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FORCE READINESS REPORTING



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This publication implements Department of the Air Force (DAF) Policy Directive (DAFPD) 10-2, *Readiness*. This publication applies to all civilian and uniformed members of the regular Air Force (RegAF), Air National Guard (ANG) and Air Force Reserve (AFR), with some exceptions noted within this publication or in the ANG and or AFR supplement. This publication does not apply to the United States Space Force. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Record Notices (SORNs) are F0 33 AFRC A, Reserve Participation Management System Records; F036 AF PC Q, Personnel Data System; and F065 AFRC C, Air Reserve Order Writing System-Reserves Records, is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The reporting requirement in **Chapter 4** of this publication is exempt from licensing IAW AFI 33-324, *The Air Force Information Collections and Reports Management Program*. **(T-0)** Refer recommended changes and questions about this

publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing or 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 Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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. Defense Readiness Reporting System (DRRS) is a classified system, compliance with the most current DRRS Security Classification Guide is mandatory.

(AFGSC) 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 Force Global Strike Command (AFGSC) units. This supplement applies to AFGSC-aligned Air Force Reserve Command (AFRC) units and Air National Guard (ANG). This publication does not apply to United States Space Force. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFMAN) 90-161, *Publishing Processes and Procedures*, Attachment 10 for a description of the authorities associated with the Tier numbers. Requests for waivers must be submitted through the chain of command to the appropriate tier waiver approval authority, or if a non-tiered requirement, to the publication Office of Primary Responsibility (OPR) AFGSC Defense Readiness Reporting Office (AFGSC/A3OR) for consideration. This publication may be supplemented at any level but must coordinate the supplement with the AFGSC Defense Readiness Reporting Office (AFGSC/A3OR) prior to issuance (publication). Additionally, one copy of lower-level Supplement must be sent to AFGSC Defense Readiness Reporting Office (AFGSC/A3OR) after issuance (publication). Refer recommended changes and questions about this publication to the OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF 847 from the field through the appropriate Functional Area Manager’s (FAM) chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. This rewrite incorporates AFI 10-201_DAFGM2023-02, *Force Readiness Reporting*, Mission Essential Task rewrite, and Air Force Force Generation (AFFORGEN) and associated terminology to reflect current doctrine and policy.

(AFGSC) This document has been revised in its entirety and must be completely reviewed. Major changes include assessment linkages, MAJCOM assessment criteria, wing continuity binder requirements, group reporting, deployed asset availability, overall commander assessments,

assigned mission Percent Effective (PCTEF) levels, assessment completion timelines, and remark title changes.

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Chapter 1

READINESS REPORTING GENERAL OVERVIEW AND BACKGROUND

1.1. Defense Readiness Reporting System (DRRS). IAW DoDD 7730.65 *DoD Readiness Reporting System*, requirements, the Secretary of Defense (SecDEF) established DRRS 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. **(T-0)** It is the single authoritative 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. Readiness assessments will not be used as a report card for unit performance. **(T-1)** These assessments support DoD Semi-annual readiness review to congress.

1.2. Readiness Reporting. Air Force readiness reporting in DRRS is comprised of five distinct, but closely aligned commander assessments: resource, capability, force element (FE), installation, and command mission assessments. DRRS is a DoD system and data contained within can and will be viewed at all echelons to include the Joint Staff (JS) and Congress, so it is imperative that commanders input clean, concise and accurate information that can be understood by a broad audience. **(T-1)** These assessments are interrelated and feed information from unit resourcing through Installation and FE readiness issues. Outside of DRRS, unit type code (UTC) assessments are conducted within Deliberate and Crisis Action Planning and Execution System (DCAPES).

1.2.1. Many authoritative data sources (ADS) provide data feeds into DRRS. For example, DCAPES provides UTC assessments, which feed both capability assessments and FE assessments. This data must be updated and accurate before starting DRRS assessments. Users can find the full list of ADSs supported in DRRS via the “documents” tab by reviewing the data load sheet.

1.2.1.1. **(Added-AFGSC)** If information displayed within Defense Readiness Reporting System (DRRS) is incorrect, it is the unit’s responsibility to check and correct the Authoritative Data Sources (ADS) that feed into DRRS. For example, review and update Military Personnel Data System (MILPDS) if personnel data is incorrect, review and update Enterprise Logistics Management System (ELMS) formerly DPAS if equipment information is incorrect, review and update Deliberate and Crisis Action Planning and Execution Segments (DCAPES) if Unit Type Code (UTC) and Force Element (FE) assessment is incorrect.

1.2.2. Resource Assessment. This report objectively measures the effectiveness of the Air Force in meeting Title 10 or 32 (as applicable), United States code (USC) responsibilities to organize, train, and equip forces for CCMDs. It is also a measured unit commander’s objective assessment of the unit’s ability to provide trained personnel and operational equipment to execute the full spectrum mission(s) for which the unit was designed. Commanders assess measurements against their authorized, possessed/assigned, and available resources to determine if the unit is resourced adequately to provide the full level-of-combat capability for which the unit is organized. This report is based on unit’s required authorizations and is the

primary readiness report used to inform the Program Objective Memorandum. Resource readiness reports are comprised of four measured areas: (1) personnel, (2) training (3) equipment and supplies on hand, and (4) equipment condition. Additionally, this report consists of two sub-reports. The chemical, biological, defense readiness training report (CBDRT) provides an assessment of a unit's ability to accomplish their mission in chemical, biological, radiological and nuclear (CBRN) environments. The tasked resource assessment percentage effective (PCTEF) measures the resource level of assets committed/deployed to tasked missions. To support accurate modeling, planning and decision making, unit resource assessments must always represent actual resourcing readiness, regardless of Air Force Force Generation (AFFORGEN) phasing. Details on resource assessments can be found in [Chapter 4](#).

1.2.3. Capability Assessment. This report is a commander's subjective assessment based on objective data of the unit's ability to accomplish its mission essential tasks (METs) as required by its core mission, as well as any assigned named operation or Top Priority Plan. Commanders must ensure the unit can accomplish the capability to the appropriate conditions and standards set in the assigned METs. **(T-1)** For example, can the unit accomplish each task at the required frequency, duration, output, etc.? Headquarters Air Force (HAF) functional area managers (FAMs) determine the required level of capacity for each task. Commanders determine whether the unit can provide the capability to the required level of capacity. Units must always report the core mission area in DRRS. The Top Priority Plans and Named Operations mission areas are reported when the unit is assigned those missions. Units at all echelons of command can be identified to report capability readiness. To support accurate modeling, planning and decision making, unit capability assessments must always represent actual capability readiness, regardless of AFFORGEN phasing. Details on capability assessments can be found in [Chapter 9](#).

1.2.4. Force Element (FE) Assessments. FEs are an integrated set of UTCs the Air Force uses to offer operational capability to joint force commanders. It is a composition of multiple UTCs that represents an operational capability. FEs fulfill service assigned roles and missions. FE assessments are conducted in two parts focusing on readiness and availability. FE composition, ownership, phase alignment, and mission capability statements (MISCAP) are maintained in DCAPES. This data is fed into DRRS to ensure aligned force generation and readiness reporting. FE assessments primarily consist of two areas: FE readiness and availability assessments. Combined, these measure the service's ability to conduct major combat operations as required by the National Defense and National Military Strategies and should be used for contingency planning and risk management. FE availability assessments measure the service's ability to fulfill the Global Force Management Allocation Plan (GFMAP) and should be used for force allocation and apportionment. Details on FE assessments can be found in [Chapter 10](#) and FE quick start guide in DRRS.

1.2.5. Installation Capability Assessment. Installation capability assessments are directed by the Department of Defense Instruction (DoDI) 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)*. The installation capability assessment contains mandatory reporting areas to meet the National Defense Authorization Act requirements. These areas are assessed by the host unit or when applicable in cooperation with a joint base host. Details on installation capability assessments can be found in [Chapter 11](#).

1.2.6. Command Mission Assessment. Command mission assessments assess the MAJCOMs ability to accomplish METs in a variety of missions (i.e., core, operational plans (OPLANs), or Named Operations). These assessments inform HAF and CCMD strategic readiness and may link directly to CCMD joint mission essential task listings (METLs). Command level tasks describe capabilities provided by the MAJCOM overall as well as specific tasks supporting Named Operations or Top Priority Plans. Details on command mission assessments can be found in [Chapter 12](#).

1.3. Designed Operational Capability (DOC) Statement. The DOC statement's purpose is to provide a summary reference document that consolidates information from several ADS/documents in a single easy-to-access location. The DOC statement is a non-authoritative DRRS system-generated product that consolidates core mission essential task list (METL), UTC availability (UTA), and other amplifying data or remarks relevant to the unit.

1.3.1. Unit Response Time. Unit response time is defined as Air Force units ready (manned, equipped, and trained) for deployment, redeployment, and/or employment within a specified time. Air Force units report on whether they can be made ready and available within their response time. The unit response timetable resides in the DRRS Air Force tables and is developed by the HAF FAM in coordination with the MAJCOM FAM and Air Force Training and Readiness Division (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 OPLANs/Contingency Plans, which often refer to a partial unit deployment. The DOC statement management tool in DRRS automatically populates the standardized response times from the Unit Response Time Air Force Table. Response times for units may be changed at the request of the MAJCOM FAM to the HAF FAM when OPLANs or functional guidance require specific measured units meet a unique response time. The HAF FAM coordinates any changes with AF/A3TR for the updates to be included in the Air Force tables. If a specific unit requires a variance, MAJCOM FAM coordinates approval with HAF FAM prior to updating directly on unit DOC statement. When this variance is implemented, update the DOC statement's amplifying notes to include any references requiring the variance.

1.3.2. Amplifying Notes. Amplifying notes are intended for MAJCOM/Air Force Installation and Mission Support Center (AFIMSC) FAMs to inform units on specific reporting instructions that are outside of this AFI and/or a MAJCOM Supplement or are a part of the AFI or MAJCOM Supplement but are specific to the function(s) within the Deployment Indicator Code-9 (DEPID-9). MAJCOM/AFIMSC FAMs may also use amplifying notes to convey HAF FAM direction or explanatory guidance on unit reporting for the DEPID-9. These "notes" are free form text and provide units policy/guidance info from their FAM.

1.3.2.1. **(Added-AFGSC)** AFGSC and Air Force Installation and Support Center (AFIMSC) FAMs will add AFGSC FAM name and contact information in the Unit Summary Statement (previously DOC Statements) in the amplifying notes section and provide a summary of each unit's requirements from assigned and/or apportioned operations plans (OPLAN). **(T-2)**

1.3.2.2. **(Added-AFGSC)** AFGSC FAMs will coordinate on AFIMSC developed Unit Summary Statement (previously DOC Statements). Work with AFIMSC FAMs, Headquarters Air Force (HAF) FAM and HAF/A3TR on required changes to the Core METL and Air Force-Input Tool (AF-IT) table updates.

1.3.2.3. **(Added-AFGSC)** AFGSC FAMs ensure Unit Commanders are notified when making changes or updates to Unit Summary Statements (previously DOC Statements).

1.4. Total Force Associations (TFA). Total Force Associations (TFAs) are critical to Air Force operations. TFAs are organizational constructs that functionally integrate collocated work centers within organizations from RegAF and Air Reserve Component (ARC). TFAs can be created by mutual agreement when one component, the sponsor, shares a mission with one 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 (i.e., aircraft, weapon systems equipment, weapon system support, and production facilities). There are two types of TFAs: classic associations when a RegAF organization is the sponsor, and active associations when an ARC organization is the sponsor. For additional guidance on TFAs please refer to AFI 90-1001, *Total Force Associations (TFAs)*.

1.4.1. The sponsor and associate unit(s) each have their own, separate DOC statement. However, certain elements are the same on the sponsor and associate DOC statements. Both the sponsor and associate MAJCOMs (FAM and DOC statement OPR) coordinate on TFA DOC statements to ensure consistency and efficiency between the sponsor and associate unit(s). 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, 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)** For example, "Sponsor: 2 BW/96 BS (FFC930). Associate: 307 BW/343 BS (FF1FX1)."

1.4.3. Each unit in the association (sponsor and associate) will independently assess their resource and capability readiness. **(T-1)** The sponsor and associate will each assess a core METL. **(T-1)** 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)**

1.4.4. The wing and/or group with administrative control (ADCON) of the associate unit will monitor readiness reporting 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. TFA units will utilize "Command Linking" of tasks where applicable. **(T-2)**

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

1.5.1. **(Added-AFGSC)** In the event of a conflict between a unit level guidance and this supplement, this supplement takes precedence. Subordinate unit Supplements or Instructions must be coordinated with AFGSC Defense Readiness Reporting Office (DRRO) (AFGSC/A3OR) prior to publication. **(T-2)** Wing Supplements or Instructions are encouraged to provide units with wing level direction.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Training and Readiness Division (AF/A3TR) will:

2.1.1. Serve as the Air Force subject matter expert (SME) on all joint and Air Force readiness reporting policy and procedures. Monitor and assist Air Force units, as required, in understanding and implementing joint and Air Force readiness reporting policy as defined in Department of Defense Directive (DoDD) 7730.65, *Department of Defense Readiness Reporting System (DRRS)*, DoDI 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)*, CJCSI 3401.02B, *Force Readiness Reporting*, and this instruction. Act as a liaison with the JS, OSD, and Congress for readiness reporting issues to meet annual NDAA requirements. Develop and propose readiness reporting policy for the Chief of Staff United States Air Force. Coordinate on waiver requests between HAF FAMs and JS (as required), MET and METLs, service and joint tasks.

2.1.2. Provide a formal and comprehensive DRRS training course.

2.1.3. Approve, publish, and maintain Air Force tables. AF/A3TR is the approval authority for Air Force table updates.

2.1.4. Approve, publish, and maintain METs/METLs and the Air Force universal task list (AFUTL). Assist FAMs and MAJCOMs with preparation of METLs. AF/A3TR is the approval authority for MET/METL updates.

2.1.5. Submit tasks for inclusion in the universal joint task list (UJTL). See CJCSM 3500.04G, *Universal Joint Task Manual*, for further guidance.

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

2.1.7. Maintain a comprehensive list of all personnel assigned to command readiness offices (CROs).

2.1.8. Develop and maintain current and predictive readiness analysis to inform Air Force policy and budgeting decisions.

2.1.9. Develop and maintain Management Internal Control Toolset (MICT) Force Readiness Reporting Self-Assessment Checklists (SAC) for Wing Readiness Offices and measured units. See DAFI 90-302, *The Inspection System of the Department of the Air Force*, for further guidance.

2.2. HAF FAM will:

2.2.1. Determine the resources to be reported in the resources assessment, core METL, MET(s), supporting task(s), and their associated tables (as applicable). Identify ADSs to be used to measure resource readiness and ensure Air Force tables for measured units accurately reflect the functional area's mission.

2.2.2. Annually, in coordination with appropriate MAJCOM/AFIMSC FAMs, review & revise MET/METLs within functional community and management oversight of. Verify MET

performance standards for measured units accurately reflect the mission sets within functional area.

2.2.3. Coordinate fully on proposed MET/METL changes with all commands utilizing the MET/METL to ensure the MET/METL meets all user requirements.

2.2.4. 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.

2.2.5. Provide functional oversight of readiness reporting policy and guidance and coordinate changes affecting readiness reporting through applicable MAJCOM FAMs and AF/A3TR.

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

2.2.7. Annually review Air Force tables found in DRRS for accuracy. Coordinate updates to the Air Force tables with AF/A3TR.

2.2.8. Accomplish training with AF/A3TR within 60 days of appointment. Contact Air Force War Planning and Policy Division (AF/A3OD) and reference DAFI 10-401, *Operations Planning and Execution*, for additional FAM guidance.

2.2.9. Coordinate lines of responsibilities between MAJCOM/AFIMSC FAMs for completing, updating, and loading core METLs.

2.2.10. Provide oversight on installation capability assessments as a SME for specific METs included within the installation METL.

2.2.11. Coordinate with HAF War Reserve Material (WRM) Officer, MAJCOM/AFIMSC FAMs, and 635th Supply Chain Operations Wing/War Reserve Material (635 SCOW/WRM) to ensure that WRM storing units have appropriate WRM METs assigned to the units.

2.2.12. Coordinate UJTL and AFUTL changes with AF/A3TR.

2.2.13. Maintain their assigned mission prioritization matrix (MPM) to ensure accuracy and applicability. When changes are required to their core METL, update the MPM to ensure core METL template loaded and MPM match.

2.3. MAJCOM Commanders will:

2.3.1. Appoint and establish a readiness office with an appropriate number of personnel to allow continuous coverage for all command units while others are on leave, temporary duty (TDY), deployed or unavailable.

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

2.3.3. Coordinate with other headquarters, AFIMSC, and wings on readiness related issues, to include Air Staff taskings.

2.3.4. Define Numbered Air Force (NAF), center, and complex readiness reporting roles and responsibilities for applicable units.

2.3.4.1. **(Added-AFGSC)** 8th Air Force / Commander, Global Strike Operations Center (GSOC/CC) will:

- 2.3.4.1.1. **(Added-AFGSC)** Attend Monthly Command Mission Assessment and Quarterly Striker Mission Readiness Briefings.
- 2.3.4.1.2. **(Added-AFGSC)** Appoint a Primary and an Alternate DRRS Unit Administrator (UA) and ensure JMETL monthly assessment is completed under Joint Unit Identification Code (JUIC) DJ8204.
- 2.3.4.1.3. **(Added-AFGSC)** Ensure the Commanders of the following subordinate Centers: Nuclear Operations Center and Stand-off Munitions Application Center, and 608 Air Operations Center (has contract in place) appoint Primary and Alternate DRRS UCs and UAs. This will ensure preparation and assessment of monthly METs/METL/JMETL.
- 2.3.4.1.4. **(Added-AFGSC)** All GSOC personnel with DRRS Unit Commander (UC)/Unit Administrator (UAs) roles complete initial Defense Readiness Reporting training as directed in [paragraph 3.4](#).
- 2.3.4.2. **(Added-AFGSC)** 20th Air Force Commander/Deputies will:
 - 2.3.4.2.1. **(Added-AFGSC)** Ensure monthly Mission Assessment is completed and attend monthly Command Mission Assessment Briefings and Quarterly Striker Mission Readiness Briefings.
- 2.3.4.3. **(Added-AFGSC)** A-Staff Directors/Deputies will:
 - 2.3.4.3.1. **(Added-AFGSC)** Attend Monthly Command Mission Assessment and Quarterly Striker Mission Readiness briefings.
 - 2.3.4.3.2. **(Added-AFGSC)** Maintain awareness of Defense Readiness Reporting Data for their functional communities and be prepared to discuss during the Monthly Command Mission Assessment briefing.
- 2.3.4.4. **(Added-AFGSC)** A-Staff Division Chiefs/Deputies will:
 - 2.3.4.4.1. **(Added-AFGSC)** Appoint in writing Functional Area Managers (FAMs) for each functional community under their control. Additionally, ensure FAMs register with the Office of FAM Oversight AFGSC/A3XO.
 - 2.3.4.4.2. **(Added-AFGSC)** Review all Defense Readiness Reporting ETMS2 Taskers and requests for information and ensure functional community inputs are appropriately written to the General Officer level.
- 2.3.5. Complete a Capability Assessment IAW [Chapter 9](#).
 - 2.3.5.1. **(Added-AFGSC)** Appoint the AFGSC Deputy Commander (AFGSC/CD) is the Alternate for all things Defense Readiness Reporting related.
- 2.3.6. **(Added-AFGSC)** Preside over the Monthly Command Mission Assessment Briefing and Quarterly Striker Mission Readiness Briefing. May be delegated to a 2-letter A-Staff Director or Commander, Joint Global Strike Operations Center.
 - 2.3.6.1. **(Added-AFGSC)** The AFGSC Chief of Staff or Senior Staff Member will review the Monthly AFGSC Command Readiness Assessments by the 20th of each month in DRRS and assist the AFGSC/CC and/or AFGSC/CD in determining the Commanders

Assessment Remarks and the Command Assessment Rating (Yes, Qualified Yes, No) for the Core Mission Essential Task List (METL) and the JMETL in DRRS.

2.3.6.2. **(Added-AFGSC)** AFGSC/A3 is tasked with reviewing and submitting the monthly AFGSC Core METL in accordance with AFGSC/CC Delegation Letter. The Commander, Global Strike Operations Center (GSOC) is tasked with reviewing and submitting the monthly JFACC Joint Mission Essential Task List (JMETL). Both assessments must be submitted as indicated in [paragraph 3.1.1.1](#).

2.4. Command Readiness Office (CRO) will:

2.4.1. Notify AF/A3TR when CRO personnel change.

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

2.4.3. Ensure subordinate units required to assess readiness comply with this instruction.

2.4.4. Monitor the accuracy of the current readiness reporting database within DRRS for the command.

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

2.4.4.2. Coordinate with MAJCOM Manpower, Personnel, and Services (MAJCOM/A1(s)) to determine units activated/inactivated and validating completion of unit transfer/activation/inactivation.

2.4.5. Monthly, review a sample of unit assessments and remarks for compliance and formatting within this guidance. Work in conjunction with the MAJCOM/AFIMSC FAM(s) to notify the wing readiness point of contact (POC) to have the unit correct any formatting errors.

2.4.6. Coordinate with MAJCOM/AFIMSC FAM(s) to establish and monitor all C-5 reporting units to ensure timeline compliance and oversight IAW [paragraph 4.1](#).

2.4.7. Provide technical assistance and forward issues unable to be resolved at the wing level to DRRS support center.

2.4.8. Complete required training IAW [paragraph 3.4](#) for all military, civilian, and contractor personnel (as applicable) within the CRO as required.

2.4.9. Assist/train MAJCOM/AFIMSC FAMs with DOC statements ensuring the accuracy and currency.

2.4.9.1. **(Added-AFGSC)** Work with AFIMSC Command Readiness Office to ensure their FAMs are coordinating with AFGSC FAMs to capture AFGSC and USSTRATCOM equities in Unit Summaries for the following communities: Communications, Contracting, Civil Engineers, Security Forces, Force Support, Logistics Readiness Squadron, and Comptroller.

2.4.10. Assist MAJCOM/AFIMSC FAMs in the preparation and coordination of adding core METLs for subordinate units.

2.4.11. Provide additional training to subordinate units as required IAW [paragraph 3.4](#).

2.4.12. **(Added-AFGSC)** Conduct a Defense Readiness Reporting Program Staff Assistance Visits (SAV) upon request. SAVs will be unit funded and must be approved by Wing Commander or Wing Deputy Commander. SAV requests will be sent to AFGSC/A3OR's Readiness Workflow email account: afgsc.a3o.readinessworkflow.1@us.af.mil. AFGSC/A3OR will review requests and AFGSC/A3O will approve them based on personnel availability and operations tempo.

2.4.13. **(Added-AFGSC)** Facilitate the AFGSC Commander's Defense Readiness Reporting Briefings.

2.5. AFIMSC Readiness Office will:

2.5.1. Provide readiness support for all MAJCOM and United States Space Force units within the following DEPID-9s: 4F7AA, 4F8AA, 6KAAA, XFFAA, XFFKA, RFLAA, XFHAA, XFHSA, QFBAA, UFBAA, JFGAA and XFSAA.

2.5.2. Manage the Air Base Squadron (JFBHA) METL and Air Force-Input Tool (AF-IT) tables. As the JFBHA METL and AF-IT tables are based off multiple DEPID-9 information, the AFIMSC Readiness Office must work closely with HAF FAMs for civil engineering, communications, comptroller, contracting, force support, logistics readiness, medical support, munitions, operations support and security forces to ensure all functional changes are captured for JFBHA.

2.5.3. Notify AF/A3TR when AFIMSC readiness office personnel change.

2.5.4. Coordinate with HAF FAMs on METL and AF-IT table updates.

2.5.5. Coordinate with MAJCOM CROs and A1(s) on all readiness aspects.

2.5.6. Provide DRRS data to AFIMSC FAMs and ensures they provide slides of all AFIMSC supported units with capability and resource assessment data, identifying issues, mitigations, and trends.

2.5.7. Work with the MAJCOM CRO to coordinate with MAJCOM/AFIMSC FAM(s) to establish and monitor all C-5 reporting units to ensure timeline compliance and oversight.

2.5.8. Provide technical assistance to squadrons and forward irresolvable issues to AF/A3TR and/or DRRS support center.

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

2.5.10. Provide training for AFIMSC supported functional communities, i.e., schoolhouse and functional readiness courses/workshops.

2.6. MAJCOM/AFIMSC FAM will:

2.6.1. Complete required training IAW [paragraph 3.4](#).

2.6.2. Serve as MAJCOM SME for functional area readiness concerns.

2.6.3. Provide functional oversight within their assigned MAJCOM functional community. Coordinate with CRO for oversight and compliance.

2.6.4. Prepare and coordinate all data aspects associated with unit DOC statements.

2.6.5. Work in conjunction with the wing readiness office (WRO) to have the unit correct remarks that are inadequate.

2.6.6. Review respective functional area units' readiness assessments monthly.

2.6.6.1. **(Added-AFGSC)** Review Wing and Group Capabilities Reports "Commander Assessment Remark" for additional data pertaining to functional community that was rolled up.

2.6.7. 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 FAM and applicable CRO(s) to remedy discrepancies.

2.6.8. Serve as the liaison between MAJCOM functional community and HAF FAM.

2.6.9. Monitor and advise unit/command leadership, 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.

2.6.9.1. **(Added-AFGSC)** Roll-up trends for their respective communities in AFGSC Command Mission Assessment MET/JMET(s) remarks.

2.6.10. Update the DRRS developed DOC statements to ensure accuracy. Conduct annual review of DOC statements to ensure all POCs, METs, UTCs, measured areas and amplifying notes are current and updated as required. Update the DOC statement and METL when the unit mission changes.

2.6.11. Nominate units eligible for C-5 authorization to the CRO. Notify the CRO when a unit begins and completes a transition or major conversion. Update the DOC statement amplifying notes with the C-5 authorization start date, end date and reason for the C-5.

2.6.12. Assist HAF FAM with identifying ADSs to be used to measure resource readiness.

2.6.13. Solicit Air Force table and METL changes from subordinate units and submit to HAF FAM. Tailor core METLs for subordinate units with unique capabilities after coordinating with HAF FAM. Ensure MET tailoring is reflected on the applicable MPM.

2.6.14. Submit change requests for UJTL and AFUTL to HAF FAM.

2.6.15. Assist CRO, WRO, and units in determining which core METs are applicable to Top Priority Plans and Named Operations.

2.6.15.1. **(Added-AFGSC)** Assist measured units with identification of all Operational Plans, routine or rotational Named Operations and Execution Order Operations and list in the Amplifying Notes section of the Unit Summary Statement (previously DOC Statements).

2.6.16. Notify the CRO as soon as possible when new units are stood up or current units are stood down.

2.6.17. Perform monthly reviews and validate data accuracy of AF-IT assessments. This includes a review of all data elements to include ADS inputs, UTC Assessment data, as well as other unit assessed data.

2.6.18. Coordinate with the applicable HAF FAM and Headquarters Air Force Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) for DEPID-9 changes.

2.6.18.1. **(Added-AFGSC)** Notify AFGSC DRRO (AFGSC/A3OR) of any Deployment Indicator Code 9 (DEPID-9) changes.

2.6.19. Coordinate with HAF FAM and MAJCOM Global Force Management (GFM) office on FE management; to include force generation phase, phase start date, phase end date, and primary unit assigned.

2.6.20. **(Added-AFGSC)** AFGSC FAMs and Numbered Air Force (NAF) UAs with METs assigned in the UIC: FF1WF0 AFGSC, Command Assessment or JUIC: DJ8204 JFACC, Command Assessment, will assess their assigned METs in accordance with [paragraph 3.1.1.1](#).

2.7. Wing Commanders (WG/CC) will:

2.7.1. Establish a wing readiness office (WRO) which includes, at a minimum, a full time (non-additional duty), primary and alternate wing readiness POC. The wing deputy chief of staff maintains routine oversight for wing readiness reporting on behalf of the WG/CC's. The office must be equipped with ready access to Secure Internet Protocol Router Network (SIPRNET).

2.7.1.1. **(Added-AFGSC)** Wing Readiness Office and wing readiness Point of Contact (POC) is referred to throughout this publication as Wing Defense Readiness Reporting Office (DRRO) and Wing Defense Readiness Reporting Manager (DRRM), this is done to ensure delineation between DCAPES reporting roles and DRRS roles.

2.7.1.1.1. **(Added-AFGSC)** Defense Readiness Reporting is a Wing level program, and the Wing Commander is directly responsible for the program's management. As such, Wing Commanders must designate members of a subordinate organization as Wing Defense Readiness Reporting Program Managers. Wing Commanders will ensure the personnel selected to perform this role are of the appropriate experience level and authority to ensure the program's successful management. Wing Defense Readiness Reporting Managers (DRRM) are tasked with interpreting Air Force and AFGSC guidance into actionable direction implemented by commanders at all echelons within the wing. When enlisted Airmen are appointed as the Primary Wing Defense Readiness Reporting Manager, the minimum grade is E-7, which is commensurate with the Title "Wing Defense Readiness Reporting Manager" and Wing Readiness Office, Manager.

2.7.1.1.2. **(Added-AFGSC)** Staff the Wing DRRO with any combination military members, federal civilian employees, or contractors. All assigned personnel must have a minimum SECRET Security Clearance with No Foreign access. The commander will ensure all assigned personnel meet the requirements of AFI 10-201 and this supplement. Commanders may assign other readiness additional responsibilities as necessary.

2.7.1.1.3. **(Added-AFGSC)** Appoint a Primary and Alternate Wing DRRM in writing to allow continuous coverage during leave, temporary duty (TDY), or deployments. Appointment letters will be forwarded to AFGSC DRRO (AFGSC/A3OR). The

Primary and Alternate Wing DRRM will be assigned as UAs to support Wing assessments. Only one appointment letter is required for all the Wing level roles, it will include the Primary and Alternate UCs, Primary and Alternate UAs, SMEs, and Primary and Alternate FE approval roles.

2.7.1.2. **(Added-AFGSC)** Ensure at least one Wing DRRM is available Monday-Friday during duty hours (typically 0730L-1630L) throughout the Defense Readiness Reporting window (1st through 15th of each month) to assist units with reporting issues.

2.7.2. Review unit readiness assessments monthly to include resource, capability, and UTC readiness assessments. FE (if assigned) readiness assessments are accomplished quarterly, regardless of phase.

2.7.2.1. Ensure units under their control have trained personnel in readiness reporting procedures and timelines.

2.7.2.2. Ensure units assigned to the wing appoint a sufficient number of unit assigned individuals, with a minimum two (2) each, in the required unit commander (UC) and unit administrator (UA) roles to ensure monthly readiness assessments are accomplished on time.

2.7.2.2.1. **(Added-AFGSC)** Ensure subordinate units appoint UCs and UAs (minimum 2 each) in writing. Appointment Letters will be maintained by the Wing DRRO and the reporting UA.

2.7.3. Serve as installation capability assessment authority. 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 IAW [Chapter 12](#). The designated commander will assign, in writing, an alternate commander, installation capability assessment POCs and provide letters to WROs. The designated commander will be assigned to the installation UIC in DRRS.

2.7.4. Serve as FE assessment authority. Open the airbase, establish the airbase, operate the airbase, robust the airbase, command and control, and mission generation will be assessed by the assigned wing commander (WG/CC) (or their designee, to be delegated no lower than an 0-6 group commander) as defined by AF/A3OD.

2.7.4.1. **(Added-AFGSC)** Delegation of FE assessment authority must be in writing, see [Attachment 2](#).

2.7.5. Ensure Wing MICT Force Readiness Reporting SAC is completed within 90 days of new Wing POC assignment or when new SAC is published.

2.7.6. **(Added-AFGSC)** Wing Commanders or designated alternates will review their Group Assessments and Remarks prior to creating their Top Concerns to ensure subordinate issues are captured. The Top Concerns (issues beyond the Wing Commander's span of control or budget to resolve) will be placed in the Wing Core METL and JMETL and be ordered based on precedence. Wing Commanders or designated alternates will attend and brief their respective Wing's Defense Readiness Reporting Top 3 Concerns at the Quarterly Striker Mission Readiness Briefing chaired by the AFGSC/CC or AFGSC/CD.

2.7.7. **(Added-AFGSC)** Ensure the Wing DRRM trains their replacements on their appointed roles and responsibilities. Wing Commanders will ensure a minimum of 30-days changeover

between outgoing and incoming Wing Defense Readiness Reporting Manager. This allows for proper training and program requirements review before PCS, retirement or extended deployments.

2.7.8. **(Added-AFGSC)** Ensure subordinate Commanders meet reporting timeline requirements outlined in [paragraph 3.1.1.1](#).

2.8. Wing Readiness Office (WRO) will:

2.8.1. When requested, assist the FE assessment authority and subordinate units, to include, but not limited to: access to SIPRNET for unit monthly resource, capability, and UTC readiness assessments, determining Named Operations and Top Priority Plans to assess, ensuring readiness assessments are completed IAW this instruction. Utilize SMEs in wing plans and installation deployment office as well as the MAJCOM/AFIMSC FAMs as needed.

2.8.1.1. **(Added-AFGSC)** Wing DRRM will oversee assigned staff. Assists subordinate Commanders, UAs, and SMEs with managing their programs and assisting them in administrative tasks within DRRS, such as adding Named Operations, updating Top Priority Plans, and managing office records. Wing DRRM are responsible for program compliance and continuing readiness education of UCs/UAs at Squadron, Group and Wing levels. Defense Readiness Reporting will be the primary duty of the member(s) selected.

2.8.1.2. **(Added-AFGSC)** By exception, the Wing DRRM will release Defense Readiness Reports on behalf of Wing Commander, however, must be identified as having UC role on the Wing Appointment Letter. This will only be utilized in unique scenarios where the Commander or other Wing Leadership with UC roles are unavailable to perform the task. When this occurs Wing DRRM will place a remark in the Commander's Assessment prior to releasing the report. Remark format: Rank / Name of Wing Defense Readiness Reporting Manger / approval date and time they were authorized to submit the report on behalf of the Commander / Approved By: Rank First and Last Name, Squadron/CC. Example: GS-12 / Mr. Joe Amos / 9 Jul 24 at 1630L / Approved By: Col Jonathon Smith, 2 BW/CC.

2.8.2. Provide monthly and quarterly readiness briefings to the WG/CC. Monthly briefings will provide updates on unit readiness status to include at a minimum resource, capability, and UTC assessments. Quarterly briefings will also include wg/cc FE Assessments and wing optimization of assets and unit resource, capability, UTC readiness information, relevant tasking details, Named Operation(s), and OPLAN requirements.

2.8.2.1. **(Added-AFGSC)** Installation Deployment Officer (IDO) will attend Wing Defense Readiness Reporting briefings at a minimum when Force Element Assessments is being briefed. IDOs will answer UTC or DCAPEs reporting related questions.

2.8.3. Manage responsibilities for readiness reporting contained within this instruction on behalf of the wg/cc. Be the technical expert on DRRS and assist all squadron/unit POCs as needed.

2.8.4. Ensure all UAs register under their unit(s) UIC.

2.8.5. Disseminate all higher headquarters guidance and/or correspondence to subordinate and geographically separated units, as required, in a timely manner.

2.8.6. Forward wing issues or questions to the CRO.

2.8.7. When requested, assist subordinate units.

2.8.8. Complete required training IAW **paragraph 3.4** within 60 days of appointment.

2.8.8.1. **(Added-AFGSC)** Conduct training sessions in accordance with **paragraph 3.4.2.4**.

2.8.9. Establish procedures to ensure subordinate units' readiness assessments are accomplished IAW this instruction.

2.8.10. Review monthly subordinate unit readiness assessments to include DRRS resource and capability assessments and DCAPES UTC assessments.

2.8.11. 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.

2.8.12. Assist the FE assessment authority to ensure FE assessments include awareness of UTC assessments assigned to FE(s).

2.8.13. Maintain a continuity book (appointment letter(s) and training documentation at a minimum).

2.8.14. Ensure Unit MICT Force Readiness Reporting SAC is completed within 90 days of new UC/UA assignment or when new SAC is published.

2.8.14.1. **(Added-AFGSC)** Conduct semi-annually Wing Defense Readiness Reporting Program reviews on the Wing Program and subordinate units (Groups and Squadrons). This review will be conducted by the Primary or Alternate Wing Defense Readiness Reporting Managers and may be aligned with Commander's Inspection Program self-assessments. AFGSC DRRO (AFGSC/A3OR) will provide a Self-Assessment Checklist via Managers Internal Control Toolset (MICT) to enhance program management. HQ AFGSC SAVs may count for a semi-annual review.

2.9. Measured Unit Commanders (UCs) will:

2.9.1. Designate unit leadership personnel, maximum of six, to have DRRS UC roles, to include at minimum the unit commander and deputy commander/director of operations (as applicable), to ensure timely accurate readiness reporting. Provide appointment letters to WRO. Readiness assessments must be reviewed and submitted monthly by an individual with DRRS UC permissions IAW **paragraph 3.1.3**. UCs will review readiness data and remarks for quality and accuracy prior to submission. The intent is for the unit commander to review and submit the readiness assessments to the maximum extent practical. Non-commanders with DRRS UC permissions submitting readiness assessments should be the exception, rather than the practice.

2.9.2. Designate, at a minimum, a primary and alternate UA, to the maximum of four personnel, within the commander's support staff (CSS) except in cases where the units have an established readiness function IAW AFI 38-101, *Manpower and Organization*. Units that do not earn a CSS or readiness function will have their UAs assigned at their servicing CSS (group or wing level).

2.9.2.1. **(Added-AFGSC)** Ensure newly appointed UAs have at a minimum 30-days change over with the UA they are replacing (Exception: a unit has multiple trained and

ready UAs, and at least one UA is available to train the new person on their responsibilities).

2.9.2.2. **(Added-AFGSC)** Ensure members who prepare and release the DRRS report (UC/UA) will be available throughout the reporting window to answer higher headquarters requests for information and to make corrections to incomplete or inaccurate reports. UAs only prepare reports for UCs, and UCs may prepare, approve, and submit reports.

2.9.3. Designate unit manpower, training, and equipment SMEs as unit users (UUs) as needed.

2.9.4. Review and submit resource, capability, and UTC readiness assessments monthly IAW **Table 3.1**.

2.9.4.1. **(Added-AFGSC)** Compare UTC Tab to DCAPES assessments and review Operations Plan tasked UTCs not assessed in DCAPES.

2.9.5. Establish/maintain SIPRNET and DRRS account.

2.9.6. Ensure UCs, UAs, and UUs complete required training to perform readiness reporting duties IAW **paragraph 3.4**.

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.

2.9.7.1. **(Added-AFGSC)** Must be documented on a Memorandum for Record (MFR) signed by the commander at the initial assumption of command.

2.9.8. Notify MAJCOM/AFIMSC FAM when changes, updates, and/or corrections to Air Force tables, AF-IT reports, METLs, UTCs, or any data elements reflected on the DOC statement are required.

2.9.9. Ensure Unit MICT Force Readiness Reporting SAC is completed within 90 days of new UC/UA assignment or when new SAC is published.

2.9.10. **(Added-AFGSC)** Manage Annual Leave, Temporary Duty, and Deployments to ensure at least one fully trained UA and UC are available during the monthly measured unit reporting window.

2.10. Unit Administrators (UA) will:

2.10.1. Maintain a continuity book (appointment letter(s) and training documentation at a minimum).

2.10.1.1. **(Added-AFGSC)** May be maintained digitally.

2.10.2. Take corrective action on any ADS supplying incorrect information to the unit's resource readiness report in any measured area.

2.10.3. Establish/maintain SIPRNET and DRRS account. Complete required training IAW **paragraph 3.4** within 60 days of appointment.

2.10.4. Assist UCs and UUs.

2.10.5. Manage user permission and access within DRRS for their assigned unit.

2.10.5.1. **(Added-AFGSC)** Add new personnel and update roles as appointed by the Commander and remove personnel who have PCS'd or are no longer performing DRRS UC/UA/ Unit User (UU) roles. UAs will also ensure their Defense Readiness Report contact information reflects the current Commander and Unit Administrator.

2.11. Unit Users (UU) will:

2.11.1. Be the SME expert for the task for which they are the POC (recommend training managers, equipment managers, etc., for this role).

2.11.2. Establish/maintain SIPRNET and DRRS account. Complete required training IAW **paragraph 3.4.**

2.11.3. Assist UA by providing available resource and capability data for remarks.

Chapter 3

REPORTING PROCESSES AND PROCEDURES

3.1. Air Force Readiness Reporting Requirements. Air Force Readiness Reporting encompasses a variety of reports to meet public law, joint, and departmental needs. Reporting occurs at several echelons of command as needed. In general, AF readiness reporting is conducted at the unit level. **Table 3.1** identifies, by report type, echelon of unit, frequency required, and specific date windows required for regular submissions. **Note:** As prescribed in joint policy, any significant change in measured unit status will drive an out-of-cycle assessment to ensure currency. (T-1)

Table 3.1. Schedule of Reporting.

Assessment	Unit level	Frequency	Date Window
Resource Assessment	Measured Unit/Group (if applicable)	Monthly	1 st – 15 th of each month or within 24 hours of a status change.
Capability Assessment	Measured Units	Monthly	1 st – 15 th of each month, within 24 hours of a status change.
Command Mission Assessment	MAJCOMs	Quarterly	15 th – 25 th of each March, June, September, and December or within 24 hours of a status change, or IAW CCMD reporting policies.
Installation Capability Assessment	Designated Installation UICs	Quarterly	1 st – 15 th of each March, June, September, and December or within 24 hours of a status change.
Force Element Readiness Assessment	Force Element Assessment Authorities	Quarterly	11 th -20 th of March, June, September, December.
Force Element Availability Assessment	Force Element Assessment Authorities	Quarterly (Certify and Available to Commit Phases Only)	11 th -20 th of March, June September, December (as required). OR: within 24 hrs of status change during Certify or Available to Commit phases. OR: within 24 hours of tasking if an Availability Assessment for the cycle has not been completed.
			Note: All assessments can be accomplished more frequently if needed.

3.1.1. Type of units required to report. **Table 3.1** identified unit types for reporting determination. In this table, “Unit Type” refers to a generic category of unit to help determine

the type of reporting required and should not be confused with any other unit type codification in other programs of the AF. For the purpose of reporting, units are described as measured units, non-measured reporting units, installations, major commands, or other types.

3.1.1.1. Measured Units. Units that fulfill the AFI 38-101, *Manpower and Organization*, description of a unit and have a unit descriptor code (UDC) of combat, combat support, or combat service support are considered a “Measured Unit”. **(T-1)** MAJCOM identified detachments/operating locations which have a UDC of combat, combat support, or combat service support are considered measured units. **(T-1)** Measured units will have a DOC statement in DRRS and are identified in DRRS with a major unit indicator (MAJOR) of “Y”. **(T-1)** Units should notify their WRO to coordinate with the MAJCOM CRO if changes are needed to their MAJOR unit indicator. Maintenance groups and the highest tier of a medical organization (medical wing, group, or squadron) are identified as a measured unit and required to assess resources and capabilities. **(T-2)** Medical units above the squadron level will include all subordinate units in the assessment. **(T-1)**

3.1.1.1. **(AFGSC)** Below are modifications to the Headquarters Air Force (HAF) **Table 3.1**, Schedule of Reporting, to meet the needs of AFGSC/CCs battle rhythm. **(T-2)** AFGSC Schedule of Monthly Reporting is as follows: Squadrons 1st-6th, Groups 7th -9th, Wings 10th-12th, NAFs/GSOC 13th-15th, and AFGSC Command Mission Assessment 16th-23d. AFGSC DRRO (AFGSC/A3OR) will adjust the reporting schedule for conflicts with federal holidays, AFGSC family days, and unforeseen emergent events.

3.1.1.2. Non-Measured Unit Reporting. Wings, groups, centers, complexes, etc., are generally considered non-measured units and are identified as MAJOR “N” units. This type of unit may be required to complete capability assessments by AF/A3TR or the parent MAJCOM if the unit provides a mission essential capability (or capabilities) in support of the DoD, service, or MAJCOM.

3.1.1.3. Installation Reporting. Air Force installations identified on the AF/A3TR installation listing, located in the DRRS documents tab, are required to report installation METs. **(T-1)** This listing is updated annually. Installation reporting is accomplished IAW **Chapter 11** of this instruction. **(T-1)**

3.1.1.4. MAJCOM Reporting. All MAJCOMs are required to report on mission essential capabilities using the command mission assessment IAW **Chapter 12**. **(T-1)** When MAJCOMs are direct components to a CCMD, MAJCOM reporting supports CCMD joint mission essential task listing (JMETL) and complies with CCMD reporting policies. Non component MAJCOMs should report capability readiness to inform Air Staff of the MAJCOM organize, train and equip (OT&E) capabilities.

3.1.1.4.1. **(Added-AFGSC)** Monthly AFGSC Command Mission Readiness Briefings will be Chaired by the AFGSC/CC or AFGSC/CD. Each Directorate and its functional community will provide a briefing on METs and standards they have assessed in the AFGSC Command Assessment under the Unit Identification Code (UIC)/JUIC FF1WF0/DJ8204. The AFGSC/A3 will make a recommendation to the AFGSC/CC or CD for overall assessment of the Core METL and JMETL within the timelines in **paragraph 3.1.1.1**.

3.1.1.4.2. **(Added-AFGSC)** Quarterly Striker Mission Readiness briefing will be Chaired by the AFGSC/CC or AFGSC/CD. AFGSC Wing Commanders will brief their Top 3 Defense Readiness Reporting Concerns.

3.1.1.4.2.1. **(Added-AFGSC)** NAF Commanders will Ensure crosstalk between Wing Commanders and within the functional communities to present unity of effort during Readiness briefings and consolidate common limiting factors in each NAF.

3.1.1.5. Force Element (FE) and other reporting. Wing commanders are directed to report FE readiness IAW [Chapter 10](#) when designated as the owner of a reportable FE. **(T-1)** Additionally, specific mission needs may require traditionally non-reporting organizations to complete readiness reports when directed.

3.1.2. Frequency of Reporting. AF readiness reports covered in this AFI meet frequency requirements determined to align with other service, joint, departmental, or public law directions. Unit compliance with reporting frequency ensures higher level compliance and data accuracy. These frequencies represent the minimum compliance windows however organizations must complete out-of-cycle reports within 24 hours when changes in status occur. **(T-1)** The CJCS, in coordination with the service chiefs and the affected CCDRs, the CSAF and the Air Force Deputy Chief of Staff, Operations (AF/A3), may require units to report more frequently. All units are required to maintain the reporting frequency even if completely or partially deployed/employed in response to a crisis or execution of an Operation Order, while on TDY, undergoing service directed resource actions, and during exercises or inspections. **(T-1)** Users should keep the time span for producing and approving reports to as few days as possible. Once a draft report has been created, any changes from the ADSs that feed the report are not reflected in that draft report. To capture these data changes, the draft report needs to be deleted, and a new draft created.

3.1.2.1. Monthly Reports. Resource and capability readiness reports for measured units or non-measured but otherwise directed units must be completed during the 1st and 15th of each month. **(T-1)** Regular monthly reports should not be initiated prior to the 1st of the month to ensure the best system data is populated into the report. **(T-1)**

3.1.2.1.1. **(Added-AFGSC)** In the instances where units must submit an out-of-cycle report within 24-hours of a status change, UAs will notify their Wing DRRM and their respective AFGSC FAM of the out-of-cycle report and the reason for it. **(T-2)** The Wing DRRM will notify AFGSC DRRO (AFGSC/A3OR) within one business day. **(T-2)**

3.1.2.2. Quarterly Reports. MAJCOM command mission assessments, (unless otherwise directed by CCMD), are required quarterly between the 15th and 25th of March, June, September, and December. **(T-1)** Installation assessments are required quarterly between the 1st and 15th of March, June, September and December. **(T-1)** FE readiness assessments are required quarterly between the 11th and 20th of March, June, September, and December. **(T-1)** If a FE is tasked without yet having completed an availability assessment for the current cycle, assessment authorities will have 24 hours to complete an availability assessment. **(T-1)**

3.1.2.3. **(Added-AFGSC)** AFGSC DRRO (AFGSC/A3OR) will conduct monthly quality reviews of Capabilities and Resources Reports for compliance and formatting.

Communities will be selected systematically, and the information will be provided to FAMs, Wing Commanders and Wing DRRM for correction.

3.1.2.3.1. **(Added-AFGSC)** AFGSC DRRO (AFGSC/A3OR) will recognize the Wing with the best overall timeliness and error free reporting statistics at the end of the fiscal year.

3.1.2.4. **(Added-AFGSC)** Measured Unit Commanders/UAs anticipating a late report due to unusual circumstances Excused reasons (DRRS outage enterprise wide or Local, Base level SIPRNet outage, (Unexcused reasons: time mismanagement, mismanagement of personnel, or controllable system access) are required to notify (via email and telephone) or (SIPRNet email/Secure Phone if the reason is classified) the Wing DRRM and their AFGSC FAM (via email and telephone), who will in turn notify AFGSC DRRO (AFGSC/A3OR). Notifications received prior to submission deadlines will be excused from the “Unit Late Reporting” email.

3.1.2.5. **(Added-AFGSC)** AFGSC DRRO (AFGSC/A3OR) will develop and send “Unit Late Reporting” report notification based on [paragraph 3.1.1.1](#) timelines. This notification will be sent to FAMs, Wing Commanders/Deputies, and Wing DRRM. FAMs and Wing DRRM will ensure late units submit delinquent reports within 24-hours of this notification. Wing DRRM are responsible for ensuring Group Commanders and Squadron Commanders are aware of their late reports. Unexcused late reporting units will be identified during Monthly and Quarterly AFGSC Readiness Briefings to AFGSC/CC or AFGSC/CD.

3.1.2.5.1. **(Added-AFGSC)** Wing DRRM will review the monthly “Unit Late Reporting” email notification sent by AFGSC DRRO (AFGSC/A3OR). Contact delinquent units and assist them in resolving their issues within 24-hours. Notify AFGSC DRRO (AFGSC/A3OR) upon unit submission. Wing DRRM are responsible for ensuring Group Commanders and Squadron Commanders are aware of issues within their reports. Areas of completeness, remark formatting, and timeliness will be reviewed.

3.1.2.6. **(Added-AFGSC)** AFGSC FAMs will review the monthly “Unit Late Reporting” email notification sent by AFGSC DRRO (AFGSC/A3OR) and immediately contact units who are delinquent and help them resolve their issues with reporting within 24-hours.

3.1.2.7. **(Added-AFGSC)** Wing DRRM will notify AFGSC DRRO (AFGSC/A3OR) of any subordinate units anticipating a late report due to extraordinary circumstances (unexcused: mismanagement of time, mismanagement of personnel, or DRRS inactive). Notifications received prior to submission deadlines will be excused from the “Unit Late Reporting” email.

3.1.3. Reporting Authorities. Readiness reporting authorities are responsible for the information contained in the report. Commanders need to be aware that reports in DRRS have immediate visibility to all levels of government upon approval. Significant care should be taken to ensure clear professional language is used whenever conducting a report of any kind.

3.1.3.1. Measured and Non-Measured Unit unit Authority. Unit commanders are the approval authority for resource and capability assessments and should have the UC role in DRRS for their assigned unit as directed in [paragraph 2.9.1. \(T-1\)](#) UCs will either be an Officer, Non-commissioned officer, or DoD civilian within the organization. **(T-1)** 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)

3.1.3.2. Installation Assessment Authority. Installation assessments are required by public law and joint policy. Designated authorities as described in [Chapter 11](#) ensure the currency and accuracy of all defined areas. (T-1) Reportable areas reflect the installation capability and are not limited to organizational mission needs.

3.1.3.3. Force Element (FE) Assessment Authority. FE assessment authority (wing commander or designee (no lower than 0-6 group commander or equivalent)) will accomplish a FE assessment(s) (readiness/availability assessment(s) if applicable) quarterly, between the 11th and 20th of the reporting month, no matter the phase, by reporting the ability of a FE to execute the capabilities defined in its mission capability (MISCAP) statement. (T-1) See [Chapter 10](#) and [Table 3.1](#) for further guidance.

3.2. System Process Support. Account Support and Management. DRRS users are required to create an account using the system prompts and system help and support. Once created, the UA can assign new roles within a unit to include changing commanders, adding additional users etc. When issues arise the WRO serves as the first point of assistance to determine the cause. Should the WRO be unable to resolve the concern, they can raise the issue to their CRO or if appropriate the DRRS Help Desk.

3.2.1. Unit Office Management. Each reporting organization, by UIC, is required to establish and maintain within DRRS an established “office management”. (T-1) This module in DRRS establishes one or more offices in the organization with DRRS users that can draft/approve reports. Each office must have OPRs with active accounts. (T-1) While the system only requires a single office, larger units may find it easier for reporting to have an office established in the system for various reporting areas. UAs should conduct annual reviews, at a minimum, of office management and ensure only authorized users have access to the unit reporting.

3.2.2. UJTL and AFUTL Management. AF/A3TR is the AF service office of primary contact for UJTL tasks. AF/A3TR also serves as the OPR for the AFUTL. Changes to any MET task will be coordinated with AF/A3TR and the HAF FAM. (T-1)

3.2.3. METL Template Management. DRRS contains an administrative module for MET and METL management. HAF FAMs build templates of prebuilt tasks along with performance measures associated for MAJCOM FAMs to apply to functional units. These templates contain the METs common to a specific type of unit. When developing task lists, the UJTL will be the first reference to look for a task. (T-2) If the task does not exist in the UJTL the HAF FAM reviews the AFUTL for a suitable task. If the task does not exist in either task listing, the HAF FAM coordinates with AF/A3TR to create a new AFUTL task. Any concerns with METs within a METL template are coordinated via the MAJCOM FAM to the HAF FAM.

3.2.4. AF Tables Management. Unit resource readiness reporting is dependent on data tables to identify critical personnel Air Force specialty codes (AFSC), reportable training, equipment, CBDRT (training and equipment), response times and equipment condition levels. These tables reside within DRRS, but informational copies can be found in the DRRS documents tab. Change requests to the tables are coordinated with the MAJCOM/AFIMSC FAM, the impacted HAF FAM, and AF/A3TR.

3.2.5. Mission Prioritization Matrix Management. The mission prioritization matrix provides units with a 1 to “n” listing of the METL template tasks associated with each unit. This gives commanders guidance on which tasks within the unit METL have the greatest priority in the event of constrained resources. Change requests to the MPM are coordinated with the MAJCOM/AFIMSC FAM, the impacted HAF FAM, and AF/A3TR.

3.2.6. **(Added-AFGSC)** Wing level UAs and measured unit UAs will request assistance from AFGSC DRRO (AFGSC/A3OR) on issues they have conducted troubleshooting on but are unable to resolve.

3.3. Reporting Process Sequence. To best accomplish the readiness reporting process there is an optimal order in which to complete the assessments. In some cases, DRRS requires some assessments completed before moving forward. The following order offers the greatest synergistic effect on the reporting process.

3.3.1. Unit resource assessment. Resource assessments require the unit to objectively review overall manning, training, and equipment information. The review of this information prepares the assessor for the follow-on assessments by providing an understanding of personnel and equipment available and training completed, etc.

3.3.2. Unit capability assessments. METs draw data from resource and UTC assessments to populate MET performance measures. To complete the capability assessment, assessors need to review elements of both resource and UTC assessments. For example, a task may have a performance measure that evaluates the “Personnel-Rating” (P-Rating) from the resource assessment and states that “P-Rating” must be ≤ 2 . Performance measures may ask the readiness status of a specific UTC to inform the MET.

3.3.3. FE readiness and availability assessments. These assessments are informed by the information in the UTC assessments as well as additional insights from all other unit assessments.

3.3.4. Higher echelon assessments. Installation assessments, command mission assessments, or other higher echelon assessments (NAF, MAJCOM, CCMD, etc.) need inputs from all applicable measured units to inform their assessments.

3.4. Training. The DRRS 101 training is mandatory for all DRRS users reporting readiness at squadron, group, wing, NAF, MAJCOM, and HAF and will be administered by AF/A3TR. **(T-1)** This training focuses on, but is not limited to, AFFORGEN updates, capacity viewer training, the application of the system (mechanics), DRRS functionality and tools, roles, responsibilities, and policy as it pertains to resource, capability, installation, FE, and mission command assessments. The Air Force and status of resources and training system (ESORTS) modules in the DRRS learning management module are mandatory and should be accomplished prior to attending DRRS 101 training. **(T-1)** This training can be found in DRRS in the user’s profile menu: “Help & Support” “Learning Management”. These modules will be completed within 60 days of appointment. **(T-1)**

3.4.1. DRRS program manager training is an annual mandatory requirement for CROs and will be administered by AF/A3TR. **(T-1)** This training focuses on, but is not limited to, AFFORGEN updates, FE assessment tool (FEAT) training, and DRRS software familiarization/updates.

3.4.2. MAJCOM specific training is required, as applicable, for DRRS users to attend through their respective FAMs or CRO to provide training for subordinate units to address any MAJCOM-specific requirements and considerations. **(T-1)** This includes, but is not limited to, adding context and relevance of readiness assessments, METLs, DOC statements, and Air Force tables within DRRS to aid MAJCOM decision making.

3.4.2.1. **(Added-AFGSC)** Initial and Recurring Training: AFGSC DRRO (AFGSC/A3OR) will provide initial AFGSC training (following DRRS 101) of assigned AFGSC Directors, Numbered Air Forces Commanders and Deputies, FAMs and AFGSC Wing DRRM on their roles and responsibilities to the program. **(T-2)** Monthly Recurring Training Slides will be sent via SIPRNet email to DRRS Partitioners, the training will cover at a minimum one of the following topics: AF Tables in DRRS, troubleshooting capability and resource report submission issues, utilize Build METL, Office Management, Mission Management functions (add new users, remove old users, add standards, command linking, and administration functions). **(T-2)**

3.4.2.2. **(Added-AFGSC)** Due to geographical separation of 20 AF and Wing Defense Readiness Manager training will be conducted via electronic means, and may consist of emailed PowerPoint presentations, Secure Video Teleconference and coaching via telecon. **(T-2)**

3.4.2.3. **(Added-AFGSC)** AFGSC FAMs will receive initial training from AFGSC DRRO (AFGSC/A3OR) within 90-days of being assigned DRRS responsibilities. **(T-2)** Training will cover governing publications, roles and responsibilities, report submission processes and timelines, adding and removing named operations and priority OPLANs METLs, granting DRRS roles and adding primary and secondary UIC permissions, reviewing, creating and updating Unit Summary Statement (formerly DOC Statements), and office management in DRRS (adding new or removing old UCs/UAs). **(T-2)**

3.4.2.4. **(Added-AFGSC)** Wing DRRM will provide training to all Wing, Group, Squadron personnel who are appointed as DRRS UCs and UAs within 90-days of assuming command or being appointed. **(T-3)** Training will cover AFGSC governing publications, roles and responsibilities. The following topics will be conducted Hands-On in DRRS: report submission processes, adding and removing named operations and priority OPLANs METLs, granting DRRS roles, adding primary and secondary UIC permissions, and office management in DRRS (adding new or removing old UCs/UAs). **(T-2)**

3.4.2.4.1. **(Added-AFGSC)** Train newly appointed Wing Defense Readiness Reporting Managers on all aspects of their role. A minimum of 30-days changeover between outgoing personnel and/or teams to relinquish DRRS Responsibilities. Exception: a Wing has multiple trained and ready DRRM and one of them is available to train the new person on their responsibilities. **(T-3)**

3.4.3. Additional training can be provided by AF/A3TR, upon request, to CROs and HAF FAMs, focused on DRRS management functionality, analytical tools, query tools, methodology, and ADS business rules.

3.4.4. HAF FAM specific training will be accomplished with AF/A3TR within 30 days of appointment as a HAF FAM. **(T-1)**

3.4.5. Commander's Courses. The Wing Commander's Course and Squadron Commander's Course will include a force readiness reporting module. **(T-2)** AF/A3TR is responsible for instructing the force readiness reporting module at the Wing Commander's Course. Respective MAJCOMs are responsible for instructing the force readiness reporting module at the Squadron Commander's Course.

3.5. (Added-AFGSC) Continuity Management. : The Wing DRRO and subordinate UAs will maintain a continuity book or digital continuity book. Required items: current Appointment Letters Wing and Subordinate Units, Wing Defense Readiness Reporting Manager(s) Initial Training documentation and Subordinate unit UC/UA Initial Training documentation, Wing and Group Commander/Squadron Initial Core METL / JMETL / Unit Summary Statement (previously DOC Statements) review memorandums, DRRS Publications, Policy, Memorandums, Waivers, Checklists, most recent AFGSC Staff Assistance Visit or HHQ Inspection Results, and Self-Assessment results. **Figure 3.1** is an Example only, Wing and Unit UAs must have all the required documentation how it organized is up to the Wing Defense Readiness Reporting Office.

Figure 3.1. (Added-AFGSC) Example Continuity Book Table of Contents (TOC) or Digital Continuity Book Files.

Defense Readiness Reporting System Program TOC

Part 1: Appointment Letters:

Tab/Folder 1. Wing Appointment Letter

Tab/Folder 2. Subordinate Units Wing Appointment Letter by Groups

Tab/Folder 1. MSG Sub folders for each subordinate Squadron

Tab/Folder 2. MXG Sub folders for each subordinate Squadron

Tab/Folder 3. MDG Sub folders for each subordinate Squadron

Tab/Folder 4. OG Sub folders for each subordinate Squadron

Tab/Folder 5. Wing Staff Agencies (WSA) Sub folders for each subordinate Squadron

Part 2: Training Documentation:

Tab/Folder 1. Wing Training Documentation (Initial)

Tab/Folder 2. Subordinate Units Training Documentation (Initial) by Group

Tab/Folder 1. MSG / Sub folders for each subordinate Squadron

Tab/Folder 2. MXG / Sub folders for each subordinate Squadron

Tab/Folder 3. MDG / Sub folders for each subordinate Squadron

Tab/Folder 4. OG / Sub folders for each subordinate Squadron

Tab/Folder 5. WSA / Sub folders for each subordinate Squadron

Figure 3.2. (Added-AFGSC) Example Continuity Book Table of Contents (TOC) or Digital Continuity Book Files (Cont.).

Part 3: DRRS Mission Review Memorandums:

Tab/Folder 1. Wing Initial Core METL / JMETL / Unit Summary Statement Memorandums.

Tab/Folder 2. Initial Core METL / JMETL / Unit Summary Statement Memorandums by Group

Tab/Folder 1. MSG / Sub folders for each subordinate Squadron

Tab/Folder 2. MXG / Sub folders for each subordinate Squadron

Tab/Folder 3. MDG / Sub folders for each subordinate Squadron

Tab/Folder 4. OG / Sub folders for each subordinate Squadron

Tab/Folder 5. WSA / Sub folders for each subordinate Squadron

Part 4: DRRS Publications/Policy Memorandums/Waivers/Checklists: (All Organization Levels)

Tab/Folder 1. AFI 10-201, *Force Readiness Reporting* (most current)

Tab/Folder 2. AFI 10-201, *Force Readiness Reporting*, AFGSC Supplement (most current)

Tab/Folder 3. HHQ Policy Messages

Tab/Folder 4. Approved Waivers

Tab/Folder 5. Defense Readiness Reporting Checklists (Local)

Part 5: AFGSC Staff Assistance Visit and HHQ Inspection Results / Self-Assessment Results (All Organization Levels)

Tab/Folder 1. SAV Results (Most Current) AFGSC SAV upon request

Tab/Folder 2. Self-Assessment Results (Most Current)

Tab/Folder 3. IG Inspection Results (Most Current)

Chapter 4

RESOURCE READINESS

4.1. Relationship Between Resource Readiness and 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 reflect the degree to which a unit meets prescribed levels of resource-based standards in four measured areas: personnel (P), training (T), equipment/supplies on-hand (S), and equipment condition (R).

4.1.1. Units will only report on the resources and training organic (assigned or allocated) to the measured unit. **(T-0)** Use only published objective criteria for measurement. **(T-1)** Modification of the computed status of each individually measured resource area is not permitted. **(T-0)**

4.1.2. When available, data for the measured areas will be auto populated from the ADSs used to manage the personnel, training, and equipment resources. **(T-2)**

4.1.3. Two or more units cannot count the same resource(s) as available. **(T-1)**

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

4.2.1. C-1. The unit possesses the required resources and is trained to undertake the full wartime missions for which it is organized or designed. The resource and training area status will neither limit flexibility in methods for mission accomplishment nor increase 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 wartime missions 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 vulnerability of the unit 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 wartime missions for which it is organized or designed. The resource or training area status will result in significant decreases 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 wartime missions, but it may be directed to undertake portions of its wartime missions with resources on hand.

4.2.5. C-5. The unit is undergoing a Service, Combatant Commander, defense agency, or other Department of Defense-directed resource action and is not prepared, currently, to undertake the wartime missions for which it is organized or designed. However, the unit may be capable of undertaking non-traditional, non-wartime related missions.

4.3. Not Measured Areas. P-6/S-6/R-6/T-6 and CBDRT T-6/S-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/AFIMSC FAM with HAF FAM coordination. Any change to an entire reporting community (i.e., all Air Combat Command maintenance units) must be coordinated in writing with AF/A3TR for approval. (T-1)

4.4. Assigning Overall C-levels of C-1 to C-4. Based on unit resource readiness, unit commanders or designated alternates, assign the overall C-level each time it is reported. (T-1) The lowest level of the measured resource areas is reported as the overall C-level. If the calculated C-level does not represent the realistic indication of the unit's readiness based on the C-level definitions above, the unit commander can request to override the C-level (see [paragraph 4.5](#)).

4.5. Upgrading or Downgrading C-level. Unit commanders cannot change the unit's C-level without prior approval and must obtain a waiver from the first general officer in their chain of command to change, upgrade or downgrade, their C-level assessment submitted that month. (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. (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](#). (T-0) If granted, the unit commander will ensure that the reason for the subjective upgrade/downgrade is clearly articulated in the "Change C-level" field located in the AF-IT "Overall" tab. (T-0) In addition to the reason for the C-level override, unit must include the name of general officer, grade, office symbol, and the date of approval. (T-1) Waivers are only valid for the month requested. (T-0) MAJCOM/AFIMSC FAMs will review commanders upgrade/downgrade and ensure measurements, ADS(s), and system is not the reasoning for the upgrade or downgrade. (T-0)

4.5.1. (Added-AFGSC) Measured units must coordinate requests to subjectively change the unit's overall Category Level (C-Level) through its respective Group and Wing prior to requesting a waiver from the first General Officer (GO) in their chain of command. (T-2) All waivers to subjectively change a unit's C-Level must be completed prior to the measured unit reporting suspense as indicated in [paragraph 3.1.1.1](#) (T-2) If a unit commander doesn't receive the waiver prior to the close of the unit reporting window they will report the C-level without subjective change. (T-2) The unit may submit an out-of-cycle report (AFIT report only) when the GO waiver is received for the subjectively changed overall C-Level [paragraph 3.1.2.1.1](#) applies to this situation.

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. (T-1) Units authorized to report C-5 will continue to compute and report measured area P-, T-, S-, R-levels IAW [paragraph 4.1](#). (T-1) Units will provide a remark in the "Reason For Change" field within the "Change C-level" option located in the AF-IT "Overall" tab, stating C-5 authorization start date, end date, and reason for C-5 per DOC statement (for example: "C-5 authorized 27 JUL 2023, ends 27 JAN 2025. Transitioning from B-1 to B-21 mission."). (T-1) C-5 status will not exceed 18 months for RegAF units or 36 months for ARC units. (T-1) Units will begin reporting C-5 when the first measured area (P, T, S, R) level reports a level of 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 level of 3. (T-1) C-5 is only used when authorized by the parent MAJCOM and one of the following conditions exists:

4.6.1. Unit transition. Unit transitions include modernization/conversion of major equipment (i.e., 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. Units in transition will follow timelines in [paragraph 4.6](#). **(T-1)**

4.6.2. Unit activation. Activating units may be authorized to report C-5 until all measured areas have reached a reported level of 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-1)** An activated unit will begin assessing within 30 days when it is determined they are a measured unit. **(T-1)**

4.6.3. Unit inactivation. Units may be authorized to report C-5 after the first measured area reaches a level of 4 or within three months of inactivation, 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 deleted by the MAJCOM FAM, normally 30 days prior to inactivation. **(T-2)** Unit will be archived in the database when G-series orders are submitted to AF/A3TR, DOC statement is rescinded, and the Personnel Accounting Symbol (PAS) is updated. **(T-1)**

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

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. **(T-1)** Use only published objective criteria for measurement. **(T-1)**

4.7.2. 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) in applicable remarks. **(T-2)**

4.7.3. The Air Force Input Tool (AF-IT). Air Force 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.

4.7.3.1. AF-IT uses a respective unit's military personnel data system (MilPDS), DEPID-9 or UIC 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. A MAJCOM may add additional measured items for units within their command with HAF FAM approval. Unique UIC specific rules can also be created and applied with HAF FAM approval. The rulesets, or Air Force tables, are hosted on the documents page within DRRS. Information is packetized in each measured area to assess specific critical resources (personnel, training, and equipment).

4.7.3.2. Packets. AF-IT groups data into packets to determine overall criticality. Packets are a grouping of like items (i.e., Air Force specialty codes (AFSCs), pieces of equipment) that are used to establish the minimum criterion for readiness. HAF FAMs determine individual line items or a grouping of line items to facilitate measurement of specific resource items. The content of each packet is based upon the specific table the packet supports (i.e., personnel, training, or equipment). The packets can be manual or automated depending on the determination of the HAF FAM. Manual packets should come with

guidance from the HAF FAM to facilitate the data input in the manual packet. Auto-populated packets should be utilized if possible. Manual packets should only be used if auto-populated information is not available.

4.7.3.3. Authoritative Data Source (ADS) information. Units should 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. In cases where inaccurate data is populated from the ADS within AF-IT, the unit must work with the ADS managers or owners to correct the data so it can accurately reflect in AF-IT. **(T-1)** 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-1)** Additionally, if there is an issue with ADS data, the unit will notify the MAJCOM CRO/AFIMSC Readiness Office and MAJCOM/AFIMSC FAM. **(T-1)** If a unit's resources are not tracked in an ADS or are tracked in an ADS that AF-IT does not ingest data from the ADS, units will notify their S, RMAJCOM/AFIMSC FAMs who will in turn work with the HAF FAM and 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.

4.7.3.4. Calculating levels. When data involved in calculations is nine or less authorized resources in a packet (or possessed, if calculating R equipment condition), AF-IT will use [Table A2.3](#), AF-IT Matrix for Measuring 9 or less (aka, Rule of 9's) to calculate the associated percentage. **(T-2)** For personnel, training, and equipment calculations, AF-IT will use [Tables A2.4](#) through [A2.9](#) to convert percentages into associated readiness levels (C-, P-, S-, R-, T-levels). **(T-1)**

4.8. Next Change Level. Unless a unit is assessed as C-1 and forecasting no change in C-level, a C-level rating change (CARAT)/C-level rating change date (CADAT) is required. **(T-1)** The unit will utilize the "Next Change level" field in the AF-IT "Overall" tab by choosing the next C-level they anticipate achieving, the date of change and a brief explanation or reason for change. **(T-1)** When a unit knows there is a future loss of readiness, the unit is expected to forecast the lower C-level using the "Next Change Level" field. 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 the P, S, R, and T remark's get-well date (GWD). The forecast must be reviewed and updated every time a resource assessment is submitted. **(T-1)**

4.9. Tasked Resource Assessment Percentage Effective (PCTEF). Tasked resource assessment PCTEF is a subjective resource assessment of the unit's currently assigned mission(s) supporting Named Operations, also known as its "Assigned level (A-level)" rating. A-level is not required to correlate with current C-level as only tasked resources are assessed in PCTEF to capture full spectrum unit requirements. For units with multiple assigned missions, AF-IT will reflect the lowest A-level (1-4) from the reported assessments. The unit commander will include a tasked resource assessment remark for each assigned mission assessed lower than A-1. **(T-2)** If a unit has resources preparing to deploy for an assigned mission, in addition to other resources already deployed for an assigned mission that unit will use the tasked resource assessment PCTEF 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 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.

4.9.1. The assessment is required when resources deploy or are employed in place in support of a Named Operation. The intent is to capture the readiness of the tasked resources. **(T-1)** Assessments will begin no later than 120 days prior to the deployment/employment or upon receipt of an appropriate order. **(T-1)** Assessments will continue until released from assigned mission. **(T-1)** If a unit is not currently tasked to support a Named Operation, unit will answer “No” to “Are any resources deployed/employed, or preparing to deploy/employ within 120 days” in the PCTEF Tab in AF-IT. If reporting against a Named Operation in PCTEF, it must assess the Named Operation in the capability assessment. **(T-1)**

4.9.1.1. **(Added-AFGSC)** Wing DRRM will quality check their functional community and or subordinate reporting unit AFIT reports monthly to ensure PCTEF is reported when units are deployed in supporting Named Operations. **(T-2)**

4.9.2. A-levels: A levels reflect the subjective resource readiness of tasked resources and are defined as:

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

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

4.9.2.3. 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).

4.9.2.4. 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.

4.9.2.5. AF-IT will format input data into required remark format: the assigned mission(s); current status; percent of resources tasked; 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 GWD.

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-1)** DRRS information users often selectively retrieve specific pieces of data from the system. For example, this data could be pilot training for all F-16 units and the health of the aircraft, or total vehicles assigned throughout a specific MAJCOM. The data pulled is used for actionable items for NAFs, MAJCOMs, CCMDs, JS, and congressional level inquiries. Accurate and concise remarks help mediate the appropriate response and funding decision at the higher levels.

4.10.1. All remarks must be written in plain language. **(T-1)** Remarks should be clear, concise and allow for ease of understanding by all consumers. Acronyms, even common Air Force acronyms, must be spelled out in each remark area due to JS and non-Air Force usage of data. **(T-1)**

4.10.2. Remarks must stand on their own and will not reference previous assessments (i.e., “same as last month’s assessment”), other remarks from the same assessment (i.e., “see total

personnel percentage (PERTP) remark” or “see capability remark”), or other unit assessment remarks (i.e., “see maintenance group remark”). **(T-1)**

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 an expected GWD for when a unit will attain next level of readiness up to at least C-2. **(T-1)**

4.10.4. Bottom Line Up Front (BLUF). Provide a strategic summary (two sentence maximum) of your unit’s readiness in clear, plain language, in the overall comments section. Units will include a BLUF in the overall remarks when their C-level is less than C-1. **(T-1)**

4.10.5. The personnel remark (PRRES), training remark (TRRES), equipment & supplies on-hand remark (ESRES), and equipment condition remark (ERRES) must contain the following information: issue, impact, fix action, and GWD when the measured area is less than one. **(T-2)**

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 plain language. **(T-2)** Issues must be written so they are actionable. **(T-2)**

4.10.5.1.1. PRRES should specify main driver(s) of why unit is less than P-1 (i.e., 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).

4.10.5.1.2. TRRES 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.

4.10.5.1.3. ESRES and ERRES 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. **(T-1)**

4.10.5.2. Impact. Units will describe the mission impact by providing a risk assessment. **(T-1)** Provide an explanation of the mission impact stating what unit is unable to accomplish based on resource/training limitations. Clearly state, in plain language, what the unit can accomplish if tasked.

4.10.5.2.1. PRRES should specify how the lack of personnel or specific critical personnel impact the mission of the unit. Critical personnel might not affect day-to-day operations, but impact should capture the impact to not having personnel if the unit is tasked to perform its wartime mission at a peer-to-peer level of conflict such as impact to shift coverage, causing extended timeline to complete mission generation, unable to perform coverage of entire base or critical assets.

4.10.5.2.2. TRRES should specify how the lack of trained personnel impacts the mission of the unit. For example, the impact could include the lack of training to

conduct specific missions and might require a “spin up” before the unit is ready to conduct wartime missions.

4.10.5.2.3. ESRES and ERRES should specify any impacts to mission due to missing or broken equipment. Impact could include the inability to support specific aircraft missions, crash/rescue responses, lack of cyber and communications systems that impact command, control, and communications.

4.10.5.3. 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, group, wing, center, MAJCOM, HAF or an agency exterior to the Air Force actions taken or being taken to resolve shortfalls. Include agencies, office symbols, and/or names of personnel supporting or needed to support the fixing of the issue.

4.10.6. Get Well Date (GWD). Units will provide realistic GWD to a higher rating level for each remark. **(T-1)** At a minimum, determine GWD to reach at least a level of 2 in the measured area. If a unit commander is unable to project a GWD, unit must contact the applicable MAJCOM FAM for assistance. **(T-1)**

4.11. Overall Reason Codes. If a unit is reporting less than C-1 for any reason a primary reason (REASN) code must be used. **(T-1)** Additionally, a secondary and tertiary reason (REASN) code may be required based on unit assessments. Reference Tables [A2.1](#) and [A2.2](#) for specific overall reason codes.

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 it needs 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. Units report authorized, assigned, and available personnel as part of the personnel category level (P-level) calculation. The P-level is the lowest level of total assigned and critical personnel. The following systems are the 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. Individual mobilization augmentees (IMAs) are not included in the personnel calculations of RegAF units.

5.2. Total Personnel. Total personnel percentage (PERTP) measures all personnel assigned to the unit (includes military, civilians and foreign nationals in US funded/authorized positions). The 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 unit manpower document (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. 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 5.3](#) on how to determine 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 determine available personnel and exceptions.

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

5.3.1. 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)**

5.3.2. Air Force Reserve (AFR) and Air National Guard (ANG) personnel attached to a RegAF unit will not be included in RegAF 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)**

5.3.3. 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.

5.3.3.1. **(Added-AFGSC)** AFGSC units that have civilian personnel with reserve or guard commitments which affect the Personnel Category Level (P-level) rating, will provide comments indicating the impact Personnel Remark Label (PRRES). **(T-2)**

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

5.3.5. To ensure authorizations sourced from the UMD are not counted twice or that medical students are not counted, personnel billets with resource identification codes (RICs) 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.

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

5.4. 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 (OCC) as determined by the HAF FAM and identified on the Air Force tables. The critical personnel percentage (PERTC) is derived by first calculating each critical packet's AFSCs and/or OCC available divided by the critical packet's AFSC and/or OCC authorizations. Critical packet percentages are averaged together to derive the PERTC.

5.4.1. Critical personnel are those identified as essential to the launch, recovery, or regeneration 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:

5.4.1.1. Personnel with AFSCs essential to fulfilling the unit's mission tasks based on authorized/funded billets.

5.4.1.2. Absence of personnel possessing AFSC/OCC that would render the unit severely deficient or totally unable to execute its mission.

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

5.4.3. 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. For example, if an enlisted member has a PAFSC of 3P051, CAFSC of 3P051, DAFSC of 1C331 and the critical AFSC is 3P051, they will populate based on the PAFSC.

5.4.4. Critical personnel available (CPAVL) is determined by calculating the number of CPASG available to the unit for each packet. See [paragraph 5.5](#) for guidance on available personnel.

5.4.5. Critical personnel overages (percentages exceeding 100%) will be calculated for critical personnel packets containing only 5-levels or 7-levels. Packets containing officers, 3 levels, 9-levels or a combination of skill-levels will be capped at 100%.

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 consider training status when calculating personnel availability as that should be assessed in training. **(T-2)** The following guidelines will be used to determine if personnel are available or not available:

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 overall C-level assessment, IAW [paragraph 4.5](#), if their deployed/employed personnel are not ready to execute their wartime mission. **(T-2)**

5.5.2. Personnel in permanent change station/assignment (PCS/A) status are available until signed into new unit. Personnel on leave are considered available provided they can be recalled within the unit response time (includes terminal leave status until final out-processing with MPF). **(T-2)**

5.5.3. Personnel with the following Deployment Availability (DAV) codes or any DAV code that denotes they are "not available for deployment" or "available except for deployments to hostile fire zone" are considered not available for P-rating consideration. However, these personnel should be counted as available IF they are fit for duty AND their place of employment is home station. This primarily applies to those units who are "Employed In Place". Otherwise, personnel will be considered available provided they can be recalled within the unit response time (i.e., DAV 81 personnel are still available). **(T-2)**

Table 5.1. DAV Codes for "Not Available".

DAV	Title
DAV 36	Prisoner
DAV 37	Pending court martial/civil trial
DAV 40	Deployment Limited to Installations with MTF
DAV 43	Deployment Limited to Continental United States installations with MTF
DAV 48	Medically Disqualified
DAV 49	Medical
DAV 56	Airman with less than 12 weeks Total Active Federal Military Service

DAV 60	Deferred from Hostile Fire Zone
DAV 61	Sole Surviving Son or Daughter
DAV 66	Conscientious Objector
DAV 73	Age 60 (ANG)
DAV 74	Involuntary Discharge Pending
DAV 75	Selective Retention
DAV 76	Voluntary Discharge Request
DAV 79	Ex-Prisoner of War
DAV 99	Voluntary Period of Limited Active Duty

5.5.4. Commanders will consider an airman not available 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-1)**

5.5.5. Commanders will use IMR when determining personnel medical availability. **(T-1)** Personnel with an IMR status of not medically ready will generally be categorized as not available. **(T-1)** However, these personnel should be counted if they are fit for duty and their place of employment is home station. Personnel with an IMR status of fully medically ready, partially medically ready, or unknown will be categorized as available. **(T-1)**

5.6. 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. A list of P reason codes can be found in [Attachment 2](#).

Chapter 6

TRAINING MEASURED AREA

6.1. Training. T-level 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 is assessed utilizing three categories: Mission Ready, Primary and Secondary categories.

6.1.1. **(Added-AFGSC)** No data block will be left blank, if you do not require one of these specific training areas enter a zero (0) in the blank field. **(T-2)**

6.2. Mission Ready Airman (MRA) Training. Mission Ready Airman (MRA)/crews training will be assessed either as individual airmen or by crews or teams. **(T-1)** MRA training is intended to measure if personnel are trained to undertake their portion of the mission for which their unit has been organized, trained, and equipped.

6.2.1. HAF FAMs will determine what it means to be “Mission Ready Airman” and communicate requirements to AF/A3TR and their functional communities. **(T-1)** It is highly recommended to provide the specific career field education and training plan tasks, job qualification standard tasks, certifications, training requirements, or other pertinent data via the Air Force tables for clarity in the defining of “Mission Ready Airman.” HAF FAMs will include the definition for MRA in the Air Force training tables for the functional communities they manage. **(T-1)** MRA 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. If personnel have an AFSC that is identified on the critical personnel table, their training will be assessed regardless if the unit has an authorization for the critical AFSC. For example, if a unit has a 2T231 assigned in the unit but they have no authorizations for 2T231, the individual will still populate as part of the Mission Ready Airman training calculation.

6.2.2. Aviation units will report at a minimum “Mission Ready Crews”. **(T-1)** It is highly recommended that other unit types that utilize crews or teams (i.e., missile squadrons, air control squadrons, cyberspace squadrons) utilize the Mission Ready Crew reporting. The HAF FAM will determine the best representation of their units based on individuals or the crew/team concept. If Mission Ready Crews are assessed, the HAF FAM will determine the crew/team composition and provide it via the Air Force training tables along with the narrative defining what it means to be “Mission Ready Crews.” **(T-1)**

6.3. Primary Training Category. Primary training category is utilized to capture training data that is significant to identify concerns in personnel training. This category can capture training that supports the mission ready category (i.e., individual AFSC training for personnel that are part of a Mission Ready Crew or specific training events that are required to make an individual mission ready) and the FAM can determine whether each training packet is part of the training category level (T-level) calculation or not. Primary training typically measures by AFSC(s), duty positions, training events, missions, etc. If crews or teams are identified, the FAM will determine the composition. Primary training category items should also capture critical training required for METs. **(T-1)**

6.4. Secondary Training Category. Secondary training category is utilized to capture critical training data but will never affect the T-level calculation of the unit. The intent for secondary

training categories is to capture training that does not directly support mission ready or MET training, but to capture trend analysis or supporting information that could affect the unit/community. Secondary training categories can also be implemented for short duration training data call requests by AF/A3TR to support senior leader inquiries.

6.5. Training Level calculations. Unit training percentage is determined by dividing the amount of personnel trained by total assigned personnel. Primary training category will be calculated only using the measured areas (“Yes”), which will give you an average percentage. **(T-1)** Between mission ready training and primary training category, the lowest percentage will be used for the overall T-level. **(T-1)**

6.6. 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. A list of T reason codes can be found in [Attachment 2](#).

Chapter 7

EQUIPMENT MEASURED AREAS

7.1. Equipment and Supplies On-Hand Reporting. S-level is used to indicate the equipment and supplies the unit possesses to support its full spectrum mission(s), as designed and organized. Equipment and supplies on-hand reporting is based on a unit's authorizations, through an Air Force approved ADS (i.e., Automated Readiness Information System (ARIS), Integrated Logistics System-Supply (ILS-S), Defense Property Accountability System (DPAS)) providing authorized and possessed equipment and supplies. If equipment is not auto-populated in AF-IT, units will work with MAJCOM/AFIMSC 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 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 and full spectrum mission. 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.

7.1.1.1. **(Added-AFGSC)** No data entry block may be left blank. If you do not require that piece of equipment enter a zero (0) in the blank. **(T-2)**

7.1.2. Equipment and supplies on-hand category level (S-level) calculations. AF-IT divides the equipment possessed by the equipment authorized to determine each equipment packet's S-level. Combat essential and combat support equipment each have an S-level determined by the lowest packet. Overall S-level 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)** Deployed equipment will be considered possessed if it remains assigned to the unit and is readily available for use at deployed location. **(T-2)**

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. Equipment inventory in excess of the number authorized is not included as possessed.

7.1.3.3. 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 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. A list of S reason codes can be found in [Attachment 2](#).

7.2. Equipment Condition Reporting. R-level 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 spectrum mission. This measurement is also used to indicate maintenance and equipment reliability, serviceability, and operational status of assets. This measurement includes the status of electromagnetic pulse (EMP) survivability for equipment that carry the requirement. Units compute the equipment condition category level (R-level) for combat essential and support equipment based on the availability of possessed equipment.

7.2.1. Mission Ready and Available. Most equipment is considered mission ready if the equipment is safe to use and in suitable 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. Deployed equipment will be considered available if it is possessed by the owning unit and readily available for use, deployment, or employment regardless of location. **(T-2)**

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-level. Combat essential and combat support equipment each have an R-level determined by the lowest packet. Overall R-level 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. A list of R reason codes can be found in [Attachment 2](#).

Chapter 8

CHEMICAL BIOLOGICAL DEFENSE READINESS TRAINING (CBDRT) REPORT

8.1. CBDRT C-level. All measured units will assess the status of training and equipment required to accomplish chemical, biological, radiological, and nuclear (CBRN) defense. **(T-1)** 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 CBRN environments. **(T-1)** 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 readiness ratings. **(T-1)**

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-1)** Units will assess CBDRT C-level using the CBDRT equipment and CBDRT training tabs of the Air Force tables for DRRS. **(T-1)** 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. **(T-1)**

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 IAW [paragraph 4.10](#) of this instruction. **(T-1)**

8.1.4. Overall Reason Codes. If a unit is less than C-1 primary REASN code must be used. **(T-1)** A list of reason codes can be found in [Attachment 2](#).

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 as defined by Air Force tables within DRRS. **(T-1)** CBDRT equipment reported can be found under the CBDRT equipment tab on the Air Force tables. Item possession will be IAW [paragraph 7.1.3](#). **(T-1)** When S-level is less than S-1, select the most specific reason code. A list of equipment supply reason codes can be found in [Attachment 2](#).

8.2.1. **(Added-AFGSC)** Wings/Installations with centrally managed Chemical, Biological, Radiological, and Nuclear (CBRN) equipment accounts, the Logistics Readiness Squadron will report the total numbers of equipment for the entire wing (5th Bomb Wing supporting 91st Missile Wing), subtracting any units who manage their own CBRN equipment (i.e. Civil Engineer Squadron's, Explosive Ordinance Disposal and Fire Department Flights). **(T-2)** Units who manage their own equipment will report in the Chemical, Biological, Defense Readiness Training (CBDRT). **(T-2)**

8.3. CBDRT T-level. Training measures the ability to survive and operate in a CBRN environment. Training requirements will be IAW DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear (CBRN) Defense Program*, AFI 10-405, *Ready Airman Training*, and the Air Force tables within DRRS. **(T-1)** CBDRT training reported can be found under the CBDRT training tab on the Air Force tables within DRRS. When T-level is less than T-1, select the most specific reason code. A list of training reason codes can be found in [Attachment 2](#).

8.3.1. **(Added-AFGSC)** Commanders/UCs and UA will work in conjunction with Training Managers, Unit Deployment Managers, Installation Deployment Officers, and Installation Emergency Managers to determine personnel assigned to Air Force Force Generation (AFFORGEN) model and schedule Individual CBRN Training according to the AFFORGEN 24-Month cycle. **(T-2)**

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 standards. **(T-0)** Base assessments on factors such as resource assessments, training, exercises, evaluations, supporting unit resource and capability assessments, etc., the unit assesses capability and capacity against mission requirements defined in mission directives, OPLANS, concept of operations, Named Operations, etc. **(T-0)** Tasks can be linked in DRRS using “Staff Tasks” (linking to tasks assessed by the organizations internal tasks), “Subordinate Tasks” (offices in subordinate UICs), and “Command Linked Tasks” (linking to tasks assessed by units outside the UIC and are not subordinate to the UIC) to show the elements needed to fully inform the task assessment. Commanders should work with their WRO, Wing Plans, MAJCOM FAMs, or other higher authorities to determine what OPLANS and/or Named Operations are required to be assessed. Units with multiple assigned missions may be required to assess these missions. If reporting against a Named Operation in PCTEF, it must also be reported in a capability assessment. **(T-1)**

9.1.1. **(Added-AFGSC)** All AFGSC units will organize their METLs in the following order in DRRS Mission Management view: first column: Core METL, second column: Assigned Combatant Command JMETL (801X), third column: Named Operations, and fourth column: Other Operational Plans. This order illustrates that all Named Operations and Top Priority Plan METs are pulled from the Core METL, there may be exceptions as outlined in the AFI.

9.1.2. **(Added-AFGSC)** All AFGSC DRRS reporting organizations will link to subordinate Core METL and Combatant Command JMETL METs. It is incumbent to the higher level of command to link to subordinate METs so a loop is not created in DRRS **(T-2)** Example: AFGSC will link NAF common METs, NAFs will link to common Wing METs, Wings will Link to Group common METs, Groups will link to their Squadron common METs.

9.2. Capability Ratings. Capability ratings reflect the degree to which the 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” (Y) Rating. Unit can accomplish the task to established standards and conditions.

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

9.2.3. “No” (N) Rating. Unit currently 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 resources the unit possesses, and the resources and capabilities possessed by the 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.

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 and when assessed. **(T-1)** 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 the adjustment. **(T-1)**

9.3.2. Ultimately the Overall Assessment is the responsibility of the commander and if deviating from the guidelines, a remark is required. 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 METs are 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 METs are assessed as “No”, then the overall mission assessment should be “Qualified Yes”. **(T-0)**

9.3.2.3. If any METs are assessed as “No,” then the overall Mission Assessment should be “No.” The commander may subjectively decide the mission can still be accomplished if a MET is “No” and upgrade the overall mission assessment. The commander will then 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 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-1)** 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)**

9.4. Mission Essential Task List (METL). All measured units will assess capability against an Air Force METL. **(T-1)** The Air Force METL template is based on DEPID-9 mission prioritization matrix (MPM) and standardizes tasks, standards, and conditions a unit is expected to accomplish.

9.4.1. Mission Prioritization Matrix (MPM). The MPM is the source document that establishes the standardized capability reporting model for a functional area, referred to as the DEPID-9. Currently MPMs are located on the AF/A3TR SIPR Intelink. The goal of the MPM is to identify the pacing threat and mission sets. This gives unit commanders clear priorities to support strategic efforts when in a resource-constrained environment. The MPM, managed by the HAF FAM, identifies the applicable references (National Defense Strategy (NDS), National Military Strategy (NMS), Air Force Doctrine, Global Campaign Plans, etc.) utilized to identify and prioritize the tasks for the DEPID-9. The MPM will prioritize all METs for all units within the DEPID-9. **(T-1)** The MPM can also identify variant missions for MAJCOMs and/or specific units if their mission requirements are different to the core MPM for the community. Any identified variant mission also requires applicable references to be identified and what MAJCOM or specific units the variant applies to.

9.4.1.1. MPM Maintenance. The MPM is the foundation on which the Air Force METL template. The METL template identifies the METs required, and performance measures used. HAF FAMs will submit any updates via the DRRS METL template tool in DRRS to AF/A3TR for approval. **(T-1)** MPMs will be reviewed annually or upon significant changes in the NDS/NMS to ensure accuracy and applicability. **(T-1)** Change requests to the MPM will be coordinated with the MAJCOM/AFIMSC FAM, the impacted HAF FAM, and AF/A3TR. **(T-1)**

9.4.1.2. MAJCOM FAMs will use the MPM and METL templates to assign applicable METs to units. MAJCOM FAMs will determine applicable METs and performance measures are applied, and are prioritized as directed by the MPM. **(T-1)**

9.4.1.3. Unit commanders will utilize the MPM to review listed references to ensure unit efforts are in line with the priorities as identified and to better understand what is expected if utilized during high-end, full spectrum operations. **(T-1)**

9.4.2. Core METL. All measured units will assess a core METL. **(T-1)** A core METL consists of the fundamental capabilities for which a unit was designed and resourced. The core METL will be the tasks identified in the core mission or applicable variant from the MPM and maintained in the METL template tool in DRRS. **(T-1)**

9.4.3. Augmenting core METL. Units designed and resourced with excess or limited capabilities may request their core METL be augmented through their MAJCOM/AFIMSC FAM. MAJCOMs/AFIMSC may not add, delete, or modify tasks and/or task performance standards/conditions to any core METL without approval by the owning HAF FAM. The MAJCOM/AFIMSC FAM will maintain documentation of such approvals and notify the CRO of core METL modifications. **(T-1)** HAF FAM will also update applicable MPM and METL template for accuracy. **(T-1)**

9.4.4. Named Operations and Top Priority Plans. Named Operations or Top Priority Plan mission assessments do not necessarily correlate with a unit's core METL assessment. Commanders must analyze the Named Operation or Top Priority Plan and determine which specific MET(s) from the unit core METL is required by the tasked Named Operation or Top Priority Plan. **(T-1)** Additionally, the specific performance measures in the MET(s) applied to the Named Operation or Top Priority Plan are required to be reviewed by the unit commander and tailored to match tasked mission. Ensure MET(s) are assigned when loading Named Operations or Top Priority Plans. The WRO, wing plans, installation deployment officer, and/or MAJCOM/AFIMSC FAM will assist units in determining the specific METs and performance measures that apply. **(T-1)** Only METs from a unit's core mission will be utilized in a Named Operation or Top Priority Plan Assessments (reference [Table 9.1](#) for example). **(T-1)** If METs required for the Named Operation or the Top Priority Plan are not part of the unit's core METL, consult the MAJCOM/AFIMSC FAM for direction on augmenting the METL. See [paragraph 9.4.5](#) and [paragraph 9.4.6](#) respectively for definitions of Named Operations and Top Priority Plans.

9.4.4.1. **(Added-AFGSC)** Wing DRRM will refer units to the Wing Plans Office and their AFGSC FAMs for assistance in determining applicable Named Operations and Top Priority Plans list. AFGSC FAMs will assist in determining which core METs are applicable to these assessments.

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

	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

9.4.5. Named Operations METL. Named Operations are designated by the President, SecDEF, and/or Joint Chiefs of Staff (i.e., Operation ENDURING FREEDOM (OEF) or Operation NOBLE EAGLE (ONE)). Measured units will assess IAW [paragraph 4.9](#) when supporting a single Named Operation or combination of Named Operations. **(T-1)**

9.4.5.1. When assessing, resources already tasked to a Named Operation will be considered unavailable for any other Named Operation assessment (i.e., unit personnel and aircraft supporting ONE from home station would be considered unavailable for an OEF mission assessment). **(T-1)** While the resources cannot be used for another Named Operation or Top Priority Plan, any employed/deployed resources will be counted as available IAW paragraphs [5.5.1](#), [7.1.3](#), and [7.2.1](#). **(T-1)**

9.4.5.2. 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 vehicles 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 both the deployed resources and those resources preparing to deploy in the PCTEF portion of the resource assessment. **(T-1)**

9.4.6. 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, allocated, or apportioned to a level 4 plan will assess their ability to provide capabilities tasked in the plan and to execute the plan. **(T-1)** MAJCOMs may direct non-level 4 plans to be assessed as part of the unit's Top Priority Plan METLs. Reporting of the Top Priority Plan will continue until released from the plan. **(T-1)**

9.4.6.1. When assessing, resources already tasked to a Top Priority Plan will be considered as unavailable for any other Top Priority Plan Assessment (i.e., 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 for Top Priority Plan METL Assessments. **(T-1)**

9.4.6.2. Assessments will be based on "Planning factors" only. **(T-1)** Per CJCS Guide (GDE) 3130, *Joint 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.

9.5. 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 consider resource availability and observed performance. However, if observed performance is not recent/current, then the commander will use their military experience and knowledge of their unit when making an assessed value 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. If no longer current/relevant, then remove the observed value and date until the next observation event. The ultimate authority for a capability assessment rating is the unit commander. **(T-1)** Units should 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.

9.5.1. Assessed Value. The assessed value is the measured value of the performance measure rating. Assessed values may be informed by resources or commander's judgement. This value does not require an evaluated event. Assessed value is required by the system to complete a MET assessment. System-assigned status of "Achieved" & "Not Achieved" is based on assessed value only.

9.5.2. Observed Value. The observed value and date will only be input when a performance measure is performed/observed as part of an evaluated event (i.e., flag exercises, inspector general (IG) readiness exercises, operational exercises, etc.). **(T-1)** Performance measures should be periodically observed to validate the assessed value. Observed values and dates are only provided when a performance measure (capability) is observed and evaluated. Observed value is not required to assess the performance measure and will not affect the performance measure rating. **(T-1)**

9.5.2.1. Staff supporting task. Performed by the organization's internal staff. UAs will work with staff elements in determining appropriate tasks, conditions, and standards. **(T-1)** As with METs, these tasks should strongly support and/or impact the mission—they should not be routine activities or non-essential tasks (i.e., a MAJCOM could create staff tasks for agencies within the MAJCOM that support the task the MAJCOM performs).

9.5.2.2. 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 (i.e., 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).

9.5.2.2.1. **(Added-AFGSC)** All AFGSC capabilities reporting units will utilize subordinate linking and ensure links remain unbroken.

9.5.3. 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 (i.e., an operational unit linking to maintenance, logistics, and operational support and TFA associate unit). **(T-1)** Command linking can be made at different levels provided both organizations agree, and the linking is coordinated.

9.6. METL Creation. Measured units will assess their designed (core) capabilities readiness determined by the Air Force standardized core METL associated with their functional area. **(T-1)** Each MET will use a capability-based performance measure focused on "what should the unit be

able to do” not on “what does the unit have.” To create a METL, HAF FAMs will first select applicable tasks from the UJTL. If one is not found, they will select tasks from the AFUTL for use in the core METL. **(T-1)** If no applicable Air Force Task exists, see the AFUTL for additional information about MET/METL development. The AFUTL can be queried by AF/A3TR upon request. 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). **(T-1)** If a POC is not identified in the FAM POC listing, then AF/A3TR will assign a POC to develop the METL, usually the HAF FAM. **(T-1)** For multifunctional units (i.e., operational support squadron or logistics readiness squadron), the HAF FAM for the functional area with the preponderance of the unit mission, to include equipment, will serve as the OPR. **(T-1)** The other HAF FAMs for multifunctional units will serve as offices of collateral coordinating responsibility. **(T-1)**

9.7. Capability Remarks. 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-1)** 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 is dynamic and comments may change from assessment to assessment, do not refer to previous assessments. **(T-2)** Do not submit comments referencing other comments. **(T-2)** To eliminate confusion by DRRS customers, abbreviations and acronyms must be spelled out in each comment. **(T-2)** Comments will be considered SECRET (the classification of DRRS) unless otherwise portion marked. All remarks provided must contain the following information: **(T-2)**

9.7.1. Issue. Subject/title labeling of the issue impacting the assessment of a specific MET/mission.

9.7.2. Discussion. Provide a thorough explanation of the issue using plain language. If the issue is resource-centric (i.e., 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)**

9.7.3. Impact. Describe the mission impact using plain language, providing a risk assessment when appropriate. **(T-3)** The commander will provide a detailed remark explaining why the unit cannot accomplish the designed mission, specifically addressing why possessed resources are insufficient to accomplish the METL. **(T-1)**

9.7.4. Mitigation/solution. 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)** What near- and long-term efforts are being taken to mitigate the risk, and proposed solutions.

9.7.5. Timeline for resolution. Provide realistic GWD to higher rating for each remark using the day, month, and year (DD MMM YY) date format (i.e., "Qualified Yes on 17 FEB 25"). **(T-3)** When possible, provide progressive GWDs to highest possible level unit anticipates reaching (i.e., "Qualified Yes on 01 JAN 25, Yes on 01 JUN 25"). 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/AFIMSC 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)**

9.7.6. Links: Issue’s relationship to overall concerns, other deficiencies, GFM shortfalls, and risk drivers.

9.7.7. 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.

9.7.8. 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-1)**

9.7.9. 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 [Table 9.2](#) **(T-1)** The remark for misalignment would be a separate comment in addition to the remarks of the mission assessment.

Table 9.2. Alignment of Resource and Capability Assessments Ratings.

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

9.7.10. [Table 9.2](#) 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 (i.e., 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). Unit commanders, FAMs, wing POCs, and other users of DRRS may use the example within [Table 9.3](#) as a means for identifying misalignments between the capability and Resource Assessment.

9.7.11. **(Added-AFGSC)** All AFGSC units will use appropriate classification markings for all remarks, the appropriate portion markings are: Unclassified (U), Controlled Unclassified Information (CUI), Confidential (C), Secret (S). Portion marking will be used in each data element of remarks (see [Figure 3.2](#)). **(T-2)** Remarks or compilation of remarks will not exceed the SECRET classification level. Information is exported from DRRS for briefing purposes at all levels of command and it is the responsibility of the individual(s) inputting the information in DRRS to assure it is appropriately marked. DRRS users will use the DRRS Security Classification Guide (SCG) and other SCGs that govern the sources of data being input into DRRS to ensure proper classification of information.

9.7.11.1. **(Added-AFGSC)** AFGSC units will format all capability assessment remarks with the following headers, this is a combination of HAF requirements and USTRATCOM SI 504-04 *Readiness Assessments and Reporting requirements*: Issue/BLUF, Discussion, Operational Impact, Mitigation, Solution, Timeline for Resolution/ Get-Well Date (GWD), Links, and Risk to Mission or Risk to Force. **Note:** Per CJCSI 3105.01B, *Joint Risk Analysis Methodology*. Risk-to-Mission is the probability and consequence of planned and

contingency events causing harm to current or future military objectives. Risk-to-Force is the probability and consequence of planned and contingency events causing harm to the provision and sustainment of sufficient military resources.

Figure 9.1. (Added-AFGSC) Portion Markings (use highest portion marking based on the information in the paragraph) and Remark formatting.

(U) Issue/BLUF: (Insert DRRS MET and standard number not being achieved)

(U) Discussion: (Explanation of the issue using plain language)

(U) Operational Impact: (High, Significant, Moderate, Low, None) Text

(U) Mitigation: (Full, Partial, None) Text

(U) Solution: (Full, Partial, None) Text

(U) Timeline for Resolution / GWD: 1-Month, 3-Month, 6-Month, 12-Month Text & Get Well Date (DD MMM YY)

(U) Links: The issue's relationship to overall concerns, other deficiencies, GFM shortfalls, and risk drivers.

(U) Risk: (High, Significant, Moderate, Low, None): Text describing the Risk to Mission and/or Risk to Force.

9.7.11.2. **(Added-AFGSC)** AFGSC utilizes Hierarchal METs/JMETs with roll-up standards which enable Commanders to capture issues from differing perspectives while maintaining the integrity of the subordinate Squadron Mission Assessments. This effort aligns AFGSC with USSTRATCOM guidance and establishes a means for commanders at the Group, Wing, NAF and MAJCOM streamline reporting through linking JMETS. The following DRRS Commander's Assessment Remark provides a means for AFGSC to capture the effects of competing missions and priorities degrading its USSTRATCOM assigned mission.

9.7.11.2.1. **(Added-AFGSC)** Utilization of the following remark header in the Overall Commander's Assessment Remark is mandatory when competing missions or priorities are the cause of diminished 801X Capability Assessments: USSTRATCOM Assigned Force Impediment.

9.7.11.2.2. **(Added-AFGSC)** The Unit Commander will author this remark. Commanders will be specific as to how the (Named Operations, OPLANs, Bomber Task Force, Combat Service Support Team - Lead / Combat Service Support Team, AFFORGEN Deployment, Immediate Response Force / Contingency Response Force) have degraded unit 801X capabilities (specific METs #s) and/or resources (personnel availability, training currency, equipment and weapons systems availability or serviceability). This Remark is only required when competing missions and priorities are the cause for degradation of the JMETL.

9.7.12. **(Added-AFGSC)** Wing Commanders will list their Top 3 Defense Readiness Reporting concerns for the Core METL and JMETL in the Commander's Overall Assessment

Remarks. Commanders may choose more than three concerns; however, concerns will be numbered in precedence. Top 3 Concerns will be issues that are not within the Commanders span of control or budget to correct and will address the level of command these issues are being forwarded to for assistance (i.e. NAF, AFGSC, HAF, or USSTRATCOM). Remark formatting will be followed.

9.7.12.1. **(Added-AFGSC)** Group Commanders will review their subordinate Squadron DRRS assessments and then assess their Group Core METL/METs and JMETL/METs. Group Commanders will address subordinate unit issues outside of their control in the Group Overall Mission Assessment METL and JMETL remarks. Remark formatting will be followed.

9.7.12.2. **(Added-AFGSC)** Group Commanders will consider subordinate Commander's Top 3 concerns and select the Group's Top 3 from among them or develop their own Top 3 concerns. These concerns will be rolled up to the Wing Commander for consideration as a Wing Commander Top concern. Commanders may choose more than three; however, they will be numbered in precedence. Remark formatting will be followed.

Table 9.3. Misalignment Example.

Unit Name	Mission	Current Location	Overall C-Level	P	S	R	T
Unit 01	Q	OCONUS	2	1	1	1	2
Unit 02	Y	← Misaligned →	4	2	1	1	4
Unit 03	Y	OCONUS	2	2	1	2	1
Unit 04	Y	← Misaligned →	3	3	1	1	2
Unit 05	N	← Misaligned →	2	2	1	1	1
Unit 06	Q	OCONUS	4	1	4	1	1

Chapter 10

FORCE ELEMENT ASSESSMENTS

10.1. Force Element Readiness Assessments. FE assessment authority will accomplish a FE readiness assessment quarterly, no matter the phase, by reporting the ability of a FE to execute the capabilities defined in its mission capability (MISCAP) statement in major combat operations against a peer competitor, as required by the National Military Strategy (NMS). **(T-0)** This report will be completed quarterly (March, June, September, and December) between the 11th and 20th of each of the reporting months. **(T-1)** The assessment will be informed by the readiness of the personnel and equipment aligned with each FE, as represented in the UTC assessments within DCAPES, as well as through additional insights provided via DRRS unit reports and the wing readiness briefings, as outlined in [paragraph 2.8.2](#). **(T-2)**

10.1.1. FE readiness assessment scale. FE readiness will be assessed via the three-tier (Y / Q / N) scale: **(T-2)**

10.1.1.1. “Yes” indicates that the FE can unequivocally execute its MISCAP in major combat operations against a peer competitor. To reach this category, the FE cannot have any “No” UTCs.

10.1.1.2. “Qualified Yes” indicates that the FE can execute its MISCAP but is limited in some capacity. To reach this category, the FE’s “Lead UTC” (if designated in DCAPES) must be “Yes”. **(T-2)**

10.1.1.3. “No” indicates that the FE cannot execute its MISCAP at all. **(T-2)**

10.2. Force Element Availability Assessments. For FEs in the CERTIFY and AVAILABLE to COMMIT phases, the assessment authority will also accomplish an availability assessment by reporting the ability of the FE(s) to execute the capabilities defined in its MISCAP as required by the most relevant Execution Order, OPLAN, etc. **(T-1)** The assessment will be informed by the readiness of the personnel and equipment aligned with each FE, as represented in the UTC assessments, through additional insights provided via DRRS unit reports and the wing readiness briefings, as outlined in [paragraph 2.8.2](#), and successful completion of the Certifying Event. **(T-1)** A FE availability assessment will be accomplished quarterly during the CERTIFY and AVAILABLE to COMMIT phases until assessed as a “Yes”. **(T-1)** If the assessment changes to a “No” due to any unforeseen circumstances, the FE assessment authority must re-accomplish an availability assessment within 24 hours. **(T-1)**

10.2.1. FE availability assessment scale. FE availability assessments will fall within two categories:

10.2.1.1. “Yes” indicates that the FE can execute its MISCAP and has successfully completed a Certifying Event. **(T-1)** Additionally, the “Lead UTC” (if designated in DCAPES) must be assessed “green” in order for the FE assessment to be “Yes.” **(T-1)** Only FEs that are assessed as “Yes” should be offered for tasking.

10.2.1.2. “No” indicates that the FE cannot execute its MISCAP at all. FEs that were assessed as “No” for the readiness assessment, should default to “No” for their availability assessment. FEs assessing as “No” in the AVAILABLE to COMMIT phase, will be expected to adhere to DAFI 10-401 shortfall procedures if tasked. **(T-1)**

10.2.2. Capstone Certification Event. When a FE enters the CERTIFY phase, the FE has reached the final stages of its training progression that was enabled by the RESET and PREPARE phases. The Certifying Event(s) will certify that the personnel and equipment within that FE are able to operate as a cohesive entity and perform the capabilities defined in the MISCAP. **(T-2)** If a FE is preparing for a specific tasking, the Certifying Event(s) can be focused to prepare and validate the specific tasking requirements. If certification occurs in multiple events, enter the name and date of the last event into the FE availability assessment. MAJCOMs outline specific Certifying Event requirements and will determine if and how Certification Events will be performed for any FEs that exist outside of the 4-phase generation cycle. **(T-2)** FEs adhere to the MAJCOM policy based on where their FE assessment authority (i.e., owning wg/cc) is assigned.

10.2.3. FE availability assessments and Certifying Event(s) conducted in the CERTIFY phase are only valid for the CERTIFY and AVAILABLE to COMMIT phases. **(T-1)** They are only relevant to the current force generation cycle and will reset to “No” once the respective FE enters the RESET phase, regardless of whether the FE was tasked during the previous phases or not. **(T-1)**

10.3. Indicating Readiness and Availability Limitations. Anytime a FE is assessed (readiness or availability) as less than a “Yes”, the assessor is required to describe both how and why the FE is limited, by selecting from the most appropriate option. **(T-1)**

10.3.1. When describing how a FE is limited from achieving a “Yes” rating, assessors should select the most appropriate of the following: capability, capacity, duration, or response time.

10.3.1.1. Capability is defined as the ability to perform the task.

10.3.1.2. Capacity is defined as the volume or extent to which the task can be performed.

10.3.1.3. Duration is defined as the ability to accomplish a task for specific duration or timescale.

10.3.1.4. Response Time is defined as the ability to generate the capability in an expected amount of time.

10.3.2. Once it has been determined how the FE is limited, assessors should indicate why those limitations exist by selecting the most appropriate of the following: personnel, training, equipment available, or equipment condition.

10.3.3. Get Well Date (GWD). Enter the date for when that FE is expected to be able to recover from the limitations noted and achieve a “Yes” rating.

10.3.4. Remarks. Remarks should be written to be understood by a wide range of consumers and are required anytime a FE is rated (readiness or availability) as less than “Yes”. Each comment should stand on its own content and should have appropriate classification portion markings. Remarks should be formatted utilizing BLUF, ISSUE, IMPACT, FIX ACTION headers (no hash marks) and align with and expound on the capability limitation categories that were previously selected. The use of ‘copy’ and ‘paste’ functions should be limited.

10.4. Force Element Construct. A FE assessment will be based on the assigned UTC assessments as reported on in DCAPEs UTA. If FE Assessment Authorities discover a discrepancy of the FE UTCs, contact the MAJCOM GFM office or MAJCOM UTA manager to ensure discrepancies of the FE construct are corrected in DCAPEs.

Chapter 11

INSTALLATION CAPABILITY ASSESSMENTS

11.1. Compliance. DoDI 7730.66 and CJCSI 3401.02B outline reporting criteria for installation capability assessments. All institutional organizations involved in force generation or support of operational forces will report readiness in DRRS to execute their core and assigned missions. **(T-1)**

11.2. Frequency. Installation capability assessments are conducted quarterly between the 1st and 15th of March, June, September, and December. **(T-1)** Units must perform additional assessments within 24 hours of any event that significantly changes the installation status. **(T-1)** Significant changes that require updates include an operational incident, natural disaster, climate, or extreme weather event affecting the ability of the organization, unit, or element to deploy or execute its designed or assigned mission(s).

11.3. Completing the Assessment. For Air Force installations that have an installation UIC generated in DRRS, (UIC ending with the letter 'I') the installation METL will be reported on installation UIC by the responsible Air Force unit. **(T-1)** In the event the installation does not have an installation UIC generated, the installation METL will be reported on the host unit UIC. **(T-1)**

11.3.1. 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)**

11.3.2. In the case of joint base/installations, when the Air Force is designated as the lead service for the joint base/installation, the host Air Force unit will report the installation METL and coordinate with service partners to create a comprehensive installation assessment in DRRS **(T-2)**

11.3.3. When the Air Force is not the designated lead service at a joint base/installation, the Air Force units that support installation MET functions will only assess the capabilities they provide for the installation. **(T-2)** If applicable, they will coordinate with the lead service host organization to create a comprehensive installation assessment in DRRS. **(T-2)**

11.3.4. For installations that assess 'range operations' or 'airfield operations' and are responsible for more than one range/airfield, provide a separate set of remarks for each that includes the name of the range/airfield being sure to list the name of range/airfield in its respective BLUF section.

11.4. Mandatory Reporting Areas. Installations will report on the following capabilities: airfield operations, port operations, range operations, munitions supply, storage and distribution, and billeting capacity. **(T-1)** Installation METLs may have additional tasks as determined by MAJCOM staff if such tasks inform key mission infrastructure.

11.5. Consideration Guidance. When accomplishing installation MET assessments consider the following: new encroachment concerns or environmental impacts, natural disasters affecting installation operations for over 24 hours, legislative changes impacting training capabilities, or infrastructure degradation or failing due to funding.

11.6. Selecting METs. The installation HAF FAM will coordinate with the MAJCOMs to develop and maintain the list of applicable/non-applicable tasks for each installation. **(T-1)** Do not assess tasks an installation does not perform.

11.7. Installation METL Remarks. Installations will format METL remarks IAW **paragraph 9.7.. (T-1)**

Chapter 12

COMMAND MISSION CAPABILITY ASSESSMENTS

12.1. Compliance. Services must provide command mission capability assessments and meet the minimum reporting criteria outlined in CJCSI 3401.01E, *Joint Combat Capability Assessment*, and this instruction. **(T-1)**

12.2. Frequency. MAJCOMs conduct command mission capability assessments quarterly between the 15th and 20th of March, June, September, and December. **(T-1)** MAJCOMs must accomplish additional assessments within 24 hours of any event that significantly changes the MAJCOMs status. **(T-1)** Significant changes that require updates include an operational incident, natural disaster, climate, or extreme weather event affecting the ability of the organization, unit, or element to deploy or execute its designed or assigned mission(s).

12.3. Air Force Component METL. When required by supported commanders, Air Force components will 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. **(T-1)** 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. It is recommended to utilize task linking, when possible, to fully inform the assessment.

12.3.1. Air Force component headquarters, component MAJCOM (C-MAJCOM) or component numbered Air Force (C-NAF) will develop METL(s) derived from the CCMD joint METL(s) (JMETLs) that include tasks the Air Force provides in support of the CCMD JMETL. **(T-1)** All MAJCOMS will assess their ability to accomplish METs in a variety of missions (i.e., core, OPLANS, Named Operations, etc.). **(T-1)**

12.3.2. 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-2)**

12.3.3. Non-Component MAJCOMs will develop command METLs which encompass capabilities for which they are designed and organized to perform. **(T-1)**

12.3.4. HAF/MAJCOM FAMs will use command linking feature in DRRS to tie unit MET assessments to command METs to the max extent possible, where applicable. **(T-2)** Use of linking increases informational awareness and provides direct review of contributing tasks to the command capability.

ADRIAN L. SPAIN, Lt Gen, USAF
Deputy Chief of Staff for Operations

(AFGSC)

GLENN T. HARRIS
Brigadier General, USAF
Director of Operations

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

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Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*, 15 Apr 22

Abbreviations and Acronyms

ADCON—Administrative control

ADS—Authoritative Data Source

AFIMSC—Air Force Installation & Mission Support Center

AFFORGEN—Air Force Force Generation

AFI—Air Force Instruction

AF-IT—Air Force-Input Tool

AFMAN—Air Force Manual

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

(Added-AFGSC) AFSTRAT—Air Force Strategic-Air

AFUTL—Air Force Universal Task List

A-level—Assigned Level

ANG—Air National Guard

ARC—Air Reserve Component

BLUF—Bottom Line Up Front

CADAT—C—level forecast date of change rating

CAFSC—Control Air Force Specialty Code

CARAT—C—level forecast change rating

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

CJCS (GDE)—Chairman of the Joint Chiefs of Staff Guide

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CJCSM—Chairman of the Joint Chiefs of Staff Manual

C-level—Category Level

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

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

DAFSC—Duty Air Force Specialty Code

DAV—Deployment Availability

DCAPES—Deliberate and Crisis Action Planning and Execution System

DCPDS—Defense Civilian Personnel Data System

DEPID-9—Deployment Indicator Code 9

DOC—Designed Operational Capability

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DPAS—Defense Property Accountability System

(Added-AFGSC) DRRM—Defense Readiness Reporting Manager
(Added-AFGSC) DRRO—Defense Readiness Reporting Office
DRRS—Defense Readiness Reporting System
DRU—Direct Reporting Unit
(Added-AFGSC) ELMS—Enterprise Logistics Management System
ERRES—Equipment Condition Remark Label
ESORTS—Status of Resources and Training System
ESRES—Equipment and Supplies On-Hand Remark Label
(Added-AFGSC) ETMS2—Enterprise Task Management Software Solutions
FAM—Functional Area Manager
FE—Force Element
FEAT—Force Element Assessment Tool
FOA—Field Operating Agency
(Added-AFGSC) FRAGORD—Fragmentary Order
GFM—Global Force Management
G-Series—Command Order
(Added-AFGSC) GSOC—Global Strike Operations Center
GSORTS—Global Status of Resource and Training System
GWD—Get-Well Date
HAF—Headquarters Air Force
IAW—In Accordance With
IG—Inspector General
IMR—Individual Medical Readiness
(Added-AFGSC) JFACC—Joint Force Air Component Commander
(Added-AFGSC) JMET—Joint Mission Essential Task
JMETL—Joint Mission Essential Task List
JS—Joint Staff
(Added-AFGSC) JUIC—Joint Unit Identification Code
MAJCOM—Major Command
MAJOR—Major Unit Indicator
MET—Mission Essential Task
METL—Mission Essential Task List

MilPDS—Military Personnel Data System

MISCAP—Mission Capability

MPES—Manpower Programming and Execution System

MPM—Mission Prioritization Matrix

MTF—Medical Treatment Facility

MRA—Mission Ready Airmen

NAF—Numbered Air Force

(Added-AFGSC) NIPR/NIPRNet—Non-Classified Internet Protocol Router Network

NMS—National Military Strategy

OCC—Occupational Classification Code

OEF—Operation ENDURING FREEDOM

ONE—Operation NOBLE EAGLE

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

PCTEF—Percent Effective

PERTP—Total Personnel Percentage

PERTC—Critical Personnel Percentage

P-level—Personnel Category Level

POC—Point of Contact

PRRES—Personnel Remark Label

REASN—Overall Reason Remark Label

RegAF—Regular Air Force

R-level—Equipment Condition Level

SAC—Self-Assessment Checklist

(Added-AFGSC) SAV—Staff Assistance Visit

(Added-AFGSC) SCG—Security Classification Guide

SecDEF—Secretary of Defense

SECRN—Secondary Reason Code Organization Not C-1

SIPRNET—Secure Internet Protocol Router Network

SME—Subject Matter Experts
S-level—Equipment and Supplies On-Hand Category Level
TDY—Temporary Duty
TERRN—Tertiary Reason Code 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—Training Remark Label
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
WRM—War Reserve Material

Office Symbols

AF/A1—Air Force Deputy Chief of Staff, Manpower and Personnel
AF/A3—Air Force Deputy Chief of Staff, Operations
AF/A3TR—Air Force Training and Readiness Division
AF/A3OD—Air Force War Planning and Policy Division
MAJCOM/A1(s)—MAJCOM Manpower, Personnel and Services
SAF/AA—Secretary of the Air Force, Administrative Assistant
635 SCOW/WRM—635th Supply Chain Operations Wing/War Reserve Material
WG/CC—Wing Commander

WRO—Wing Readiness Office

Terms

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

Air Force-Input Tool—Readiness input tool used by all Air Force units. Also called AF-IT.

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.

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

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 (i.e., 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 (i.e., 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, Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers (RED HORSE), Prime Base Engineer Emergency Force (Prime BEEF) (includes traditional Civil Engineer (CE) crafts, fire emergency services (FES), explosive ordnance disposal (EOD), and emergency management (EM) personnel), Intelligence, Medical, and any FOA that has consolidated all of their resources and deploys them into theater (i.e., 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.

Deployment Indicator Code -9—The DEPID is a non-standard UTC used to categorize types of organizations and are assigned to permanent base installations, facilities, and organizations. DEPID-9 UTC is used for unit registration in readiness reporting systems and describes the type of unit for which it was organized, trained, and equipped.

Duty Air Force Specialty Code (DAFSC)—The AFSC denoting the specialty in which the individual is performing duty.

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.

Employed in Place (EIP)—Refers to combat forces, combat support forces and combat service support forces supporting CCMRs in operations from their home garrison location.

Employment—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.

Force Element—An integrated set of UTCs that USAF uses to offer operational capability to Joint Force Commanders.

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.

Measured Units—Units with a UDC of combat, combat support, or combat service support within the PAS code table, and that fulfill the AFI 38-101 description of a unit, are considered measured units. Measured units report readiness assessments in DRRS and are required to have a current DOC statement on the DOC statement tab within the current unit status page.

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 and mission readiness.

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, peacekeeping/peace-making).

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 CCDRs 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 (unit)—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 responsibility of a measured unit, according to applicable supply instructions for operational use.

Primary Air Force Specialty Code (PAFSC)—The awarded AFSC an airman is most 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 the most resource demanding. An exception is when a unit has a less resource demanding mission of higher priority, such as a specific OPLAN.

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

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.

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*).

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

Top Priority Plan—Any plan determined by the CCMD as a Top Priority needing to be assessed.

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.

War Reserve Material (WRM)—Mission-essential secondary items, principal and end items and munitions sufficient to attain and sustain operational objectives in scenarios authorized in the Secretary of Defense and Joint Strategic Campaign Plan scenarios. (DoDD 3110.07)

Wartime Mission—A task or group of tasks assigned to a unit in an approved OPLAN 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))	
Primary Reason Code (REASN) Precedence	
Description	Reason Code

If unit is in transition (C-5)	N
If C-level is Overridden	X
If less than C-1, lowest measured area	P, S, R, or T
If C-1 and unit is reporting an A-level in PCTEF	D, E, F, G, H
If C-1 and a measured area is not measured	6
Secondary Reason Code (SECRN) Precedence	
Description	Reason Code
If less than C-1 and unit is reporting an A-level in PCTEF	D, E, F, G, H
(Optional), second lowest measured area, if more than one the until will determine from the measured area reason codes	P/S/R/T
Tertiary Reason Code (TERRN) Precedence	
Description	Reason Code
(Optional), third lowest measured area, if more than one the until will determine	P/S/R/T

Table A2.3. AF-IT Matrix for Measuring 9 or less.

		Number of Authorized or Possessed								
		9	8	7	6	5	4	3	2	1
Number of Available	9	100%								
	8	90%	100%							
	7	86%	90%	100%						
	6	80%	86%	86%	100%					
	5	76%	80%	80%	86%	100%				
	4	70%	76%	76%	80%	80%	100%			
	3	44%	70%	70%	70%	70%	80%	100%		
	2	33%	45%	55%	59%	60%	70%	80%	100%	
	1	22%	27%	33%	37%	40%	50%	60%	70%	100%

	0	0%	0%	0%	0%	0%	0%	0%	0%	0%
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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 for 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

Table A2.10. Personnel Reason Codes (per CJCSM 3150.02B).

Code	Definition
P01	Casualties
P02	Prisoner of War
P03	MOS Imbalances
P04	Not MOS Qualified
P05	Organization Activating
P06	Organization Decommissioning or Deactivating
P07	Organization in Rotational Deployment
P08	Organization Recently Activated or Reorganized
P11	Personnel Shortage
P17	Personnel Shortage – Deployable Personnel
P19	Personnel Shortage – Enlisted
P26	Personnel Shortage—Maintenance
P27	Personnel Shortage—Navigator/Observer
P32	Personnel Shortage—Officer
P36	Personnel Shortage – Pilot
P40	Subordinate Organization Detached
P41	Personnel Shortage – Fuel Shortage
P42	Personnel Shortage – Vehicle Maintenance
P43	Personnel Shortage – Aircraft System Maintenance

P44	Personnel Shortage – Avionics System Maintenance
P45	Personnel Shortage—Communications and/or Electronics Maintenance
P48	Skill Shortage – Weapon System Conversion
P49	Personnel Shortage – Aerial Port
P50	Personnel Shortage—Firefighters
P51	Personnel Shortage – Civil Engineering
P52	Personnel Shortage – Medical
P53	Personnel Shortage – Civilian
P54	Personnel Shortage – Enlisted Aircrew
P55	Personnel Shortage – Weapon System officer
P56	Personnel Shortage – Electronic Warfare officer
P57	Personnel Shortage – Loadmaster
P58	Personnel Shortage – Controllers
P59	Personnel Shortage – Missile Maintenance
P60	Personnel Shortage – Aircraft Maintenance
P61	Personnel Shortage – Computer Operator
P62	Personnel Shortage – Munitions Support
P63	Personnel Shortage – Fuels Support
P79	Personnel Shortage – Supply Support
P80	Personnel Shortage – Supply and Fuels Support
P81	Not MOS Qualified – Awaiting Training
P82	Personnel Shortage – Forwarded to Military Personnel Facility for Action
P83	Personnel Shortage – Forwarded to Major Command (USAF or USN) for Action
P84	Personnel Shortage – Forwarded to Service Personnel Center for Action
P85	Personnel Shortage – Security Forces
P86	Personnel Shortage – No Action Required
PNM	Area Not Measured by Parent Service Direction

Table A2.11. Equipment Condition Reason Codes (per CJCSM 3150.02B).

Code	Definition
R00	Equipment Condition Degradation – Fuel Shortage
R01	Aircraft Grounded Safety Flight

R02	Aircraft Do Not Meet Mobilization Requirement
R04	Not Mission Capable Depot – Rapid Area Maintenance
R05	Not Mission Capable Depot – Programmed Depot Maintenance
R07	Equipment Conversion
R09	Damage – Battle/Combat
R11	Damaged/Inoperative – Aircraft
R17	Damaged/Inoperative – Countermeasures (Electrical/Mechanical)
R18	Damaged/Inoperative – ECM
R19	Damaged/Inoperative – Electric Power Auxiliary
R20	Damaged/Inoperative – Electric Power Primary
R21	Damaged/Inoperative – Equipment
R22	Damaged/Inoperative – Equipment Communications
R23	Damaged/Inoperative – Equipment Electric Power or Generators
R24	Damaged/Inoperative—Equipment Engineering
R25	Damaged/Inoperative – Equipment Fire Control
R31	Damaged/Inoperative – Radar
R40	Damaged/Inoperative – System Navigation
R45	Damaged/Inoperative – Vehicles
R46	Damaged/Inoperative – Weapons
R47	Damages/Inoperative UAV Ground Control System
R48	Equipment Inspection/Checkout
R51	Equipment Obsolete
R52	Equipment Removal
R53	Unit Reequipping
R54	Equipment Shortage
R55	Inspect and Repair as Necessary – Aircraft
R56	Inspection Failed
R57	Damages/Inoperative – UAV Long-Haul SATCOM
R58	Insufficient Funding
R62	Maintenance – Scheduled
R63	Maintenance – Unscheduled

R64	Modification – Aircraft
R79	Not Mission-Capable Supply-Organizational Maintenance
R80	Organization Decommissioning or Deactivating
R81	Organization in Rotational Deployment
R88	Repair – Electric Power-Generating Equipment
R92	Repair – Lack of Tools
R94	Repair – Weapons
R95	NBC Equipment Incomplete or Obsolete
R96	Inspect and Repair as Necessary – Missile
R97	Modification – Missile
R98	Not Mission Capable Supply – Missile
R99	Overhaul – Missile
RAA	Not Mission Capable – Maintenance or Supply Unscheduled
RAB	Not Mission Capable – Maintenance or Supply Scheduled
RAC	Not Mission Capable – Maintenance Unscheduled
RAD	Not Mission Capable – Maintenance Scheduled
RAE	Not Mission Capable – Supply
RAF	Partial Mission Capable – Maintenance or Supply
RAG	Partial Mission Capable – Maintenance
RAH	Partial Mission Capable – Supply
RAL	Shortage Suspension Equipment
RAN	Shortage Aircraft – Loaned/Bailed
RAP	Aircraft in Storage
RAQ	Aircraft Operational Loss
RAR	Aircraft Combat Loss
RAS	Aircraft – Unable to Meet Required Turnarounds
RAT	Not Mission Capable Depot – Major Modifications Required
RAU	Shortage Aircraft – Deployed
RAV	Shortage Aircraft – Possess Vs Authorized Use
RAW	Operating Below Designed Specifications
RAX	Shortage Spare Engines

RAY	Aircraft Deployed Separate Tasking
RBA	Maintenance – In-Progress ETIC Less Than 24 Hours
RBB	Maintenance – In-Progress ETIC More Than 24 Hours
RBC	Awaiting Parts – ETIC Less Than 48 Hours
RBD	Awaiting Parts – ETIC More Than 48 Hours
RBL	Damaged or Inoperative Fuels Equipment
RNM	Area Not Measured by Parent Service Direction

Table A2.12. Equipment Supply Reason Codes (per CJCSM 3150.02B).

Code	Definition
S03	Aircraft in Storage
S04	Aircraft Not Fully Equipped
S05	Aircraft on Loan
S06	Aircraft Operational Loss
S07	Allowed Equipment Away for Repairs
S08	Allowed Equipment Away on Loan
S09	Allowed Equipment Never Received
S10	Ammunition Unserviceable Suspended
S11	Awaiting Critical Modification
S14	Equipment Removed
S15	Missiles Inoperative
S16	Obsolete Equipment
S17	Organization Decommissioning Deactivating
S18	Organization Recently Activated Reorganized
S19	Radar Equipment Unavailable
S21	Subordinate Organization Detached
S22	Shortage – Ammunition
S24	Shortage – Attached Element
S25	Shortage – Communications Equipment
S27	Shortage – Major End-Item
S28	Shortage – Engineering Equipment
S31	Shortage – Repair Parts Spares (Allowance List Item)

S32	Shortage – Repair Parts (Not Allowance List Item)
S36	Shortage – Special Supply Equipment
S37	Shortage – Stock Supply
S40	Shortage – Supporting Equipment
S41	Shortage – Test Equipment
S42	Shortage – Authorized Equipment
S43	Shortage – Vehicles
S44	Shortage – Mobility Readiness Spare Packages
S45	Shortage/Offloaded – Aircraft
S49	Shortage/Offloaded – Antisubmarine Warfare Weapons
S50	Shortage/Offloaded – Fuel
S51	Shortage/Offloaded – Missile (SAM)
S54	Aircraft Combat Loss
S55	Missiles Unserviceable
S56	Insufficient Fuel
S57	Shortage of Support Equipment
S58	Shortage of Spare Engines
S66	Insufficient Funds
S67	Aircraft Deployed Separate Tasking
S68	Shortage – Individual Tool Kit
S69	Shortage – Mobility Bag
S70	Shortage – Firefighter Protective Clothing
S71	Shortage – 4631 MHE
S72	Shortage – MHE Other
S73	Shortage – Mobility Gear (Except MHE)
S74	Shortage – A/E Kits
S75	Shortage – Shelters
S76	Shortage – Operating Room Equipment
S77	Shortage – Generators
S78	Shortage – Laboratory Equipment
S79	Shortage – Hospital Beds

S80	Shortage – Weapons
S81	Shortage – Protective Equipment
S82	Shortage – Intrusion Protection Equipment
S83	Equipment on Loan
S84	Equipment Deployed (Mission Support)
S85	Major Equipment in Depot Modification
S86	Major Equipment in Local Modification
S87	Shortage – In-Place Readiness Spares Packages
S88	Major Equipment in Programmed Depot Maintenance
S96	Shortage – Refueling Vehicles
S97	Shortage – Refueling Dispensing Equipment
S98	Shortage – Cryogenic Production Equipment
SNM	Area Not Measured by Parent Service Direction

Table A2.13. Training Reason Codes (per CJCSM 3150.02B).

Code	Definition
T05	Inadequate – School Quotas
T07	Inadequate – Training Ammunition
T08	Inadequate – Training Areas
T09	Incomplete – Exercise/Inspections
T10	Incomplete – Firing/Proficiency Tests
T11	Insufficient – Crews Not Ready
T15	Insufficient – Funding
T17	Insufficient – Pilots Not Ready
T18	Insufficient – Type Training Time
T19	Inspection – Failed Initial Certification
T20	Inspection – Failed Recertifications
T23	Operational Commitments
T24	Organization Activating
T25	Organization Decommissioning, Deactivating and/or Inactivating
T26	Organization in Rotational Deployment
T28	Personnel Turnover Excessive

T31	Shortage – Equipment
T32	Shortage – Instructor
T33	Shortage – Instructor Pilot/Aircrew
T37	Shortage – Personnel
T38	Shortage – Technical Skill Personnel
T39	Squad/Crew Qualification Low
T40	Tests – Unsatisfactory C-level
T41	Training Incomplete
T50	Training Incomplete
T56	Training Incomplete – Teams
T57	Training Incomplete – Fuel Shortage
T68	Insufficient – Flight Hours
T69	Crews Deployed Separate Tasking
T70	Training Incomplete – Lack of Aerial Combat Tactics
T71	Insufficient Crews Not Category 1: Enlisted Aircrew Members, Load Masters, and/or Flight Engineers
T72	Degraded On the Job Training Progression
T73	Training Incomplete – Hazardous Cargo Certifiers
T74	Training Incomplete – Material Handling Equipment Operators
T75	Shortage – Forward Air Controllers on Aircrew Duty
T76	Shortage – Terminal Attack Controllers on Tactical Air Control Party Duty
T77	Shortage – Weapons Controllers
T78	Shortage – Weapons Technicians
T79	Training Degraded – Inadequate Special Use Airspace, Warning Areas
T80	Training Degraded – Inadequate Special Use Airspace, Restricted Airspace
T81	Training Degraded – Inadequate Special Use Airspace, Military Training Routes
T82	Training Degraded – Inadequate Special Use Airspace, Military Operating Areas
T83	Training Degraded – Inadequate Special Use Airspace, Supersonic Airspace
TNA	Insufficient Individual Protective/Survival Measures Training
TNB	Insufficient Unit Mission Oriented Task Training
TNC	Insufficient NBC Team Training
TND	Insufficient NBC Officer/Specialist Training

TNE	Insufficient MOPP Conditioning Training
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Figure A2.1. (Added-AFGSC) Wing Appointment Letter Example.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

DD Month YYYY

MEMORANDUM FOR **WING/AGENCY**

FROM: **WING/CC**

SUBJECT: Defense Readiness Reporting System Appointment Letter

1. I designate the following personnel as Resources and Capabilities Unit Administrators (UA) and/or Unit Users (UU).

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:

2. I designate the following personnel as Resources and Capabilities subordinate Unit Commanders (UC).

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:

3. I designate the following personnel as Resources and Capabilities subordinate UCs/UAs for the Installation METL.

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:

4. I designate the following personnel as Force Element Assessors (FEAs) and Administrators (FE Admin).

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:

5. My Unit Security Manager (**Insert Name**) verified all security clearances for the above-appointed Airmen.

FIRST MI LAST, Rank, USAF
Commander

Attachment 3 (Added-AFGSC)

EXAMPLE UNIT UC/UA APPOINTMENT LETTER

Figure A3.1. (AFGSC) Unit UC/UA Appointment Letter Example.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

DD Month YYYY

MEMORANDUM FOR **WING/AGENCY**

FROM: **(UNIT/CC)**

SUBJECT: Defense Readiness Reporting System Appointment Letter

1. I designate the following personnel as Resources and Capabilities Unit Administrators (UA) and/or Unit Users (UU).

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:

2. I designate the following personnel as Resources and Capabilities subordinate Unit Commanders (UC).

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:

3. My Unit Security Manager **(Insert Name)** has verified all security clearances for the above-appointed Airmen.

(FIRST MI. LAST, Rank, USAF)
Commander

Attachment 4 (Added-AFGSC)

EXAMPLE AFGSC FAM APPOINTMENT LETTER

Figure A4.1. (AFGSC) AFGSC FAM Appointment Letter.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

DD Month YYYY

MEMORANDUM FOR AFGSC/A3OR

FROM: AFGSC/(Division)

SUBJECT: Defense Readiness Reporting System Appointment Letter

1. I designate the following personnel FAMs for (Functional Community).

Name/Rank	Role	Org	NIPR / Phone #	SIPR Phone #	SIPR/NIPR Email
					SIPR: NIPR:
					SIPR: NIPR:
					SIPR: NIPR:

4. My Unit Security Manager (Insert Name) has verified all security clearances for the above-appointed Airmen.

(FIRST MI. LAST, Rank, USAF)
Division Chief

Attachment 5 (Added-AFGSC)

EXAMPLE UNIT COMMANDER UNIT SUMMARY, METL/JMETL REVIEW

Figure A5.1. (AFGSC) Unit Commander unit Summary, METL/JMETL Review Example.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

DD Month YYYY

MEMORANDUM FOR (Unit Off Sym)

FROM: (UNIT)

SUBJECT: (UNIT/CC) Annual DOC Statement and Core METL Review

1. In accordance with AFI 10-201, *Force Readiness Reporting*, AFGSC Supplement, Measured Unit Commanders will "Provide Memorandum for Record (MFR) documenting the initial review of unit's Unit Summary Statement and METL/JMETL to wing manager within 30 days of (assumption of command) and (annually) thereafter." I have performed the initial or annual review of the (UNIT) Unit Summary Statement and Core METL/JMETL in the Defense Readiness Reporting System. I have ensured they reflect our unit's Air Force and Combatant Command missions.
2. Questions about this matter can be directed to (Unit Administrator at DSN).

(FIRST MI. LAST, Rank, USAF)
Commander