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SECRETARY OF THE AIR FORCE**



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FORCE READINESS REPORTING

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*. This document provides Air Force procedures for those areas listed in the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3401.02B, *Force Readiness Reporting*, and Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.02B, *Global Status of Resources and Training System (GSORTS)* as requiring service direction. This instruction applies to all major commands (MAJCOMs), including Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs). This publication applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units with some exceptions noted within this publication, or in the ANG or AFRC supplement. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by SORN (e.g., Title 10 United States Code, Section 8013, Secretary of the Air Force). The applicable SORN F036, Military Personnel Records System is available at <http://dpclo.defense.gov/Privacy/SORN.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Department of the Air Force Instruction 33-322, *Records Management and Information*

Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The reporting requirement in **Chapter 3** of this publication is exempt from licensing in accordance with Air Force Instruction (AFI) 33-324, *The Air Force Information Collections and Reports Management Program*. Submit supplements and change requests to the Air Force Readiness Division (AF/A3TR), 1480 Air Force Pentagon, Washington, DC 20330-1480, office of primary responsibility (OPR), using the Air Force Form 847, *Recommendation for Change of Publication*. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requester's commander for non-tiered compliance items. This publication may be supplemented at any level, but all direct supplements must be routed to the publication OPR for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or, alternately, to the requestor's commander for non-tiered compliance items. Compliance with the attachments in this publication is mandatory.

(ACC) Air Force (AF) Instruction (AFI) 10-201, *Force Readiness Reporting*, is supplemented as follows: This supplement provides procedures for those areas listed in AFI 10-201 that require Major Command (MAJCOM) direction. It applies to all Air Combat Command (ACC) units. This supplement applies to ACC-gained Air Force Reserve Command (AFRC) units and Air National Guard (ANG) only upon mobilization. This supplement does not apply to the U.S. Space Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Department of the Air Force Instruction 33-222, *Records Management and Information Governance Program* and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Users contact supporting records managers for approval as required. ACC field activities may further supplement this instruction, but must coordinate the supplement with the ACC Readiness, and C2 Systems Branch (ACC/A3OR) prior to issuance (publication). Additionally, one copy of the ACC field activity's supplement must be sent to ACC/A3OR subsequent to issuance (publication). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, to ACC/A3OR, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789. **Attachment 1** contains a glossary of references and is not mandatory for compliance.

SUMMARY OF CHANGES

This AFI has been substantially revised and has to be reviewed in its entirety. It is updated in accordance with Secretary of the Air Force publications guidance. This publication has been substantially reduced in size and acronyms have been minimized.

(ACC) This document has been revised in line with changes to AFI 10-201 and must be reviewed. Changes include renumbering of paragraphs, removal of classification guidance, rewording of Defense Readiness Reporting System – Strategic (DRRS-S) training requirements and updating of ACC reporting window timeline.

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Chapter 1

READINESS REPORTING GENERAL OVERVIEW/BACKGROUND

1.1. Readiness Reporting. Air Force readiness reporting in the Defense Readiness Reporting System – Strategic (DRRS-S) is comprised of two distinct, but closely aligned assessments: resource readiness and capability readiness. Resource and capability readiness are reported via DRRS-S. All echelons above the unit level have access to DRRS-S and can view squadron commander input, so it is imperative that unit commanders input correct information that is understandable by a broad audience. Commander assessments will not be used as a report card for unit performance (**T-1**).

1.1.1. Resource readiness is a commander's objective measurement of the unit's resources and training to execute the mission for which it is organized and designed. In addition, it measures the Department of the Air Force's Title 10, United States Code (USC) responsibilities to organize, train, and equip forces. Commanders assess measurements against their authorized, possessed, and assigned resources to determine if the unit is resourced adequately to support its designed mission.

1.1.2. Capability readiness is a commander's subjective assessment of the unit's ability to accomplish its designed mission essential tasks (METs) based on the unit's full spectrum mission and the unit's ability to perform assigned missions (i.e., Named Operations and Top Priority Plans). When reporting capability readiness, commanders must ensure the capability can be accomplished to the appropriate level (e.g., capacity) (**T-1**). Capacity is inherent in all tasks. A core MET assessment assumes full unit level capacity. Named Operations and Top Priority Plans will in most cases provide the unit with the capacity required. Commanders need to determine the maximum level of capacity required for each task then assess whether the unit can provide the capability to the required level of capacity.

1.2. DRRS-S. In accordance with Title 10 USC §117 requirements, the Secretary of Defense (SecDEF) established DRRS-S as the sole readiness reporting system for the Department of Defense (DoD) and is utilized by the Office of the Secretary of Defense (OSD), Chairman of the Joint Chiefs of Staff (CJCS), Combatant Commands (CCMDs), services, and combat support agencies. It is the single automated reporting system within the DoD functioning as the central registry of all operational units in the United States armed forces and designated foreign organizations. It provides objective data critical to crisis, contingency and peacetime planning processes, while establishing a subjective capabilities-based, adaptive, near real-time readiness reporting system, for measuring the readiness of military units to meet missions assigned by SecDEF.

1.3. Designed Operational Capability (DOC) statement. The DOC Statement, itself, is not a source or authoritative document. The DOC Statement does not establish, organize, design, equip, or task a unit. The DOC Statement is a MAJCOM-generated document that consolidates Core Mission Essential Task List (METL), War and Mobilization Plan (WMP), UTC Availability (UTA), and specific resources. Units are required to report based on authoritative data source (ADS) requirements and Functional Area Manager (FAM) inputs. Its purpose is to provide a summary document that consolidates information from several source/authoritative documents in a single easy-to-access location.

1.3. (ACC) Designed Operational Capability (DOC) Statement. The office of primary responsibility (OPR) for Designed Operational Capability (DOC) statements is ACC/A3OR. DOC statements are created, reviewed and revised by Functional Area Managers (FAMs) and managed by ACC/A3OR. FAMs are the OPR for DOC statement content not provided by AF authoritative data sources (ADS) during DOC statement creation and revision. FAMs are responsible for the accuracy of unit DOCs that fall under their functional area of expertise. All correspondence regarding DOC statements must be initiated by or coordinated with ACC/A3OR to be valid. FAMs will not use DOC statements as a means to acquire funding for a mission(s) they desire to have at execution.

1.3.1. Measured units will have only one DOC Statement that will be located in DRRS-S (T-1). Much of the information on the DOC Statement is received directly from ADSs. In cases where the ADS supplies inaccurate data, action must be taken by the FAM and unit to resolve the issue with the ADS(s) (T-2).

1.3.2. Measuring unit resources using unit response time. Unit response time is defined as Department of the Air Force (DAF) units ready (manned, equipped, and trained) for deployment, redeployment, and/or employment within a specified time. DAF units report on whether their resources can be expected to be ready and available within their response time. The unit response time table is located in the DRRS-S Air Force tables and developed by the FAM in coordination with the Major Command (MAJCOM) point of contacts (POCs) and AF/A3TR. Most unit response times are standardized for like-type units within a MAJCOM. This response time must not be confused with UTC-type response times specified in operation/contingency plans (this approach can result in assigning a unit multiple response times for multiple plans). The DOC Statement management tool in DRRS-S automatically populates the MAJCOM determined standardized response times. Response times for units may be changed by the MAJCOM FAM when operational plans (OPLANs)/functional guidance require specific units meet a unique response time. The MAJCOM FAM must coordinate the change with the MAJCOM readiness office in order for the update to be included in the Air Force Tables. This variance will be included in the DOC Statement's amplifying notes with the reference directing the variance.

1.4. Total Force Integration (TFI). Total Force Integration Associations (TFAs) are critical to Air Force operations. TFAs are organizational constructs that functionally integrate collocated work centers within organizations from the Regular Air Force (RegAF) and air reserve component (ARC). Classic associations are when a RegAF organization is the sponsor. Active associations are when an ARC organization is the sponsor. TFAs are when one component, the sponsor, shares a mission with two or more associates from the other components. The sponsor organization is the organization with primary responsibility for mission accomplishment and is normally assigned the preponderance of the primary physical resources (e.g., aircraft, weapon systems equipment, weapon system support, and production facilities). See AFI 90-1001, *Responsibilities for Total Force Integration Total Force Associations*, for more details.

1.4.1. The sponsor and associate unit(s) will each have their own, separate DOC Statement (T-2). However, certain elements will be the same on the sponsor and associate DOC Statements. Both the sponsor and associate MAJCOMs (FAM and DOC Statement OPR) will coordinate on TFA DOC Statements to ensure consistency and efficiency between the sponsor and associate unit(s) (T-1). DOC Statement entries common to the sponsor and associate(s) are: Unit UTC and Core METL (T-2).

1.4.2. The DOC Statements, in the amplifying notes, will identify the relationship between the sponsor and associate unit using the following format: "Sponsor: Wing/squadron/unit identification code (UIC) associate: Wing/squadron/UIC" **(T-2)**. The notes will include the type of aircraft flown or type of equipment utilized by the sponsor and associate unit **(T-1)**. Additionally, notes will include the crew complement and crew ratio in accordance with AFI 65-503, *US Air Force Cost and Planning Factors* **(T-1)**.

1.4.3. Each unit in the association (sponsor and associate) will independently assess their resource readiness and capability readiness **(T-3)**. The sponsor and associate will each assess a Core METL **(T-0)**. Sponsor organizations will use the command linking task option to link their METL to the readiness assessments of their respective associate organization(s) **(T-1)**.

1.4.3. **(ACC)** ACC sponsor / host squadron. Link appropriate mission essential tasks (METs) from the Air Reserve Component (ARC) associate unit using the "command-linked" task facility in the DRRS-S. **(T-2)** The host squadron commander will consider the readiness assessments of the Total Force Associate (TFA) unit to provide required support when assessing host squadron mission areas affected by any lack of associate unit readiness. **(T-2)**

1.4.4. The parent wing and/or group with Administrative Control (ADCON) of the associate unit will monitor and ensure the associate unit is resourced appropriately to fulfill the TFA construct **(T-2)**. The overall status of TFA organizations can be depicted by reviewing the resource assessments from all associated organizations.

1.5. Supplements. In the event of conflict between this AFI and MAJCOM supplements and/or FAM Guidance, the guidance in this AFI will take precedence. Concerned parties will contact AF/A3TR for resolution. OSD and CJCS guidance takes precedence over this AFI. MAJCOM supplements and interim guidance must be coordinated with AF/A3TR to prevent conflicts with Joint Staff or Air Force readiness policy/guidance **(T-1)**.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Air Force Readiness Reporting Agency Responsibilities.

2.2. Headquarters Air Force Readiness Division (AF/A3TR) will:

2.2.1. Serve as the Air Force subject matter expert on all joint and Air Force readiness reporting policy and procedures. Monitor and assist DAF units, as required, in understanding and implementing joint and Air Force readiness policy and instruction. Act as a liaison with the JS, OSD, and congress for readiness reporting issues. Develop and propose readiness reporting policy for the Chief of Staff United States Air Force (CSAF). Coordinate on waiver requests between Headquarters Air Force (HAF) FAMs and JS (as required), MET and METLs, service and joint tasks.

2.2.2. Provide training and assistance to HAF/Lead FAMs for the accomplishment of their readiness reporting responsibilities and duties. FAM training must be completed as soon as possible once an individual is appointed. Establish and maintain a DRRS-S readiness reporting training course, accessible to all Air Force organizational levels (wing readiness POCs, unit commanders, unit administrators, and unit users) required to either support and/or accomplish readiness reporting.

2.2.3. Approve, publish, and maintain Air Force tables to include coordinating additions, deletions, and changes and coordinating periodic reviews with Air Staff and MAJCOM and/or Air Force Installation & Mission Support Center (AFIMSC) FAMs. AF/A3TR is the approval authority for Air Force table updates.

2.2.4. Approve, publish, and maintain METs/METLs and the Air Force Universal Task List (AFUTL) to include coordinating additions, deletions, and changes to tasks and coordinating periodic reviews with HAF and MAJCOM FAMs and/or AFMIC FAMs. Assist FAMs and MAJCOMs with preparation of METLs. Notify MAJCOMs once a MET/METL update has been approved and loaded into DRRS-S, directing them to ensure subordinate units are notified. AF/A3TR is the approval authority for MET/METL updates.

2.2.5. Submit tasks in accordance with CJCSM 3500.04F, *Universal Joint Task Manual*, for inclusion in the Universal Joint Task List (UJTL) (T-0). Coordinate UJTL tasks as necessary with MAJCOMs, FOAs, and/or DRUs.

2.2.6. Provide OSD personnel and readiness the authoritative sources for Air Force DRRS-S data and address any data currency or other issues.

2.2.7. Maintain a comprehensive list, updated quarterly, of all personnel assigned to MAJCOM Command Readiness Offices (CROs).

2.3. HAF/Lead FAM will:

2.3.1. Develop and staff measured area criteria, Core METL, MET(s), supporting task(s) and their associated tables (as applicable). Identify ADS to be used to measure resource readiness. Ensure Air Force tables, mission conditions, and task performance standards for measured units accurately reflect the functional area's mission.

2.3.1. (ACC) Include ACC/A3OR in the MET development process to provide expertise and guidance on formatting and content. ACC/A3OR will also act in coordination with the AF readiness office to ensure FAM developed METs/mission essential task lists (METLs) are included in the Air Force Universal Task List (AFUTL).

2.3.2. Coordinate fully on proposed MET/METL changes with any/all commands utilizing the MET/METL, including AFRC and the ANG, to ensure the MET/METL meets all user requirements. If a coordinated position cannot be reached, the HAF FAM is the approval authority. An O-6/GS-15 is required to approve the updates once coordination is complete.

2.3.3. Monitor and advise, as necessary, on functional area readiness information to identify problems, determine causes, provide solutions, analyze data for developing trends, and direct appropriate actions in response to degraded readiness assessments.

2.3.4. Provide oversight of readiness reporting policy and guidance and coordinate changes affecting readiness reporting through applicable MAJCOM POCs, FAMs, and AF/A3TR.

2.3.5. Coordinate functional readiness guidance with AF/A3TR to prevent conflicts with JS or Air Force readiness policy/guidance.

2.3.6. Periodically (at a minimum, annually) review Air Force tables found on DRRS-S for accuracy. Coordinate updates to the Air Force tables with AF/A3TR.

2.3.7. Ensure task exists in the UJTL before developing Air Force tasks that align with and correlate to CJCSM 3500.04F in accordance with JS directives (T-0).

2.3.8. Solicit, staff, and submit Air Force table, MET, and METL changes to AF/A3TR. After receiving coordination from AF/A3TR, HAF FAMs will reply to the agency requesting change within 45 days on approval/disapproval of requested changes.

2.4. MAJCOM/FOA Commanders will:

2.4.1. Appoint and establish an adequately manned readiness office and ensure that an appropriate number of personnel are trained to allow continuous readiness reporting coverage while others are on leave, temporary duty (TDY), deployed or unavailable.

2.4.1. (ACC) ACC/A3OR is designated as the ACC readiness office. Readiness reporting compliance information and guidance can be found at the ACC/A3OR SharePoint, https://usaf.dps.mil/teams/10045/force_readiness_reporting/site%20content/home.aspx.

2.4.2. Coordinate functional readiness guidance with AF/A3TR to prevent conflicts with JS or Air Force readiness policy/guidance.

2.4.3. Coordinate with other headquarters, AFIMSC, and wings on readiness related issues to include Air Staff tasking's.

2.4.4. Define Numbered Air Force (NAF) readiness reporting roles and responsibilities for applicable units.

2.5. MAJCOM/FOA Readiness Office will:

2.5.1. Notify AF/A3TR when MAJCOM/FOA readiness office personnel changes. Coordinate functional readiness guidance with AF/A3TR to prevent conflicts with JS or Air Force readiness policy/guidance.

2.5.2. Ensure subordinate units required to assess readiness comply with all readiness reporting requirements within this instruction.

2.5.2. (ACC) ACC/A3OR will conduct a monthly readiness reporting currency review, based on compliance of reporting within the ACC reporting window (ACC supplement, [paragraph 3.3](#)). Results are distributed to the Wing Readiness Point of Contact (POC), and subsequently to the Numbered Air Force (NAF) and Wing Commanders.

2.5.3. Monitor the accuracy of the current readiness reporting database within DRRS-S for the command to include coordinating with MAJCOM/A1(s) to determine units activated/inactivated and validating completion of unit transfer/activation/inactivation.

2.5.3. (ACC) ACC/A3OR will conduct a monthly readiness accuracy review by reviewing readiness assessments for select functional communities. Each unit receives an overall accuracy percentage based on the items identified on the ACC Accuracy Review Checklist, which can be found on the ACC/A3OR Force Readiness Reporting SharePoint: https://usaf.dps.mil/teams/10045/force_readiness_reporting/site%20content/home.aspx.

To ensure correct format and accuracy of reports, units will use the accuracy review checklist during their readiness reporting process. (T-2) Results are distributed to Wing Readiness POCs, and subsequently to the Wing Commanders.

2.5.4. Sample, review, and assess adequacy of unit assessments and remarks. Work in conjunction with the MAJCOM/Lead FAM(s) to notify the wing readiness POC to have the unit correct remarks that are inadequate.

2.5.5. In conjunction with MAJCOM/lead FAM(s) nominations, approve or deny nominees and notify units to report C-5 via DOC Statement.

2.5.6. Provide technical assistance to wings/units and forward irresolvable issues to DRRS-S support Center.

2.5.7. Complete required training by all military, civilian, and contractor personnel (as applicable) within the command readiness office.

2.5.8. Assist FAMs in the preparation and coordination of DOC Statements ensuring the accuracy and currency in accordance with ADSs.

2.5.9. Assist FAMs in the preparation and coordination of adding assessments METLs for subordinate units.

2.5.10. Notify AF/A3TR within 30 days when new units are stood up or current units are stood down.

2.6. MAJCOM, AFIMSC, Lead FAM will:

2.6.1. Review respective functional area units' readiness assessments monthly and have a working knowledge of readiness assessment requirements as specified by this DAFL. Challenge unclear or misunderstood assessments from subordinate units. Analyze information for trends and direct appropriate actions in response to lowered readiness assessments. Work in conjunction with the HAF and lead FAM and applicable MAJCOM readiness office(s) to remedy discrepancies.

2.6.1.1. Monitor and advise, as necessary, on functional area readiness information to identify problems, determine causes, provide solutions, analyze data for developing trends, and direct appropriate actions in response to degraded readiness assessments.

2.6.2. Develop and submit new DOC Statements. Conduct annual review of DOC Statements. Update the DOC Statement and METL when the unit mission changes. Nominate units eligible for C-5 authorization to the MAJCOM readiness office. Notify the MAJCOM readiness office when a unit begins and completes a transition or major conversion.

2.6.2.1. **(Added-ACC)** A formal request will be sent from A3O to the appropriate division chief to initiate a required annual DOC review. ACC/A3OR will assist the FAM during the DOC statement(s) review. ACC/A3OR will track progress of all DOC statements throughout the annual review process. Final DOC coordination will be with ACC/A3OR.

2.6.2.2. **(Added-ACC)** Attend specific training for both DOC statements and general readiness reporting, conducted by ACC/A3OR, prior to being granted access to the DRRS-S DOC management tool.

2.6.2.3. **(Added-ACC)** Prior to publication, incorporate changes into proposed DOC statements as requested by ACC coordinating agencies, unless otherwise justified.

2.6.3. When designated as lead FAM, coordinate updates to Air Force tables with all other MAJCOMs/FOAs/AFIMSC/DRUs with equity.

2.6.4. Assist HAF/lead FAM with identifying ADSs to be used to measure resource readiness.

2.6.5. Solicit Air Force table and METL changes from subordinate units and submit to HAF/lead FAM. Develop METs/METLs for subordinate units with unique capabilities and coordinate with HAF/lead FAM.

2.6.5. **(ACC)** Coordinate with units to change, add, or delete METs within their Core METL. Where necessary, coordinate with the lead Core METL POC to effect changes. Also, where necessary, add unique METs or include Universal Joint Task List / AFUTL approved task(s) outside of the approved standardized unit METL. Coordinate all changes to unit METLs through ACC/A3OR.

2.6.6. Ensure task exists in the UJTL before developing AFUTL tasks that align with and correlate to CJCSM 3500.04F, in accordance with JS directives **(T-0)**. Submit change requests to HAF/lead FAM.

2.6.7. Assist wing readiness POCs/units in determining which core METs are applicable to Top Priority Plans and Named Operations.

2.6.8. Coordinate with AFIMSC FAMs to establish lines of responsibilities for completing, updating, and loading Core METLs.

2.6.9. Notify MAJCOM readiness office(s) as soon as possible when new units are stood up or current units are stood down.

2.6.10. Once a quarter, validate data accuracy for a sample of Air Force-Input Tool (AF-IT) assessments.

2.6.11. **(Added-ACC)** Provide units with sufficient guidance to help determine get well dates (GWDs) and forecasted dates of return to full readiness.

2.6.12. **(Added-ACC)** Coordinate all correspondence regarding DOC statements, readiness reporting policy, or readiness reporting procedures to units under FAM oversight with ACC/A3OR to prevent misguidance, miscommunication, and inaccurate reporting and to be valid guidance.

2.7. Wing Commanders (WG/CC) will:

2.7.1. Establish a readiness office to include designation of a primary and alternate wing readiness POC who will manage responsibilities for readiness reporting contained within this Instruction on the wing commander's behalf **(T-2)**. The wing readiness POC should be assigned to the local command post or plans office. The office must be equipped with ready access to SIPRNET **(T-1)**.

2.7.1. **(ACC)** ACC/A3 has directed that the Wing Readiness POCs will be located in the Plans Office (XP). **(T-2)** Designate the Wing Readiness POC, a primary and at least one alternate, by letter and provide to ACC/A3OR. **(T-2)** The appointment letter will include the names, ranks, office symbols, security clearances, and phone numbers of all individuals appointed. **(T-2)** A template is available on the ACC/A3OR Force Readiness Reporting SharePoint:

https://usaf.dps.mil/teams/10045/force_readiness_reporting/site%20content/home.aspx.

2.7.2. Review unit readiness assessments monthly to ensure they are timely, valid, and meet the requirements and expectations of this instruction **(T-1)**. Unit readiness review will include at a minimum, resource and capability assessments **(T-2)**.

2.7.3. Designate the mission support group commander, civil engineer group commander, civil engineer squadron commander, or the organization that supports the installation and facilities as the lead for assessing the Installation METL quarterly in accordance with **Chapter 9** of this instruction **(T-1)**. The designated commander will be assigned to installation Unit Identification Code (UIC) in DRRS-S **(T-1)**.

2.7.3. **(ACC)** ACC/A3 has directed the Mission Support Group Commander or equivalent to be the designated agent to assess the Installation METL at ACC major installations. **(T-2)** Unit commander (UC) role designation for the purposes of installation METL assessment will follow the rule in **paragraph 2.9.1**. **(T-2)**

2.8. Wing Readiness POCs will:

2.8.1. Manage responsibilities for readiness reporting contained within this instruction on behalf of the Wing Commander **(T-2)**. Be the technical expert on DRRS-S and provide assistance to all Squadron/Unit POCs **(T-1)**.

2.8.1. **(ACC)** Provide an updated wing DRRS-S Manager Appointment Letter to ACC/A3OR, as changes occur. **(T-2)**

2.8.2. Ensure all Unit Administrator(s) (UA) register under their primary unit(s) UIC **(T-2)**.

2.8.3. Ensure units assigned to the wing appoint a sufficient number of assigned individuals in the required Unit Commander (UC) and UA roles to ensure monthly readiness assessments are accomplished on time **(T-2)**.

2.8.4. Disseminate all higher headquarters guidance and/or correspondence to subordinate and geographically separated units, as required, in a timely manner **(T-1)**.

2.8.5. Forward wing issues or questions to the MAJCOM Readiness Office **(T-2)**.

2.8.6. When requested, provide assistance to subordinate units, to include access to SIPRNET for unit monthly capability and resource readiness assessments **(T-2)**.

2.8.6. **(ACC)** As a rule, the Wing Readiness POC will not function as a unit administrator (UA) or unit commander (UC) for any subordinate units; however, during unavoidable circumstances, they may temporarily assume these roles on behalf of the unit to provide assistance **(T-2)**. The responsible unit must still validate all populated ADS data, and provide the Wing Readiness POC with adjusted numbers (e.g., available personnel) if any, and commander comments/remarks. **(T-2)** The unit commander, or acting commander, must provide approval for all assessments prior to submission by the Wing Readiness POC. **(T-2)**

2.8.7. Complete required training (as applicable) within 60 days of appointment **(T-2)**.

2.8.8. Establish procedures to ensure subordinate units' readiness assessments are accomplished in accordance with this instruction **(T-3)**.

2.8.8. **(ACC)** Unit commanders report IAW guidance in [paragraph 3.3](#) All wing readiness POCs will create a unit watch list in DRRS-S consisting of all units subordinate to their wing, to include geographically separated units (GSUs), to facilitate monitoring and reviewing of unit readiness. **(T-2)** Readiness POCs should use the ACC/A3OR provided checklist titled "DRRS-S Watch-list Checklist" to accomplish this requirement.

2.8.9. Review monthly subordinate unit readiness assessments within DRRS-S **(T-1)**. Ensure readiness assessments and supporting remarks are clear, concise, and explain the issue/impact/fix and get well date **(T-2)**. Contact units if discrepancies are found and provide assistance as necessary to correct **(T-2)**.

2.8.10. Assist units in determining applicable Named Operations and Top Priority Plans required to be assessed by subordinate units. Assist in determining which core METs are applicable to these assessments **(T-2)**. Utilize subject matter experts in wing plans and installation deployment office as well as the MAJCOM FAMs as needed **(T-2)**.

2.8.11. Prepare monthly readiness briefing for the Wing Commander providing unit readiness status to include at a minimum, resource and capability assessments **(T-3)**.

2.8.12. Maintain a continuity book (electronic or hardcopy) consisting of (at a minimum) UC/UA appointment letter(s) and training documentation **(T-2)**.

2.8.12. **(ACC)** Maintain the signed unit Defense Readiness Reporting System-Strategic (DRRS-S) Monitor and Approving Official Appointment Letter and a copy of any training documents showing completion of current AF approved DRRS-S training, in the wing readiness POC continuity binder. **(T-2)** Notify ACC/A3OR about any classified unit(s) required to report readiness within your organization. **(T-2)**

2.8.13. **(Added-ACC)** When deemed necessary at the local level, write a supplement to establish local procedures for implementing reporting requirements. Ensure ACC/A3OR coordination is obtained prior to publication and place ACC/A3OR on distribution for one copy of the supplement. **(T-3)**

2.9. Measured Unit Commanders (UCs) will:

2.9.1. Designate a sufficient number of unit leadership personnel, maximum of eight, to have DRRS-S UC roles, to include at minimum the Unit Commander and Deputy Commander/Director of Operations (as applicable), to ensure timely accurate readiness reporting **(T-1)**. An officer, enlisted or civilian within the organization can be designated to have DRRS-S UC permissions. Ensure only senior-level individuals assigned to the unit are designated as additional UCs **(T-2)**. If no UCs are available, a higher echelon commander can be provided UC role by unit UA to submit unit assessments to meet reporting timelines **(T-1)**.

2.9.1. **(ACC)** The unit commander will hold a UC role in DRRS-S. **(T-2)** If the unit commander is unavailable to physically approve the capability / resource assessment, then the authority to approve can be delegated to the next most senior ranking individual. Additional UC roles are intended for senior members of the unit who could take command in the absence of the commander. An enlisted member may hold a UC role if they are the 2nd or 3rd senior member. **(T-2)**

2.9.1.1. **(Added-ACC)** The waiver authority for the UC role rank requirement is Commander, Air Combat Command (COMACC). Waiver requests will be in accordance with AFI 33-360, para 1.9.4.2.. **(T-2)** The request must be received at least one week prior to the start of the duration period. **(T-2)** In the event the waiver is denied, unit commanders will have a backup plan for readiness reporting. **(T-2)**

2.9.1.2. **(Added-ACC)** Provide an appointment letter to the Wing Readiness POC. **(T-2)** Appointment letters will include the names, ranks, office symbols, security clearances, and phone numbers of all individuals appointed. **(T-2)** A template is available on the ACC/A3OR Force Readiness Reporting SharePoint: https://usaf.dps.mil/teams/10045/force_readiness_reporting/site%20content/home.aspx.

2.9.2. Designate at a minimum a primary and alternate UA, to the maximum of seven personnel, to ensure a sufficient number of UAs are available for timely, accurate readiness reporting in accordance with this instruction **(T-1)**. The UA roles will reside within the Commander's Support Staff (CSS) except in cases where the units have an established readiness function in accordance with AFI 38-101, *Manpower and Organization* **(T-3)**. Units that do not earn a CSS or readiness function will have their UAs assigned at their servicing CSS (group or wing level) **(T-3)**. For ANG units that do not earn full time CSS positions, the unit commander should determine the best individuals for UA role. Commanders are empowered at all levels to consolidate CSS-assigned duties as appropriate.

2.9.2. **(ACC)** Select UAs that have at least one-year retainability to establish continuity within the unit readiness reporting program. **(T-2)**

2.9.3. Designate unit manpower, training, and equipment subject matter experts as Unit Users (UUs) as needed **(T-1)**.

2.9.4. Individuals with DRRS-S UC permissions are required to review and submit monthly readiness assessments in accordance with this instruction. UCs will review readiness data and remarks for quality and accuracy prior to submission **(T-1)**. The intent is for the unit commander to review and submit the readiness assessments to the maximum extent practical.

Non-commanders with DRRS-S UC permissions submitting readiness assessments should be the exception, rather than the practice.

2.9.5. Ensure individual SIPRNET accounts for all unit personnel required to access DRRS-S are established and maintain active DRRS-S user accounts to ensure continuous ability to report readiness **(T-1)**.

2.9.6. Ensure UCs, UAs, and UUs complete required training (as applicable) to perform readiness reporting duties within 60 days of role designation **(T-1)**. This includes an assignment to a new unit **(T-1)**.

2.9.7. Upon assumption of command review the unit's DOC Statement, resource readiness measurement areas and Core METL to ensure they reflect the unit's core mission(s) for which the unit was designed and to the level-of-capability it was organized **(T-1)**.

2.9.8. **(Added-ACC)** ACC assessments will occur within the first ten calendar days of the month (the window will be extended to account for holidays and down days) however, unit commanders must submit a readiness assessment within 24 hours anytime the readiness of a MET, mission area or measured resource subarea changes. **(T-2)**

2.9.9. **(Added-ACC)** Resolve readiness issues at the lowest level. Forward unit issues or questions to the Wing Readiness POC. Contact the appropriate FAM (listed on the DOC Statement) for any functional related issues.

2.10. Unit Administrators will:

2.10.1. Maintain a continuity book (electronic or hardcopy) consisting of (at a minimum) appointment letter(s) and training documentation **(T-2)**.

2.10.1. **(ACC)** Maintain a copy of all UC/UA training documentation. **(T-2)**

2.10.2. Establish a SIPRNET account **(T-2)**. Complete required training (as applicable) within 60 days of appointment. This includes an assignment to a new unit **(T-2)**.

2.10.3. Provide assistance to UCs and UUs as needed **(T-3)**.

2.10.4. Ensure UUs complete required training (as applicable) within 60 days **(T-2)**.

2.10.5. Take corrective action on any ADS supplying incorrect information to the unit's resource readiness report in any measured area **(T-2)**.

2.11. Unit Users will:

2.11.1. Be the subject matter expert for the task for which they are the POC (recommend training managers, equipment managers, etc., for this role) **(T-3)**.

2.11.1. **(ACC)** Unit Users (UUs) are the subject matter experts (SMEs) within the squadron who have permissions in DRRS-S to view unit information and assess specific METs within the METL, provided they have been assigned OPR by the UA. In units where the UA does all MET assessments, the UU role can be combined with that of the UA for the purpose of meeting the requirement to have at least two individuals assigned to each role.

2.11.2. Establish a SIPRNET account **(T-2)**. Complete required training (as applicable) within 60 days of appointment. This includes an assignment to a new unit **(T-2)**.

2.11.3. Assist UA by providing available resource and capability data for remarks **(T-3)**.

Chapter 3

REPORTING REQUIREMENTS

3.1. Air Force Reporting Requirements. All Air Force Personnel Accounting Symbol (PAS) alphanumeric codes are automatically registered in DRRS-S. A unit is defined in accordance with DAFI 38-101.

3.2. Measured Units. Units that fulfill the AFI 38-101 description of a unit and have a Unit Descriptor Code (UDC) of combat, combat support, or combat service support are considered a measures unit **(T-1)**. MAJCOM identified detachments/operating locations which have a UDC of combat, combat support, or combat service support are considered a measured unit **(T-1)**.

3.2.1. Measured units will have a DOC Statement in DRRS-S and are identified in DRRS-S with a Major Unit Indicator (MAJOR) of “Y” **(T-1)**. Units should contact their MAJCOM Readiness Office if changes are needed to their major unit indicator.

3.2.2. In order to support a uniform readiness picture of medical forces across the DoD, RegAF medical units will typically report at the Medical Treatment Facility (MTF) level **(T-2)**.

3.2.3. Wings (wing staff agency), groups, centers, and complexes are not considered measured units and are not directed to report in DRRS-S. These units will be identified as MAJOR “N” units and are not required to submit resource or capability readiness assessments in DRRS-S. Units of these type that provide a capability can assess and MAJCOMs can request their MAJOR to be changed to “Y” to be included in measured unit’s category. Units that are not considered measured units can be directed to report on capability by their parent MAJCOM if the unit supports a command METL. Maintenance groups and the highest tier of a medical organization (medical wing, group, or squadron), will be identified as a measured unit and required to assess resources and capabilities **(T-2)**.

3.2.4. MAJCOMs and NAFs will only assess capability and will submit their capability report monthly. MAJCOMs and NAFs will assess a Core METL that covers their organize, train, and equip role and/or assigned missions of staff and subordinate units **(T-0)**.

3.2.4. **(ACC)** ACC/A3OR will act as the unit administrator (UA) for HQ ACC Mission Essential Task List (METL) reporting. ACC/A3OR will establish DRRS-S OPR within the ACC staff as required and ensure training is completed for individuals required to assess any METs within the HQ ACC METL.

3.3. Frequency of Reporting. Measured units will report resource and capability readiness assessments monthly **(T-0)**. Resource and capability readiness assessments will be submitted via DRRS-S between the 1st and 15th of each month **(T-1)**.

3.3. (ACC) Frequency of Reporting. ACC Reporting Window. Unit commanders or designated alternates (see [paragraph 2.9.1](#)) will submit resource and capability readiness assessments via DRRS-S within the first 10 calendar days of the month (the window will be extended to account for holidays and down days). **(T-2)** All DRRS-S reporting window assessments must be completed NLT 23:59 Zulu (18:59 EST, 17:59 CST, 16:59 MST, and 15:59 PST) on the last day of the reporting window. **(T-2)**

3.3.1. Units are required to continue readiness reporting when deployed/employed, TDY, undergoing service directed resource actions, and during exercises or inspections **(T-0)**.

3.3.2. The Chairman of the Joint Chiefs of Staff, in coordination with the service chiefs and the affected Combatant Commanders (CCDRs), the Chief of Staff of the Air Force and the Deputy Chief of Staff for Operations, may require units to report more frequently.

3.3.3. Units will continuously monitor readiness status and will submit new assessments within 24 hours if a change occurs in resource assessment level(s) (C- overall /P- personnel /S- equipment /R- equipment condition /T- training Level) or overall mission rating(s) (Core, Named Operations, or Top Priority Plans) **(T-0)**.

Chapter 4

RESOURCE READINESS

4.1. Resource Readiness Relationship to Unit Combat Preparedness. Category-levels (C-Levels) provide clarity of resource status to advise the SecDEF, CCDRs, and the services on current force readiness. C-Levels are defined by the JS and derived through quantitative criteria to define in qualitative terms the degree to which a measured unit is resourced to provide the level-of-capability for which it is organized. C-Levels collectively represent, via a five-point scale, the degree to which a unit meets resourced based standards established within four measured resource areas: personnel (P), equipment and supplies on-hand (S), equipment condition (R), and training (T).

4.2. C-Levels. C-Levels reflect the degree to which unit resources meet prescribed levels of P, S, R, and T.

4.2.1. C-1. The unit possesses the required resources and is trained to undertake the *full-spectrum mission(s)* for which it is organized or designed. The resource and training area status will neither limit flexibility and methods for mission accomplishment nor increase the vulnerability of unit personnel and equipment. The unit does not require any compensation for deficiencies.

4.2.2. C-2. The unit possesses the required resources and is trained to undertake *most of the* full-spectrum mission(s) for which it is organized or designed. The resource and training area status may cause isolated decreases in flexibility in methods for mission accomplishment, but will not increase the unit's vulnerability under most envisioned operational scenarios. The unit would require little, if any, compensation for deficiencies.

4.2.3. C-3. The unit possesses the required resources and is trained to undertake *many, but not all*, portions of the full spectrum mission(s) for which it is organized or designed. The resource or training area status will result in significant decrease in flexibility for mission accomplishment and will increase vulnerability of the unit under many, but not all, envisioned operational scenarios. The unit would require significant compensation for deficiencies.

4.2.4. C-4. The unit *requires additional resources or training to undertake its full-spectrum mission(s)*, but it may be directed to undertake portions of its mission(s) with resources on hand.

4.2.5. C-5. The unit is undergoing a service-directed resource action and is not prepared, at this time, to undertake the wartime mission(s) for which it is organized or designed. However, the unit may be capable of undertaking non-traditional, non-wartime related missions. Units are only authorized to report this if indicated on the DOC Statement.

4.3. Not Measured Areas. P-6/ S-6/ R-6/T-6 and chemical biological defense readiness training (CBDRT) S-6 / T-6 designates the unit is service directed not to measure the specified area. Units are only authorized to report this if identified within the DOC Statement and approved by the MAJCOM CRO with HAF/lead FAM coordination. Any change to an entire reporting community (e.g., all air combat command maintenance units) must be coordinated in writing with AF/A3TR for approval.

4.4. Assigning Overall C-1-4. Based on unit resource readiness, unit commanders or designated alternates, assign the overall C-Level each time it is reported **(T-0)**. Normally, the lowest level of the four measured resource areas is reported as the overall C-Level provided it is a realistic indication of the unit's readiness (based on the C-Level definitions above). The measured rating data cannot be changed from calculated values (e.g., must be reported per the specified formulas and tables). The commander will provide rationale using the overall reason (REASN) remark label, when the unit is less than C-1 **(T-1)**.

4.4. (ACC) Assigning Overall C-1-4. When the assigned unit C-Level is not aligned with the capability assessment, IAW AFI 10-201, **paragraph 9.9.8**, for example a "Y Green" core mission area assessment and a "C-4" overall, then the commander must provide detailed remarks in the reason (REASN) remark label to explain the disparity. **(T-2)**

4.5. Upgrading or Downgrading C-Level. Unit commanders cannot subjectively upgrade or downgrade the unit's C-Level without approval from the first general officer in the unit's chain of command. Unit commanders must obtain a waiver from the first general officer in their chain of command to change, upgrade or downgrade, their C-Level assessment **(T-0)**. Any changes to an overall C-Level should be an exception and only considered in situations or circumstances where a subjective change provides a more accurate readiness assessment. In all cases requiring a subjective upgrade/downgrade, unit commanders will coordinate with the first general officer in the unit's chain of command **(T-0)**. The general officer approving the waiver will ensure the unit can mitigate shortfalls and that the upgraded/downgraded level corresponds to the appropriate C-Level definition in **Paragraph 4.2**. If granted, the unit commander will ensure that the reason for the subjective upgrade/downgrade is clearly articulated in the resource readiness "REASN" remark on the overall tab **(T-0)**. In addition to the reason for the C-level override, remark must include the name of general officer, grade, command, date approved and the period the waiver is applicable for in the REASN field **(T-0)**.

4.5. (ACC) Upgrading or Downgrading C-Level. When the commander has approval to assess the overall C level down, then the REASN remark will begin with: "Unit C-level has been assessed down to C-X due to [summary narrative of the measured area/factors that drive the commander to assess down]." EXAMPLE: "Unit C level has been assessed down to C-3 due to critical personnel shortages in 7 level fuels technicians. Projected get well date of 1 Jun 14". **(T-2)** This requirement is in addition to the REASN remark requirements in AFI 10-201, **paragraph 4.5**.

4.6. Assigning Overall C-5. A parent MAJCOM may authorize use of C-5 for units undergoing a service-directed resource action and not prepared to undertake any portion of the mission set for which they are organized or designed. MAJCOM/AFIMSC FAM will update DOC Statements to reflect the date when C-5 is authorized, reason for C-5, and maximum duration of C-5 authorization. Units authorized to report C-5 will continue to compute and report measured area P-, S-, R-, T-Levels at least monthly unless directed to do so more frequently by the parent MAJCOM. Units will include the remark in overall REASN remark stating C-5 authorization start date, end date, and reason for C-5 per DOC Statement **(T-1)**. C-5 status will not exceed 18 months for RegAF units or 36 months for ARC units **(T-1)**. C-5 will be reported when the first measured area (P, S, R, T) level calculates to 4 **(T-1)**. Units will report C-5 as the overall C-Level until all measured areas (except areas authorized to report 6 (not measured)) have improved to a 3 **(T-1)**. C-5 is only used when authorized by the parent MAJCOM and one of the following conditions exists:

4.6. (ACC) Assigning Overall C-5. Unit commanders will report C-5 only after receiving authorization from HQ ACC and meeting the C-5 criteria in AFI 10-201. **(T-2)** The C-5 authorization is coordinated between ACC/A3OR and the FAM.

4.6.1. Unit transition. Unit transitions include modernization/conversion of major equipment (e.g., F-15s to F-22s), modernization/upgrade of software in major equipment (i.e., extensive equipment testing/personnel user training), a change in a unit's mission (which can be accomplished without changing the major equipment involved), and/or a change in a unit's home station location.

4.6.1.1. **(Added-ACC)** Units undergoing a major equipment conversion report against their current DOC statement until in receipt of a new DOC statement reflecting the new equipment. **(T-2)**

4.6.2. Unit activation or re-activation. Activating units may be authorized to report C-5 until all measured areas have reached at least 3 (except measured areas authorized to be reported 6 (not measured)) or the end of the designated activation period, whichever occurs first **(T-0)**. A unit's capability assessment begins when a unit activates and is determined to be listed as having a MAJOR "Y" as a measured unit. Once a unit is established with a MAJOR "Y" the unit should complete a capability assessment within 30 days **(T-1)**.

4.6.3. Unit inactivation. Units may be authorized to report C-5 after the first measured area reaches a 4 or within 3 months of deactivation, whichever occurs first. Unit will continue to report resource readiness until unit inactivation is authorized by the publication of a command order (G-series) and the DOC Statement is rescinded, normally 30 days prior to inactivation **(T-3)**. Unit will be archived in the database when G-series orders are submitted to Air Force readiness office, DOC Statement is rescinded, and the PAS is updated **(T-1)**.

4.6.3. **(ACC)** Inactivating units will forecast C-5 in the forecast change rating (CARAT) field with the inactivation date as the forecast date of change (CADAT) field forecast date, unless directed by ACC/A3OR to obtain C-5 at an earlier date. **(T-2)**

4.7. General Policy for Resource Calculations. The following policy guidelines apply to all measured units required to report readiness.

4.7.1. Units will calculate and report area levels for all four measured resource areas (P, S, R, and T) unless exempted by the Air Force tables and applied via DOC Statement for specific areas **(T-0)**. Use only published objective criteria for measurement **(T-0)**. Do not subjectively raise or lower measured resource area levels **(T-0)**.

4.7.2. Two units will not count the same resource(s) (personnel or equipment) **(T-0)**.

4.7.3. A unit's C-Level will be based solely on the resources and training organic to it **(T-0)**. Units will not include personnel from other units (e.g., wing staff agency, groups or other units' resources) **(T-0)**.

4.7.4. Units reporting a rating level of less than 1 in any measured resource area (P, S, R or T) must clearly indicate the reason(s) **(T-2)**.

4.8. C-Level Forecast. Use these data elements whenever the overall C-Level is not a 1.

4.8.1. Unless a unit is assessed as C-1 and forecasting no change in C-Level, a C-level rating change/ C-level rating change date (CARAT/CADAT) is required **(T-0)**. When a unit reports

a C-Level less than 1 and is unable to forecast a change level and date, the responsible MAJCOM/AFIMSC FAM must provide the unit assistance to determine the best estimate forecast level and date for unit to report **(T-1)**. These fields should align with P, S, R, and T remark get well dates. The forecast must be reviewed and updated every time a resource assessment is submitted **(T-0)**.

4.8.1. **(ACC)** The forecasted CARAT and CADAT data must correlate with the GWDs identified in the AFIT Overall category and found in the “overall reason organization is not C-1 (REASN) remark”. **(T-2)**

4.8.2. The 3/6/12 month forecast remark (CADAT Remark) is required regardless of the current C-Level **(T-1)**. The remark will state forecasted C-Level and a brief explanation if forecasting less than C-1 at the 3, 6, and 12-month intervals **(T-1)**. CADAT remarks should forecast C-Level change based off the information known at the time (e.g., 3 MONTH FORECAST/C-4/DUE TO SCHEDULED EQUIPMENT MAINTENANCE. 6 MONTH FORECAST/C-1. 12 MONTH FORECAST/C-2/DUE TO OUTBOUND PERSONNEL.

4.8.2. **(ACC)** The forecasted C-levels within the 3/6/12 month forecast remarks must correlate with the GWDs identified in the AF Input Tool (AFIT) overall category in the REASN remark. **(T-2)**

4.9. Percentage Effective (PCTEF). PCTEF provides a subjective resource assessment of the unit’s currently assigned mission(s) or Named Operations, also known as its “A-Level” rating. PCTEF A-Level is not required to correlate with current C-level as only tasked resources are assessed in PCTEF. For units with multiple assigned missions, the value (1-4) in the PCTEF field will reflect the lowest A-Level for the assigned mission. However, the unit commander will include a PCTEF remark for each assigned mission **(T-2)**. If a unit has resources preparing for an assigned mission, in addition to other resources already deployed for an assigned mission that unit will use the PCTEF field to assess its already deployed assets, accompanied by commander’s remarks to show an assessment(s) of the other resources preparing to deploy **(T-1)**. For example, a unit might have 24 aircraft and 36 crews, but only 6 aircraft and 9 crews are supporting an assigned mission. The commander’s PCTEF assessment would be for the 6 aircraft and 9 crews, and their ability to execute the assigned mission. If a unit uses loaned equipment, aircraft and/or personnel to complete an assigned mission, then the unit is meeting its assigned mission requirement. PCTEF assessment is required if 5% or more of a unit’s resources (personnel and/or equipment) are tasked to deploy, deployed, and/or employed in place in support of a Named Operation **(T-0)**. PCTEF assessments will begin no later than 120 days prior to the deployment/employment or upon receipt of an appropriate order **(T-0)**. PCTEF assessments will continue until released from assigned mission **(T-0)**. PCTEF reporting is not required for training exercises. Unless directed by the MAJCOM, employed in place units do not report PCTEF. PCTEF A-Levels are defined as:

4.9.1. If a unit is not currently tasked to support or supporting a Named Operation, PCTEF field will be blank.

4.9.2. A-1. Unit possesses required resources (personnel and/or equipment) and is trained to undertake assigned mission(s).

4.9.3. A-2. Unit possesses the required resources (personnel and/or equipment) and is trained to undertake most of the assigned mission(s).

4.9.4. A-3. Unit possesses the required resources (personnel and/or equipment) and is trained to undertake many, but not all, portions of the assigned mission(s).

4.9.5. A-4. Unit requires additional resources or training to undertake the assigned mission(s); however, the unit may be directed to undertake portions of the mission(s) with the resources on-hand.

4.9.6. Commander's remarks are mandatory when reporting in the PCTEF field **(T-1)**. Using plain text under the PCTEF label; identify the assigned missions; current status; percent of resources tasked to deploy or deployed; deployment dates; description of any reduced readiness condition(s) for the assigned mission; and any action(s) underway or planned to remedy the reduced readiness condition(s) to include a get well date (GWD), if determinable. Format the PCTEF remark according to the example below:

4.9.6.1. "PCTEF 3; Operation ENDURING FREEDOM; deployed (50% of resources); 01 JUN 20 – 01 JAN 21; status reflects reduced effectiveness due to a shortage of spare engines at our deployed location; spare engines enroute; GWD is based on estimated arrival of engines, expecting A-2 by 15 NOV 20.

4.10. Remarks. Remarks are a critical component of resource assessments and are required when a measured resource area calculates a level less than 1 **(T-0)**. Consumers of DRRS-S information often selectively retrieve specific pieces of data from the system. This data could be pilot training for all F-16s units and the health of the aircraft, or total vehicles assigned throughout a specific MAJCOM. The data pulled is used for actionable items for the Air Force but also, JS, and congressional level inquiries. Accurate and concise remarks helps mediate the appropriate response and funding decision at the higher levels.

4.10. (ACC) Remarks. When using the REASN remark, the remark will begin with "Unit is C-[level] due to [summary narrative of the measured area/factors that are driving the overall C-level]". **(T-2)** Each measured area below C-1 status will be summarized with supporting GWDs. **(T-2)** The remark will close with the overall C-level GWDs. **(T-2)**

4.10.1. All remarks must be written in plain English **(T-3)**. Remarks should be clear and concise and will allow for ease of understanding by all consumers. Acronyms, even common Air Force acronyms, must be spelled out in each remark area due to Joint Staff and non-Air Force usage of data **(T-0)**.

4.10.2. Remarks will not reference previous assessments (e.g., "same as last month's assessment"), other remarks from the same assessment (e.g., "See total personnel percentage (PERTP) remark" or "see capability remark"), or other unit assessment remarks (e.g., "see maintenance group remark") **(T-3)**. Each remark's content must stand on its own **(T-2)**.

4.10.3. In general, list resource types with their problems. State numbers authorized, assigned, and available; explain the cause of the problem, if known; identify previously requested assistance and remedial actions in progress; highlight further actions required; and supply a progressive GWD for when a unit will attain next level of readiness up to at least C-2. The auto-populated data in the remarks contains the top five deficient packets (PERTP will auto-populate with the top five deficient Air Force specialty code (AFSCs)). This information is mandatory and may not be deleted **(T-3)**. The REASN remark auto-populates with the personnel, equipment, and training remark if the measured area is less than 1. Units will

include additional information to the auto-populated remarks to supplement or explain disagreements with the auto-populated data **(T-3)**.

4.10.4. Bottom line up front (BLUF): Provide a strategic summary (two sentence maximum) of your unit's readiness in professional, laymen's verbiage, in the overall comments section **(T-1)**. Units will include a BLUF in the overall remarks when their C-Level is less than 1.

4.10.5. The PRRES (personnel remark), TRRES (training remark), ESRES (equipment & supplies on-hand remark), and ERRES (equipment condition remark) must contain the following information, issue, impact, fix action, GWD when the measured area is less than 1 **(T-3)**.

4.10.5.1. Issue (concern/shortfall): Units will provide a thorough explanation of the issue, including any limiting factors or change in rating level, using layman's terms **(T-3)**. Issues must be written so they are actionable **(T-3)**.

4.10.5.2. Personnel remarks should specify main driver(s) of why unit is less than P-1 (e.g., AIR FORCESC shortages, skill-level shortages, civilian shortages by occupational classification code (OCC), critical shortages by AFSC, skill-level and/or Occupational Classification Code, and/or availability issues of personnel).

4.10.5.3. Training remarks should summarize problems and include if Air Education and Training Command formal training school allocation deficiencies exist. A detailed summary, to include training course title, of current and future deficiency should be included in summary.

4.10.5.4. Equipment and supplies on-hand and equipment condition remarks should specify all pertinent details such as equipment details, on-hand versus authorized quantities, quantity on-hand, quantity on-order, and expected delivery date. Units that centrally store equipment or supplies for multiple units and are responsible for reporting inventory and status, will note that they centrally manage the equipment and will list the stock-level percentage required to be maintained by regulation within the remarks.

4.10.5.5. Impact: Units will describe the mission impact by providing a risk assessment **(T-1)**. Provide a layman's explanation of the mission impact stating both what unit is unable to accomplish based on resource/training limitations. Clearly state what the unit can accomplish if tasked.

4.10.5.6. Fix action (mitigation/solution, way ahead, recommendation): Identify actions being taken by unit or assistance needed from other agencies to improve the unit's readiness **(T-1)**. Identify previously requested assistance and remedial actions in progress. Explain unit, wing, or MAJCOM actions taken or being taken to resolve shortfalls.

4.10.5.7. GWD: Units will provide realistic GWD to a higher rating for each remark using the day, month, and year (DD MMM YY) date format (e.g., "P-2 on 17 FEB 20") **(T-1)**. At a minimum, determine GWD to reach at least a 2 in the measured area. When possible, provide progressive GWDs to the highest possible level the unit anticipates reaching (e.g., "T-3 on 01 JAN 20, T-2 on 17 FEB 20, T-1 on 01 JUN 20"). If a unit commander is unable to project a GWD, unit must contact the applicable FAM for assistance **(T-3)**. If GWD still cannot be determined after MAJCOM FAM and higher headquarter coordination, then

it can be considered undeterminable in which case GWD will state: “Undeterminable” and include FAM name and office contact information that approved undeterminable status.

4.11. Overall Reason Codes. If a unit is less than C-1, C-1 due to commander override, or C-1 with deployed resources, primary REASN code must be used **(T-1)**. Additionally, a secondary and tertiary REASN code may be required based on unit assessments. Reference Tables **A2.1** and **A2.2** for specific overall reason codes.

4.11. (ACC) Overall Reason Codes. The percent of deployable capability that the D, E, F, or G code represents can be found in **Table A2.2**.

4.12. The Air Force Input Tool (AF-IT). DAF units utilize the AF-IT to input, validate, and submit resource assessments. To the maximum extent possible, AF-IT automatically populates and calculates readiness data from ADSs within the respective measured resource areas.

4.12.1. AF-IT uses a respective unit’s military personnel data system (MilPDS) Deployable Indicator Code - 9 (DEPID-9) to apply a given rule set to filter and measure data for each measured area. All units with the same DEPID-9 are measured the same regardless of parent MAJCOM, unless a MAJCOM has additional rules for the DEPID-9. The rule-sets, or Air Force tables, are hosted on the documents page within DRRS-S. Information is packetized in each measured area to assess specific critical resources (personnel, training, and equipment).

4.12.2. Packets. AF-IT groups data into packets to determine overall criticality. Packets are a grouping of like items (e.g., AFSCs, pieces of equipment) that are used to establish the minimum criterion for readiness. It is used to facilitate the measurement of a specific resource item, made up either by individual line items or a grouping of line items as determined by the lead FAM. The content of each packet is based upon the specific table the packet supports (e.g., personnel, training, or equipment). The packets can be manual or automated depending on the determination of the lead FAM. Manual packets should come with guidance from the lead FAM to facilitate the data input in the manual packet.

4.12.2. (ACC) Packets identified as “Other” within AFIT will only be used when directed by HHQ (e.g., Other Officer Training, Other Enlisted Training, Other Combat Essential, and Other Combat Support). **(T-2)** If not directed to report in these packets unit commanders will enter “0” for any fields. **(T-2)** Zeros equate/default to 100% thereby not affecting overall C-levels.

4.12.3. ADS Information. Units must be familiar with applicable ADSs, the currency and frequency of the data pulled into AF-IT, their corresponding coordination offices, and the information available for their unit **(T-3)**. In cases where the data is inaccurately populated within AF-IT, the unit must fix the ADS **(T-3)**. If an ADS is unable to be fixed prior to assessing, units will provide a remark to identify the erroneous data in the assessments and the unit’s intended actions to correct the ADS **(T-3)**. If a unit’s resources are not tracked in an ADS or are tracked in an ADS that is not consumed by AF-IT, units will notify their FAMs who will in turn work with AF/A3TR to capture data for population in AF-IT **(T-2)**. Additional ADSs may be identified and consumed by AF-IT in the future as required.

4.12.4. AF-IT calculations. When data involved in calculations is nine or less, AF-IT will use **Table A2.3** to calculate associated percentage **(T-2)**. For personnel, equipment and supplies on-hand and condition, and training, AF-IT will use tables **A2.4 through A2.9** to convert percentages into associated readiness levels (C-, P-, S-, R-, T-Levels) **(T-0)**.

Chapter 5

PERSONNEL MEASURED AREA

5.1. Personnel. Personnel is used to indicate how well a unit is manned and if it has the personnel they need to support its full spectrum mission(s), as designed and organized. Personnel rating is equal to the lowest level between total personnel and critical personnel rating. Personnel measurements are based on a unit's authorized and funded positions on its unit manpower document (UMD). Units compute the personnel P-Level, based on the percentage of total and critical personnel authorized, assigned, and available to accomplish the unit's full spectrum mission(s). The following systems are used as ADSs for calculating personnel: manpower programming and execution system (MPES) (funded authorizations), MilPDS (assigned individuals to include overages and deployment availability), DoD civilian personnel data system (DCPDS) and individual medical readiness (IMR) (medical availability). Contractors are not included in the personnel calculation percentage to determine total or critical P-Level.

5.2. Total Personnel. Total personnel measures all personnel on the unit's UMD (includes military, civilians and foreign nationals in US funded/authorized positions). The total personnel percentage (PERTP) is calculated by deriving a percentage of total personnel available divided by total personnel authorized.

5.2.1. Total personnel authorized (TPAUTH) for all units is based on authorized/funded billets in the UMD which is auto-populated from MPES to AF-IT.

5.2.2. Total personnel assigned (TPASG) is determined by counting all military and civilian personnel, as reflected in MilPDS, to include foreign nationals, in a unit from the time they arrive at the unit until they arrive and sign in at their new unit under a permanent change of station, permanent change of assignment, or separate from the Air Force. All personnel are counted for TPASG regardless of AFSC, skill level, or grade and may exceed the TPAUTH number. MilPDS and DCPDS are the ADSs for TPASG. See [Paragraph 5.4](#) on how to calculate assigned personnel and exceptions.

5.2.3. Total personnel available (TPAVL) is determined by calculating the number of TPASG available to the unit. See [Paragraph 5.5](#) on how to calculate available personnel and exceptions.

5.2.3.1. **(Added-ACC)** Unit administrators will use the "View Personnel Details" radio button within the AF-IT personnel tab to display a spreadsheet containing which individuals were determined as available or unavailable by the ADS. **(T-2)** Where individuals are determined to be available/unavailable by the commander, the total personnel available (TPAVL) data can be adjusted, if necessary, with the accurate number of available personnel.

5.3. Critical Personnel. In general, all personnel are important to the mission, but not all personnel are critical for mission accomplishment. Critical personnel measures only personnel by AFSC or occupational classification code as identified by the Air Force tables. The critical personnel percentage (PERTC) is derived by first calculating each critical packets AFSCs and/or occupational classification codes available against the critical packets AFSC and/or occupational classification code authorizations. The critical packet percentages will be averaged together to provide the PERTC. It is important to note that critical packets will populate only when the

minimal threshold is met. If a unit has only 3 personnel of a specific packet authorized, and the minimal threshold is 4, that packet will not populate.

5.3.1. Critical personnel are those identified as essential to the launch, recovery, or turnaround of a unit's weapon system, or direct accomplishment of the unit's Core METL. They are critical because their absence would materially affect the Core METL accomplishment. Personnel are considered "critical" if they meet one or more of the following criteria:

5.3.1.1. Personnel with AFSC(s) essential to fulfilling the unit's mission tasks based on authorized/funded billets.

5.3.1.2. Absence of personnel possessing Air Force/ Occupational Classification Code that would render the unit severely deficient or totally unable to execute its mission.

5.3.2. Critical personnel authorized (CPAUR) is determined by counting the number of TPAUTH positions that match the AFSC/occupational classification code (s) listed in the Air Force tables in each critical packet.

5.3.3. Critical personnel assigned (CPASG) is determined by counting the number of critical personnel assigned to authorized positions on the UMD within a given packet. Enlisted personnel are assigned to a critical personnel packet based on matching the critical AFSC from the Air Force tables to the Primary AFSC (PAFSC), Control AFSC (CAFSC) and Duty AFSC (DAFSC), in this order. Officers are assigned to a critical personnel packet based on matching the critical AFSC from the Air Force tables to the DAFSC and PAFSC in this order. The first AFSC to match the Air Force tables determines which critical personnel packet they are assigned to.

5.3.4. Critical personnel available (CPAVL) is determined by calculating the number of CPASG available to the unit for each packet.

5.3.5. Critical personnel overages (percentages exceeding 100%) will be calculated for all critical personnel packets not containing officers, civilians, enlisted 9-levels or 3-levels.

5.4. Determining Personnel Assigned. Assigned personnel counts the number of personnel assigned to the unit. Personnel excluded from assigned personnel count are defined as follows:

5.4.1. Do not count TDY personnel from another unit or attached personnel as assigned. Personnel temporarily transferred (lent) to, TDY to, or attached to another unit will still be counted against the supplying measured unit (**T-1**).

5.4.2. AFR and ANG personnel attached to a RegAF unit will not be included in RegAF FORCE personnel calculation (**T-1**). Likewise, RegAF personnel attached to AFR and ANG units will not be included in the AFR and ANG personnel calculation (**T-1**).

5.4.3. Civilian personnel with reserve or guard commitments are not counted as assigned. Civilian personnel with reserve or guard commitments are counted by their unit of military assignment.

5.4.4. Non-appropriated funds positions and personnel where DCPDS reports an invalid pay plan are not counted as assigned.

5.4.5. To ensure authorizations sourced from the UMD are not counted twice or that medical students are not counted, personnel billets with a resource identification code of 0018 (Reserve Air Force Off-24 Drill), 0019 (Reserve Air Force Off-48 Drill), 0022 (Reserve Air Force Off-

Other), 0044 (Act Air Force Off Students), 0118 (Reserve Air Force Enl-24 Drill), 0122 (Reserve Air Force Enl-Other), 0123 (Reserve Air Force Enl-48 Drill), 0134 (Act Air Force Enl Students), 0163 (Reserve Civilian Technicians), and 0170 (National Guard Civilians Technicians) are not counted as authorized.

5.4.6. Medical units will not count assigned patients (normally assigned AFSC 93P0 or 9P000) in personnel calculations **(T-2)**.

5.4.7. Units with a joint mission that have multiple service or a combination of active and reserve component personnel assigned will use their respective service or component UMD to determine total personnel requirements **(T-1)**.

5.5. Determining Personnel Availability. Availability depends on the combination of medical and administrative factors that determine if an individual is available for their full-spectrum mission. Units will not include training status when calculating personnel availability as that should be assessed in training **(T-2)**. Unit personnel will be considered available if they are assigned to the unit and meet the following requirements:

5.5.1. Deployed, employed, and TDY personnel conducting the unit's mission are considered available regardless of current deployed/employed location **(T-2)**. Deployed unit resources are not expected to return to home station within the unit response time to be available, instead they must be ready to employ/deploy from current location within the unit response time. Commanders can downgrade the assessment if their deployed/employed personnel are not ready to execute their wartime mission in accordance with [Paragraph 4.5](#).

5.5.2. All personnel with duty availability (DAV) codes, except those below, will be considered available, to include members on leave, provided they can be recalled within the unit response time **(T-2)**. Personnel with the following DAV codes or assigned any DAV code that results in an "availability determination" of "Not available for deployment" (without additional caveats) or "available except for deployments to hostile fire zone", will be considered unavailable (T-2). However, personnel with these DAV codes should be counted as available if fit for duty and their place of employment is home station.

5.5.2.1. DAV 36 - Prisoner

5.5.2.2. DAV 40 – Deployment Limited to Installations with MTF

5.5.2.3. DAV 43 – Deployment Limited to Continental United States installations with MTF

5.5.2.4. DAV 48 – Medically Disqualified

5.5.2.5. DAV 49 – Pregnancy Deferment

5.5.2.6. DAV 56- Airman with less than 12 weeks Total Active Federal Military Service

5.5.2.7. DAV 60 – Deferred from Hostile Fire Zone

5.5.2.8. DAV 61 – Sole Surviving Son or Daughter

5.5.2.9. DAV 66 – Conscientious Objector

5.5.2.10. DAV 73 – Age 60 (ARC)

5.5.2.11. DAV 74 – Involuntary Discharge Pending

5.5.2.12. DAV 75 – Selective Retention

5.5.2.13. DAV 76 – Voluntary Discharge Request

5.5.2.14. DAV 79 – Ex-Prisoner of War

5.5.2.15. DAV 99 – Voluntary Period of Limited Active Duty

5.5.3. Commanders will consider an airman unavailable if that airman cannot employ/deploy regardless of DAV code (for example, pending courts martial, civil trial or other extenuating circumstances not codified in the Airman's personnel record) **(T-3)**.

5.5.4. Commanders will use Individual Medical Readiness (IMR) when determining personnel medical availability **(T-1)**. Personnel with an IMR status of not medically ready will be categorized as unavailable **(T-1)**. Personnel with an IMR Status of fully medically ready, medically ready indeterminate and partially medically ready, or unknown will be categorized as available **(T-1)**.

5.5.5. Personnel reason codes. When P-Level is less than P-1, select the most specific reason code listed in the personnel sub area in the AF-IT report.

5.5.6. **(Added-ACC)** Re-aligning of personnel from one unit to another for the sole purpose of enhancing C-rating is not authorized. **(T-2)**

5.5.7. **(Added-ACC)** For the purpose of readiness reporting, unit commanders with field training units (FTUs), within their unit, will omit unit manning document (UMD) positions with the training Program Element Code (PEC). **(T-2)** When submitting a subjective capability assessment against mission essential tasks, omit UMD positions with the training PEC. It is not expected FTU production will be stopped to support wartime contingencies. Although members may be utilized to support deployments, for DRRS-S readiness reporting purposes these positions will not be used to improve the combat element of the squadron's readiness status. **(T-2)** Additionally, a Severe Mission Impact reclama must be submitted and a MAJCOM/CV decision given prior to shutting down FTU operation to support a contingency.

Chapter 6

TRAINING MEASURED AREA

6.1. Training. Training is used to indicate how well a unit and its airmen are trained to support its full spectrum mission(s), as designed and organized. Training measures training completion for assigned personnel using method A (event/task training), method B (crew training), and/or method C (aviation non-crew training). Training packets will align with the critical personnel identified on the Air Force tables (T-1). For example, if 3-levels or a specific AFSC are not considered critical personnel, their training will correspondingly not be measured as a critical packet. This does not preclude their training from being measured as part of a team (e.g., part of an aircrew or a munitions load team). A unit may show 0 out of 0 in the training tab, but will still reflect 100%. The rating will show T-1 however, this is presenting incorrect data (T-1). Unit will align ADS or consult MAJCOM FAM and readiness office for guidance on fix (T-1).

6.2. Method A: Event/Task Training. Method A computes completed training against assigned training tasks with the exception of those in upgrade training. Those members in upgrade training (members with a trainings status code of A, B, C, E, F, G, or P) will be counted as 100% qualified in the current skill level (T-2). Members not in upgrade training (Members in training status codes R or Q) training will be calculated by an aggregated percentage of duty qualification tasks, specific training or position tasks, training events, or a combination of thereof (T-1).

6.2.1. **(Added-ACC)** For all Cyber Operations Squadron (COS) and units falling under the 67th Cyber Wing, training will be an aggregate number of total military personnel mission qualified versus assigned regardless of work role or team assignment. (T-2) Specific training standards / criteria are IAW USCYBERCOM Cyber Mission Forces (CMF) Training and Readiness (T&R) Manual and Joint Cyberspace Training and Certification Standards (JCT&CS). ACC A3/2/6/K is the OPR for functional area management (FAM) oversight of the CMF to include 67th Cyber wing and all ACC gained Guard and Reserve forces supporting the CMF.

6.3. Method B: Crew Training. Method B computes training based on number of assigned and trained crews in the unit. For non-combat Air Force (CAF) aviation units, this populates from the Automated Aircrew Management System (AAMS) (T-1). All aviation units except for fighter squadrons, will assess training by this method. It is highly recommended that other unit types that utilize crews (e.g., missile squadrons, air control squadrons, cyberspace squadrons) utilize this method in addition to, or in lieu of method A (T-2).

6.4. Method C: Aviation Non-Crew Training. Method C computes training based on pilot training for Combat Mission Ready (CMR), special capability (SPECAP) requirements, and percent of mission-essential tasks trained to standard (T-1).

6.4.1. Aircrew on probation are not counted as trained. This approach will best capture/tell the story of the health of aircrew training, when aircrew are not consistently flying the minimum sorties, missions, and/or events as directed by their mission design series Volume 1 (T-3).

6.4.2. CMR will be based on applicable training directives, such as the operational flying operations DAFI volume 1, or as directed by their MAJCOM (T-1).

6.4.2.1. **(Added-ACC)** CMR. Aviation units will only report against individuals assigned to the unit **(T-2)**. Attached aircrew are not reported. **(T-2) Note:** IAW AFI 10-201, **paragraph 6.4.1**, Individuals on probation will be considered Non-CMR for the purposes of AFIT T level reporting but will still be considered CMR for other purposes. **(T-2)**

6.4.2.2. **(Added-ACC)** Basic Mission Capable (BMC). Aviation units will report zero trained and zero assigned. **(T-2)**

6.5. Primary/Secondary Missions. Percent of mission sets trained will be calculated by first determining the total number of crews that must be trained and then the number of crews that are trained **(T-2)**. Lead MAJCOMs after coordination and approval from HAF level FAMs are responsible for determining which mission sets are reported. Primary and secondary mission sets are codified in the auto populate auto calculate training tables in the Air Force tables. Primary mission sets count towards the T-Level while secondary mission sets have no effect on T-Level. Report both primary and secondary mission sets. Chemical, biological, radiological, nuclear (CBRN), self-aid buddy care (SABC), and CATM are secondary mission sets which do not have an impact on T-Levels.

6.5.1. **(Added-ACC)** Individuals are considered “trained” for the mission essential tasks listed in the T level subarea category if they are certified by the squadron commander as capable of performing the specific mission per the squadron mission qualification training (MQT) /certification program and Evaluation Form 8s as appropriate. **(T-2)** The “assigned” number should reflect all aircrew assigned to the unit that are not in MQT. For FAC (A) missions (A-10 and F-16 BLK 25-42) and combat search and rescue (CSAR) missions (A-10), the assigned number will reflect the number of individuals tasked against that mission per table 7.c of the Ready Aircrew Program (RAP) Tasking Memo and / or the DOC statement as directed. **(T-2)**

6.5.2. **(Added-ACC)** For Air Support Operations Groups (ASOG) / Air Support Operations Squadrons (ASOS), and Tactical Air Control Party (TACP) AFSCs 019Z3B and 1Z3X1, personnel are considered “trained” when the unit commander has signed their Form 8 and JTAC upgrade AF 797 IAW AFI 13-112 v1 / AFI 10-3505 v1.

6.5.2.1. **(Added-ACC)** The Ready JTAC Program (RJP) is a proficiency program and will not be considered in the unit’s resource readiness (AFIT) T level calculation or in any capability assessment for the OPLAN / Named Operation mission area assessments but will be a part of the unit commanders core METL mission area assessment. **(T-2)**

6.6. SPECAP. SPECAP mission training packets must identify the type of special capability being assessed (e.g., “SPECAP – rescue”) on the Air Force tables **(T-2)**.

6.6.1. **(Added-ACC)** Special Capabilities (SPECAP). Report zero trained and zero assigned.

6.7. Air Reserve Components (ARC) Exception. ARC units will count newly assigned personnel toward training calculations until they have completed technical school (awarded 3-level in their AFSC) and basic military training **(T-1)**.

6.8. Training Reason Codes. When T-Level is less than T-1, select the most specific reason code listed in the training sub area in the AF-IT report.

Chapter 7

EQUIPMENT ON-HAND AND CONDITION MEASURED AREAS

7.1. Equipment and Supplies On-Hand Reporting. Equipment and supplies on-hand measurement is used to indicate the equipment and supplies the unit possesses to support its full spectrum mission(s), as designed and organized. Deployed equipment will be considered as available if it remains assigned to the unit and is readily available for use **(T-2)**. Equipment and supplies on-hand reporting is based on a unit's authorizations, through an Air Force approved ADS (e.g., Air Force readiness input system, integrated logistics system – supply, defense property accountability system) providing authorized and possessed equipment and supplies. If equipment is not auto-populated in AF-IT, units will work with MAJCOM FAM to ensure it is captured in the Air Force tables or to create a manual packet if auto-population is not possible **(T-1)**.

7.1.1. Combat essential and support equipment on-hand. Air Force tables identify what equipment is considered combat essential or combat support as determined by the HAF/lead FAM. Combat essential equipment is identified as essential to the launch, recovery, or turnaround of a unit's weapon system, or direct accomplishment of the unit's Core METL. Equipment that does not meet the definition of combat essential will be considered combat support **(T-1)**. Equipment is critical because the absence would materially affect the Core METL accomplishment.

7.1.2. Equipment and supplies on-hand S-Level calculations. AF-IT divides the equipment possessed by the equipment authorized to determine each equipment packets S-rating. Combat essential and combat support equipment each have an S-rating determined by the lowest packet. Overall S-rating is determined by the lowest rating between combat essential and combat support equipment sections.

7.1.3. Item Possession. To determine equipment possessed, the unit must have actual responsibility for the equipment according to applicable supply regulations **(T-2)**. Equipment items will not be double-counted **(T-1)**.

7.1.3.1. Equipment loaned to another unit to augment their resources will be counted as possessed by the owning unit **(T-2)**. The receiving unit will not count these resources for readiness reporting **(T-2)**.

7.1.3.2. Additional and/or backup inventory in excess of the number authorized is not included as possessed.

7.1.3.3. In most cases, items in programmed depot-level maintenance or time compliance technical order depot modification will not be counted **(T-1)**.

7.1.3.4. For further details on determining if equipment is possessed, reference Department of Defense Instruction (DoDI) 1225.06, *Equipping the Reserve Forces* and Air Force manual (AFMAN) 23-122, *Materiel Management Procedures*.

7.1.4. Equipment and supplies on-hand reason codes. When S-Level is less than S-1, select the most specific reason code listed in the equipment sub area in the AF-IT report.

7.1.5. **(Added-ACC)** The ACC Propulsion Branch (ACC/A4MP) will publish total Base Stock Level (BSL) spare engine authorizations and War Readiness Engine (WRE) levels annually. WRE and required engines are synonymous.

7.1.6. **(Added-ACC)** The Master Vehicle Report (MVR) extracted from Logistic Installations and Mission Support – Enterprise View (LIMS-EV) is the source document for the total number of combat essential vehicles authorized to the unit. When the MVR combat essential vehicle authorizations increase/decrease, the servicing Vehicle Fleet Management Function must submit an AF Form 601 to 441st Vehicle Support Chain Operations Sq (VSCOS) for approval. Combat essential vehicles/equipment required to support combat operations must be reported/measured, regardless of their status. **(T-2)** Do not report status of vehicles/equipment if these items are reported by sister services. Types of combat essential vehicles/equipment are listed within the DRRS-S Table.

7.1.7. **(Added-ACC)** Calculate combat essential and support weather equipment as directed. Weather units tasked for meteorological equipment not available or mission ready, will reflect shortfalls in the equipment and supplies/condition levels (S/R levels). **(T-2)** Remarks are required for meteorological equipment shortfalls with forecast dates.

7.2. Equipment Condition Reporting. Equipment condition is used to measure the combat essential and support equipment that are expected to be ready within the unit's response time to undertake the unit's full mission set. This measure is also used to indicate maintenance and equipment reliability, serviceability, and operational status of assets. Units compute the equipment condition R-Level for combat essential and support equipment based on the availability of possessed equipment. Equipment items are considered available if they are possessed by the unit and are, or expected to be ready within the prescribed unit response time.

7.2.1. Mission Ready and Available (MRA). Most equipment is considered mission ready if the equipment is safe to use and in the condition to perform the functions for which it was designed or made ready within the unit response time. If an ADS does not track equipment condition, AF-IT will default the condition to available. USSF will manually report equipment condition.

7.2.2. Equipment condition R-Level calculations. AF-IT divides the equipment available by the equipment possessed to determine each equipment packet's R-rating. Combat Essential and Combat Support equipment each have an R-rating determined by the lowest packet. Overall R-rating is determined by the lowest rating between Combat Essential and Combat Support equipment sections.

7.2.3. Equipment condition reason codes. When R-Level is less than R-1, select the most specific reason code listed in the equipment sub area in the AF-IT report.

Chapter 8

CHEMICAL BIOLOGICAL DEFENSE READINESS TRAINING (CBDRT) REPORT

8.1. CBDRT C-Level. All units will assess the status of training and equipment required to accomplish chemical and biological defense. **(T-0)**. The CBDRT is used to assess the unit's ability to survive and operate while conducting the mission(s) for which the unit was organized or designed under chemical or biological conditions **(T-0)**. The CBDRT overall C-Level is determined by the lowest of the two measured areas: equipment and supplies on-hand (S-Level) and training (T-Level). C-Levels reflect the degree to which unit resources meet prescribed levels of S and T. CBDRT is its own report and does not affect resource report ratings **(T-0)**.

8.1.1. Assigning Overall CBDRT C-1-5. Based on unit resource readiness, unit commanders or designated alternates, will assign the CBDRT C-Level each time it is reported **(T-0)**. Units will assess CBDRT C-Level in accordance with the CBDRT equipment and CBDRT training tabs of the Air Force tables for DRRS-S. The CBDRT C-Level is listed in AF-IT, and if less than C-1, a reason is listed in the CBDRT REASN remark field. The applicable reason code will be listed in the CBDRT REASN field.

8.1.2. CBDRT C-Level Forecast. Use these data elements whenever the CBDRT C-Level is less than C-1.

8.1.3. Remarks. Remarks will be completed and formatted in accordance with [Paragraph 4.10](#) of this instruction **(T-3)**.

8.1.4. Overall Reason Codes. If a unit is less than C-1 primary REASN code must be used **(T-0)**.

8.2. CBDRT S-Level. CBDRT equipment measurement is used to assess the serviceability of the CBRN equipment a unit possesses as compared to what it is authorized in accordance with Air Force tables. CBDRT equipment reported can be found under the CBDRT equipment tab on the Air Force tables. Item possession will be in accordance with [Paragraph 7.1.3](#) **(T-2)**. When S-Level is less than S-1, select the most specific reason code.

8.3. CBDRT T-Level. Training measures the ability to survive and operate in a CBRN environment. Training requirements will be in accordance with DAFI 10-2501, *Emergency Management Program*, and the Air Force tables. CBDRT training reported can be found under the CBDRT training tab on the Air Force tables. When T-Level is less than T-1, select the most specific reason code.

Chapter 9

CAPABILITY READINESS

9.1. Capability Readiness. All measured units will accomplish a capability assessment by reporting their ability to accomplish METs and their associated conditions and standards **(T-0)**. Based on factors such as resource readiness assessments, training, exercises, evaluations, supporting unit resource/capability assessments, etc., the unit assesses capability and capacity against mission requirements defined in mission directives, OPLANS, concept of operations, Named Operations, etc. **(T-1)**.

9.2. Capability Ratings. Capability ratings reflect the degree to which unit can execute the mission and task(s) to capacity. METs will be assessed via the three-tier (Y / Q / N) scale:

9.2.1. “Yes” Rating: Unit can accomplish the task to established standards and conditions.

9.2.2. “Qualified Yes” Rating: Unit can accomplish all or most tasks to standard under most conditions.

9.2.3. “No” Rating: Unit unable to accomplish the task to prescribed standard and conditions at this time.

9.3. Assessing Capability. Commanders will take into consideration factors such as unit resources, internal and external to the unit, and capability of units that directly support it when assessing the unit’s mission(s) (Core, Named Operations, Top Priority Plans/OPLANS) **(T-1)**. For example, when assessing a MET, an aviation unit should consider the status of their own resources and the resources/capabilities of their associated aircraft maintenance squadron, operations support squadron, and logistics support as part of the overall MET or mission rating **(T-1)**.

9.3. (ACC) Assessing Capability. METs will be assessed under each of their assigned mission areas (core, OPLAN and named operation) with only the requirements for that mission area to be taken into consideration. **(T-2)** For example, the METs/mission area of a named operation requiring only a 6 aircraft tasking will only be assessed on the unit’s ability to provide the 6 aircraft and not the readiness of the entire squadron. When assessed this way, it is possible to see a given MET postured under all three mission areas assessed differently within those mission areas. The assessment of METs in the Core METL should reflect the unit’s ability to carry out the METs as a complete squadron. For the OPLAN mission area, the METs must be assessed in the context of the OPLAN requirements for the unit. Under the named operation mission area, the METs must be assessed based on the planning order (PLANORD) / deployment order (DEPORD) tasking message, i.e., a 6 ship tasking.

9.3.1. Assessment ratings of each individual task will be based on capability rating definitions in [Paragraph 9.2](#) informed by the assessed standards. If any standard could not be achieved, the system will calculate the MET assessment as “No.” MET assessment ratings can be adjusted by unit commander, but if so a remark is required to explain adjustment.

9.3.2. Overall mission assessment rating will apply the following guidelines to ensure consistent readiness assessments:

9.3.2.1. If more than half of the METs are assessed as “Yes” and no MET is assessed as “No”, then the overall mission assessment should be “Yes” **(T-0)**.

9.3.2.2. If more than half of the METs are assessed as “Qualified Yes” and no MET is assessed as “No”, then the overall mission assessment should be “Qualified Yes” **(T-0)**.

9.3.2.3. If any of the METs are assessed as “No,” then the overall mission assessment should be “No.” The commander may make a judgment if the mission can still be accomplished if a MET is no and subjectively upgrade the overall mission assessment, but the commander will clearly explain how the full mission will be accomplished despite the inability to accomplish one or more MET(s) and any mitigation actions taken **(T-0)**.

9.3.3. Anticipated change rating and date. The anticipated change date in DRRS-S defaults to 30 days from date of current assessment. Units must update the rating to a rating other than current rating and update the date to the date they anticipate the change **(T-0)**. If a unit is reporting “Yes” and there is no anticipated change over the next 12-month period, the unit will update the anticipated change date to reflect at least 12 months from the current report date **(T-1)**.

9.3.4. **(Added-ACC)** Anytime a MET is assessed due to a change in readiness status, the overall mission area (i.e., core, OPLAN etc.) under which the MET is postured will also be assessed, even if the MET assessment does not change the overall mission area assessment. **(T-2)** The matching assessment dates for the MET/mission area will indicate that the changed MET readiness has been taken into account in the overall mission assessment.

9.4. Mission Essential Task List (METL). All measured units will assess capability against an Air Force METL **(T-1)**. Air Force METL template will standardize tasks, standards, and conditions. HAF, MAJCOM or AFIMSC FAMs may approve deviations if unit is not organized or designed for full capability or has excess capability required to be assessed. The METL provides the means for a commander to assess the organization’s ability to execute the capabilities while conducting the assigned mission(s) for which it was organized, trained and equipped to the designed capacity (e.g., the full capability and capacity levels the unit is organized to provide).

9.4.1. Core METL. All measured units will assess a Core METL **(T-0)**. A Core METL consists of the fundamental capabilities for which a unit was organized and designed.

9.4.1.1. **(Added-ACC)** The Core METL will contain as a minimum the unit’s primary and secondary missions. In the case of Combat Air Force (CAF) aviation units, these missions and their associated METs reflect combatant commander mission design series (MDS) mission priorities. ACC/AFIMSC Functional Area Managers (FAMs), in coordination with unit commanders, will adjust a unit’s Core METL to reflect any additions or subtractions to this list of missions. Contact ACC/A3OR regarding any questions related to unit Core METL. Unit commanders are not authorized to make any physical changes to their Core METL in DRRS-S. Not all units within a given functional area may be organized, trained, and equipped to carry out every MET within the Core METL. If the unit does not perform a specific MET within the Core METL, that MET may be deleted from the loaded Core METL with FAM approval. Unit commanders wishing to modify, change, add, or delete METs within their Core METL must coordinate changes with their FAM. **(T-2)** FAMs will in turn coordinate with ACC/A3OR to effect any changes to the Core METL.

9.4.1.2. **(Added-ACC)** Unit METLs can be created in DRRS-S two different ways. The first method will link all of the same METs loaded (i.e., AFTA 3.2.2) across all mission

areas (i.e., core, OPLAN, etc.) When this method is used, an assessment of any MET under the core mission area will carry over to the MET in any other mission area. The second method loads each MET individually into each mission area. Under this method each MET must be individually assessed. The second method will be used by all ACC units. **(T-2)** This will facilitate MET reporting based on the individual requirements of the mission area tasking. This option prevents a blanket MET assessment across all mission areas, which may mislead DRRS-S users reviewing unit readiness.

9.4.2. AF/A3TR maintains a standardized list of Core METLs by unit type which is located on the DRRS-S homepage under documents.

9.4.3. Commanders will consider the unit's resource readiness assessment when assessing the METs for the Core METL **(T-0)**. Any employed/deployed resources will be counted as available for the Core METL assessment **(T-1)**.

9.4.4. If the AFUTL does not contain a Core METL for a unit, then the unit will notify its MAJCOM readiness office **(T-0)**. The MAJCOM readiness office will notify the appropriate lead FAM (HAF, MAJCOM, or AFIMSC) to develop a Core METL.

9.4.4. **(ACC)** The first step to updating a unit standard core METL is to contact the FAM responsible for unit oversight and relate the desired additions, deletions, and/or modifications to the METL. If the FAM agrees the METL needs to be updated, A3OR will begin the METL update process.

9.4.5. For unit's with a service-directed change in core mission and authorized to assess C-5, the MAJCOM/AFIMSC FAM will load the unit's new Core METL. Loading the new Core METL METs will be completed no later than the first month unit assesses C-5 and the previous Core METL METs will be removed no later than the first month the unit ceases C-5 assessments. This will provide the unit the ability to assess capabilities throughout the transition in case they are needed for mission execution.

9.4.6. Augmenting Core METL. Units organized and designed with excess or limited capabilities may request their Core METL be augmented through their HAF FAM. MAJCOMs/AFIMSC may not add, delete or modify tasks and/or task performance standards/conditions to any Core METL fielded by a HAF FAM without approval by the owning HAF FAM. The MAJCOM and/or AFIMSC FAM will maintain documentation of such approvals and notify the MAJCOM readiness office of Core METL modifications.

9.4.7. Named Operations and Top Priority Plans. Named Operation or Top Priority Plan mission assessments do not necessarily correlate with a unit's Core METL assessment. Commanders must analyze the tasked mission requirements, then assess specific METs from the Core METL required by the Named Operation or Top Priority Plan METL **(T-0)**. The wing readiness POC, wing plans, and/or installation deployment officer will assist units in determining the specific METs **(T-3)**. Named Operation or Top Priority Plans assessments will be subsets of the Core METL (reference [Table 9.1](#) for example) **(T-1)**. If mission essential tasks required for the Named Operation or the Top Priority Plan are not part of the unit's Core METL consult the MAJCOM FAM for direction.

Table 9.1. Core, Named Op, and Top Priority Plan METL Correlation.

	Core	Named Op	Top Priority
MET 1	X		X
MET 2	X	X	
MET 3	X	X	
MET 4	X		
MET 5	X	X	X

9.4.8. Named Operations METL. Measured units will assess a Named Operation METL if 5% or more of the unit is tasked to deploy/employ, in support of a Named Operation **(T-0)**. Employed in-place units that simultaneously support multiple Named Operations will report as directed by the MAJCOM **(T-2)**. USSF units will report on the space contingency plan for supporting joint operations.

9.4.8.1. Named Operations are designated by the President, Secretary of Defense, and/or Joint Chiefs of Staff (e.g., Operation ENDURING FREEDOM (OEF) or Operation NOBLE EAGLE (ONE)).

9.4.8.2. Reporting is required no later than 120 calendar days prior to the deployment/employment start date or upon receipt of an appropriate order (e.g., prepare to deploy order, deployment order) **(T-1)**. Reporting will continue until released from orders for the Named Operation **(T-1)**.

9.4.8.3. When assessing, units will consider deployed resources as unavailable (e.g., unit personnel and aircraft supporting ONE from home station would be considered unavailable for an OEF mission assessment) **(T-1)**.

9.4.8.4. When assessing a Named Operation, the assessment will only consider those assets directly supporting the Named Operation **(T-1)**. For example, a unit might have 100 pieces of equipment and 50 personnel, but only 5 vehicles and 10 personnel are tasked to support the Named Operation. The commander's Named Operation METL assessment would only assess the capabilities of the 5 vehicles and 10 personnel. If a unit has resources preparing for a specific Named Operation in addition to other resources already deployed for the same Named Operation, the unit will assess the deployed assets, accompanied by commander's remarks to show an assessment(s) of the resources preparing to deploy **(T-1)**.

9.4.8.4. **(ACC)** Personnel/equipment on loan from another unit for the express purpose of helping a unit meet its named operation taskings will be taken into consideration for the named operation MET/mission area assessment but will not be included in the borrowing unit's resource measured areas (P, S, R, and T) in AFIT. **(T-2)**

9.4.9. Top Priority Plan METL. Top Priority Plan assessments are only required for level 4 plans, designated in the joint strategic capabilities plan. Any unit assigned or sourced to a level 4 plan will assess their ability to provide capabilities tasked in the plan and to execute the plan **(T-0)**. Reporting of the Top Priority Plan will continue until released from the plan **(T-1)**.

9.4.9. **(ACC)** Units within ACC are generally apportioned to operation plans (OPLANs) and not assigned and therefore are not required to report an OPLAN mission area capability assessment. There are exceptions where units having one-of-a-kind capabilities can report an

OPLAN readiness assessment based on being the only option for the OPLAN regardless of apportionment or assignment to the OPLAN. Combatant commanders may also request units with unique capability submit a readiness assessment. Units may be tasked to an OPLAN during the planning phase or at execution. If tasked, the unit will create the OPLAN mission area in DRRS-S along with the METs required to be accomplished under the OPLAN and begin reporting a readiness assessment. **(T-2)**

9.4.9.1. When assessing, units will assess deployed assets as unavailable (e.g., unit personnel and aircraft supporting ONE from home station would be unavailable for a Top Priority Plan mission assessment) **(T-1)**. Resources at exercises or training events will be counted as available **(T-1)**.

9.4.9.2. Assessments will be based on “Planning factors” only **(T-1)**. Per CJCS Guide 3130, *Adaptive Planning and Execution Overview and Policy Framework*, contingency sourced forces (in level 4 Plans) are specific forces identified by actual unit name and UIC by the joint force providers, which are assisted by their service components and parent services that meet the planning requirement at a specified time.

9.4.9.2.1. **(Added-ACC)** Personnel/equipment on loan from another unit for the express purpose of helping a unit meet its OPLAN taskings will be taken into consideration for the OPLAN MET/mission area assessment but will not be included in the borrowing unit’s resource measured areas (P, S, R, and T) in AFIT. **(T-2)**

9.4.9.2.2. **(Added-ACC)** Coordinate with the Wing Readiness POC to obtain PLANORD / DEPOD / prepare to deploy (PTDO) orders on Named Operations, current and future, to ensure appropriate reporting in DRRS-S.

9.5. Air Force Component METL. Air Force component headquarters, component MAJCOM or component numbered Air Force (C-MAJCOMs and C-NAFs) will develop METL(s) derived from the CCMD joint mission essential task list(s) (JMETLs) that includes tasks the Air Force provides in support of the CCMD JMETL **(T-0)**. AF/A3TR maintains a separate list for METL POCs and OPRs.

9.5.1. Components will conduct a mission analysis of the capabilities the Air Force provides to the CCMD and develop/report a mission assessment for Named Operation(s) and Top Priority Plan(s) **(T-0)**.

9.5.2. A component may use all or a portion of the tasks in the Core METL as a basis for the Named Operation(s) or Top Priority Plan(s) mission assessments. Task conditions and standards should be tailored to the specific Named Operation or Top Priority Plan. These METLs generally consist of tasks at the operational or strategic theater level, but can include tasks at other levels if necessary.

9.6. Installation METL. The installation METL contains (at a minimum) five METs: airfield operations; munitions supply, storage and distribution; petroleum, oil, and lubricants ; provide contingency billeting; and range operations. Installations must submit a report quarterly or within 72 hours of a change **(T-0)**. The installation METL will be assessed under the installation UIC in DRRS-S **(T-1)**. The following areas should be considered when completing an installation METL:

9.6.1. New encroachment concerns or environmental impacts.

9.6.2. Natural disasters affecting installation operations for over 72 hours.

9.6.3. Legislative changes impacting training capabilities.

9.6.4. Infrastructure degradation or failing due to funding.

9.6.5. Do not assess on tasks an installation does not perform. MAJCOM and AFIMSC FAMs maintain the list of applicable/non-applicable task for each installation.

9.6.6. Designated commanders, in accordance with **Paragraph 2.7.3**, of this instruction, will assess the ability for the installation to accomplish assigned tasks to standard(s) under specified conditions as documented in the AFUTL **(T-1)**. These assessments should be informed by performance measures, resource availability, and military experience/judgment from each measured unit that supports an installation MET.

9.6.7. Installation METL assessments will be done quarterly during the months of March, June, September, and December between the 1st and 15th of those months **(T-1)**.

9.6.8. Installations with organizations assigned to multiple MAJCOMs will have the lead organization or host wing designated commander complete the overall assessment with inputs from all applicable measured units who report on the Installation METL **(T-2)**.

9.6.9. Joint Bases with Air Force wings/groups that are not the lead service will only assess the capabilities they provide for the installation **(T-1)**. Joint bases that are hosted by the Air Force will assess all capabilities they provide for the installation along with the overall assessment **(T-1)**.

9.6.10. Installation METL remarks will be formatted in accordance with **Paragraph 9.9** of this instruction **(T-1)**.

9.6.11. **(Added-ACC)** Anytime an installation MET is assessed due to a change in readiness status, the overall core mission area will also be assessed even if the MET assessment does not change the overall mission area assessment. **(T-2)** The matching assessment dates for the MET/mission area will indicate that the changed MET readiness has been taken into account in the overall mission assessment.

9.7. Mission Essential Task (MET) Assessments. Commanders are responsible for assessing their unit's ability to accomplish the tasks to prescribed performance standards under specified conditions. This assessment should be based upon resource availability and observed performance, however, when observed performance is not recent, military experience should be included to assist in making an assessment. When considering currency of observed performance, many factors should be considered: complexity of tasks, type of exercise/event observed, unit personnel changeover, experience, etc. The ultimate authority for a capability assessment rating is the unit commander **(T-1)**. Units may use the assessments of their subordinate units, internal staff, or other pre-designated external supporting organizations to inform their own MET assessments. This information is derived from staff supporting tasks, subordinate unit tasks, and command-linked tasks.

9.7.1. Staff supporting task. Performed by the organization's internal staff. UAs will work with staff elements in determining appropriate tasks, conditions, and standards **(T-0)**. As with METs, these tasks should strongly support and/or impact the mission—they should not be routine activities or non-essential tasks (e.g., a MAJCOM could create staff tasks for agencies within the MAJCOM that support the task the MAJCOM performs).

9.7.2. Subordinate unit task. Performed by organizations below unit and in the same chain of command. The task owner identifies subordinate unit task(s) from the linked unit's existing METL that are essential to accomplishing reporting units MET (e.g., a maintenance group could have a subordinate unit task to the squadrons within its group or a MAJCOM could link to an aviation unit as they are in the chain of the command of the unit).

9.7.3. Command linked task. Performed by organizations external to the task owner's chain of command. The task owners identify command-linked tasks directly from the linked unit's existing METL (for example: an aviation unit could command-link a task to aircraft maintenance or logistics readiness unit as they provide aircraft support but are not in the chain of the command of the aviation unit. Or, a MAJCOM could command-link a task in another MAJCOM or service that supports the MAJCOM task). Command linking will be performed when the capabilities of a unit depend largely on the capabilities of a supporting unit (e.g., an operational unit linking to maintenance, logistics, and operational support and TFI associate unit) (T-1). Command linking can be made at different levels provided both organizations agree and the linking is coordinated.

9.7.3. (ACC) Operations squadron commanders and total force integration association (TFA) host operations unit commanders will command link to those tasks performed by their support units i.e., aircraft maintenance squadron (AMXS) or ARC TFA unit, that directly support their unit ability to carry out their mission essential tasks. (T-2) The readiness of those tasks will be taken into account during the MET capability assessment. (T-2) For example, if the supporting AMXS is reporting all aircraft are grounded indefinitely due to a time compliance technical order (TCTO), then all supported operations squadrons would take the lack of aircraft into account when assessing their ability to carry out their air superiority MET. Expectation would be the MET would be assessed red based on the inability of maintenance to provide aircraft.

9.8. METL Creation. Measured units will assess their designed (core) capabilities readiness in accordance their Air Force standardized unit/functional area Core METL provided in the AFUTL (T-1). In the creation of a METL, FAMs can select tasks from the AFUTL or UJTL for use in the Core METL (T-1). Each MET will measure a capability based performance measure focused on "what should the unit be able to do" not on "what does the unit have." See the AFUTL for additional information about MET/METL development. The AFUTL can be accessed on the AF/A3TR SIPRNET website. The METL will be developed and coordinated in advance, if possible, by the POC listed in FAM POC listing in functional area manager Common Operating Picture (CoP) and included in the AFUTL by AF/A3TR (T-0). If a POC is not identified in the FAM POC listing, then AF/A3TR will assign a POC to develop the METL. POCs are usually the FAM from the MAJCOM, designated as the lead command, or the appropriate HAF FAM. For multifunctional units (e.g., operational support squadron or logistics readiness squadron), the FAM for the functional area with the preponderance of the unit mission, to include equipment, will serve as the OPR (T-3). The other FAMs for multifunctional units will serve as offices of collateral coordinating responsibility.

9.9. Capability Remarks. Remarks will be written to allow for ease of understanding by all consumers (e.g., OSD, joint staff, combatant commands) (T-0). Remarks are required whenever a "Qualified Yes" or "No" assessment is used, or a "Yes" assessment is used when guidelines would indicate a "Qualified Yes" or "No" (T-0). Comments should be clear and concise, but not at the expense of the details needed. Each comment must stand on its own content. As DRRS-S is dynamic and comments may change from assessment to assessment, do not refer to previous

assessments **(T-3)**. Do not submit comments referencing other comments **(T-3)**. To eliminate confusion by DRRS-S customers, abbreviations will not be used, and acronyms must be spelled out once in each comment **(T-3)**. Units will provide the classification for each comment, and ensure every paragraph is marked. All remarks provided in DRRS-S must contain the following information **(T-0)**:

9.9.1. BLUF: Provide a strategic summary (two sentence maximum) of your unit's readiness, in professional, laymen's verbiage in the overall comments section **(T-3)**.

9.9.2. Issue (concern/shortfall): Provide a thorough explanation of the issue using layman's terms. If the issue is resource-centric (e.g., lack of equipment on-hand), include the comment date and provide appropriate details, such as part numbers, national stock numbers, nomenclature, quantity authorized, quantity on-hand, quantity on-order, and expected delivery date **(T-3)**. The specific standards and conditions that cannot be met as well as shortfalls or issues affecting the unit's ability to accomplish the task must be clearly detailed in the MET assessment **(T-3)**.

9.9.3. Impact: Describe the mission impact using layman's terms, providing a risk assessment when appropriate **(T-3)**. Commander will provide detailed remark explaining why the unit cannot accomplish the designed mission, specifically addressing why possessed resources are insufficient to accomplish the METL **(T-1)**.

9.9.4. Fix Action (mitigation/solution, way ahead, recommendation): Identify actions being taken or assistance needed to improve the unit's readiness **(T-3)**. Identify previously requested assistance and remedial actions in progress; explain unit, wing, or MAJCOM/AFIMSC actions taken to resolve shortfalls **(T-3)**.

9.9.5. Get Well Date (GWD): Provide realistic GWD to higher rating for each remark using the day, month, and year (DD MMM YY) date format (e.g., "Qualified Yes on 17 FEB 20") **(T-3)**. When possible, provide progressive GWDs to highest possible level unit anticipates reaching (e.g., "Qualified Yes on 01 JAN 20, Yes on 01 JUN 20"). If a unit commander is unable to project a GWD, unit must contact the applicable FAM for assistance **(T-3)**. If GWD still cannot be determined after MAJCOM FAM and higher headquarter coordination, then it can be considered undeterminable in which case GWD will state: "Undeterminable" and include FAM name and office contact information that approved undeterminable status **(T-3)**.

9.9.6. When assessing Named Operations, remarks will include a description of the level of effort the unit is providing in support of the Named Operation tasking **(T-1)**. Commanders should consider describing the deployment location, deployment duration, number of personnel and equipment deployed, and any special requirements/issues associated with the deployment.

9.9.7. If a Top Priority Plan assessment is degraded (i.e., "Q" or "N") due to deployed assets, then commanders will clearly annotate the degradation reason in the Top Priority Plan remark **(T-0)**.

9.9.8. Unit commanders will provide a remark as part of the overall mission assessment for their Core METL if the capability assessment of the core does not align with resource assessment C-level as found in [Figure 9.1](#) **(T-1)**. [Figure 9.1](#) does not dictate mandatory rating alignment of capability and resource ratings, but intends for the remark to be used to identify any disconnect or misalignment in level of capability able to be executed given the level of

resources the unit possesses (e.g., if unit is C-4, how they can still fully complete their core mission by rating it “Yes” or if fully resourced (C-1), why the unit cannot execute its core mission).

9.9.9. **(Added-ACC)** Unit commanders whose units are in conversion will include the following remarks in CC's Core Mission Assessment: “Unit is in conversion from (current mission) to (future mission) or in MDS conversion from (current MDS) to (future MDS). Unit commenced reporting of C-5 on (date), and IOC is scheduled for (date)”. **(T-2)** If an aircraft maintenance unit, state numbers of aircraft on station for both the old and new mission. **(T-2)** If an aviation unit, state numbers of qualified crews on station for both old and new mission. **(T-2)**

Figure 9.1. Alignment of Resource and Capability Assessments Ratings.

C-1	C-2	C-3	C-4	C-5
Yes	Qualified Yes		No	

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(ACC)

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-2501, *Emergency Management Program*, 10 March 2020

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 38-101, *Manpower and Organization*, 29 August 2019

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DAFI 33-360, *Publications and Forms Management*, 10 December 2015

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

AFI 65-503, *US Air Force Cost and Planning Factors*, 13 July 2018

DoDI 1225.06, *Equipping the Reserve Forces*, 16 May 2012, (Incorporating Change 1, Nov 30, 2017)

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Title 10 United States Code, Section 117

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAMS—Automated Aircrew Management System

ADCON—Administrative Control

ADS—Authoritative Data Source

AFIMSC—Air Force Installation & Mission Support Center

AF-IT—Air Force - Input Tool

AFMAN—Air Force Manual

AFR—Air Force Reserve

AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFUTL—Air Force Universal Task List
A—Level—Assigned Level
(Added-ACC) AMXS—Aircraft Maintenance Squadron
ANG—Air National Guard
ARC—Air Reserve Component
BLUF—Bottom Line Up Front
BMC—Basic Mission Capable
(Added-ACC) BSL—Base Stock Level/Basic System List
CADAT—C—Level forecast date of change rating
CAF—Combat Air Force
CAFSC—Control Air Force Specialty Code
CARAT—C—Level forecast change rating
CATM—Combat Arms Training
CBDRT—Chemical, Biological, Defense Readiness Training
CBRN—Chemical, Biological, Radiological, Nuclear
CCDR—Combatant Commander
CCMD—Combatant Command
CJCS—Chairman of the Joint Chiefs of Staff
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
CJCSM—Chairman of the Joint Chiefs of Staff Manual
C—Level—Category Level
CMR—Combat Mission Ready
CPASG—Critical Personnel Assigned
CPAUR—Critical Personnel Authorized
CPAVL—Critical Personnel Available
CRO—Command Readiness Office
CSAF—Chief of Staff, United States Air Force
CSS—Commander's Support Staff
DAFPD—Department of the Air Force Policy Directive
DAFSC—Duty Air Force Specialty Code

DAV—Deployment Availability
DCPDS—Defense Civilian Personnel Data System
DEPID-9—Deployable Indicator Code 9
(Added-ACC) DEPOD—Deployment Order
DOC—Designed Operational Capability
DoD—Department of Defense
DPAS—Defense Property Accountability System
DRRS-S—Defense Readiness Reporting System-Strategic
DRU—Direct Reporting Unit
ERRES—Primary Reason Equipment Condition Category Level Not C-1
ESRES—Primary Reason Equipment and Supplies On-Hand Not C-1
FAM—Functional Area Manager
FOA—Field Operating Agency
G—Series—Command Order
GSORTS—Global Status of Resource and Training System
(Added-ACC) GSU—Geographically Separated Unit
GWD—Get-Well Date
HAF—Headquarters Air Force
HHQ—Higher Headquarters
IMR—Individual Medical Readiness
IRSP—In-Place Readiness Spares Package
JMETL—Joint Mission Essential Task List
JS—Joint Staff
(Added-ACC) LIMS—EV—Logistic Installations and Mission Support – Enterprise View
MAF—Mobility Air Forces
MAJCOM—Major Command
MAJOR—Major Unit Indicator
MET—Mission Essential Task
METL—Mission Essential Task List
MilPDS—Military Personnel Data System
MPES—Manpower Programming and Execution System
MRA—Mission Ready and Available

MRSP—Mobility Readiness Spares Package
MTF—Medical Treatment Facility
(Added-ACC) MVR—Master Vehicle Report
NAF—Numbered Air Force
OCC—Occupational Classification Code
OEF—Operation ENDURING FREEDOM
ONE—Operation NOBLE EAGLE
OPCON—Operational Control
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PAFSC—Primary Air Force Specialty Code
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PCTEF—Percent Effective
PERTP—Total Personnel Percentage
PERTC—Critical Personnel Percentage
P—Level—Personnel Category Level
(Added-ACC) PLANORD—Planning Order
POC—Point of Contact
PRRES—Primary Reason Measured Resource Area Level for Personnel Not C-1
(Added-ACC) PTDO—Prepare To Deploy
REASN—Overall Reason Organization Is Not C-1
RegAF—Regular Air Force
RIC—Resource Identification Code
R—Level—Equipment Condition Level
SABC—Self Aid Buddy Care
SecDEF—Secretary of Defense
SECRN—Secondary Reason Organization Not C-1
SIPRNET—SECRET Internet Protocol Router Network
S—Level—Equipment and Supplies On-Hand Category Level

(Added-ACC) SME—Subject Matter Expert

SPECAP—Special Capability

(Added-ACC) TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TERRN—Tertiary Reason Organization Not C-1

TFA—Total Force Association

T—Level—Training Category Level

TPASG—Total Personnel Assigned

TPAUTH—Total Personnel Authorized

TPAVL—Total Personnel Available

TRRES—Primary Reason Training Resource Area Not C-1

UA—Unit Administrator

UC—Unit Commander

UDC—Unit Descriptor Code

UIC—Unit Identification Code

UJTL—Universal Joint Task List

UMD—Unit Manpower Document

US—United States

USAF—United States Air Force

USC—United States Code

UTA—UTC Availability

UTC—Unit Type Code

UU—Unit User

WMP—War and Mobilization Plan

(Added-ACC) WRE—War Reserve Engine

Terms

Administrative control (ADCON)—Direction or exercise of authority over subordinate or other organizations in respect to administration and support. Also called ADCON. (JP 1)

Assigned Personnel—All US military, DoD civilian, and Foreign National personnel are considered available to a unit regardless of AFSC, skill level or grade as long as they are not in excess to the requirements of AFSC, skill level, grade, or authorized personnel restrictions.

Authorized Personnel—Personnel authorized to a measured unit based on the funded authorizations in MPES.

Available Equipment—Equipment availability depends on unit mission according to the following:

Available Equipment 1—Units with a generation mission may count possessed equipment on temporary deployment as available if the equipment can be returned to the measured unit and prepared for employment within the unit's response time.

Available Equipment 2—Units with a mobility mission may count possessed equipment as available regardless of location if it can be configured and packaged for deployment within the unit's response time.

Authoritative Data Source (ADS)—Databases that provide unit resource (personnel and equipment) authorizations, personnel assignment and duty status data, equipment possession and condition data, and training data for the unit.

Available Personnel—Personnel who can be physically present and administratively/medically ready to accomplish the mission(s) within the unit response time.

Basic Mission Capable (BMC)—The status of a crew who has satisfactorily completed Initial Qualification Training (IQT) prescribed to be fully qualified to perform the basic unit operational missions, but does not maintain CMR status.

Category Levels (C-Levels)—A five-point scale showing the degree to which a unit meets standards within the four measured areas.

Combat Air Forces (CAF)—Air Force units designed to and usually tasked to employ ordinance on targets. These units include: Fighter, Bomber, Missile (ICBM), and Special Operations.

Combat Essential Equipment—One of two major categories of equipment in resource assessments. It includes the primary weapon systems or service-designated items of equipment assigned to a unit to undertake its specified wartime mission.

Combat Mission Ready—The status of a crewmember, who has satisfactorily completed mission qualification training, prescribed to be fully qualified to perform the basic unit operational missions, and maintains qualification and proficiency in these missions.

Combat Service Support Units—Forces whose primary mission is to provide essential capabilities, functions, activities, and tasks necessary to sustain all elements of combat and combat support forces at all levels of war. Includes, but not limited to, Mission Support, Force Support, Contracting, Wing Staff Agencies, Comptroller, and select FOAs providing reach back support (e.g., Air Force Flight Standards Agency and Air Force Operations Group).

Combat Support Units—Forces whose primary mission is to provide combat support to combat forces, and is a part or prepared to become a part of a theater, command, or task force, formed for combat operations (e.g., munitions, maintenance, intelligence, weather, medical, and communications). Includes, but not limited to, Airlift, Refueling, Aircraft Maintenance, Munitions, Security Forces, Rescue (Aviation), Numbered Air Force, Air Operations, Air Control, Weather, Space (Operations, Communications, Reconnaissance, etc.), Cyberspace Operations (DoD Information Network (DoDIN) Operations), Communications, Logistics Readiness, Aerial Port, Aerospace Evacuation, RED HORSE, Prime BEEF (includes engineer, fire emergency services (FES), and Civil Engineering (CE) emergency management personnel), Intelligence, Medical, and any FOA that has consolidated all of their resources and deploys them into theater (e.g., AIR FORCE office of special investigations).

Combat Units—Forces expected to fire weapons, conduct reconnaissance, or engage in other activities directly related to combat operations. Includes, but not limited to, Fighter, Bomber, Reconnaissance, Special Tactics, Rescue, Special Ops, Missile, and Airborne Command and Control squadrons, regardless of MAJCOM.

Commander's Assessment—Unit commander's evaluation of data (obtained through resource assessments and/or information available to the commander outside the measurement system that impacts the unit's ability to undertake the designed mission).

Control Air Force Specialty Code (CAFSC)—Used as a management tool to make Airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

Critical Air Force Specialty Code—An AFSC identified as essential to the launch, recovery, or turnaround of a unit's weapon system or the direct accomplishment of the unit's specified wartime mission.

Critical Personnel—Officers who have a critical Air Force specialty code as their duty or primary AFSC, and Enlisted who have a critical AFSC as their control, primary, or secondary AFSC.

Deploy/Deployment—To relocate a unit, or an element thereof, to a desired area of operations or to a staging area. Deployment will be accomplished with all required personnel and equipment. Deployment begins when the first aircraft, personnel, or item of equipment leaves the home base. The force is deployed when the last component of the unit has arrived.

Deployed (for Resource Assessments)—Resources not currently at home station due to execution of a properly authorized movement order or Joint deployment order. Additionally, not recallable by a commander's Leave or TDY recall message. Normally, deployment in support of training exercises or Joint exercises would not preclude recall or release of forces by the exercising commander.

Element—Nomenclature used to account for manpower authorizations, and to identify Air Force personnel on duty with agencies outside the Air Force. Although not a unit for organizational purposes, an element may function as a unit if so designated, and a commissioned officer eligible to command either assumes command or is appointed on orders as commander.

Employment/Employed in Place—Involves the tactical use of aircraft or assets in a desired area of operation, including home garrison. In airlift operations, it is the movement of forces into or within a combat zone or objective area, usually in the assault phase. It is the strategic, operational, or tactical use of forces and materiel in an area or theater of operations.

Equipment—All non-expendable items needed to outfit or equip an individual or organization, with regards to logistics.

Equipment and Supplies On-hand—Equipment that is possessed by the unit. When measured in the Equipment and Supplies On-hand measured resource area and equipment condition is not measured for that asset, it must be operationally ready to deploy/employ for the unit assigned mission.

Equipment Condition—The status of an equipment item in the possession of an operating unit that indicates it is capable of fulfilling its intended mission and in a system configuration that offers a high assurance of an effective, reliable, and safe performance.

Full Mission Capable—Material condition of an aircraft or training device indicating that it can perform all of its missions.

Full Spectrum Mission—A unit's home-station tasks combined, simultaneously, with mobility/deployed tasks from assigned missions.

Functional Area Manager (FAM)—An individual responsible for the management and planning of all personnel and equipment within a specific functional area to support wartime and peacetime contingencies.

Get Well Date (GWD)—The date a measured resource area or overall C-Level reaches a “2” and/or “1”. In most Joint forums, a C-Level of “1” or “2” is considered “ready”.

In-place readiness spares package (IRSP)—Spares and repair parts intended for use as base support for units that plan to operate in-garrison during wartime considering the available maintenance capability. IRSP represents the difference between the primary operating stock levels expected to be available to the unit in wartime, and its total wartime requirement.

Measured Units—Units with an UDC of combat, combat support, or combat service support within the PAS code table, and that fulfill the AIR FORCEI 38-101, *Manpower and Organization*, description of a unit are considered measured units. Measured units report readiness assessments matter experts in DRRS and are required to have a current designed operational capability (DOC) statement in DRRS, on the DOC Statement tab within the current unit status page.

Mission Qualification Training (MQT)—Training required to achieve a basic level of competence in a unit's primary tasked mission; a prerequisite for CMR and basic mission capable (BMC) status.

Mission Ready and Available (MRA) Aircraft—Aircraft that have operational full system list (FSL) or basic system list (BSL) items for the stated mission, and are available within the response time. The aircraft are configured with required suspension equipment, weapons are uploaded, servicing is completed, and pre-flights done. The major command determines the list to be used, items required, and the aircraft configuration.

Mission Ready and Available Crews—Primary duty crews who are mission ready, and available to undertake the unit's specified wartime tasking. The unit commander determines crew availability.

Mission Ready and Available Equipment—Equipment that is available, and in condition to perform the functions it was designed for, within the response time.

Mission Set—A grouping of missions (EXAMPLE: All missions an organization is organized or designed; chemical biological defense; conventional, nuclear; engagement, peace-keeping/peace-making).

Mobility Air Forces (MAF)—Air components and Service components that are assigned and/or routinely exercise command authority over mobility operations. Air mobility is the rapid movement of personnel, materiel, and forces to and from, or within, a theater by air. The air mobility network combines airlift, air refueling, aeromedical evacuation, and air mobility support assets, processes, and procedures to support the transport of personnel and materiel.

Mobility readiness spares package (MRSP)—An air transportable package of war reserve materiel spares, repair parts, and related maintenance supplies required to support planned wartime

or contingency operations of a weapon or support system for a specified period of time pending re-supply. MRSP may support aircraft, vehicles, communications systems, and other systems.

Operational control (OPCON)—The authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Also called OPCON. (JP 1)

Operation Plan (OPLAN)—A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is in the form of a directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. The designation “plan” is usually used instead of “order” in preparing for operations well in advance. An Operation Plan may be put into effect at a prescribed time, or on signal, and then becomes an Operation Order. Plans are prepared by Combatant Commanders in response to requirements established by the Chairman, Joint Chiefs of Staff, and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander.

Other—Any organization not designated as Combat, Combat Support, or Combat Service Support.

Overall C-Level—Commanders of measured units and Operations Officers who maintain mission ready status may be counted in the Personnel and Training C-Level calculations.

Possessed Equipment—Given equipment that is the actual responsibility of a measured unit, according to applicable supply regulations for operational use.

Primary Air Force Specialty Code—The awarded FSC an Airman is most highly qualified to perform duty.

Primary Aircraft Authorization—Aircraft authorized to a unit for performance of its operational mission. The primary authorization forms the basis for the allocation of operating resources to include manpower, support equipment, and flying hour funds.

Primary Mission—The wartime mission that is most resource demanding. The only exception is when a unit has a less resource demanding mission of higher priority, such as a specific OPLAN.

Registered Units—Units that have the potential to support, by deployment or otherwise, a CJCS or CCMD-directed contingency plan, Single Integrated Operations Plan, or contingency operation.

Reporting Units—Units with a UDC of combat, combat support, or combat service support required to report on their resources.

Special Mission Capability—An enhancement to mission accomplishment. It provides opportunities for accomplishment in various situational scenarios, adds tactical flexibility to mission accomplishment, and normally requires additional training and/or specialized equipment.

Subarea—A class of equipment or supply within a resource major category of equipment. The major categories are combat essential equipment, and support equipment and supplies.

Subordinate Mission—Missions that stand by themselves as directed sub-elements within the primary mission. Subordinate missions are not secondary missions, but integral elements of the primary mission.

Supplies—All material and items used in the equipment, support and maintenance of military forces, with regards to logistics.

Support Equipment—All equipment required to perform the support function except those integral to the mission equipment. Does not include any equipment required to perform mission operation functions (AFDD 1.2, Air Force Glossary).

Suspension Equipment—All aircraft devices, such as racks, adapters, missile launchers, and pylons, used for carriage, employment and jettison of aircraft stores.

Tasked—Assignment to perform a specific mission or task allotted by higher component.

Total Personnel—The total number of personnel authorized or required by the measured unit.

Unit Descriptor Code (UDC)—A one character, alphanumeric code indicating the component, general status, and primary mission for which the organization was established; stored in the Joint database as a 3 character code.

Unit Identification Code (UIC)—A six-character, alpha-numeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "like-type" unit, or units with common distinguishing characteristics. The first character is established in accordance with CJCSM 3150.02B.

War and Mobilization Plan (WMP)—Consists of five volumes, and is the Air Force's supporting document to the Joint Strategic Capabilities Plan. The five WMP volumes provide the Air Force, Air Force planners, and Air Force commanders with current policies, planning factors, and CJCS apportioned forces for conducting and supporting operations. The WMP establishes requirements for developing mobilization and planning programs to support and sustain contingency operations of the programmed forces. It encompasses all basic functions necessary to match facilities, personnel, and materiel resources with planned wartime activity.

Wartime Mission—A task or group of tasks assigned to a unit in an approved Operations Plan and expected to be executed during some level of armed conflict.

Wartime Resources—Personnel, equipment, and organic supply assets required to accomplish a unit's wartime mission.

Attachment 2

READINESS TABLES

Table A2.1. Standard Reason Codes for Air Force Units.

Used for	Reason Code	Code Meaning
Resources deployed /employed	D	5-15% of overall unit capability deployed, employed, tasked to deploy/employ
	E	16-25% of overall unit capability deployed, employed, tasked to deploy/employ
	F	26-35% of overall unit capability deployed, employed, tasked to deploy/employ
	G	36-75% of overall unit capability deployed, employed, tasked to deploy/employ
Unit in Transition	N	Resource allocation by cognizant service does not permit a higher C-level
Personnel less than 1	P	Personnel
Equipment Condition less than 1	R	Equipment Condition
Equipment On-hand less than 1	S	Equipment and supplies on hand
Training less than 1	T	Training
Commander Override	X	Commander's Subjective Judgement Explanation in remarks

Table A2.2. Use of Primary, Secondary, and Tertiary Reason Codes.

Table lists in order of precedence. Select Reason Codes based on the order of precedence (primary reason code (REASN), secondary reason code (SECRN), and tertiary reason code (TERRN)) (e.g., a unit with C-level overridden, T-3 (lowest area), and 17% deployed would utilize reason codes X, T, E (respectively))	
Description	Reason Code

Table A2.4. AF-IT Rules for Personnel.

Total Personnel Percentage	Critical Personnel Percentage	P-level
90 – 100%	85 – 100%	1
80 – 89%	75 – 84%	2
70 – 79%	65 – 74%	3
0 – 69%	0 – 64%	4

Table A2.5. AF-IT Rules for Equipment.

Equipment Percentage	Aircraft Percentage	S-level
90 – 100%	90 – 100%	1
80 – 89%	80 – 89%	2
65 – 79%	60 – 79%	3
0 – 64%	0 – 59%	4

Table A2.6. AF-IT Rules Equipment Condition.

Equipment Percentage	Aircraft Percentage	R-level
90 – 100%	75 – 100%	1
70 – 89%	60 – 74%	2
60 – 69%	50 – 59%	3
0 – 59%	0 – 49%	4

Table A2.7. AF-IT Rules for Training.

Training Percentage	T-level
85 – 100%	1
70 – 84%	2
55 – 69%	3
0 – 54%	4

Table A2.8. AF-IT Rules for CBDRT Equipment.

Equipment Percentage	S-level
90 – 100%	1
80 – 89%	2
65 – 79%	3
0 – 64%	4

Table A2.9. AF-IT Rules for CBDRT Training.

Training Percentage	T-level
85 – 100%	1
70 – 84%	2
55 – 69%	3
0 – 54%	4

READINESS ASSESSMENT CHECKLISTS

UNCLASSIFIED			
DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST			CHECKLIST NUMBER 01
TITLE FORCE READINESS RESOURCE ASSESSMENT – PERSONNEL			
NOTE: Authoritative Data Sources (ADSs) for Personnel are Manpower Programming and Execution System (MPES), Military Personnel Data System (MilPDS), and Defense Civilian Personnel Data System (DCPDS).			
1. To complete the Personnel Tab within the Air Force-Input Tool (AF-IT): A. Review the AF Tables located on DRRS-S (click Home, click Documents, open “USAF Air Force Tables for DRRS”) for unit specific Critical Personnel list required to be assessed. B. Utilize the “View Personnel Details” feature to review individual personnel status for unit. The following are brief descriptions of the fields within the product: i. Skill Code: Populated based on the following factors: each military personnel’s Primary AFSC, Control AFSC, and Duty AFSC is matched against the critical personnel AFSCs on the AF Tables based on unit DEPID9. The first AFSC to match in this order is used for the individual. ii. OCC Spec Designator: Displays which AFSC is listed in the Skill Code field (Primary, Control, Duty). iii. Available: System recommendation on if the individual is considered available based on Duty Status, Deployability Status, and Medical Readiness Status in line the AFI 10-201 policy. iv. Critical: Identifies if individual is a critical AFSC per the AF Tables. v. Packet Number: Identifies the critical packet individual data is populated. C. Review Total Personnel data. i. Review Total Personnel Authorized (TPAUT) number. TPAUT is auto-populated number of authorized/funded billets from MPES. This field is NOT editable. ii. Review Total Personnel Assigned (TPASG) number. TPASG is auto-populated number of all personnel assigned to the unit from MilPDS and DCPDS. This field is NOT editable. iii. Review and update Total Personnel Available (TPAVL) number. TPAVL is auto-populated number of personnel assigned to the unit that are recommended by the system as available based on policy. This field is editable. Review individual personnel status using the “View Personnel Details” feature to further update TPAVL. Update TPAVL based on the guidelines provided within AFI 10-201. iv. Review Total Personnel Percentage (PERTP). Percentage calculated from TPAVL divided by TPAUT.			
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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST			CHECKLIST NUMBER 01
TITLE FORCE READINESS RESOURCE ASSESSMENT – PERSONNEL			
_____ D. Review Critical Personnel data. Click on “Edit Critical Personnel” to review. Review AF Tables for list of critical AFSCs for unit type. _____ i. Review Critical Personnel Authorized (CPAUT) number. CPAUT is auto-populated number of authorized/funded billets from MPES which matches the AFSCs from the AF Tables. This field is NOT editable. _____ ii. Review Critical Personnel Assigned (CPASG) number. CPASG is auto-populated number of all personnel assigned to the unit from MilPDS and DCPDS. See “Skill Code” and “OCC Spec Designator” fields from “View Personnel Details” product to review which personnel are being counted in each packet. This field is NOT editable. _____ iii. Review and update Critical Personnel Available (CPAVL) number. CPAVL is auto-populated number of personnel assigned to the unit that are recommended by the system as available based on policy. This field is editable. Review individual personnel status using the “View Personnel Details” feature to further update CPAVL. Update CPAVL based on the guidelines provided within AFI 10-201. _____ iv. Review Critical Personnel Percentage (PERTC). Each critical packet calculates a percentage from CPAVL divided by CPAUT. Packets will calculate over 100% unless packet contains any of the following: 3-levels, officers, or civilians. PERTC is an average of all critical packet percentages. _____ E. Review Personnel Level (P-Level). P-Level is assigned by utilizing the lower percentage of PERTP and PERTC. If P-Level is less than P-1, a personnel remark (PRRES) is required. _____ F. Personnel Remarks. Do NOT edit/update PERTP or PERTC remarks. PRRES is the primary personnel reason remark. Input the PRRES remark using the following template: _____ i. Issue (Concern/Shortfall): Provide a thorough explanation of issue, including any limiting factors using layman’s terms to include what the change in rating level was (e.g. “changed from P-2 to P-3 due to...” (T-1). Issues must be written so they are actionable. _____ a. Remarks will specify main driver(s) of why unit is less than P-1 (e.g., AFSC shortages, skill-level shortages, civilian shortages by Occupational Classification Code (OCC), critical shortages by AFSC, skill-level and/or OCC, and/or availability issues of personnel). _____ b. Remark will include why personnel subjectively assessed as unavailable if system recommends they are available.			
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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST			CHECKLIST NUMBER 01	
TITLE FORCE READINESS RESOURCE ASSESSMENT – PERSONNEL				
____ ii. Impact: Provide a layman's explanation of the mission impact stating both what unit is unable to accomplish based on resource/training limitations but clearly state what the unit can accomplish during Full Spectrum Operations execution if tasked. ____ iii. Fix Action (Mitigation/Solution, Way Ahead, Recommendation): ____ a. If assumptions are made when providing what can be accomplished in Impact section, provide what assumptions are made (i.e. assuming certain waivers would be approved, personnel can be deployed/redeployed/employed without certain equipment or training, some personnel are measured but not needed for Full Spectrum operations, etc.) and a description of what level of risk unit commanders are assuming. ____ b. Identify assistance needed from other agencies to improve the unit's readiness. ____ c. Identify previously requested assistance and remedial actions in progress. ____ d. Explain unit, wing, or MAJCOM actions taken or being taken to resolve issues. ____ iv. Get Well Date (GWD): Provide realistic GWD to higher rating (e.g., "P-2 on 17 FEB 20"). ____ a. At a minimum, determine GWD to reach at least a 2 in the measured area. When possible, provide progressive GWDs to highest possible level unit anticipates reaching (e.g., "P-3 on 01 JAN 20, P-2 on 17 FEB 20, P-1 on 01 JUN 20"). ____ b. If unable to project a GWD, unit must contact the applicable Functional Area Manager (FAM) for assistance. If GWD still cannot be determined after MAJCOM/Lead FAM and higher headquarter coordination, then it can be considered undeterminable in which case GWD will state: "Undeterminable" and include FAM name, office, and contact information that approved undeterminable status.				
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Figure A3.2. Training Readiness Checklist.

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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 02		
TITLE FORCE READINESS RESOURCE ASSESSMENT – TRAINING						
NOTE: Authoritative Data Sources (ADSs) for Training are Air Force Training Records (AFTR), Automated Aircrew Management System (AAMS), Automated Readiness Information System (ARIS), Medical Readiness Decision Support System (MRDSS), and Training Business Area (TBA). 1. To complete the Training Tab within the Air Force-Input Tool (AF-IT): A. Review the AF Tables located on DRRS-S (click Home, click Documents, open “USAF Air Force Tables for DRRS”) for unit specific Training list required to be assessed. B. Review and update Training data. Only training packets designated as “Manual” can be changed. Units may have more than one ADS or a combination of manual entry items and auto-populated training data from ADSs. C. Review Training Level (T-Rating (TRRAT)). T-Rating is assigned by utilizing the lowest training packet percentage to determine the Training Measured Area Percentage (TRUTC). If T-Rating is less than T-1: i. A Training Reason Code (TRRES) is required. Select most accurate overall reason from list. ii. A Training Reason remark (TRRES) is required. D. Training Remarks. Do NOT edit/update TRUTC remarks. TRRES is the primary training reason remark. Input the TRRES remark using the following template: i. Issue (Concern/Shortfall): Provide a thorough explanation of issue, including any limiting factors using layman’s terms to include what the change in rating level was (e.g. “changed from T-2 to T-3 due to...” (T-1). Issues must be written so they are actionable. Remarks will specify main driver(s) of why unit is less than T-1 (e.g., AETC training slot shortages, budget for training, lack of specialized training opportunities, etc.). ii. Impact: Provide a layman’s explanation of the mission impact stating both what unit is unable to accomplish based on training limitations but clearly state what the unit can accomplish during Full Spectrum Operations execution if tasked. iii. Fix Action (Mitigation/Solution, Way Ahead, Recommendation): a. If assumptions are made when providing what can be accomplished in Impact section, provide what assumptions are made (i.e. assuming certain waivers would be approved, personnel can be deployed/redeployed/employed without certain training, some personnel are measured but not needed for Full Spectrum operations, etc.) and a description of what level of risk unit commanders are assuming. b. Identify assistance needed from other agencies to improve the unit’s readiness.						
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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 02	
TITLE FORCE READINESS RESOURCE ASSESSMENT – TRAINING					
_____ c. Identify previously requested assistance and remedial actions in progress. _____ d. Explain unit, wing, or MAJCOM actions taken or being taken to resolve issues. _____ iv. Get Well Date (GWD): Provide realistic GWD to higher rating (e.g., “T-2 on 17 FEB 20”). _____ a. At a minimum, determine GWD to reach at least a 2 in the measured area. When possible, provide progressive GWDs to highest possible level unit anticipates reaching (e.g., “T-3 on 01 JAN 20, T-2 on 17 FEB 20, T-1 on 01 JUN 20”). _____ b. If unable to project a GWD, unit must contact the applicable Functional Area Manager (FAM) for assistance. If GWD still cannot be determined after MAJCOM/Lead FAM and higher headquarter coordination, then it can be considered undeterminable in which case GWD will state: “Undeterminable” and include FAM name, office, and contact information that approved undeterminable status.					
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Figure A3.3. Equipment Readiness Checklist.

UNCLASSIFIED					
DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 03	
TITLE FORCE READINESS RESOURCE ASSESSMENT – EQUIPMENT					
NOTE: Authoritative Data Sources (ADSs) for Equipment are Aircraft Sustainability Model (ASM), Automated Readiness Information System (ARIS), Defense Priorities and Allocations Systems (DPAS), Force Structure Data Management (FSDM), Logistics, Installations and Mission Support-Enterprise View (LIMS-EV), Medical Readiness Decision Support System (MRDSS), and Reliability, Availability, Maintainability for Pods (RAMPOD).					
1. To complete the Equipment Tab within the Air Force-Input Tool (AF-IT): A. Review the AF Tables located on DRRS-S (click Home, click Documents, open “USAF Air Force Tables for DRRS”) for unit specific Equipment list required to be assessed. B. Review and update Equipment data. Only equipment packets designated as “Manual” can be changed. Units may have more than one ADS or a combination of manual entry items and auto-populated training data from ADSs. C. Review Equipment On-Hand Level (S-Rating (ESRAT)). Equipment is grouped as Combat Essential and Support. Each group has a calculated percentage equal to the lowest “Equip OH” in the group for Combat Essential Equipment On-Hand (EQSEE) and Support Equipment On-Hand (EQSSE). ESRAT is equal to the lowest percentage of the two groups. If S-Rating is less than S-1: i. A Equipment On-Hand Reason Code (ESRES) is required. Select most accurate overall reason from list. ii. A Equipment On-Hand Reason remark (ESRES) is required. D. Review Equipment Condition Level (R-Rating (ERRAT)). Equipment is grouped as Combat Essential and Support. Each group has a calculated percentage equal to the lowest “Equip Cond” in the group for Combat Essential Equipment Condition (EQREE) and Support Equipment Condition (EQRED). ERRAT is equal to the lowest percentage of the two groups. If R-Rating is less than R-1: i. An Equipment Condition Reason Code (ERRES) is required. Select most accurate overall reason from list. ii. An Equipment Condition Reason remark (ERRES) is required. E. Equipment Remarks. Do NOT edit/update EQRED and/or EQSSE remarks. ESRES and ERRES are the primary Equipment On-Hand and Equipment Condition reason remarks. Input the ESRES and/or ERRES remarks using the following template:					
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UNCLASSIFIED					
DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 03	
FORCE READINESS RESOURCE ASSESSMENT – EQUIPMENT					
_____ i. Issue (Concern/Shortfall): Provide a thorough explanation of issue, including any limiting factors using layman's terms to include what the change in rating level was (e.g. "changed from S-2 to S-3 due to...") (T-1). Issues must be written so they are actionable. Remarks will specify main driver(s) of why unit is less than S-1 or R-1 (e.g., parts unavailable due to supply chain management, damaged/inoperative equipment due to an event/incident, additional budget required to obtain missing equipment, etc.). _____ ii. Impact: Provide a layman's explanation of the mission impact stating both what unit is unable to accomplish based on training limitations but clearly state what the unit can accomplish during Full Spectrum Operations execution if tasked. _____ iii. Fix Action (Mitigation/Solution, Way Ahead, Recommendation): _____ a. If assumptions are made when providing what can be accomplished in Impact section, provide what assumptions are made (i.e. assuming certain waivers would be approved, unit can be deployed/redeployed/employed without certain equipment, some personnel are measured but not needed for Full Spectrum operations, etc.) and a description of what level of risk unit commanders are assuming. _____ b. Identify assistance needed from other agencies to improve the unit's readiness. _____ c. Identify previously requested assistance and remedial actions in progress. _____ d. Explain unit, wing, or MAJCOM actions taken or being taken to resolve issues. _____ iv. Get Well Date (GWD): Provide realistic GWD to higher rating (e.g., "S-2 on 17 FEB 20"). _____ a. At a minimum, determine GWD to reach at least a 2 in the measured area. When possible, provide progressive GWDs to highest possible level unit anticipates reaching (e.g., "R-3 on 01 JAN 20, R-2 on 17 FEB 20, R-1 on 01 JUN 20"). _____ b. If unable to project a GWD, unit must contact the applicable Functional Area Manager (FAM) for assistance. If GWD still cannot be determined after MAJCOM/Lead FAM and higher headquarter coordination, then it can be considered undeterminable in which case GWD will state: "Undeterminable" and include FAM name, office, and contact information that approved undeterminable status.					
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Figure A3.4. Overall Readiness Checklist.

UNCLASSIFIED																					
DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 04																	
TITLE FORCE READINESS RESOURCE ASSESSMENT – OVERALL																					
___ 1. To complete the Overall Tab within the Air Force-Input Tool (AF-IT): NOTE: The overall tab consolidates data from all other tabs. If ratings or remarks are incorrect, they must be updated on applicable tab. ___ A. Review the Overall C-level, Personnel Level, Equipment and Supplies On-Hand Level, Equipment Condition Level, Training Level and CBDRT Level for accuracy. The lowest of the Personnel, Equipment and Supplies On-Hand, Equipment Condition, and Training will drive the C-Level. ___ B. Input Forecast by completing the following: ___ i. Input Change Level (CARAT) and Change Date (CADAT). Input the next C-level unit is anticipating (higher or lower) and the approximate date when it will occur (this should align with any remarks in assessment). If unit is assessing C-1, no CARAT/CADAT is required unless forecasting a loss of readiness. ___ ii. Input 3/6/12 Month Forecast remarks (CADAT). Regardless of C-level, forecast remarks are required to be input. Remark must state C-level anticipated in that period and a brief explanation for any period that is less than C-1. Do not use codes or pre-formatted remarks. ___ C. If less than C-1, complete following: ___ i. Review and update Primary Reason Remark (REASN). Remark will populate with any remarks from Personnel, Training, and Equipment tabs. It is highly encouraged for unit commanders to add a strategic level remark to summarize overall readiness of unit as if briefing CSAF. ___ ii. BLUF (Bottom Line Up Front): Provide a summary (two sentence maximum) of your unit's readiness, as if speaking to a senior leader, in the overall comments section. ___ D. If unit has 5% or more of resources deployed, employed, or tasked to deploy or employ within 120 days in support of a Named Operation, input PCTEF by completing the following: ___ i. Determine PCTEF REASN Code: <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: center;">Total Percentage Tasked</th> <th style="text-align: center;">REASN Code</th> <th style="text-align: center;">Total Percentage Tasked</th> <th style="text-align: center;">REASN Code</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Less than 5%</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">26% – 35%</td> <td style="text-align: center;">F</td> </tr> <tr> <td style="text-align: center;">5% – 15%</td> <td style="text-align: center;">D</td> <td style="text-align: center;">36% – 75%</td> <td style="text-align: center;">G</td> </tr> <tr> <td style="text-align: center;">16% – 25%</td> <td style="text-align: center;">E</td> <td style="text-align: center;">76% – 100%</td> <td style="text-align: center;">Not Applicable</td> </tr> </tbody> </table> ___ ii. Enter appropriate PCTEF Rating that summarizes readiness of tasked resources (see Chapter 4 for descriptions of PCTEF A-levels).						Total Percentage Tasked	REASN Code	Total Percentage Tasked	REASN Code	Less than 5%	Not Applicable	26% – 35%	F	5% – 15%	D	36% – 75%	G	16% – 25%	E	76% – 100%	Not Applicable
Total Percentage Tasked	REASN Code	Total Percentage Tasked	REASN Code																		
Less than 5%	Not Applicable	26% – 35%	F																		
5% – 15%	D	36% – 75%	G																		
16% – 25%	E	76% – 100%	Not Applicable																		
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TITLE FORCE READINESS RESOURCE ASSESSMENT – OVERALL					
___ iii. Enter PCTEF remark in the following format for each Named Operation that is supported: PCTEF X (the A-level for Named Operation), assigned mission, current status (deployed, employed, tasked to deploy/employ), percent of resources tasked (x%), deployment dates (DD MMM YY – DD MMM YY), any remarks regarding unit being less than PCTEF 1. Example: PCTEF 1, OPERATION NOBLE EAGLE, EMPLOYED, 10%, 01 JUL 20 – 01 DEC 20 PCTEF 3, OPERATION ENDURING FREEDOM, DEPLOYED, 15%, 01 SEP 20 – 01 JAN 21, STATUS REFLECTS SHORTAGE OF SPARE ENGINES AT DEPLOYED LOCATION, SPARE ENGINE EN ROUTE, GWD 01 DEC 20. ___ iv. Review Table 3.4 to review precedence order of Primary, Secondary, and Tertiary REASN Codes. Update REASN Codes by completing the following: ___ a. Click “Commander’s Override” button at the top right of the screen. ___ b. Change Override Type to “Reason Codes”. Select appropriate code identified in step i above. If REASN Codes X, N, P, S, R, or T are currently Primary Reason (REASN) code, input PCTEF REASN Code as Secondary Reason (SECRN). NOTE: Do not input data in “SECRN Description” or “C-Level Capped” fields. Click OK. ___ E. If reporting C-5, complete the following. C-5 cannot be reported until P, T, S, R calculates to a 4. ___ a. Click “Commander’s Override” button at the top right of the screen. ___ b. Change Override Type to “C-5 Override”. Primary Reason (REASN) code will automatically change to “N”. NOTE: Do not input data in “SECRN Description” or “C-Level Capped” fields. Click OK. ___ c. Include in remarks when C-5 was authorized, when it was first reported and when deadline is when C-5 authorization expires. ___ F. If unit Commander wants to override calculated C-level, complete the following. If upgrading C-level ensure it is being accomplished in accordance with AFI 10-201 guidance. ___ a. Click “Commander’s Override” button at the top right of the screen. ___ b. Change Override Type to “Commander’s Downgrade”. Primary Reason (REASN) code will automatically change to “X”. NOTE: Do not input data in “SECRN Description” or “C-Level Capped” fields. Click OK. ___ c. Remarks that were in the Primary Reason Remark (REASN) will move to Secondary Reason Remark (SECRN). Unit Commander must input a new REASN Remark explaining why the unit upgraded/downgraded the C-level.					
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TITLE FORCE READINESS RESOURCE ASSESSMENT – OVERALL					
_____ G. To complete the Resource Assessment, click “Validate Report”. This validation will ensure all fields requiring data entry are completed, but it does not validate content. Correct any issues as directed. If questions, contact your wing readiness office or MAJCOM readiness office. When unit commander has completed review and update, click “Submit Report”.					
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Figure A3.5. CBDRT Readiness Checklist.

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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER	
TITLE				05	
FORCE READINESS RESOURCE ASSESSMENT – CHEMICAL BIOLOGICAL DEFENSE REPORT (CBDRT)					
___ 1. To complete the CBDRT Tab within the Air Force-Input Tool (AF-IT): ___ A. Review the AF Tables located on DRRS-S (click Home, click Documents, open “USAF Air Force Tables for DRRS”) for unit specific Equipment list required to be assessed. ___ B. Input Equipment data as required by AF Tables. ___ C. Review Equipment On-Hand Level (S-Rating (ESRAT)). The calculated percentage is equal to the lowest Equipment On-Hand percentage (EQSEE). If S-Rating is less than S-1: ___ i. A Equipment On-Hand Reason Code (ESRES) is required. Select most accurate overall reason from list. ___ ii. A Equipment On-Hand Reason remark (ESRES) is required. ___ D. Input Training data as required by AF Tables. ___ E. Review Training Level (T-Rating (TRRAT)). T-Rating is assigned by utilizing the lowest training packet percentage to determine the Training Measured Area Percentage (TRUTC). If T-Rating is less than T-1: ___ i. A Training Reason Code (TRRES) is required. Select most accurate overall reason from list. ___ ii. A Training Reason remark (TRRES) is required. ___ F. Equipment and/or Training Remarks. ESRES and TRRES are the primary Equipment On-Hand and Training reason remarks. Input the ESRES and/or TRRES remarks using the following template: ___ i. Issue (Concern/Shortfall): Provide a thorough explanation of issue, including any limiting factors using layman’s terms to include what the change in rating level was (e.g. “changed from T-2 to T-3 due to...” (T-1). Issues must be written so they are actionable. Remarks will specify main driver(s) of why unit is less than T-1 (e.g., parts unavailable due to supply chain management, damaged/inoperative equipment due to an event/incident, additional budget required to obtain missing equipment, etc.). ___ ii. Impact: Provide a layman’s explanation of the mission impact stating both what unit is unable to accomplish based on training limitations but clearly state what the unit can accomplish during Full Spectrum Operations execution if tasked. ___ iii. Fix Action (Mitigation/Solution, Way Ahead, Recommendation):					
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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 05	
TITLE FORCE READINESS RESOURCE ASSESSMENT – CHEMICAL BIOLOGICAL DEFENSE REPORT (CBDRT)					
_____ a. If assumptions are made when providing what can be accomplished in Impact section, provide what assumptions are made (i.e. assuming certain waivers would be approved, unit can be deployed/redeployed/employed without certain equipment, some personnel are measured but not needed for Full Spectrum operations, etc.) and a description of what level of risk unit commanders are assuming. _____ b. Identify assistance needed from other agencies to improve the unit's readiness. _____ c. Identify previously requested assistance and remedial actions in progress. _____ d. Explain unit, wing, or MAJCOM actions taken or being taken to resolve issues. _____ iv. Get Well Date (GWD): Provide realistic GWD to higher rating (e.g., "T-2 on 17 FEB 20"). _____ a. At a minimum, determine GWD to reach at least a 2 in the measured area. When possible, provide progressive GWDs to highest possible level unit anticipates reaching (e.g., "T-3 on 01 JAN 20, T-2 on 17 FEB 20, T-1 on 01 JUN 20"). _____ b. If unable to project a GWD, unit must contact the applicable Functional Area Manager (FAM) for assistance. If GWD still cannot be determined after MAJCOM/Lead FAM and higher headquarter coordination, then it can be considered undeterminable in which case GWD will state: "Undeterminable" and include FAM name, office, and contact information that approved undeterminable status. _____ v. Input Change Level (CARAT) and Change Date (CADAT). Input the next C-level unit is anticipating (higher or lower) and the approximate date when it will occur (this should align with any remarks). If unit is assessing C-1, no CARAT/CADAT is required unless forecasting a loss of readiness. _____ vi. If less than C-1, complete the following: _____ a. Input Primary Reason Code (REASN) (mandatory), input Secondary Reason Code (SECRN) and Tertiary Reason Code (TERRN) (optional) to identify primary, secondary, and tertiary drivers for being less than C-1. _____ b. Input Primary Reason Remark (REASN) in the same format as step F. Remark should summarize all issues from ESRES and TRRES remarks.					
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Figure A3.6. Capability Assessment Checklist.

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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 06	
TITLE FORCE READINESS CAPABILITY ASSESSMENT					
1. To complete the Capability Assessment within the Defense Reporting Readiness System-Strategic (DRRS-S): A. Click “METL” tab to complete Capability Assessment. Capability Assessment should be informed by the Resource Assessment. Recommend completing Resource Assessment first, as C-levels could require additional remark requirements when completing Capability Assessments. B. Assess the Core Mission (the mission that the unit is organize, trained, and equipped for): i. Click “Core” heading (above the first column of ratings). ii. Click on the title of the Mission Essential Task (MET) to review and assess the MET. iii. Review each MET Standard by accomplishing the following for each individual Performance Measure: a. Review the “Performance Measure”. b. Click on the icon in the “Conditions” column. NOTE: “Observed Value and Date” is not to be changed month to month unless the performance measure can actually be observed. For example, a unit can observe every month the number of personnel assigned to the unit, but it cannot observe if the unit can execute its mission in CBRN. The latter should only be updated when exercise, inspected, or actually accomplished. NOTE: “Assessed Value” can be both objective (in the case of measuring the number of trained personnel assigned) or subjective (for a performance measure that has not been observed since the last assessment). For the latter example, the Unit Commander should enter what their experience allows them to evaluate the units ability to complete the performance measure. c. Enter a value in the “Assessed Value” field. d. If the performance measure was actually observed since last assessment, enter the assessed value when observed and the date it was observed in the “Observed Value and Date” field. e. Click “Update” for the measure. If the “Assessed Value” meets the “Criterion” field, “Status” will reflect Achieved. NOTE: The “Standards Based” rating and date will reflect “Yes” (Green) or “No” (Red) based on the Achieved or Not Achieved status for each Performance Measure. If one Performance Measure is Not Achieved, the Standards Based rating will recommend the MET be assessed as a “No”.					
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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST			CHECKLIST NUMBER 06	
TITLE FORCE READINESS CAPABILITY ASSESSMENT				
____ iv. Using the Drop down menu in the “MET Assessment” field, enter the rating the Unit Commander has determined overall for the MET (“Y”, “Q”, “N”). ____ v. Using the Drop down menu in the “Anticipated Change” field, enter the rating the Unit Commander has determined will be the next rating (different from current rating) and the date when the change will occur. If the unit is currently assessed as “Y” and the Unit Commander determines there will be no loss of readiness, the “Anticipated Change” rating can be “Y” and the date updated with 1 year from date of assessment. ____ C. MET Remarks. If any of the following are true, a remark is required. If remark is required, input the remark using the following template: ➢ MET is assessed as “Q” or “N” ➢ “Standards Based” rating is “N” but MET is assessed as “Y” by Unit Commander ____ i. BLUF (Bottom Line Up Front): Provide a summary (two sentence maximum) of your unit’s readiness, as if speaking to a senior leader, in the overall comments section. ____ ii. Issue (Concern/Shortfall): Provide a thorough explanation of issue, including any limiting factors using layman’s terms to include what the change in rating level was (e.g. “changed from “Yes” to “Qualified Yes” due to...” (T-1). Issues must be written so they are actionable. Remarks will specify main driver(s) of why the capability is not “Yes”. ____ iii. Impact: Provide a layman’s explanation of the mission impact stating both what unit is unable to accomplish based on Performance Measures Achieved or Not Achieved but clearly state what the unit can accomplish during Full Spectrum Operations execution if tasked. ____ iv. Fix Action (Mitigation/Solution, Way Ahead, Recommendation): ____ a. If assumptions are made when providing what can be accomplished in Impact section, provide what assumptions are made (i.e. assuming certain waivers would be approved, personnel can be deployed/redeployed/employed without certain training, some personnel are measured but not needed for Full Spectrum operations, etc.) and a description of what level of risk unit commanders are assuming. ____ b. Identify assistance needed from other agencies to improve the unit’s readiness. ____ c. Identify previously requested assistance and remedial actions in progress. ____ d. Explain unit, wing, or MAJCOM actions taken or being taken to resolve issues. ____ v. Get Well Date (GWD): Provide realistic GWD to higher rating (e.g., “Yes on 17 FEB 20”). If unable to project a GWD, unit must contact the applicable Functional Area Manager (FAM) for assistance. If GWD still cannot be determined after MAJCOM/Lead FAM and higher				
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DEFENSE READINESS REPORTING SYSTEM – STRATEGIC CHECKLIST				CHECKLIST NUMBER 06											
TITLE FORCE READINESS CAPABILITY ASSESSMENT															
headquarter coordination, then it can be considered undeterminable in which case GWD will state: "Undeterminable" and include FAM name, office, and contact information that approved undeterminable status. ___ D. When remarks are complete, click Save. When page refreshes, click "Approve". ___ E. Assess each MET assessed for the mission by accomplishing Steps B through D. ___ F. Assess the overall METL rating: ___ i. Click on the rating box to the right of "Mission" on the upper right side of assessment screen. ___ ii. Click "Add New Assessment" at the bottom of new window. ___ iii. Select the Mission Current Rating under "New Rating". ___ iv. Select the Mission Anticipated Rating under "Next Rating". ___ v. Enter the Anticipated Rating date in the "Est Change Date" for when the Unit Commander has determined the next rating (different from current rating) will occur. If the unit is currently assessed as "Y" and the Unit Commander determines there will be no loss of readiness, the "Anticipated Change" rating can be "Y" and the date updated with 1 year from date of assessment. ___ G. MET Remarks. If any of the following are true, a remark is required. If remark is required, input the remark using the template in step C, summarizing issues from all METs: ➢ MET is assessed as "Q" or "N" ➢ If Core mission assessment and overall C-level ratings do not align per the following figure <table border="1" style="margin-left: 80px; margin-top: 10px; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%; background-color: #008000; color: white;">C-1</td> <td style="width: 15%; background-color: #008000; color: white;">C-2</td> <td style="width: 15%; background-color: #ffff00; color: black;">C-3</td> <td style="width: 15%; background-color: #ff0000; color: white;">C-4</td> <td style="width: 15%; background-color: #ff0000; color: white;">C-5</td> </tr> <tr> <td style="background-color: #008000; color: white;">Yes</td> <td colspan="2" style="background-color: #ffff00; color: black;">Qualified Yes</td> <td colspan="2" style="background-color: #ff0000; color: white;">No</td> </tr> </table> ___ i. BLUF (Bottom Line Up Front): Provide a summary (two sentence maximum) of your unit's readiness, as if speaking to a senior leader, in the overall comments section. ___ ii. Issue (Concern/Shortfall): Provide a thorough explanation of issue, including any limiting factors using layman's terms to include what the change in rating level was (e.g. "changed from "Yes" to "Qualified Yes" due to..." (T-1). Issues must be written so they are actionable. Remarks will specify main driver(s) of why the capability is not "Yes". ___ iii. Impact: Provide a layman's explanation of the mission impact stating both what unit is unable to accomplish based on Performance Measures Achieved or Not Achieved but clearly state what the unit can accomplish during Full Spectrum Operations execution if tasked. ___ iv. Fix Action (Mitigation/Solution, Way Ahead, Recommendation):						C-1	C-2	C-3	C-4	C-5	Yes	Qualified Yes		No	
C-1	C-2	C-3	C-4	C-5											
Yes	Qualified Yes		No												
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TITLE					
FORCE READINESS CAPABILITY ASSESSMENT					
_____ a. If assumptions are made when providing what can be accomplished in Impact section, provide what assumptions are made (i.e. assuming certain waivers would be approved, personnel can be deployed/redeployed/employed without certain training, some personnel are measured but not needed for Full Spectrum operations, etc.) and a description of what level of risk unit commanders are assuming. _____ b. Identify assistance needed from other agencies to improve the unit's readiness. _____ c. Identify previously requested assistance and remedial actions in progress. _____ d. Explain unit, wing, or MAJCOM actions taken or being taken to resolve issues. _____ v. Get Well Date (GWD): Provide realistic GWD to higher rating (e.g., "Yes on 17 FEB 20"). If unable to project a GWD, unit must contact the applicable Functional Area Manager (FAM) for assistance. If GWD still cannot be determined after MAJCOM/Lead FAM and higher headquarter coordination, then it can be considered undeterminable in which case GWD will state: "Undeterminable" and include FAM name, office, and contact information that approved undeterminable status. _____ H. When remarks are complete, click "Save Changes". When page refreshes, click "Approve". _____ I. If the unit has 5% or more of its assets employed, deployed or tasked to employ or deploy supporting a Named Operation, the Named Operation must be added and tasked assets must be assessed. Complete steps B through H for each Named Operation. _____ J. If the unit is assigned or sourced to a Level 4 OPLAN, the plan will be assessed based on assets sourced. Complete steps B through H for each OPLAN.					
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