

439AWI10-202

BY ORDER OF THE COMMANDER 439<sup>TH</sup> AIRLIFT WING 439 AW INSTRUCTION 10-202

1 March 2001

Operations

439 AIRLIFT WING STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)  
PROCEDURES

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Pages: 3/Distribution: F

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This instruction implements AFD 10-2, *Readiness*. It provides procedures for 439 AW SORTS data handlers. It describes local procedures for training, safeguarding, reporting, and presentation of SORTS data. It applies to all units assigned to Westover with SORTS reporting responsibilities.

1. **References.** AFI 10-201, *Status of Resources and Training System*. DoD 5200.1-PH, *DoD Guide to Marking Classified Documents*, and Executive Order 12958, *National Security Information Pamphlet*.

2. **Responsibilities.** The reporting agency for the wing is the Command Post (CP). The wing SORTS manager will provide support to all units tasked to report SORTS. The following units are presently tasked to submit SORTS reports to the CP: 42 Aerial Port Squadron (APS), 58 APS, 85 APS, 439 Security Forces Squadron, 439 Aeromedical Evacuation Squadron, 439 Aerospace Medical Squadron, 439 Civil Engineer Squadron, 439 Services, 439 Aeromedical Staging Squadron (ASTS), 722 ASTS, 439 Airlift Control Flight, 439 Military Support Squadron/PERSCO, 439 Logistics Support Squadron (LSS)/Transportation, 439 LSS/Supply, 439 Operational Support Squadron, and 439 Operations Group.

2.1. Wing SORTS manager and alternate:

2.1.1. Conducts monthly recurrent training for unit SORTS data handlers in the form of error correction and comments.

2.1.2. Ensures all training is recorded in the unit SORTS binder.

2.1.3. Ensures that the most current changes in unit SORTS data and reporting requirements are forwarded to the unit handlers.

2.1.4. Ensures all time sensitive changes are forwarded immediately to unit data handlers and unit commanders.

2.1.5. Provides each unit with a current copy of their "Easy Read Report". The report will be reviewed by the unit data handlers for accuracy and/or errors. Errors will be corrected for resubmission, and then posted in the unit SORTS binder.

2.1.6. Provides each unit with the most current designed operational statement, as distributed through Global Command and Control System (GCCS)/Secret Internet Protocol Network (SIPRNET) computer system.

2.1.7. Acts as point of contact and serves as liaison between higher headquarters and unit level reporting agencies.

2.1.8. Complies with wing SORTS manager responsibilities as outlined in AFI 10-201/AFRC Sup 1.

2.1.9. Compiles unit SORTS data, inputs data into the Air Force SORTS Data Entry Tool (AFSORTSDET) Program, and transmits SORTS data using the file transfer protocol incorporated in AFSORTSDET via the GCCS/SIPRNET computer connection.

2.2. Unit responsibilities:

2.2.1. The primary SORTS data handler will be an Air Reserve Technician.

2.2.2. Commanders designate in writing a representative to sign the SORTS reports in their absence.

2.2.3. Provide the wing SORTS manager a copy of all letters of designation for inclusion in the unit's SORTS binder.

2.2.4. Coordinate pick-up and drop off times for the reports with the CP.

2.2.5. The SORTS binders will not be issued without proper means of transporting classified materials; i.e., briefcase. The unit is solely responsible for this provision.

2.2.6. The unit commander or designated alternate certifies the information is current and correct by signing the report and completing the report checklist.

2.2.7. All unit SORTS binders will be stored in the CP in CP safe #2. Each unit will be responsible for the maintenance of their unit binder; i.e., ensuring binder and contents is marked in accordance with the

Air Force Security Classification Guide, posting changes, purging and destroying out dated information, and providing new binders, as required.

2.2.8. Geographically separated units will ensure report worksheets are received by the CP no later than three days following the scheduled UTA.

3. **Inspection.** Units, including the wing, will perform a semi-annual self-inspection to be completed by the unit SORTS data handler, and then signed by the commander. The completed inspection checklist is to be submitted to the wing SORTS manager during the UTA during which the inspection takes place.

4. **Briefing.** Units will return completed SORTS reports to the CP not later than close of business Saturday of the A UTA for data inclusion in the monthly insatllation commander's briefing; failure to do so will result in an annotation on the briefing presentation.

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