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Command Post Operations

SORTS SECURITY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides procedures for handling the classified Status of Resource and Training System (SORTS) report. This instruction applies to all units reporting SORTS to the 507 ARW at Tinker AFB. The prescribing directive for this instruction are outlined in AFPD 10-2, *Readiness*.

SUMMARY OF REVISIONS

This revision updates and streamlines previous guidance.

1. SORTS Data:

1.1. SORTS data is classified in accordance with AFI 10-201, *Status of Resource and Training System*, paragraph 1.4 as supplemented. The same data used or displayed for purposes other than SORTS is classified in accordance with governing directives.

NOTE:

All actual unit C-Levels and Measured Resource Area Percentages are classified. Response times and data used to determine C-levels are classified according to the applicable source documents.

2. SORTS Classification:

2.1. SORTS information is classified (as a minimum) as follows:

2.1.1. CONFIDENTIAL:

2.1.1.1. Single unit's overall C-Level and each measured resource area C-Level.

2.1.1.2. Each measured resource area percentage of a unit.

2.1.1.3. Limiting Factors (LIMFACS) for specific units, unless reference is made to a factor

with a higher classification applies.

2.1.2. SECRET:

2.1.2.1. C-levels combined for more than one unit.

2.1.2.2. Combined measured resource area percentages of more than one unit.

3. Classification and Marking Procedures:

3.1. Classification and marking procedures are as follows for the SORTS Report:

3.1.1. Each worksheet that contains C-level's or measured resource area percentages will have the highest classification on that page stamped on the top and bottom of each page.

3.1.2. All worksheets will have the Declassification statement at the bottom of the Overall worksheet completed each month. **DECLASSIFY 4 YEARS FROM DATE OF REPORT** for CONFIDENTIAL worksheets.

4. SORTS Report Worksheets:

4.1. The SORTS report worksheets when completely filled out must be safeguarded and always under your direct control. If you are not actively using the report, place it face down or place a cover sheet over it. Standard Form 705, **Confidential Cover Sheet**, states that the holder or custodian of the document must have a classified document in their immediate possession. Cover sheets also protect information when you are not using the report. Before you let anyone view the report, the holder of the information must ensure the person receiving the information has the proper level of clearance and has the "need to know". If you are unsure, contact your local security manager.

5. Proper Security Container:

5.1. The SORTS report must be stored in a Government Services Administration (GSA) security container. To verify your container is GSA approved, call your local security office or manager. A GSA approved security container must have the following:

5.1.1. A label indicating it is an approved container will be displayed on the face of the top drawer.

5.1.2. A Test Certification label will be inside the locking drawer of the container.

5.1.3. The safe cannot be locked if one of the non-locking drawers is in the open position.

6. Proper Safeguard of the SORTS Report:

6.1. If the SORTS report is taken from the Command Post ensure the report remains on base and is safeguarded at all times. If the report has to be taken off base for any reason ensure a DD Form 2501, **Courier Authorization Card** is issued to the SORTS monitor hand carrying the report. This form is used in conjunction with the Entrance/Exit Inspection Program, it should be issued only for a temporary need (not on a long-term basis such as one year).

NOTE:

Hand carrying is the last choice for transmitting classified information. It should be used only after all other means have been found to be inadequate.

7. References:

7.1. For more guidance on Security refer to AFI 31-401, *Managing the Information Security Program* and DODR 5200.1, *DOD Information Security Program Regulation*. It is suggested that each unit maintain these regulations.

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