

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE INSTRUCTION 10-201  
HILL AIR FORCE BASE  
Supplement 1  
1 JULY 2002**

**Operations**

**STATUS OF RESOURCES AND  
TRAINING SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement is applicable to all AFMC, ACC, and AETC Status of Resources and Training System (SORTS) reporting units supported by the 75 Air Base Wing Command Post (75 ABW/CP), Hill AFB, UT. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

***AFI 10-201, 8 January 2002, is supplemented as follows:***

1.4.1.2. SORTS readiness information will be classified according to the applicable MAJCOM supplement, AFI 10-201, CJCSM 3150.02, and CJCSI 3401.02. The following guidance is provided for further clarification.

1.4.1.2.1. (Added). A single unit's Status of Resources and Training System (SORTS) report, to include all measured area worksheets, overall worksheets, remarks worksheets, and raw supplemental data, will be classified CONFIDENTIAL when compiled. Two or more SORTS reports stored together will be classified SECRET (i.e. in the same safe or continuity book/folder). Finally, the association of a unit with its OPLANs tasking is classified at the level of classification of the OPLANs, usually SECRET.

1.4.2. All SORTS material (i.e., worksheets, Easy Reads, and derivative data) will be stamped with the appropriate classification at the top and bottom, front and back of each page. Similarly, when transporting classified documents, the material will be inside an appropriately stamped

envelope then placed inside an unmarked container. The office symbol of the deliverer and receiving office will be prominently printed on the inner envelope in case the material is lost or misplaced.

1.4.3. (Added) Declassifying SORTS data is outlined in CJCSM 3150.02. Simply stated the date of declassification is 4 years from the data of the document for CONFIDENTIAL and 8 years for SECRET.

1.6.8.2. Every thirty days, the Subordinate Reporting Organization (SRO) will submit a report to DISA to update the GSORTS database for each unit to include remarks, overall Category Level (C-level) and measured area C-levels. (Databases will be updated prior to the RICDA date going over thirty days.)

1.6.8.2.1. (Added). When change report is required to be submitted, the unit monitors will provide a complete SORTS report to the SROs to include the overall C-level worksheet, measured area worksheets (as applicable), all appropriate measured area remarks, and updated REASN (as applicable), CADAT, and RICDA remarks. All worksheets will be signed by the unit commander or verifying official and classified appropriately.

1.7.3.1. (Added). Units will continue to report SORTS against the most current Designed Operational Capability (DOC) statement. If unit tasking change, the functional manager is responsible for preparing a new DOC statement or pen-and-ink-change message (ACC units not included). Coordination through the MAJCOM SORTS office will be accomplished prior to changing a unit's reporting criteria.

1.16.1.1.2. Ensure all SORTS managers attend the AETC SORTS Data Handlers course, conducted by the Keesler AFB Mobile Training Team (MTT), and the ACC SORTS Managers course, taught by the 436TS, Dyess AFB, TX.

1.16.1.1.4. (Added). At least monthly, the base/wing commander or a designated representative, will be briefed on SORTS by the SRO prior to the transmission of SORTS reports to JCS. Command echelons above unit commander will ensure C-level data is relayed without change or delay and to comment on its content when appropriate.

1.16.2.7. (Added). All SORTS managers will have at least one year HAFB retainability prior to appointment.

1.16.2.8. The SRO will conduct Staff Assistance Visits (SAV) semi-annually with all installation SORTS reporting units.

1.16.2.9. (Added). Maintain copies of SAV findings and unit replies for one year.

1.16.2.10. (Added). Provide an email to all unit monitors indicating database Easy Reads are

ready for pickup. The SRO will also provide a letter indicating the date, time, and place of the next SORTS report turn-in.

1.16.2.11. (Added). Maintain tracking logs on SORTS reports (dispositions) and Report and Message Processor (RAMP) errors message.

1.16.2.12. (Added). Maintain unit worksheets and Easy Reads for a minimum of one year.

1.16.2.13. (Added). Maintain current paper copies of AFI 10-201, all MAJCOM supplements, and local base guidance.

1.16.2.14. (Added). Perform monthly SORTS briefings with base/wing commanders or designated alternates.

1.17.1.3. The unit commander will appoint in writing at least two or more verifying officials to sign the SORTS worksheets in his/her absence. Units with heavy TDY commitments for unit leadership should have additional verifiers to ensure accurate, timely reporting. All verifying officials will undergo initial and annual refresher training by the SRO. Training will be documented and maintained for duration of official's tenure.

1.17.1.3 Appoints and trains three or more unit SORTS monitors to accommodate leave, deployments, and crises without disruption of normal SORTS reporting requirements. Units with heavy TDY commitments for unit SORTS monitors should have additional individuals to ensure accurate, timely reporting.

1.17.1.5.1. Signifies review of current SORTS data by signing Easy Read, once SRO receives a RAMP message without errors or discrepancies.

1.17.2.3. If unit monitors miss a scheduled SORTS Turn-in appointment, they will provide the SRO with a letter of explanation signed by the unit commander.

17.2.4. Ensure that commanders sign the Easy Read product each month after pickup from the SRO to ensure database is accurate following the latest report submission. When notified by the SRO, the unit monitors have one week to pickup the most current Easy Reads.

1.17.2.4.1. Unit monitors will physically validate (inventory) all raw data (i.e., mobility bags, mobility equipment, small arms equipment on hand, etc) quarterly. Unit commander will sign validated data, and the most current data kept on file for inspection purposes. A form letter has been developed by the SRO and provided to all unit monitors to accomplish the verification of mobility bags maintained in the 75<sup>th</sup> Logistics Group Supply warehouse.

1.17.2.6. (Added). Will have at least one-year base retainability. **NOTE:** The unit will allow a

90-day transition period between monitors to allow for sufficient training of new monitors, thus ensuring continuity in the unit's SORTS program. All monitors should attend the MTT course within six months of appointment.

1.17.2.7. (Added). Maintain copies of the SAVs, findings, and replies for one year. SAV replies will be submitted to the SRO within 60-days of receiving the findings from the SRO.

1.17.2.8. (Added). Maintain current paper copies of AFI 10-201, MAJCOM supplements, and local base guidance.

1.17.2.9. (Added). Obtain coordination and signature from the manpower office on SORTS personnel worksheet for all Unit Type Code/Unit Manning Document (UTC/UMD) mismatches.

1.17.2.10. (Added). AFMC and AETC SORTS monitors may use a computer generated personnel database product in lieu of a SORTS Desire List/Unit Management Personnel Roster (UMPR). ACC SORTS monitors will use the Air Force Desire List to produce personnel and duty status rosters unless the use of alternative Desires has been approved (IAW ACC sup paragraph 3.1.2). To obtain approval of alternate Desires, submit Desires and sample output products to HQ ACC/DPA (ACC units only).

1.17.2.11. (Added). Keep a log of SORTS report dispositions (i.e., sent, errors, changes, received). Logs will be maintained until the next SRO SAV is accomplished.

1.17.2.12. (Added). Maintain copies of SORTS worksheets, supporting data, and Easy Reads for 90 days.

1.17.2.13. (Added). Use most current MAJCOM or locally developed worksheets, provided by the SRO, to compile SORTS reports. Unit monitors are authorized to make modifications to the worksheets, provided the basic calculation methods are not altered. Provide copies of unit-generated worksheets to the SRO.

1.17.3. (Added). Monitors and Verifying Officials Appointment Letter will be accomplished for all individuals authorized by the unit commander to be monitors, verifying officials, or classified couriers. The letter will include the following for each individual: name, rank, office symbol, security clearance, phone number, and signature. Copies of this letter will be maintained by both the unit monitor and the SRO. This letter will be accomplished semi-annually or as changes occur.

2.11.2. Remarks will include a Get Well date or degradation forecast date for all remarks reflecting problems.

**Attachment 1, Terms (Added).**

**AUTH**—Authorized strength. The field that indicates the number of the type of personnel identifies in field TPERS who are permanently authorized to the organization.

**CADAT**—Forecasted date of change. This field indicates a known or estimated date of forecasted change in overall category level.

**CARAT**—Forecast overall level. Indicates a forecast in overall category level the unit expects to attain by the date reported in field CADAT for the type of report identified in field TREAD. Forecasted improvement in category level or forecasted reduction in category level must be reported.

**CREWA**—Primary duty crew authorized. The field that indicates the number of primary duty crews authorized to the organization to employ the major equipment identified in field MEQT.

**CREWF**—Primary duty crews formed. The field that indicates the number of primary duty crews formed to employ the major equipment identified in field MEQPT.

**DTG**—As of Date-Time Group. The “as of” ZULU time of the report being submitted.

**ERRAT**—Measured resource area level for equipment condition. Indicates measured resource area level will compare Service-selected combat-essential equip and major end-items possessed by the reporting unit that are fully operational against those prescribed to perform the stated wartime mission as of report time, or if the level is estimated and projected, the field must reflect projection time.

**ERRES**—Primary reason measured resource area level for equipment condition. A code indicating the reason the measured area level for equipment condition identified in field TREAD is not C-1.

**MEORC**—Major equipment—operationally ready conventional. A field indicating the number of major equipment identified in field MEQPT with a conventional weapon delivery capability and that is operationally ready and in the physical possession of the organization at its present location.

**MEORD**—Major equipment—operationally ready dual. A field indicating the number of major equipment identified in field MEQPT that, without reconfiguration, can deliver nuclear and conventional weapons and is operationally ready and in the physical possession of the organization at its present location.

**MEORN**—Major equipment—operationally ready nuclear. A field indicating the number of major equipment identified in field MEQPT that is operationally ready for nuclear employment and in the physical possession of the organization at its present location.

**MEORO**—Major equipment—operationally ready other. A field indicating the number of equipment identified in field MEQPT with no designed weapon delivery capability and that is operationally ready and in the physical possession of the organization at its present location.

**MEPSA**—Major equipment—authorized. A field indicating the number of major equipment identified in field MEQPT that the organization is authorized under respective Service documents.

**MEPSD**—Major equipment—possessed. A field indicating the number of the type of major equipment identified in field MEQPT that is under the operational control of the organization in its present location.

**MEQPT**—Major equipment identification. A field identifying the Major Equipment Reference File, about which associated status data are to be reported.

**OVRRD**—Override Sequence Indicator. The override sequence indicator for the information being reported or replaced.

**PCTEF**—Commander's evaluation of percent effective. A code reflecting the current percent of effectiveness of the organization.

**PEGEO**—Personnel location code. A specified geographic location of the base, post, city, or other place at which the unit's personnel are located or the UIC of the ship station or city port on which the unit's personnel are embarked.

**PRRAT**—Measured resource area level for personnel. Indicates the measured resource area for personnel for the type of report identified in field TREAD. This measured resource area level is accomplished by determining the percent of the structured strength achieved by the available strength and applying that percent to the available strength and applying that percent to the criteria for strength and criteria MOS. If a Service elects to rate grade fill that calculation will also be included in this data element.

**PRRES**—Primary reason measured resource area level for personnel not C-1. A code indicating the reason the measured area level for personnel is not C-1 for the type of report identified in field TREAD.

**READY**—Current overall category level. Indicates the degree to which the unit has achieved prescribed levels required to undertake the mission for which it is organized and designed. Five category level are defined. This is an overall composite of the four measured resource area levels for personnel, equip and supplies on hand, equip condition, and training for the type report identified in filed TREAD.

**REASN**—Coded Reason Unit not C-1. A code indicating the primary reason a unit or measured resource area is not C-1.

**RICDA**—Date of change of category level information. A field indicating the “as of” date of any addition change or replacement of category level data concerning this organization.

**RPTOR**—Reporting organization. The UIC of the organization designed by a major command to submit SORTS status reports.

**SBRPT**—Subordinate reporting organization. The UIC of the organization designated by a major command to submit SORTS status reports.

**SECRN**—Secondary reason organization not C-1. A code indicating the secondary reason the organization is currently not C-1 for the type of report identified in field TREAD.

**TEGEO**—Temporary location code. Specified geo-location code indicating the geographical location of the base station, port, city or other place at which the unit’s equipment is temporarily located, or the 6 character UIC of the ship on which the unit’s equip is temporarily embarked.

**TREAD**—Type of report. A field indicating the type of report being reported by the organization.

**TRRAT**—Measured resource area level for training. Indicated the measured resource area level for training for the type of report identified in field TREAD. This measured resource area level will compare the present level of training against the standard for a fully trained unit as defined by Service directives. Results of training inspections may be considered in the evaluation of the organization’s training level. An organization engaged in combat should not have the level for this area reduced solely because it is unable to participate in scheduled inspections tests.

**TRRES**—Primary reason measured resource area level for training not C-1. A code indicating the reason the measured resource area level for training is not C-1 for the type of report identified in field TREAD.

**UIC**—Unit identification code. A code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

**UTC**—Unit type code. A code that will be associated with and will allow each organization to be categorized into a kind or class having common distinguishing characteristics.

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