

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**



**AF INSTRUCTION 10-201**

**MAXWELL AFB SUPPLEMENT 1**

**9 MAY 2003**

**Operations**

**STATUS OF RESOURCES AND TRAINING SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 10-201, 8 January 2003, is supplemented as follows.**

This publication applies to all units on Maxwell/Gunter AFB that report SORTS information and are involved in the SORTS process.

#### **SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** This supplement was revised to conform to paragraphs in the revised basic AFI. It was also revised to provide more detailed requirements and information.

**1.16.2 (AETC) Wing Status of Resources and Training System (SORTS) Managers will:**

1.16.2.1. (Added)(MAFB) Maintain documentation of the wing commander or vice commander who released the current and previous month's SORTS report.

1.16.2.2. (Added)(MAFB) Maintain original unit Designed Operational Capability (DOC) statements and ensure all required coordination is annotated within 10 calendar days. If unable to coordinate within the allowed time, ensure unit provides a memorandum for record with explanation of why DOC statement has not been coordinated, and ensure it is posted with the DOC statement.

1.16.2.4.2. (Added)(MAFB) Ensure Personnel Readiness Unit and Manpower provide recurring personnel training at least once per calendar year. Schedule training for the formal training meeting.

1.16.2.6. (Added)(MAFB) Correct errors affecting C-levels, get well/worse dates (GWD), forecast dates, and percentages within 20 hours of notification. Errors affecting administrative remarks may be corrected at the wing manager's discretion or upon the discretion of the AETC CRO (HQ AETC/DOXC).

1.16.2.8.1. (Added)(MAFB) Within 30 days of USM appointment conduct initial wing SORTS training using the following documents: AFI 10-201 (with supplements), Initial SORTS Training Outline, blank worksheets, DOC statement, Certificate of Training, and generic copy of a SORTS Personnel Availability Roster.

1.16.2.12. (Added)(MAFB) Ensure each unit's database "easy reads" are available by the first duty day of the month and are picked up by the tenth calendar day of each month. Maintain documentation of USM review and pickup of easy read products.

1.16.2.21.1. (Added)(MAFB) Conduct unit staff assistance visits annually or when necessary. Publish and distribute a SAV schedule at least 30 days prior to the inspection.

1.16.2.21.2. (Added)(MAFB) Send SAV results (findings, observations, and recommendations) to the unit commander and unit SORTS monitor. Ensure the wing commander or designated alternate is addressed on the report.

1.16.21.3. (Added)(MAFB) Ensure unit monitors send replies to SAV results through their unit commander to the wing commander (or designated alternate) and command post. Suspend and track all observations and findings until closed.

**1.16.4. (Added)(MAFB) Wing War Planners (Installation Deployment Office).** The wing war planner will:

1.16.4.1. (Added)(MAFB) Provide a SORTS assistance appointment letter to each measured unit and the wing command post within 5 duty days of any changes or annually, whichever comes first.

**1.16.5. (Added)(MAFB) Chief of Supply (COS) or Equivalent.** Each COS or equivalent will:

1.16.5.1. (Added) (MAFB) Provide a SORTS assistance appointment letter to each measured SORTS unit and the wing command post within 5 duty days of any changes or annually, whichever comes first.

1.16.5.2. (Added)(MAFB) Provide to each measured USM, a monthly document or electronic product that contains mobility bag data (authorized, required, on hand) no later than the 15th of each month and upon request.

**1.17.1. (Added)(MAFB) Unit Commanders will:**

1.17.1.6. (Added)(MAFB) When reporting less than C-1 write a narrative remark with the label REASN and refer to Tables 2.4 and 2.5 in AFI 10-201 AETC Sup 1 for required formatting.

1.17.1.8. (Added)(MAFB) Ensure the SORTS monitor appointment memorandum is current and a new memorandum is accomplished within 5 duty days of any changes to the information.

**1.17.2. (Added)(MAFB) Unit SORTS monitors will:**

1.17.2.16. (Added)(MAFB) Maintain a classified and unclassified continuity binder in accordance with AFI 10-201/AETCSUP 1.

1.17.2.17. (Added)(MAFB) Maintain a copy of and adhere to requirements in AFI 10-201, AETC Sup 1, and MAFB Sup 1.

1.17.2.19. (Added)(MAFB) Maintain current and previous month's easy reads with commander's signature in the unit classified continuity binder. Pick up easy reads no later than the 10th of every month, or as specified by the wing SORTS manager.

1.17.2.20. (Added)(MAFB) Annotate SORTS database deletions when remarks are no longer needed. (Example: Classification: U, Action: D, Label: ESRES)

1.17.2.21. (Added)(MAFB) Upon worksheet turn-in, bring hard copy verification documents to back up each input within the SORTS report. Maintain a copy in the appropriate section of the unit classified continuity binder.

1.17.2.22. (Added)(MAFB) Develop and maintain a unit-unique training outline describing the process of reporting SORTS; include instructions on maintenance and transportation of classified material, how to accomplish SORTS worksheets and maintain a unit SORTS program.

1.17.2.23. (Added)(MAFB) Upon selection for unit monitor duty, schedule an initial training session with the wing SORTS manager. (Initial wing SORTS training is a separate requirement from unit training. The Wing Manager will ensure the trainee is competent and fully capable of performing all units SORTS related duties prior to certification. The wing manager then documents the training using a certificate of training and a copy of the training outline. The wing manager and the unit monitor are required to maintain all training documentation).

1.17.2.24. (Added)(MAFB) With/in the 30 days of appointment, the unit monitor thoroughly trains replacement and other alternate monitors, using AFI 10-201, AETC and MAFB supplements, unit worksheets, and unit training outline. As a minimum, the training ensures coverage of security (classification, storage, and markings), overall C-level, measured area-level data, remarks, personnel substitution guidance, preparing and completing worksheets, common deficiencies or errors, reporting responsibilities, and commander's responsibilities. The trainer and trainee sign the unit-training outline, submit a copy to the wing manager, and post the original in the unit's unclassified continuity binder.

1.17.2.25. (Added)(MAFB) Create and maintain a step-by-step checklist that explains the unit's SORTS submission process. Changes or updates to this guide are made when they occur.

1.17.2.26. (Added)(MAFB) Ensure all alternate SORTS Monitors accomplish the unit SORTS worksheets at least once every quarter in order to maintain the proficiency needed to send up a proper SORTS report.

1.17.2.27. (Added)(MAFB) Report any changes in C-level (measured or overall) or any reason codes to the wing SORTS manager within 12 hours.

**1.19.5. (Added)(MAFB) The Manpower and Quality office will:**

1.19.5.1. (Added)(MAFB) Provide a SORTS assistance appointment letter to each measured unit and the wing command post within 5 duty days of any changes or annually, whichever comes first.

**1.20.3. (Added)(MAFB) Military Personnel Readiness Unit will:**

1.20.3.1. (Added)(MAFB) Provide a SORTS assistance appointment letter to each measured unit and the wing command post within 5 duty days of any changes or annually, whichever comes first.

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