <b>{Exception: Easy reads will not be used}</b>	AFI 10-201 PARA 1.11.10.2.8 1.11.11.2.4.1.1	2,3,4,6,7,11		
19	Does the unit monitor retrieve the UIC review within 24 hours of receipt to the SRO?	AFI 10-201 PARA 1.11.10.2.8 1.11.11.2.4.1.1, 1.11.11.2.5.9	2,3,4,6,7,11		
20	Has the measured unit commander signed the product displaying the unit's current database?	AFI 10 201 PARA 1.11.11.1.6	2,3,4,6,7,11		
21	Have written procedures been established to ensure continuity of the unit's SORTS program?	USAFE Sup 1 PARA 1.11.11.2.5.12	2,3,4,6,7,11		