

**BY ORDER OF THE COMMANDER
KADENA AIR BASE (PACAF)**

AIR FORCE INSTRUCTION 10-201



**KADENA AIR BASE
Supplement**

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Operations**

**STATUS OF RESOURCES AND TRAINING
SYSTEM**

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This supplement implements and extends the guidance of Air Force Instruction 10-201, *Status of Resources and Training System*, 13 April 2006. It designates the Kadena Command Center Operational Reports Office (18 WG/CPR) as the Subordinate Reporting Agency (SBRPT) and outlines reporting procedures for all Pacific Air Forces (PACAF) and tenant units that submit Status of Resources and Training System (SORTS) reports through the 18 WG/CPR. This publication applies to all 18th Wing units and units assigned or attached to Kadena Air Base unless limited by waiver granted under host-tenant agreements. This publication does not apply to the Air Force Reserve Command or Air National Guard units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This supplement aligns 18 WG SORTS guidance with PACAF SORTS guidance with AFI 10-201 and Chairman Joint Chiefs of Staff Manual (CJCSM) 3150.02. It incorporates changes and

additions to the entire document. Major changes include number of SORTS monitors and Air Force Special Operations Command (AFSOC) SORTS Units list.

1.11.10.The 18 WG/CPR is designated as the Subordinate Reporting Organization (SRO) for PACAF and AFSOC units assigned to Kadena AB. (See **Attachment 8** for listing of SORTS reporting units).

1.11.10.1.1.Ensures group commanders review SORTS reports of subordinate units to ensure an accurate picture of each squadron's wartime capability is captured, prior to report transmission to the Defense Information System Agency Global Status of Resources and Training System (DISA GSORTS) database.

1.11.10.1.2.Ensures 18 WG/CPR complies with all reporting requirements specified in AFI 10-201.

1.11.10.2.4.1.1. **(Added)**Provide current designed operational capability (DOC) statements to reporting units and Manpower organization (18 FSS/FSMM). Also provide current DOC statements to 18th Maintenance Group (18 MXG) and 18th Logistics Readiness Squadron (18 LRS) for flying units only such as the 44th Fighter Squadron (44 FS), 67th Fighter Squadron (67 FS), 909th Air Refueling Squadron (909 ARS), 961st Airborne Air Control Squadron (961 AACs) and 33d Rescue Squadron (33 RQS). DOC statements for 353d Special Operations Group (353 SOG) units will be provided to the 353 SOG Command and Control Representatives (COMREP), the Manpower Flight (353 SOG/MO), the Logistics Flight (353 OSS/A4), and the Plans & Tactics Flight (353 OSS/A5).

1.11.10.2.5.Quality control all SORTS reports and assists units with implementing procedures to ensure accuracy, clarity, and validity of reported data.

1.11.10.2.5.1. **(Added)**With 18th Wing Commander (18 WG/CC) or 18th Wing Vice Commander (18 WG/CV) approval, submit SORTS reports to the Joint Chief of Staff (JCS) after unit commanders' review and approval via the Readiness Assessment System Input Tool (RAS-IT).

1.11.10.2.11. **(Added)**Prepare a PowerPoint briefing for presentation to the 18 WG/CC and submit to the Installation Deployment Readiness Center (IDRC) for presentation during the monthly wing Pre-Mobility Stand-Up (MSU) Briefing.

1.11.10.3.The Manpower Organization (18 FSS/FSMM):

1.11.10.3.5. **(Added)**Appoint a primary and alternate point of contact (POC) and a list of personnel designated to validate personnel authorizations included on SORTS Personnel Worksheets.

1.11.10.3.6. **(Added)**Retain a copy of each Unit Type Code (UTC)/Unit Manning Document (UMD) extracts to validate personnel worksheets. Include verifying official's name on the document.

1.11.10.3.7. **(Added)**Provide flying units with applicable Program Element Code (PEC) listings from 18th Maintenance Group (18 MXG), 18th Operations Group (18 OG) and 18th Mission Support Group (18 MSG) units.

1.11.10.4.The Personnel Readiness Unit (18 FSS/FSOXI):

1.11.10.4.1.Provide SORTS Desire Listings twice a month to PACAF flying units.

1.11.10.4.3. **(Added)**Appoint a primary and alternate POC.

1.11.11.1.1.1. **(Added)**Appoint at least two alternate SORTS releasing officials and ensure either themselves or a designated alternate is always available on Kadena and ensure alternates receive the required initial/recurring training to effectively oversee unit SORTS reporting in their absence. Both appointments must be in writing (mirroring **Attachment 9**), and the Kadena Command Center SORTS training for Commanders and Releasing Officials must be completed and current for an individual to review and sign the unit SORTS report.

1.11.11.1.2.1. **(Added)**Appoint and ensure that three or more unit SORTS monitors are adequately trained to perform SORTS duties emphasizing the need for accuracy and the attention-to-detail. Ensure at least one monitor is always available on Kadena to accomplish required SORTS reporting. If mission requirements prevent compliance, ensure secure procedures are established to facilitate continued reporting through the 18 WG/CPR. Unit SORTS monitors do not have to be unit deployment managers. All monitors should actively participate in unit's SORTS program. A different monitor should prepare and present the report each month.

1.11.11.1.2.2. **(Added)**Ensure SORTS monitors complete both the 18 WG/CPR Initial SORTS training and unit-level SORTS training prior to appointment.

1.11.11.1.2.3. **(Added)**Ensure SORTS Monitors are given the time and authority to effectively manage the unit's SORTS program.

1.11.11.1.4. Ensure effective procedures are in-place to assure accurate SORTS calculations and timely report submission to the JCS via 18 WG/CPR.

1.11.11.1.5. Appropriately assess their overall Category-Level (C-level) and ensure clear and concise remarks are provided for any assessment not matching calculations and all shortfalls. Remarks must answer who, what, when, where, why, and how.

1.11.11.1.8.1.1. **(Added)**Sign unit's DOC Statement as soon as possible after assuming command. When in receipt of a new DOC Statement, sign it on or after the effective date.

1.11.11.1.11. **(Added)**Ensure squadron mobility bags (A and B) are being accurately counted and reported in the remarks section of the SORTS report.

1.11.11.2.4.1.1.1. **(Added)**Obtain a copy of the unit's current database retrieval after each SORTS transmission and review for errors. If there are no errors, ensure the unit commander reviews, signs and dates it. File a copy of the signed retrieval and provide a copy to 18 WG/CPR within 3 duty days after report transmission.

1.11.11.2.4.5. **(Added)**18 WG unit SORTS monitors must e-mail a copy of the unit's SORTS worksheets via SECRET Internet Protocol Router Network (SIPRNET) to the 18 WG/CPR (18wg_cpreports@kadena.af.smil.mil) prior to coming to the Kadena Command Center for SORTS turn in. Ensure remarks are formatted IAW PACAF guidance. For personnel shortages, place an asterisk (*) next to the critical AFSCs.

1.11.11.2.4.6. **(Added)**Document completed unit level training using a unit designed certificate of completion, a training log/roster, or a memorandum for record (MFR) of completion. A copy of this documentation must be provided to the 18 WG/CPR.

1.11.11.2.4.6.1. **(Added)** Training documentation must contain the following information: who was trained, the name of the trainer, date the training was completed, and the fact that the training was for Unit-Level (In-House) SORTS Monitor Training.

1.11.11.2.5. **(Added)** Maintain the current AFI 10-201, and the Kadena AB supplement.

1.11.11.2.5.1. **(Added)** Publications, references, guidance, and letters may be kept electronically on disk or on the local hard drive of a computer as long as all the unit's SORTS monitors have access to the computer and the files. **Note:** Internet or local area network (LAN)-based files are not considered "on-hand" as outages will render them inaccessible.

1.11.11.2.6. **(Added)** Provide a reply MFR of corrective actions taken in response to 18 WG/CPR-conducted staff assistance visits (SAVs). MFRs are due to the 18 WG/CPR no later than 30 days from date of receipt of official SAV results. Corrective actions must be endorsed by the unit commander or designated alternate. A written reply is not required if the unit had no open discrepancies.

1.11.14. **(Added)** 18th Logistics Readiness Squadron:

1.11.14.1 **(Added)** 18th Logistics Readiness Squadron Commander (18 LRS/CC):

1.11.14.1.1. **(Added)** Appoint a primary and alternate POC from 18th Logistics Readiness Squadron Readiness Section (18 LRS/LGRR) to provide Aircraft Sustainability Module (ASM), Weapon System Management Information System-Sustainability Assessment Module (WSMIS-SAM), and Readiness Spares Packages (RSP) percentages and remarks to all 18th Wing flying units.

1.11.14.2. **(Added)** 18 LRS/LGRR:

1.11.14.2.1. **(Added)** Provide ASM, percentages (sortie generation and aircraft availability (ACFTA)) and Readiness Spares Package (RSP) fill rates to each PACAF aircraft squadron.

1.11.14.2.2. **(Added)** Provide detailed remarks to unit SORTS monitors when Readiness Spares status will cause the unit to be less than S-1 (Equipment).

1.11.14.2.3. **(Added)** Ensure 18 WG/CPR and 18th Wing flying units are made aware of ASM issues/outages and implementation of back-up readiness spares measurement systems (i.e., WSMIS-SAM or RSP) as directed/approved by PACAF Logistics Readiness (PACAF/LGR).

1.11.15. **(Added)** The 18th Maintenance Group Commander (18 MXG/CC):

1.11.15.1. **(Added)** Ensure the 18th Maintenance Group, 18th Maintenance Operations Squadron (18 MOS), 18th Munitions Squadron (18 MUNS), 18th Equipment Maintenance Squadron (18 EMS), 18th Component Maintenance Squadron (18 CMS), 18th Aircraft Maintenance Squadron (18 AMXS), and 718th Aircraft Maintenance Squadrons (718 AMXS) are providing accurate personnel data to each aircraft squadron for those maintenance Air Force Specialty Codes (AFSCs) associated to them with a program element code (PEC).

1.11.15.2. **(Added)** Ensure the 18 MOS is providing accurate equipment and supplies on-hand status to each aircraft squadron in accordance with the Allowance Standard (AS) on each PACAF flying squadron's DOC statement.

1.11.15.3. **(Added)** Ensure the 18 Maintenance Operations Center (MOC) provides accurate aircraft status data.

1.11.15.4. **(Added)**18 MOS Plans provides an accurate printout of each UTC tasking to each squadron having a mobility or combined generation and mobility DOC statement.

1.11.16. **(Added)**The 353rd SOG Commander (353 SOG/CC):

1.11.16.1. **(Added)**Ensure COMREP through the 18 WG/CPR complies with all Air Force and command-specific reporting requirements.

1.11.16.2. **(Added)**Ensure SORTS deficiency or SORTS limiting factor (LIMFAC) is clearly and concisely explained in the SORTS remarks section and get well dates are accurate and realistic.

2.4.Any reportable change in a unit's SORTS that occurs out-of-cycle from scheduled monthly reporting must be approved by the measured unit commander. The change must also be reviewed by, and briefed to, the applicable group commander and the wing commander respectively. This review should occur before transmission of the change by 18 WG/CPR, but may occur soon after if the review process will delay the 24-hour reporting requirement for out-of-cycle SORTS reports. Only those SORTS worksheets and supporting documentation that reflect the change(s) need to be included for an out-of-cycle report unless otherwise directed. **Note:** Usually this will include updated over-all, measured area and remarks worksheets). Contact 18 WG/CPR to set up a time to accomplish the out-of cycle report. If necessary, 18 WG/CPR can be contacted after duty hours by calling the Kadena Command Center at 634-1800.

2.4.1.The 18 WG units must accomplish SORTS reports in sufficient time to ensure the report is ready for submission to 18 WG/CPR by the scheduled monthly appointment time. The appointed time assures the wing commander reviews the SORTS data and 18 WG/CPR can transmit SORTS on the last duty day of the month. 353 SOG units must accomplish SORTS reports in sufficient time to ensure the report is ready for submission to the COMREP or 18 WG/CPR by their scheduled monthly appointment time(s). The appointed time assures the 353 SOG/CC reviews the reports on the Mondays before the 2nd Wednesday of each month when COMREP or 18 WG/CPR will transmit them.

2.4.1.1.When an 18 WG unit misses their mandatory SORTS appointment, a no show letter will be sent to the unit commander and the unit SORTS monitors. The unit's group commander, the 18th Wing Director of Staff (18 WG/DS) and 18 WG/CV will also be courtesy copied on each no show letter.

2.9.1.Units have an option of having the SORTS monitor or tasking unit orderly rooms (personnel specialists) determine assigned/available personnel numbers and provide data to the SORTS monitor in the form of an unclassified memorandum. Whichever method is used, the unit manpower personnel roster (UMPR), UMD, and SORTS Desire listing must be used to calculate and validate these numbers and provided to the unit SORTS Monitor for inclusion in the report supporting documentation. Determine personnel availability in accordance with AFI 10-201, paragraph **3.2**.

3.1.4.Non-Flying units complete SORTS in accordance with AFI 10-201, **Chapter 3**, using the extract from the Manpower and Organization Office and the Personnel Desire List. Flying units must also use the documentation provided by 18 MXG on PEC-coded AFSCs and provide this documentation in supporting documentation for each report.

4.1.1. Flying squadrons will collect equipment and supplies data from any of the following agencies: 18th Aircraft Maintenance Squadron (18 AMXS) Pod Shop, 18 AMXS Mobility, and 18 MOC. Support units will collect equipment and supplies data from unit mobility and generation sections, vehicle sections, etc., required by the unit's DOC statement.

5.1.1. **(Added)** Flying squadrons will collect equipment condition from any of the following: 18 AMXS Pod Shop, 18 AMXS Mobility, and 18 MOC. Collect equipment status for unit mobility and generation sections, vehicle sections, etc., required by unit DOC statements.

KENNETH S. WILSBACH, Colonel, USAF
Commander, 18th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Air Force Records Disposition Schedule (RDS)

Abbreviations and Acronyms

AFSC— Air Force Specialty Code

COMREP— Command and Control Representative

IDRC— Installation Deployment Readiness Center

JCS— Joint Chiefs of Staff

MFR— Memorandum for Record

MSU— Mobility Stand-Up

Attachment 8 (Added)**PACAF AND AFSOC SORTS REPORTING UNIT LISTING****A8.1. PACAF Units:**

- A8.1.1. 18th Aeromedical Evacuation Squadron
- A8.1.2. 18th Civil Engineer Group
- A8.1.3. 18th Communications Squadron
- A8.1.4. 18th Contracting Squadron
- A8.1.5. 18th Comptroller Squadron
- A8.1.6. 18th Logistics Readiness Squadron
- A8.1.7. 18th Medical Group
- A8.1.8. 18th Force Support Squadron
- A8.1.9. 18th Munitions Squadron
- A8.1.10. 18th Operational Support Squadron
- A8.1.11. 18th Security Forces Squadron
- A8.1.12. 31st Rescue Squadron
- A8.1.13. 33rd Rescue Squadron
- A8.1.14. 44th Fighter Squadron
- A8.1.15. 623rd Air Control Flight
- A8.1.16. 67th Fighter Squadron
- A8.1.17. 909th Air Refueling Squadron
- A8.1.18. 961st Airborne Air Control Squadron
- A8.1.19. Det 1, 554th Red Horse Squadron
- A8.1.20. Det 3, PACAF Air Postal Squadron

A8.2. AFSOC Units:

- A8.2.1. 1st Special Operations Squadron
- A8.2.2. 17th Special Operations Squadron
- A8.2.3. 320th Special Tactics Squadron
- A8.2.4. 353rd Operations Support Squadron/OSS
- A8.2.5. 353rd Special Operations Group/FM
- A8.2.6. 353rd Special Operations Group/MO

Attachment 9

SAMPLE UNIT APPOINTMENT LETTER

Figure A9.1. SAMPLE UNIT APPOINTMENT LETTER.



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

(Date)

MEMORANDUM FOR 18 WG/CPR

FROM: (Unit)

SUBJECT: Appointment of Status of Resources and Training System (SORTS) Monitors and Verifying Officials

1. IAW AFI 10-201, the following individuals are appointed as the SORTS Monitors for (unit):

PRIMARY:	ALTERNATE:
TSgt John Doe	SSgt Jane Doe
DEROS:	DEROS:
OFF SYM:	OFF SYM:
DP:	DP:
STE:	STE:
NIPR EMAIL:	NIPR EMAIL:
SIPR EMAIL:	SIPR EMAIL:

ALTERNATE:
 SSgt Jason Doe
 DEROS:
 OFF SYM:
 DP:
 STE:
 NIPR EMAIL:
 SIPR EMAIL:

2. The following personnel are authorized to sign SORTS as alternate releasing officials for (unit):

LiCol John Doe	CC	DP	DEROS
(Alternate1)	OFF SYM	DP	DEROS
(Alternate2)	OFF SYM	DP	DEROS

3: This letter supersedes all previous letters, same subject.

(COMMANDER'S SIGNATURE BLOCK)