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DRRS Software User Manual (SUM)

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1. Introduction

1.1 DRRS Overview

The Defense Readiness Reporting System (DRRS) is an evolutionary software application aimed at providing the highest level of readiness reporting, collection, display, and analysis that supports near real-time ("right time") readiness assessment and mission planning. DRRS serves to improve the currentefficiency of readiness reporting by merging stovepipe data sources and the branch-specific reporting assessment metrics into one single view.

1.2 DRRS Support Center (DSC) Contact Details

NIPR Email: osd.pentagon.ousd-p-r.mbx.drrs-support-center@mail.mil
SIPR Email: osd.pentagon.ousd-p-r.mbx.drrs-support-center@mail.smil.mil
Commercial Phone: (571) 372-5400
Hours: 24/7

1.3 Requesting DRRS Access

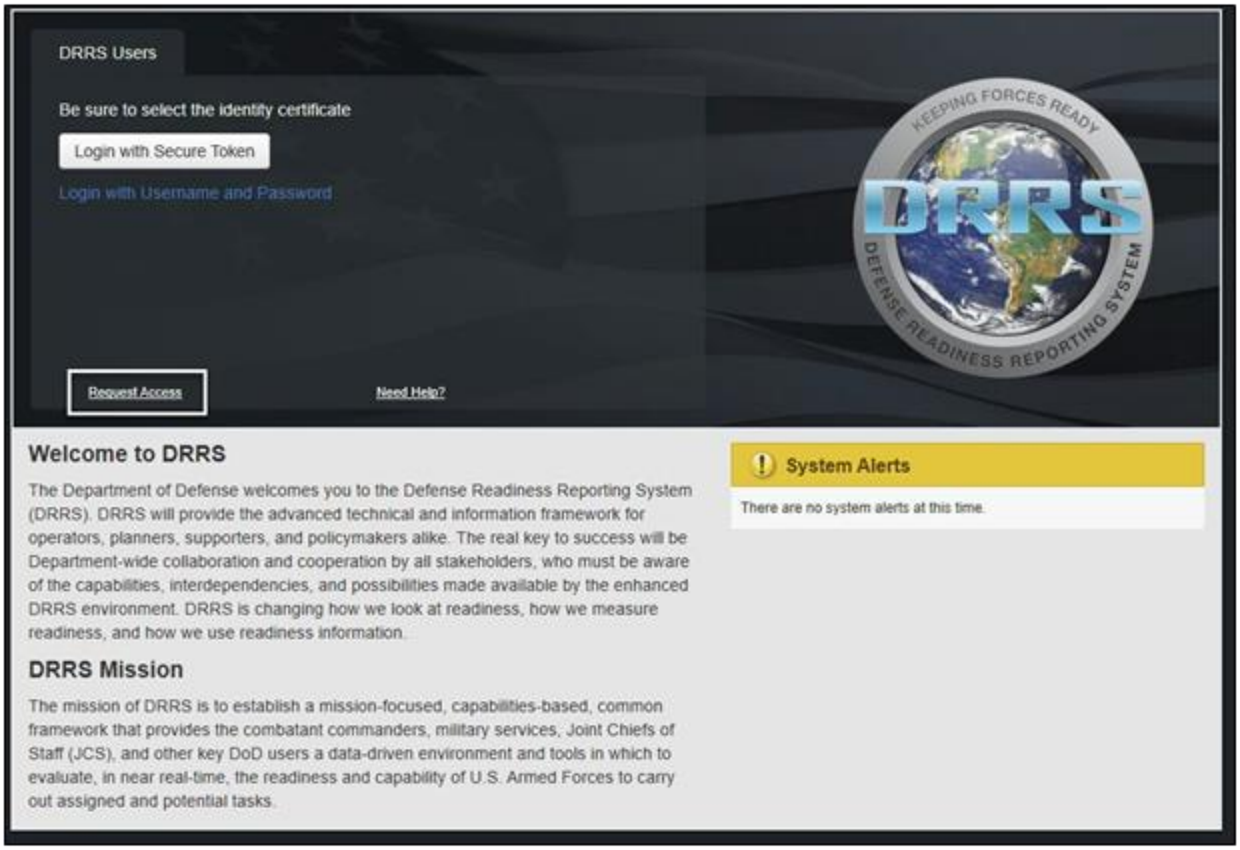


Figure 1: DRRS Homepage

To obtain a new DRRS user account, perform the following steps.

1. Many DRRS tools utilize pop-up windows. To achieve optimum results, please disable all pop-up blocks prior to starting the software.
2. From the Login screen, click **Request Access** blue hyperlink. See Figure 1.
3. Fill in the fields of the DRRS Account Registration page.
4. **Select a Primary Unit of Assignment**. Search for a unit by entering all or part of a UIC or AName in the Unit Name/UIC field and clicking Search. A Unit Identification Code (UIC) is a unique code assigned to every command. Users must provide one as your Primary Unit of Assignment. If a UIC is not in the system, please contact the DRRS Support Center for assistance.
5. Fill in all user organization and user details.
6. The account username and DODID will be auto populated and pulled from the SIPR Token information. The account username will be the user's first initial, last name, and DODID.
7. When complete, click the **Submit** button in the lower-right corner. A registration confirmation will display.
8. The request is forwarded to the appropriate personnel for approval and users will be notified via SIPRNet Email of the request status.

NOTE: Units are allowed up to eight Unit Commanders and seven Unit Administrators per unit.

1.4 Account Approval

The DRRS user account approval process will follow the steps listed below:

1. The DRRS Support Center will review the account information and validate the requestor's security clearance through Joint Personnel Adjudications System (JPAS) and Defense Information System for Security (DISS). The Support Center will then either approve or reject the new account request.

- Approved: User receives notification of approval via email with log-in instructions.
- Rejected: User receives an Email or phone call from the DRRS Support Center with a brief explanation of the reason for disapproval, such as:
  - Classified Email account is not that of the user.
  - DIO policy requires that DRRS users have a personal classified Email account.
  - Classified Email account must be active.
  - Clearance data in JPAS and DISS is inadequate. The majority of these are for clearances that are out of date. The User's Security officer must review the user's clearance and make needed changes within JPAS and DISS. Command Security Officers are familiar with JPAS andDISS. Once required modifications are made, DSC will approve the new account.
  - DIO's policy on a user having multiple accounts.

2. Users will receive an Email once granted access into DRRS with SIPR Token log-in instructions.

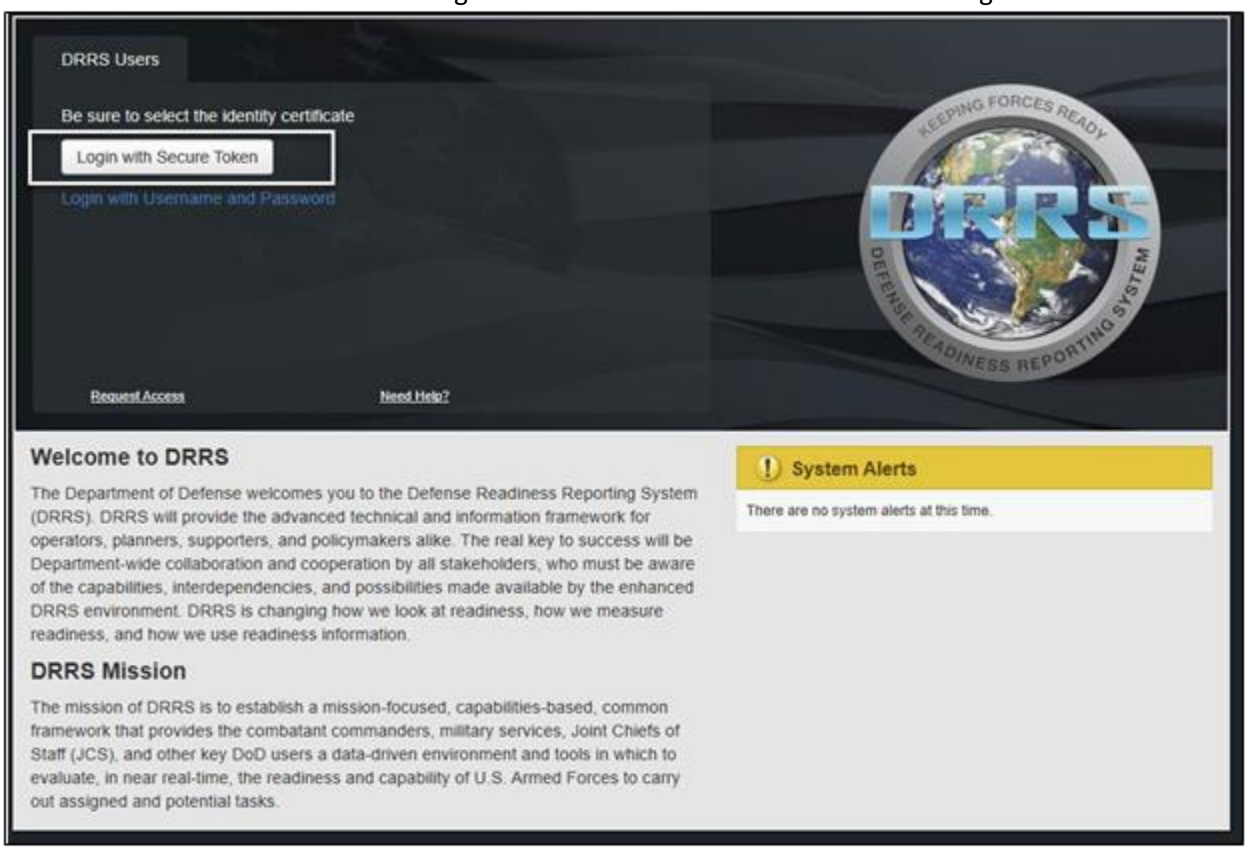


Figure 2: Secure Token Login

Access to DRRS is available using a SIPRNet Hardware Token with valid NSS PKI Certificate. Once a DRRSaccount is linked to the token, users will be required to log-in with this method. Each SIPR Token Card can be mapped to only **one** DRRS user account. Users can select the account to associate their token with if using more than one account.

1. Click the 'Login with Secure Token' button on the DRRS login page.
2. Select 'I Agree' to proceed.
3. Select a certificate from the prompted Windows message display.
4. Choose the correct issuer Identity certification and select 'OK.'
5. Enter a PIN.
6. Select the 'Log-in and Link Account' button. Upon successful linking, the DRRS Home Page displays.

1.5 User Roles and Unit Selector

Roles are assigned to users through **Admin | Identity Management** during DRRS profile creation.

Table 1: User Roles

Role	Description
Unit Commander	User has final approval authority on the submission of the unit's readiness report. Has read and write capabilities for unit of assignment with read only on everything else.
Unit Administrator	User is responsible for creating the unit's readiness report or a member of the staff section tasked with the responsibility. This role is typically an Operations Officer at the tactical unit level or a designated Action Officer at a Higher Headquarters staff. Has read and write permissions for his unit of assignment, read only on all others, manages other user roles within his unit of assignment.
Unit User	User is limited editing permissions in various locations and modules.
Unit Viewer	User no editing permissions but has viewing rights. At a minimum, a user must be assigned the Unit Viewer role to access the DRRS application

1.5.1 Unit and Group Selector

Figure 3: Unit Selector Menu

The Unit and Group Selector Menu allows users to select which unit or group to display information forwhen accessing the various modules within DRRS. It also allows users to set their Watchlist and Units ofAssignment. See Figure 3.

1.5.1.1 Selecting a Unit

1. Click the Unit Selector icon .
2. Type all or part of the UIC, long name, or abbreviated name of the unit. The units matching the search criteria will display.
3. Select the unit to set in view. This unit will now be used when viewing organization-specific modules.

1.5.1.2 Viewing Organizational Hierarchy for a Selected Unit

1. Select a unit or group using the Unit Selector, see instructions above.
2. Click the up arrow or down arrow in the navigator section of the Unit Selector to display the parents or children of the selected organization. If there are none, the corresponding arrow will be greyed out.
3. Continue navigating by selecting any displayed unit to drill-down or drill-up through the hierarchy.

1.6 Homepage and Support Menu

The DRRS Portal serves as the home page and starting point. It is the default view that all users seewhen they log in to DRRS for the first time.

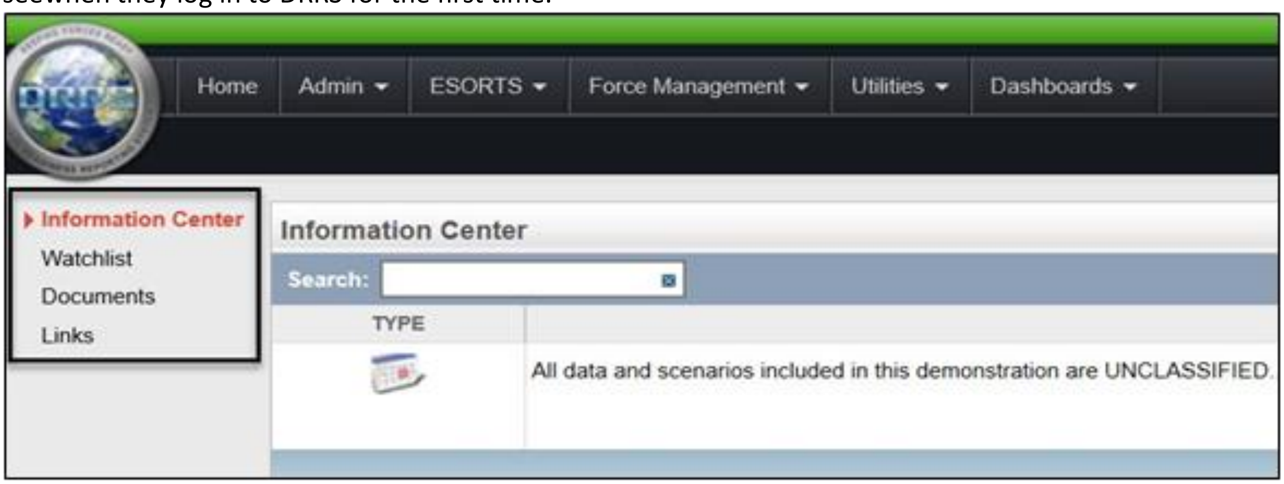


Figure 4: Information Center Homepage

Table 2: Information Center Descriptions

Link	Description
Information Center	The Information Center provides a way for Enterprise Administrators and Portal Administrators to inform users of announcements, system alerts, and known issues that may affect their experience within DRRS.
Watchlist	The Watchlist page provides the ability to quickly display Mission Assessments, SORTS data, and multiple Missions via a single page. Users can check the status of units they are responsible for to ensure report readiness, see their status (both mission and SORTS assessments), and view the dates of their assessments, and assessment comments. It includes the following: User group – The name of the custom group currently set as the user's Watchlist. Mission – Allows the user to choose which Mission is displayed on the screen. Filter – Allows user to filter items in the results list by matching what is typed in. Build or edit your own user group – To create a Watchlist. To create a Watchlist, perform the following steps: Click the Build or Edit Group link in the Watchlist display page. The Group Builder page will then display. Select the New icon New to create a new group. Enter a group name and click Save. Select the Add Units Icon Add Unit(s). Search for units using the Unit Search tool. Click the check box to select the correct unit. Click Select and Close when finished. Click Save. Select Set as Watchlist.
Documents	The Documents page provides a way for Enterprise Administrators and Portal Administrators to upload new documents. These documents include: Release Notes, Software User Manual, Quick Start Guide, Training Documents, Policy Documents, and various other documents.
Links	The Links page provides users various system and DRRS Lab links.

1.6.1 Support Menu

Figure 5: Support Menu

In the upper-right corner of every page, the DRRS Support menu contains various resources to assistDRRS users. See Figure 5. Access the support menu by clicking the drop-down menu next to the username.

Table 3: Support Menu Descriptions

Link	Description
Make this my Homepage	Provides the ability to set the homepage to any DRRS page. This can significantly reduce the number of clicks and wait time when loading a frequently accessed module. To select a homepage: 1. Access the page to set as the homepage (for example ESORTS | Current Unit Status). 2. Click the **Make This My Homepage** link from the Support Menu. 3. The new Homepage is set. Upon logging in again (or clicking the home link), users will be directed to this page instead of the default portal page.
Online Guide	For context-sensitive help, select **Online Guide** from the Support Menu at the top of the page. The help section for the active page opens in a new window. You must make sure that pop-up blockers are disabled for the help to work properly.

<table>
<tr><th>Link</th><th>Description</th></tr>
<tr><td>Help and Support</td><td>Contact Your Unit Administrator
This section will provide contact information for the Unit’s Administrators orUnit Commanders. If the unit has at least one Unit Administrator a configurable text message will be displayed under the "Contact Your Unit Administrator" header.
Report a Bug or Issue
This section provides access to submit a bug or service issue to the DRRS Support Center. Please fill out all required fields and press submit. Users willreceive an e-mail confirmation sent to their Classified E-mail.
Online Guide
Additional option to access the Online Guide.
Learning Management System
Modules of computer-based training for various parts of the DRRS application.</td></tr>
<tr><td>My Profile</td><td>This link displays a page like account registration allowing users to view and edit account information. The following sections are available for editing:
Units of Assignment: View Primary and Secondary Units of Assignment. Remove Secondary Unit Assignment or requestthat one be added.
User Org Details: Review and change basic details such as name, affiliation, rank, and contact information.</td></tr>
<tr><td>About</td><td>This page lists all DRRS modules with the current module and client version.</td></tr>
<tr><td>Log-Out</td><td>To end the session in the most secure manner, select Log-out next to the username on the top-level menu.</td></tr>
</table>

2. ESORTS

The DRRS Enhanced Status of Resources and Training System (ESORTS) module consists of several tools designed to provide the necessary workflow for assessing a unit's ability to support a specific mission. ESORTS is a web-based information system designed to provide the current readiness assessment of an organization's capabilities with respect to their associated missions. By utilizing the existing DoD MissionEssential Task List construct, ESORTS has the ability to answer the question of readiness in terms of whatit means to be ready to complete a task, under what conditions the task is expected to be completed, and what the standards are for performing the task. The main advantage of ESORTS is its ability to be used simultaneously by force commanders and unit representatives to directly collaborate in readiness planning.

2.1 ESORTS Features

- **Build METL:** Units create and maintain their list of Mission Essential Tasks.
- **Office Management:** Create and maintain a collection of different ESORTS users who have rights to access selected areas for their unit of assignment.
- **Mission Management:** Allows for adding, editing, and deleting missions as well as assigning them to one or more units for METL tracking.
- **Task Management:** Enables the adding, editing, and deleting of tasks to be used in the creation of METs.
- **Mission Assessment:** Assess the ability of each unit to perform the tasks in their METL. Assess the overall readiness capability of the mission supported by those METs
- **Current Unit Status (CUS):** Provides users with the ability to manage unit-specific readiness data and submit required reports.
- **Navy SORTS Input Tool:** Reporting tool for US Navy (USN) measured units to manage and submit a unit readiness status report.
- **USCG SORTS Input Tool:** Reporting tool for US Coast Guard (USCG) measured units to manage and submit a unit readiness status report.

- **NetUSR-Army:** Reporting tool for US Army measured units to manage and submit a unit readiness status report.
- **NetUSR-MC:** Reporting tool for US Marine Corps (USMC) measured units to manage and submit a unit readiness status report.

2.2 ESORTS Workflow

The ESORTS workflow consists of three general steps:

1. **Mission Management:** Create and manage missions. Assign units to missions.
2. **Build METL:** Create a list of Mission Essential Tasks for each unit, including conditions andstandards.
3. **Mission Assessment:** Assess the ability of each unit to perform the tasks in their METL. Assessthe overall readiness capability of the mission supported by those METs.

2.3 Selecting a Unit to View

The ESORTS tool requires users to have a primary unit of assignment associated with their account. Theprimary unit of assignment is distinguished when a DRRS account is created. The Unit Selector in the upper right-hand corner allows users to select the unit that is currently in view. All units other than a user’s primary unit of assignment will be viewed in read-only mode. The METL and all information in ESORTS will be populated based on the unit selected in the Unit Selector.

NOTE: Personnel must contact the DRRS Customer Support Team or their ESORTS Unit Administrator if the primary unit of assignment needs to be updated.

2.4 Utilizing ESORTS

For the ESORTS workflow to run efficiently users must be assigned a **User Role** and a **Unit of Assignment**.

2.4.1 User Roles

Utilizing the Unit Selector in the upper right-hand corner, users can view the role they are assigned to for that unit in view. User Roles are granted by the DRRS System Admin during the registration process.Responsibilities and permissions in the workflow are divided among the following roles:

- **Unit Viewer**: Access to ESORTS information in read-only mode. No editing privileges areassociated with this user type. This is the default role for all new DRRS users.
- **Unit User**: View, edit and assess ESORTS information for Unit(s) of Assignment.
- **Unit Administrator:** Customize unit information, manage offices, add, build and assess METs,and save assessment snapshots for all UICs.
- **Unit Commander:** Approves overall mission assessments for their Units of Assignment. This rolealso permits unit information customization, MET adding, building, MET assessment, office management and saving assessment snapshots.

2.4.2 Unit of Assignment

To use the ESORTS tools, users must have a Primary Unit of Assignment. The default unit in view is the user's Primary Unit of Assignment. Users can check their Primary and/or Secondary Unit of Assignment:

1. Select the **Unit Selector** box in the upper right-hand corner.
2. Select **Units of Assignment** icon from the drop-down list and the Primary and/or Secondaryunits will display.
3. When the Primary Unit is in view, the Unit Selector will display the user's currently assigned rolefor that unit. The role determines permission level.

Units or groups that are not assigned as the user's Primary or Secondary Unit of Assignment can be viewed in read-only mode. Users can search for alternative units using the Unit Selector in the upper right-hand corner. To search for a unit, type all or part of the Unit Identification Code (UIC), long name(Lname) or abbreviated name (AName) in the provided text box. The units matching the search criteriawill appear below.

NOTE: To change the Primary Unit of Assignment, please contact the DRRS Customer Support Center.

3. Build METL

The **ESORTS | Build METL** tool allows users to edit and view their assigned unit's Mission Essential Task List (METL). To begin creating a METL, users must have missions assigned to their unit utilizing the Mission Management tool. Once mission(s) have been assigned to a user's unit of assignment, they maybegin creating a METL. A METL is a list comprised of Mission Essential Tasks (METs) that help support a unit's completion of various missions. A MET must include five components to be considered valid:
Unit + Command Task + Mission + Conditions + Standards = MET

3.1 User Roles

- **Unit Viewer:** Read-only access in Build METL.
- **Unit User:** Customize, edit and validate only METS that are assigned the same OPR as the user. Read only view for METs that are not assigned the same OPR as the user.
- **Unit Administrator:** Customize, edit, and validate all METs within METL of the Primary and Secondary Units of Assignment.
- **Unit Commander:** Customize, edit, and validate all METs within the METL of the Primary and Secondary Units of Assignment.

3.2 Utilizing Build METL

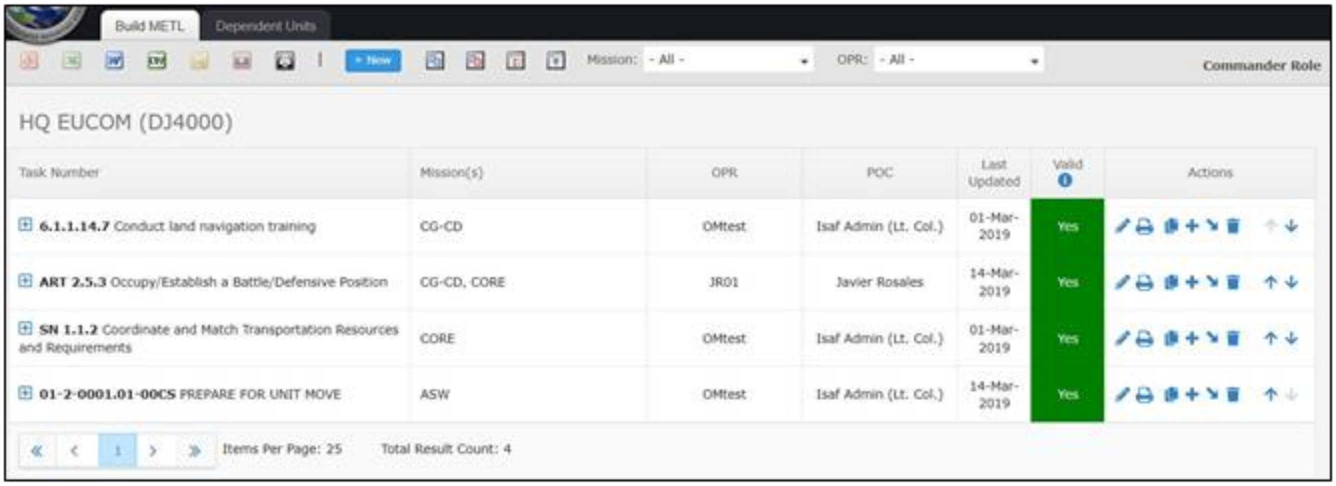
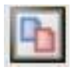


Figure 6: Build METL Homepage

The Build METL top tool bar provides the following functions that affect a user's entire METL:

Table 4: Build METL Top Tool Bar Functions

Icon	Description
	Convert METL data to an exported Word Document. When selecting to export, chose to include either: Valid, Invalid, or all METs.
	Convert METL data to an exported Command Separated File. When selecting to export, chose to include either: Valid, Invalid, or all METs
	Export METL data to a printable document.
+ New	Add a new Command-Level MET to your METL.
	**Copy METL** is a tool designed to allow users to quickly copy the entire structure of a METL that another Unit has created. The conditions and standard data will be copied for each MET. Users must update the POC and OPR data for each MET copied for it to be validated. Select the **Copy METL** icon. 1. Type in the Unit's **UIC**, **Unit Name** or **Keywords** (All or Exact) for the Unit's METL to import. 2. Select the Missions to copy using the check box next to the mission. Or select **All Missions** by using the top check box to copy all missions. 3. Select **Copy Selected Missions** when complete. When the page refreshes, the copied METL will appear in your unit's METL.

Icon	Description
	**Copy a Mission** icon allows users to copy missions that have been assigned to their unit through the Mission Management tool. Users use the Copy Mission tool to replace a source mission that is currently in their METL and replace it with a new mission. The new mission selected will be applied to every MET that the previous source mission was associated with. All the data from the copied mission will be copied over to the new mission, including the OPR, POC, conditions and standards. 1. Select the **Copy Mission** icon. 2. Select the Missions to copy using the **Copy** icon to the right of the Mission. 3. A list of existing Missions will be displayed. Select **Paste** next to the Mission you to replace.
	Expand the display to reveal the Subordinate, Command-Linked and Staff Tasks related to each Command MET.
	Collapse the display to only show Command-Level METs.

3.2.1 METL Display

The METL display allows users to view the following MET details:

Table 5: METL Display

Title	Description
MET Display Title	This is the custom title given to a MET, which can be different than the MET Task Title (Official). This can be managed in the **MET Details** by using the **Action** section and the **Edit** icon .
Task Number	Displays the unique Task Number and for the MET.
Mission(s)	States a Mission that each MET is associated with. A MET can be assigned to multiple missions. At least one associated mission is required for a MET to be valid. This can be managed in the **MET Details** by using the **Action** section and the **Edit** icon .
OPR	Assigned office for each MET, this is required for MET to be valid. This can be managed in the **MET Details** by using the **Action** section and the **Edit** icon .
POC	A person of contact for each MET, this is required for a MET to be valid. This can be managed in the **MET Details** by using the **Action** section and the **Edit** icon .
Last Updated	The date that the MET was last edited in Build METL.
Valid	Displays a MET's validity status through having valid Standards, Conditions, OPR, POC and Mission. This section expresses the current status of the MET's validity by either a green 'Yes' or red 'No'.

Title	Description
Actions	Provides the ability to Copy, Print, Edit, Remove, Demote, Promote and Rearrange METs.

3.2.2 Actions in Build METL

The **Action** section in Build METL allows for the following operations:

Table 6: Actions in Build METL

Icon	Description
	Copy a MET tool is used when the same task is being utilized multiple times in a single METL. When copying a MET, the standards, conditions, and missions associated with the MET are also duplicated. If users designate a MET Display Title for the MET they wish to copy, they will be asked to copy this with the MET by checking a box and selecting Ok. Users are required to update the OPR and POC for the MET. The copied and original METs are independent of each other, and changes made to either one willnot affect the other.
	Edit a MET tool allows users to customize METs using the **MET Details** window which includes the ability to modify: the MET Task Title (Official), MET Display Title, the Mission, OCRs, OPR and POCs. Users can also utilize this tool to manage and edit the Standards and Conditions associated with the MET.
	**Print** individual MET details including Conditions and Standards.
	**Remove** a MET tool removes a Command MET from the unit's METL.
	This tool allows a Command METs to be demoted to a Staff Task or a Staff Task to be promoted to a Command MET. **Promoting:** Promote a Staff Task to a Command task using the diagonal upward arrow. The Staff Task will become a Command Task in the METL retaining its details, conditions, and standards. **Demoting:** Demote a Command Task to a Staff Task using the diagonal downward arrow. Users will be prompted to select the Command MET they wish to demote the task under. All supporting tasks under the Command Task that was demoted will remain in the same relationship (i.e., all Supporting Tasks are demoted along with their parent Command Task).
	**Rearranging METs** within the METL display. This does not promote or demote the rank of the MET; it only updates the display order. **Rearrange Up:** Customize the display order of the METs within the METL by moving the selected MET up in the METL display. **Rearrange Down:** Customize the display order of the METs within the METL by moving the MET down.

Icon	Description
	Add a Staff, Subordinate or Command-Linked Task associated with the Command-level MET. **Subordinate Tasks**: tasks assigned to a subordinate organization in support of a unit's METL. **Command Linked Tasks**: tasks assigned to external organizations, at the same command level, in support of a unit's METL. **Staff Tasks:** tasks assigned internally within the organization assisting the accomplishment of the Command MET.

3.3 Copying a Unit's METL

Copy METL  is a tool designed to allow users to quickly copy the entire structure of a METL thatanother Unit has created.

1. Select the Copy METL icon  from the Build METL tool bar.
2. Search for the Unit's UIC, Unit Name or Keywords (All or Exact) for the Unit's METL to import.
3. Users will have the option to select the Missions from the METL to copy over. A unit's entire METL can be copied by clicking the top check box at the top of the column and all Missions will be selected.
4. Once the Missions are selected to copy from the source METL, click Copy Selected Mission.
5. When this occurs, any Missions that don't currently exist in your METL will be added. If the Mission already exists in your METL, the METs associated with it will remain associated with it and the METs associated in the source METL will be added to it.

Example: Your Unit has Mission 1 and Mission 2. Mission 1 has one MET, but Mission 2 has zero METs.You decide to copy Mission 1, Mission 2, and Mission 3 from another Unit. The other Unit has one METassociated with each Mission. Once you have selected and copied all three Missions, Your METL will have Mission 1 with two METs (the original one and the copied one), Mission 2 will have one MET, andMission 3 will have been added and have one MET.

3.3.1 Adding Command Tasks

The primary function of the Build METL tool is the creation and management of Mission Essential Tasks (METs). Below describes the process for creating a Command MET. A Command-Level MET is a task thatis directly assigned to the Primary Unit of Assignment. Once a Command MET has been created, users may utilize the **Action** section to add a Command-linked, Subordinate or Staff Tasks to their Command- level MET. A Command Task must be validated by having a POC, OPR, Missions, Conditions, and Standards associated with it. Only valid METs will appear in the Mission Assessment tool and be available for assessment.

3.3.1.1 Adding a Command Task

1. Select the **ESORTS** tool from the main tool bar and select **Build METL** from the drop-down menu.
2. Click on the 

icon on the top tool bar to add a new **Command Task** to the METL.

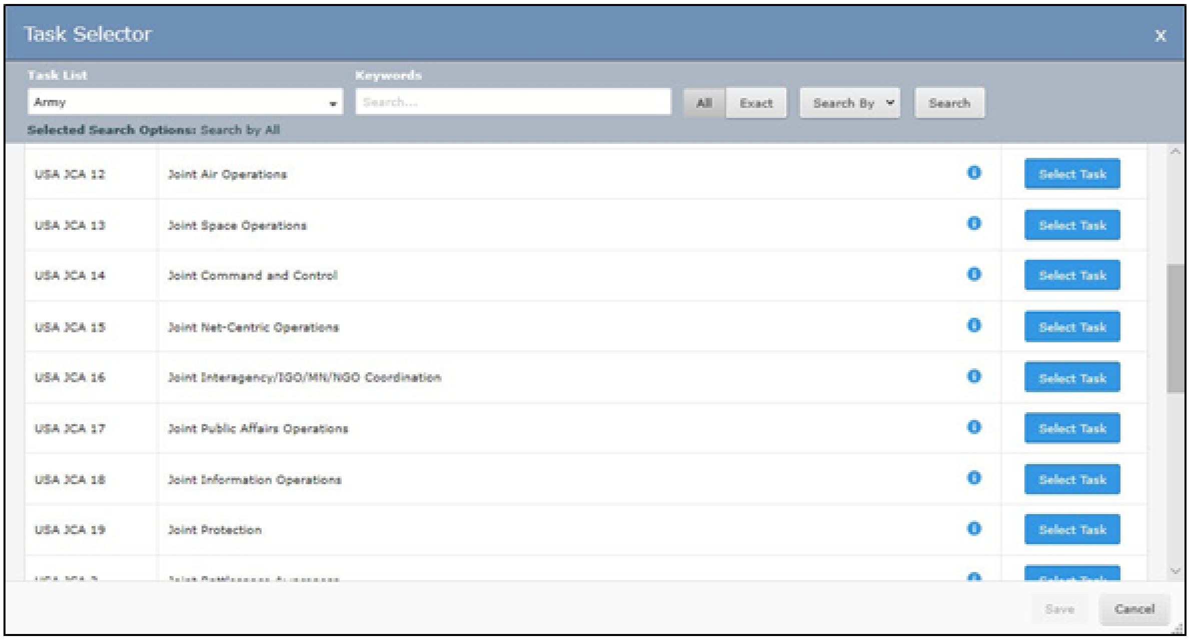


Figure 7: Task Selector Window

3. The Task Selector window will appear. See Figure 7.
4. Choose the precision of the search: Select **All** to return any records related to your search or select **Exact** to return only exact matches to your search.
5. Task List filter allows users to search based on Task List (e.g., Universal Joint Task, Army Task).
6. Users may search using the following criteria:
   - **Number** (task number)
   - **Title** (title of task)
   - **Description** (descriptor words associated with the task)
   - **Notes** (notations related to task)
   - **All** (search all available filters)
7. Click search when finished entering the search data and criteria. A list of search results will appear below. Including the **Task Number** and **Task Title**. Users may hover over the blue information icon next to each MET to find a description and notes related to the MET.
8. Click the Use Task icon Use Task across from the correct task. The Command MET will then appear at the bottom of the METL display.
9. Once the Command MET is created, users must customize the **MET Details**, **Standards** and **Conditions** for the MET to be **Validated.** This can be managed under the **Actions** section using the Edit icon .

3.4 Customizing A MET

To customize a MET, perform the following steps:

1. Select the ESORTS tool from the main tool bar and select Build METL from the drop-down menu.
2. Click on the Edit icon in the Actions section next to the correct Command, Staff or Command-Linked Task.
3. The MET Details window will display.

3.4.1 Adding or managing the MET Task Title (Official) and/or MET DisplayTitle

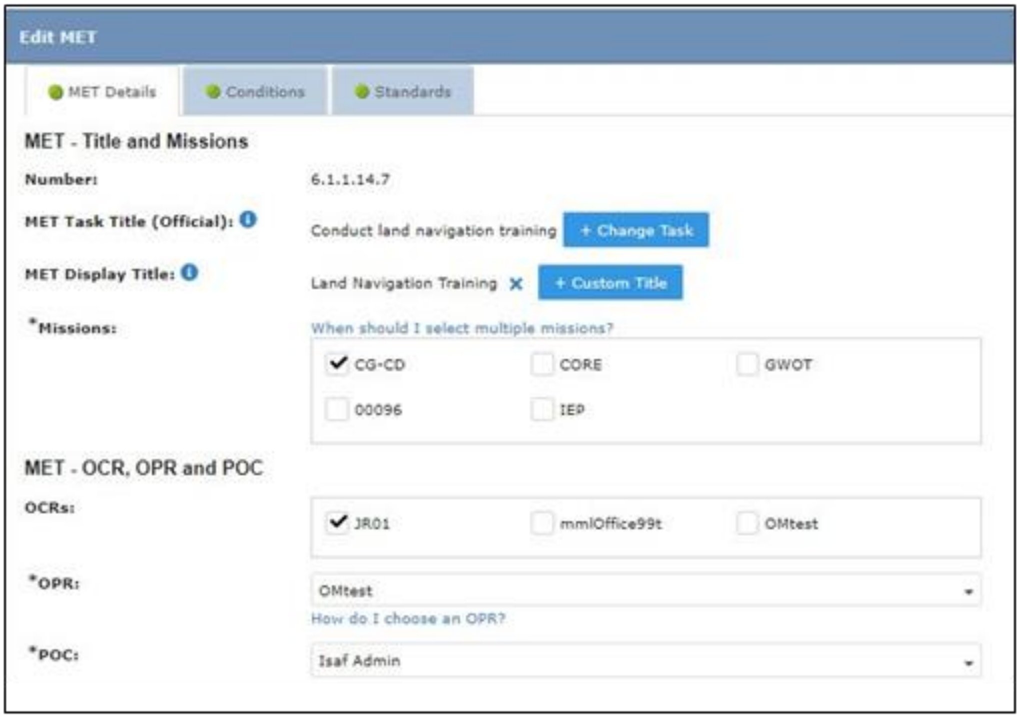


Figure 8: Edit MET Details

- A MET Task Title (Official) is the official task title within the DRRS System. This will update when users utilize Task Selector and changes the task.
- A MET Display Title is the display title of the MET within a user's METL. Users will need to update their display title if the official task changes in MET Details.

3.4.2 Assigning a Mission to a Task

- Select the Mission(s) supported by this MET.
- Assigning multiple missions to one MET: changes and assessments made to that MET will be applied to all the assigned missions simultaneously.
- Managing missions separately: this requires adding the same Command Task to a METL multiple times and assigning a different mission to each. Each of these tasks will need to be validated and assessed individually.

3.4.3 Adding an OCR, POC and OPR to a Task

- **POC** – Point of Contact. The POC can be pulled from a list of DRRS office users or created and entered by the user. The POC can be populated using the Office Management tool.
- **OCR** – Office of Coordinating Responsibility. Not required for a MET to be valid, but useful for larger units with a complex METL with linkages to other units and METs.
- **OPR** – The Offices of Primary Responsibility (OPRs). This office is able to conduct individual task assessments. Personnel assigned the same OPR as a MET will have edit capabilities to that specific MET.

3.4.4 Creating an OPR

The OPRs that are available to choose from are created in the Office Management module under the **ESORTS | Office Management** menu link. If users do not have any options for selecting an OPR, use Office Management to create Unit Offices. This process includes assigning the personnel in a UIC to oneor more Office codes.

3.4.4.1 What permissions does the OPR have?

Selecting the OPR gives any user assigned to that Office code the ability to edit the details of the MET inBuild METL, including managing the supporting task structure for the MET. In Mission Assessment, any User in the OPR can add and approve both Standard and MET Assessments. Although a POC is specifiedfor a MET, any user in the OPR has the rights to modify the MET and approve all Assessments.

3.5 Selecting Missions

To select a mission, perform the following steps:

1. Select the **ESORTS** tool from the main tool bar and select **Build METL** from the drop-down menu.
2. Click on the **Edit** icon in the **Actions** section next to the correct Command, Staff or Command-Linked Task.
3. Utilize the **MET Details** section to select a Mission for the MET.

3.6 Mission Structure

3.6.1 Vertical vs. Horizontal Structure

When users have one Task number that relates to multiple missions, users can choose a vertical or horizontal MET structure. For example, if SN 1.1 relates to a 'Core' mission, 'Plan 1' mission, and 'Plan 2'mission. Users can choose to select all three Missions for one MET by checking all three check boxes.
This is creating a horizontal mission structure, which means all three missions will be listed on one line inthe METL. Alternately, users can add SN 1.1 to the METL three times, each time only selecting one of themissions for each MET. This is called a vertical structure, as each mission is listed on its own line.

3.6.2 Selecting a Structure

The horizontal linking structure, in which all missions share one line, has been added as a time saving feature. If multiple missions allow for all MET details and assessment to be the same, then a user can select multiple missions and only have to build the MET one time and only assess it once in Mission Assessment. However, if a specific Mission context requires different MET details, in terms of Conditionsor Standards, a different OPR or POC, or if the MET needs to be assessed differently for different Missions, then the vertical structure is the right choice. This requires adding the Task Number multiple times. selecting one Mission each time. Selecting Missions
To select a mission, perform the following steps:

1. Select the **ESORTS** tool from the main tool bar and select **Build METL** from the drop-down menu.

2. Click on the Edit icon in the **Actions** section next to the correct Command, Staff or Command-Linked Task.

3.6.2.1 Horizontal Structure

When choosing the horizontal structure (all missions on one line), any changes to the details of the METwill be reflected in all missions listed on the line. This means that in Mission Assessment, when selectingSN 1.1 in the 'Core' Mission, users will see the same conditions and standards, POC, OPR, and OCR information as when selecting SN 1.1 in 'Plan 1' or 'Plan 2'. When clicking the Mission Tab in Mission Assessment for the MET, users will see all of the Missions that were selected for the MET. This is a quickway to identify which Missions an assessment for this MET will be reflected in. In the horizontal case, anAssessment made in 'Core' will reflect in both 'Plan 1' and 'Plan 2' as well. The same applies if you make an Assessment in 'Plan 1' the Assessment will appear in 'Core' and 'Plan 2'.

3.6.2.2 Vertical Structure

If choosing the vertical mission structure (all missions are listed on their own line), the Standards and Conditions, OPR, POC, and OCRs will all need to be edited independently for each Mission. If clicking theMissions tab in Mission Assessment for SN 1.1 in any of the three Missions, users will only see one Mission listed. This means the MET can have a different assessment for each Mission. The MET details can also be different for each Mission. Utilize the **MET Details** section to select a Mission for the MET.

3.7 Adding Staff, Subordinate, and Command Linked Tasks

Figure 9: METL with Staff and Command Linked Tasks

Once a Command MET has been created in a METL, users can select to add Subordinate, CommandLinked or staff tasks related to the source MET. Each of these METs require an OPR, POC, Mission, Conditions and Standards for validity.

- **Subordinate Task**: Supporting tasks that contribute to the accomplishment of mission-essential task which are associated with a subordinate organization.
- **Command Linked Tasks:** Supporting Tasks that are required for successful accomplishment of a command METL but reside in organizations outside of that command.
- **Staff Tasks:** Supporting tasks that contribute to the accomplishment of a mission-essential task which are associated with a staff within the command.

3.7.1 Add a Command Linked or Subordinate Task

1. Click on the icon in the **Action** section to the right of the correct Command MET.
2. Users then select Add Subordinate Task or Add Command Linked Tasks to that MET.
3. Choose the precision of the search and select **All** to return any records related to your search or **Exact** to return only exact matches to your search. Users can minimize the window to view the current METL if needed.
4. Users search for the unit they would like to assign the task to by searching for the unit's **UIC** or **Unit Name.**
5. Once the unit has been selected, users can view that unit's METL and select a MET to add.
6. Choose **Use Selected Tasks** and the MET(s) will be added as a Command Linked or Subordinate Task to the associated Command MET.
7. Users may view the Subordinate or Command Linked tasks in the METL by selecting to expand the METL icon .

3.7.2 Adding Staff Tasks

1. Click on the plus icon in the **Action** section to the right of the correct Command MET.
2. Select Add Staff Task.
3. Choose the precision of the search. Select **All** to return any records that contain the keywords or select **Exact** to return only exact matches to your search.
4. Users may search using the following criteria: **Number** (task number), **Title** (title of task), **Description** (descriptor words associated with the task), **Notes** (notations related to task) or **All** (search using all available filters).
5. Click **Search** when finished selecting the search criteria. A list of search results will appear below.
6. Click **Use Task** next to the correct staff task.
7. The selected task will be added to the METL under the Command MET the staff task is associated with.
8. Users may view the staff tasks in the METL by selecting to expand the METL icon .

3.7.3 Adding a Linked or Copied Staff Task

To add a linked or copied staff task, perform the following steps.

1. Select the plus icon next to the task would like to add.
2. If the selected task is not currently already in use in the selected unit's METL, it will be automatically added as a unique Staff Task. However, if this task is already assigned elsewhere in the selected unit's METL, you will be prompted to select whether to add this task as a unique task or to copy or link an existing task. These options are described below.

3.7.3.1 Unique Staff Tasks

A unique Staff Task is an independent task with its own missions, conditions, and standards. Modifications to this task do not affect any other tasks assigned to the METL (even if the same task isused multiple times).

3.7.3.2 Linked and Copied Staff Tasks

When the same task is being utilized multiple times in a single METL, the option of copying or linking anexisting Staff Task is made available.

3.7.3.3 Copying a Staff Task

This means that all the details, missions, conditions and standards associated with that task are appliedto a new Staff Task. These tasks are independent of each other, and changes made to either one will notaffect the other.

3.7.3.4 Linking a Staff Task

This is like copying in that the details, missions, conditions, and standards associated with the selected Staff Task are copied and applied to a new Staff Task. The difference is that when linked, changes made to either Staff Task will affect **both** instances of the Staff Task. The same task can be linked several timesin a single METL. Linking simplifies the process of maintaining a commonly used Staff Task by allowing users to manage the details of all instances of this linked task as a single item. When changes are made to the Staff Task through any of its locations, all locations in that METL are updated.

3.7.3.5 Removing a Linked or Copied Staff Task

It is possible to remove any or all instances of a linked task. To remove a linked Staff Task:

1. Click remove icon on the Staff Task to be removed.
2. A list of the METs supported by the selected task will be displayed. Remove the needed tasks.
3. Click Close when finished.

3.8 Adding Conditions

Once users have created a MET, it must be validated. METs must be valid to be assessed in the MissionAssessment tool. Users can view a MET's validity status through the color and verbiage under the Validcolumn across from the correlated MET.

Icon	Description
Y	This MET has met the requirements for validity.
N	This MET has not met the requirements for validity.

A MET is considered valid when:

- Associated with at least one Mission.
- Has a POC.
- Has an OPR.
- One Condition with a condition descriptor.
- One Standard with a valid scale, operator, and criterion.

To update a METs validity criteria, users can utilize select **Edit** icon under the **Action** section in the Build METL display next to the correlated MET. Adding conditions mean to manage or add variables of an operational environment or situation in which a unit, system, or individual is expected to perform theMET. One parent condition with a corresponding condition descriptor must be associated with a MET forit to be valid.

Figure 10:Manage Conditions

3.8.1 Validate Conditions

1. Select the **Edit** icon under the **Actions** section corresponding to the correct Command MET.
2. Select the **Manage Conditions** tab.
3. Select a Condition Environment: users can select either a **Physical, Military** or **Civil Environment.**
4. Select the expand box ⊞ next to the correct condition and the corresponding Condition Descriptors will appear.
5. Select a Condition Descriptor.
6. Once complete, select **Save** and **Save and Close**. Users will receive an error message if the information is not correct.

3.8.2 Delete Conditions

1. Select the **Edit** icon under the **Actions** section corresponding to the correct Command MET.
2. Select the **Manage Conditions** tab.
3. Select the Trash icon next to the corresponding condition and/or descriptor.
4. Once complete, select **Save** and **Save and Close**.

3.9 Adding Standards

Create performance measures, scale, operator, and criterion for the selected MET to be performedunder. Standards provide the basis for describing varying levels of task performance. At least one standard is required for a MET to be valid. A criterion defines the minimum acceptable level of performance. Standards have four components:

- **Standard Number/Title:** A subjective value, title/description of the measure.
- **Scale:** The scale of measure for this standard (e.g., percent, tons, etc.).
- **Operator:** Less than (<), equals (=) or greater than (>). The operators displayed depend on the scale that the user selects. For example, if the user chooses a Yes/No scale, the only operator allowed is equals (=).
- **Criterion:** The minimum measure required for the standard (based on the scale).

Figure 11: Add Standards

3.9.1 Validating Standards

1. Select the **Edit** icon under the **Actions** section corresponding to the correct Command MET.
2. Select the Standards Tab and select to add either a New Standard, Suggested Standard or Custom Standard for the MET. See Figure 10.
3. For a standard to be valid, it *must* have all fields filled out- number, scale operator and criterion.
4. If a standard field is marked as invalid, it will appear red indicating it requires correction.

3.9.2 Add New Standard

1. Users must select **Add New Standard**. See Figure 10.
2. Manually write a Standard Number and Standard Title and use the scroll-down menu to fill the Scale, Operator and Criterion field.
3. Once the standard appears, users can edit and manage all fields using the **Action** section.
4. Click **Apply**.
5. Once complete, select **Save** and **Save and Close**. Users will receive an error message if the information is not correct.

3.9.3 Add Suggested Standard

The suggested standard results are derived from a list of doctrinal standards from the Tasking Lists(UJTL, AFTL, CSTL, etc.).

1. Users must select **Add Suggested Standards.** See Figure 10.
2. Use the scroll-down menu to find a scale search filter or use a keyword search.
3. The results will be displayed.
4. Select the check box next to the correct standard and select **Apply Changes**.
5. Once the standard appears, users can edit and manage all fields using the **Action** section.
6. Once complete, click **Apply**.
7. Once complete, select **Save** and **Save and Close**. Users will receive an error message if the information is not correct.

3.9.4 Add Custom Standard

The custom standard results are unique to the unit and allow users to search through a list of predefinedmeasures that have been developed by other users.

1. Users must select **Add Custom Standards.** See Figure 10.
2. Use the scroll-down menu to find a scale search filter or use a keyword search.
3. The results will be displayed.
4. The list will be empty if no measures have been created for the standard.

5. Select the check box next to the correct standard and select **Apply Changes.**
6. Once the standard appears, users can edit and manage all fields using the **Action** section.
7. Click **Apply**.
8. Once complete, select **Save** and **Save and Close**. Users will receive an error message if the information is not correct.

3.10 Standard Actions

Table 7: Standard Actions

Icon	Description
	Copy a Standard and have it duplicated below.
	Edit the Standard including its Standard Number, Standard Title, Scale, Operator, and Criterion. Click **Apply** when edits are complete.
	Remove Standard from the MET. At least one Standard is required for a MET to be valid.
↑ ↓	**Rearrange** the Standard up and down in order within the Standards display.

3.11 Utilizing Dependent Units Tab

This tab is located within **ESORTS | Build METL** and allows users to observe external units that are dependent on their primary unit's METL. A Dependent Unit can be defined as a unit that is linked to anexternal unit through a Subordinate or Command Linked task. When the primary unit makes an updateto their METL, this tab reveals all units that will be affected by the modification.

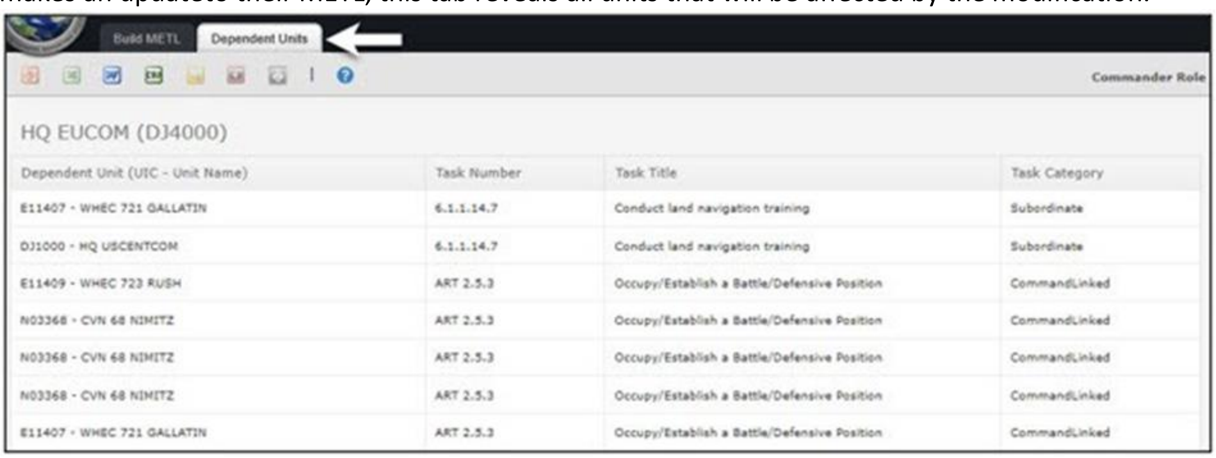


Figure 12: Dependent Units Tab

NOTE: This tab will appear blank if there are no external units linked to your unit's METL through a Subordinate or Command-Linked task. The Dependent Units interface displays the Dependent Units' Name, UIC, Task Number, Task Title, and the Task Category (Subordinate or Command-Linked).

4. Office Management

To navigate to Office Management, select **ESORTS | Office Management.** During the Build METL process, each Mission Essential Task (MET) is assigned a Staff Office, created in Office Management, whichis designated as the Office of Primary Responsibility (OPR) for the MET. The list of offices is displayed in ascending order based on the Office Code.

4.1 Manage Staff Offices

This Manage Staff Offices page shows office information including the: Code, Description, Status andAssigned Staff. Users can also utilize this page to perform the following functions:

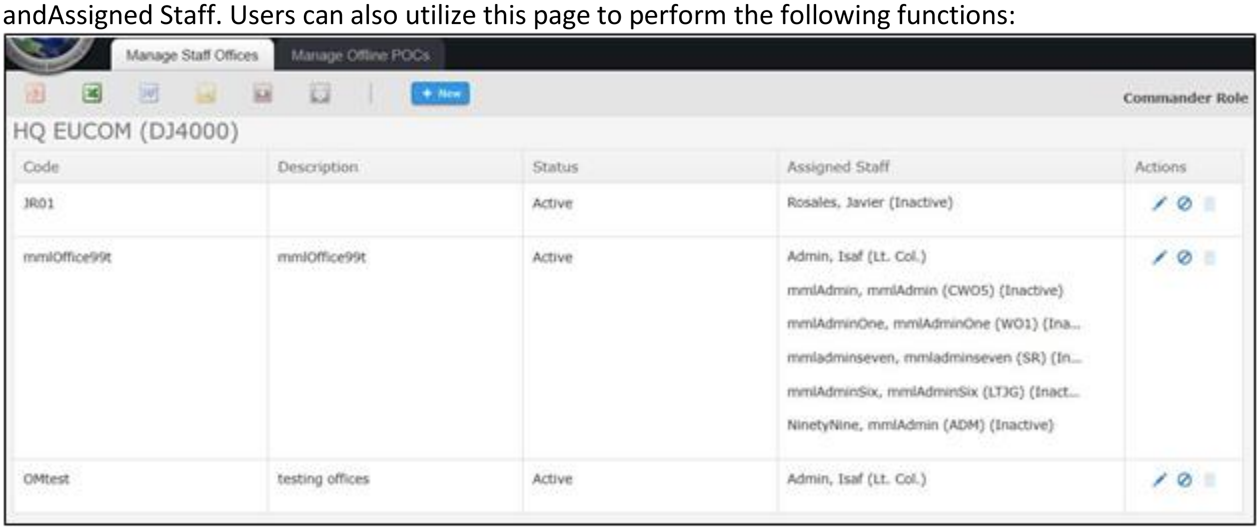


Figure 13: Manage Staff Offices Tab

4.1.1 Add New Office

1. Click the New icon + New to add a new office
2. Enter the **Office Code** and **Description**. Select Available personnel and use the arrows to move them to the **Assigned** box**.**
3. Select **Save.**

4.1.2 Edit Existing Office

1. Click the Edit icon in the **Actions** section.
2. Edit the **Office Code** and **Description**. Move users to the **Assigned** box or back to the **Available** box to add as an Office POC.
3. Select **Save.**

4.1.3 Deactivate Office

1. Click the deactivate icon in the **Actions** section.
2. When the deactivate function is selected, it is verified that the office is not assigned as an OPR or OCR to any active METs. If the office is currently being used, Build METL and Mission Assessment will display a message telling users the office is now deactivated and prompt users to update their METL.
3. Once the deactivation is performed, the office is marked as inactive in the Office table.

NOTE: Units may only deactivate offices which were created by their unit. When an office is deactivated, it is no longer available to be assigned as a OPR or OCR in Build METL but is stillviewable in Mission Assessment.

4.2 Manage Offline POC

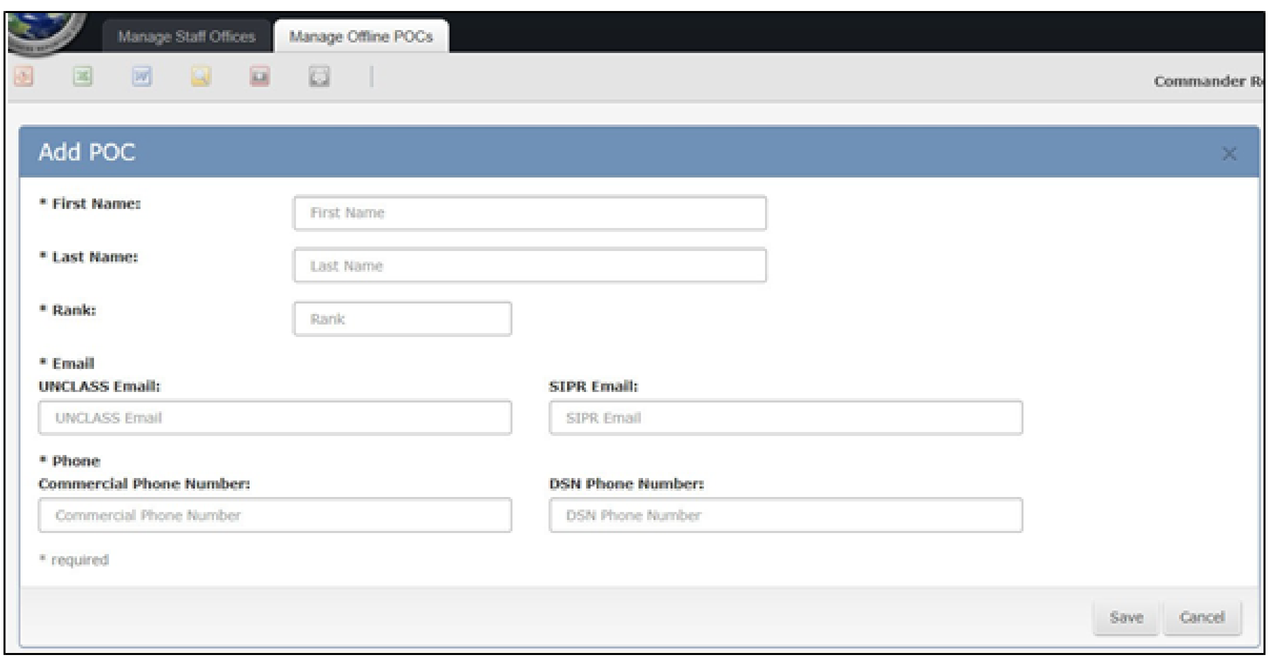


Figure 14: Manage Offline POCs Screen

Offline POC are people within the unit who do not have a DRRS account but are responsible for one ormore METs. These people will appear as "offline" but will be available to assign to offices.

1. Click the New icon + New to add an Offline POC to the Unit.
2. Enter the user's First Name, Last Name, Rank, Unclassified E-mail, SIPRNet E-mail, CommercialPhone Number, and DSN Phone Number. See Figure 13.
3. Select **Save** when complete. This Offline POC will now be available to assign to an office.

5. Task Management

To use the Task Management feature, select **ESORTS | Task Management** from the main menu. **Users can only view the Task Management page if assigned to a Service Task List**. A Service Task List is the tasking lists units select when building their Mission Essential Task Lists (METL). Task lists are categorized based on the type of task (e.g., Universal Joint Task, Army Task) and are assigned a unique Task Number, Task Title, and Definition.

5.1 Find a Task

To find a task using the Task Management tool.

1. Select **ESORTS | Task Management** from the Main menu.
2. Select the **Task List** you wish to search for using the Category drop down options.
3. Select **Keywords** for search results that include tasks containing specific search phrase. Select to have either exact or related results appear.
4. Select **Additional Search Options** to limit your search results through the **Status of the Task** (Inactive, Active or All) or by **Search By** (Number, Title, Description or Notes)
5. Click **Submit**. The search results matching your criteria will be displayed.
6. Click the magnifying icon to see Task Details, Measures and Associated METs. The Associated METs tab displays all the units currently using that Task in their METL.

5.2 Deactivate and Reactivate a Task

Deactivating a task will prevent it from being associated with new METs. However, it will not affect METs already associated with this task.

1. Perform a task search as described in the Find a Task section above.
2. Click the Deactivate icon for the selected task.
3. Provide a reason for the deactivation and click **Submit.**

4. To reactivate the Task, search for the inactive task using the Find a Task section and selecting the correct Task List.
5. Under Additional Search Option, search using the Inactive filter.
6. All deactivated tasks will appear. Use the change status icon to reactivate the task and click **Ok.**

5.3 Copy Task

Copying a task allows users to create a new task using the information from an already existing one. This can be used to save time when creating similar tasks.

1. Perform a task search as described in the Find a Task section above.
2. Click the Copy icon for the selected task.
3. Select the category to which you are adding a task.
4. Enter a unique task number based on the naming conventions of your organization/task list.
5. Enter a brief descriptive title for your new task.
6. Enter a description of the added task and click **Submit**.

5.4 Edit Task

Users can modify any existing task in order to ensure that they are properly set up for MET creation.

1. Perform a task search as described in the Find Task section above.
2. Click the Edit icon for the selected task.
3. Users can edit the selected task's Category, Number, Title, Description, and Measures.

NOTE: Enterprise Administrators can utilize the delete functionality to remove scales and conditions associated with a task. This functionality is only available when standards and conditions are not associated with an active MET.

6. Mission Assessment

Mission Assessment can be accessed through **ESORTS | Mission Assessment.** Using the Mission Assessment tool, each unit reports on its ability to perform assigned missions as well as specific tasks to a prescribed standard under set conditions. Users creating a new Mission Assessment will see the Mission Assessment Rating, Project Assessment and Estimated Change Date defaulted to the values from the unit's last approved Mission Assessment.

There are two ways these assessments can be performed:

1. Unit Commanders assessing the ability of each MET assigned to a given unit.
2. Unit Commanders assessing the ability of the overall organization to execute the entire mission essential task list. In this overall assessment, special detail is given to the mission as a whole and should reflect the military experience and judgement on all the tasks and factors that affect the ability for the given unit to meet mission objectives.

Together, these pieces provide a complete picture of what each unit is currently capable of doing in terms of both discrete tasks and overall assigned missions. This establishes the foundation for force management initiatives, risk assessments and capabilities-based resource management used throughout DRRS tools.

6.1 Overall View

Mission Assessment > EXPEDITIONARY TRAINING GROUP (N67271) > Overall

Mission: Overall

	CORE	ASW	MOB
Mission Assessment	Y	Q	Y
Last Approved Date	08-Jan-2017	16-Jan-2017	25-Jan-2017
Approval Status	Approved	Approved	Approved
MET			
01-1-0352 Organize Pre-Deployment Activities	Q		
42-2-0296 Provide Class II, III [PKG], IV, and VII Supplies	Q		
63-1-1050 OPERATE BASE CLUSTER OPERATIONS CENTER	Y		
CS 7.2.2.3 Augment Point of Distribution Type 3	Q		
CS 7.3.1.4 Provide Mass Food Preparation to Field and Remote Sit...	Y		

Figure 15: Overall View Screen

The overall view is the default view when entering the Mission Assessment screen. The view shows all of the missions and METs associated with the unit in view in a table layout. This table layout allows users to quickly see which METs support each Mission and the assessment values for both. From this view, users can click on a MET Assessment value to see the details of that assessment or click on a Mission Number to enter the Mission view.

6.2 Mission View

Mission Assessment > EXPEDITIONARY TRAINING GROUP (N67271) > CORE

Mission: CORE OPR: All **Mission:** CORE Y

MET	Title	OPR	Last Approved	Assessment
01-1-0352	Organize Pre-Deployment Activities	NC-J34a	23-Jan-2017	Q
42-2-0296	Provide Class II, III [PKG], IV, and VII Supplies	NC-J34a	11-Jan-2017	Q
63-1-1050	OPERATE BASE CLUSTER OPERATIONS CENTER	NC-J34a	02-Feb-2017	Y
CS 7.2.2.3	Augment Point of Distribution Type 3	NC-J34a	22-Jan-2017	Q
CS 7.3.1.4	Provide Mass Food Preparation to Field and Remote Sites Type 4	NC-J34a	17-Jan-2017	Y

Figure 16: Mission View Screen

Users can access the Mission view by clicking on any of the mission numbers displayed across the top of the Overall view or through using the mission drop-down menu. The Mission view provides Mission Assessment capabilities. The Mission view is the view of a single mission. This view shows the METs associated with that Mission and their assessment values.

6.3 Mission Snapshots

The system automatically takes snapshots of a unit's METL every time a Mission Assessment is approved.

But users can also choose to take a snapshot manually at any time clicking the snapshot camera icon in the top tool bar on the Mission Assessment Interface. This icon allows users to retrieve a unit snapshot, or picture of the unit's METL at a specific point in time.

1. Click the find icon and enter the begin and end dates to search.
2. Select Find Snapshots.
3. The presentation tool opens a window based on your current display to presentation mode.

6.4 Assessing and Approving METs

Each MET associated with the selected mission will be displayed below the Mission Assessment Tool bar. Each record shows the Command Task Title, OPR, Assessment value, and the last approved date of that assessment. By clicking on a MET record, you will open the MET Details panel at the bottom of the screen. This MET Details panel provides the tools to enter new a MET assessment, approve previous assessments, and assess the standards and conditions of this MET. If a MET is not valid, users will not be able to assess the MET. Assure the MET is valid using the Build METL tool.

6.4.1 MET Assessment Process

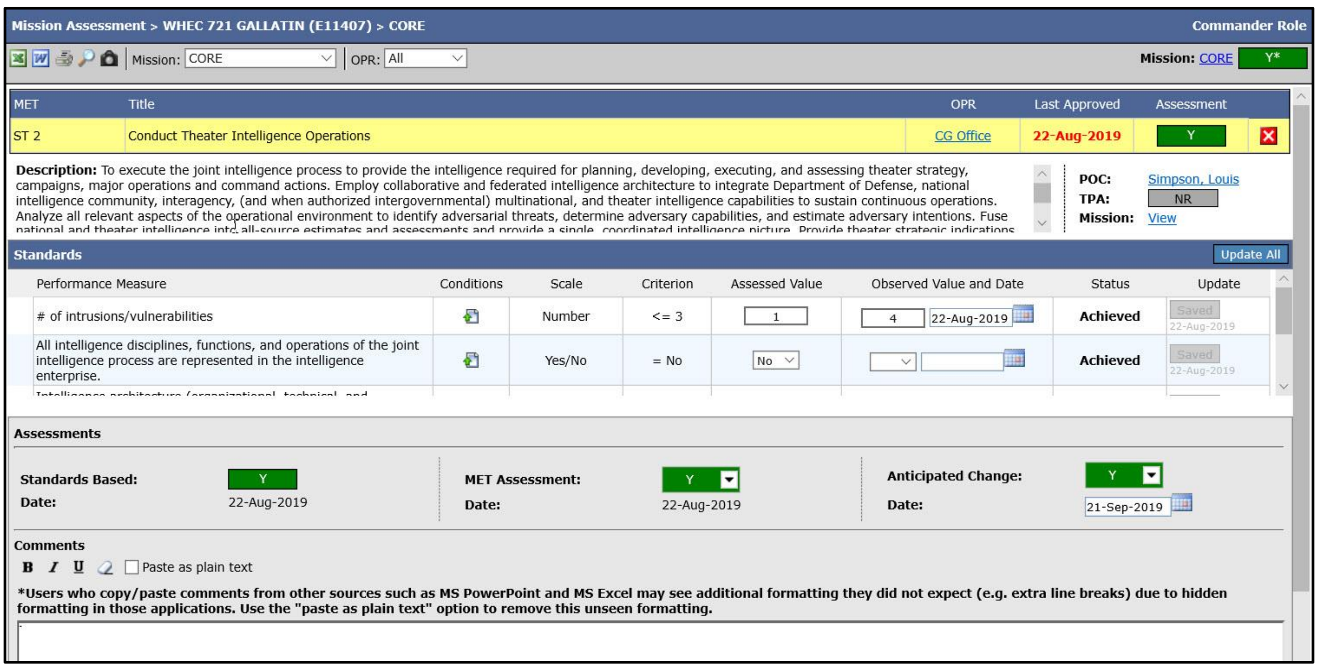


Figure 17: MET Assessment

1. Click **ESORTS | Mission Assessment**, then select a Mission from the drop-down list.
2. Click a **MET Title** to view the Title, Number, Standards, Assessments, and Comments sections. MET standards must be reviewed to assess a MET.
3. Enter an **Assessed Value** based on the scale and criterion for each MET. Including an Observed Value and Date is not required.
4. Select **Update All** and the page refreshes, the status will reveal **Achieved** or **Not Achieved.** The assessed value of this task is automatically calculated based on the Standards Assessment for this MET.
5. To complete the MET Assessment process, choose your MET Assessment value, an anticipated change assessment value, and a date when this changed assessment is expected. By default, this

date is set for 30 days from the MET Assessment date; update this date accordingly. Add comments to the comment box below relating to the assessment.

6. Select the **Save** button.

NOTE: If the assessment value is N, you must enter comments in the comments box.

6.4.2 Assessing METs Standards

The DRRS system will calculate if a MET standard has been achieved and report the value in a new field labeled **Status**, shown on the far right. The system will compare the user entered Assessed Value to the Criterion specified for the standard. When the criterion is met, the system will display **Achieved** and if the criterion is not met **Not Achieved.** If for any reason the system cannot determine if a criterion is met, **Cannot Evaluate** will be displayed. In the Standards section, users can view or edit the following criteria to help assess the MET's Standards:

- **Performance Measure:** A subjective value, title and description of the measure
- **Conditions:** Variables of what needs to happen to accomplish the overall mission
- **Scale:** Scale of measure for this standard: Time, Yes/No, Percentage, Number, and Currency
- **Operator:** Less than, equal to, or greater than
- **Criterion:** Values that are needed for the MET to be achieved. Example: Number of ammunitions = 100. If 100 ammunitions are not met, then the Performance Measure is not achieved
- **Assessed Value:** Value entered in from the MET details part of Mission Assessment. Assessed value of the Performance Measure/standard is the actual assessment of the measure. For example: Number of ammunitions >= 100 Assessed value is 95. Then Status is would be marked as Not Achieved
- **Observed Value and Date:** Date the standards performance was observed, enter date using the calendar feature. This is not required for MET Assessment
- **Status:** In the Standards section, the DRRS system calculates if a MET standard has been achieved and reports the value in a new field labeled Status. The system will compare the user's entered Assessed Value to the Criterion specified for the standard
- **Update:** This date is shown when any changes are saved to each or all performance measures.

The Standards Based Assessment for a MET are determined by the following criteria:

Table 8: Standards Based Assessment for a MET Criteria

Icon	Description
Y	All standards with a status of: **Cannot Evaluate**
Y	All standards with a status of: **Achieved**
Y	One standard with a status of: **"Achieved"** and all others **"Cannot Evaluate"**
N	One or more standards with a status of: **Not Achieved**

A Standard Assessment calculation will be generated whenever the Standard performance data is updated. The Standards Based Date will equal the most current date a Standard assessment was entered. For the case no Standard assessment data is available, the date will display as the day the user views the MET.

6.5 MET Approving Process

When a MET Assessment is created, it is created with a draft status. This means that it has yet to be approved. Unit Commanders and Unit Administrators can approve assessments. Unit Users can approve assessments for METs assigned to their OPR. If an approved MET assessment is changed, the assessment is returned to draft status and must be approved again. Draft assessments are not visible to users with a different Unit of Assignment. They will only be able to see the last approved assessment.

1. Navigate to the **Mission view**.
2. Select a MET that is designated with an asterisk, this means it is in draft status.
3. Review the MET assessment and comments. Click **Approve** to finalize it.

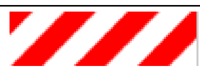
Requirements for a MET Assessment to be approved:

- User must have all Performance Measures Achieved or in Cannot evaluate.
- All Performance Measures must be updated or current.
- Anticipated date must be set current (at minimum) or in the future.

6.6 Assessing and Approving Missions

Following the Individual MET Assessment process, the Mission Assessment assesses the overall mission readiness. The following rating structure should be used:

Table 9: Individual MET Assessment Process Rating Structure

Icon	Description
Y	Unit can accomplish task to the established standards and conditions.
N	Unit is unable to accomplish the task to the prescribed standards and conditions currently.
Q	Unit can accomplish all or most of the task to the standard under most conditions. The specific standards and conditions, as well as the shortfalls or issues impacting the unit's task, must be clearly detailed in the MET assessment.
	The organization has not yet been assessed.

The Mission Assessment is done at the unit level only. This means that the mission is not being assessed, but rather the unit’s ability to support the mission. This allows for a mission to be assessed individually by multiple units. For example, if multiple units support a combat mission, each one can provide an assessment of their ability to support the mission. A mission commander could then utilize each of the units’ assessments in support of overall mission assessment.

6.6.1 Mission Assessment Process

To access the Mission Assessment tool, **navigate to the Mission view** for the mission to be assessed. The mission’s name and current assessment value will be displayed in the upper right corner. **Clicking the colored assessment block will open the mission assessment dialog.**

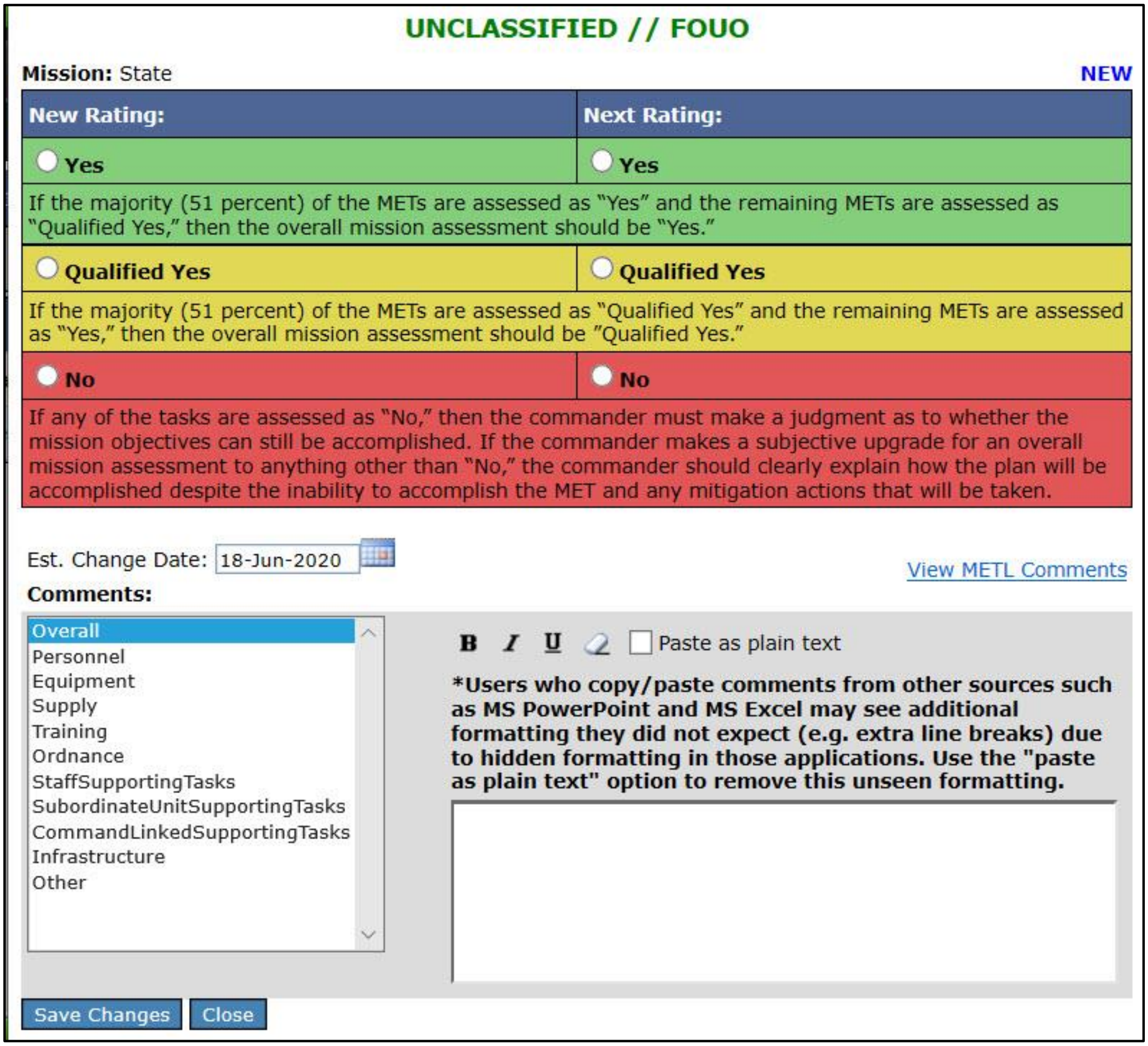


Figure 18: New Mission Assessment

1. Click the Add New Assessment icon at the bottom of the screen.
2. Select a value from the **New Rating** column. This selection will be shown as the current mission assessment value.
3. Select a value from the **Next Rating** column.
4. Enter a date in the **Est. Change Date** field. This date reflects the date of the anticipated rating.
5. Click the **check box** next to any comment category to reveal a text field where comments can be entered. Select Copy Previous Comments to copy the comments from the previous assessment.
6. Click Save Changes.

The assessment values are applied to the selected mission as a draft assessment. This is denoted by an asterisk next to the rating value. An assessment can be edited by returning to this screen and modifying the entries. It can also be removed by returning and clicking the **Remove Assessment**.

6.6.2 Mission Approval Process

When a new mission assessment is created, it is created with a draft status. This means that it has yet to be approved by the Unit Commander. If an approved mission assessment is changed, the assessment is returned to draft status and must be approved again. Draft assessments are not visible to users with a different Unit of Assignment. They will only be able to see the last approved assessment if there is one.

1. Navigate to the **Mission view**.
2. Open the mission assessment dialog as described in the section above.
3. Select a Mission that is designated with an asterisk in the Assessment rating block, this means it is in draft status.
4. Review the Mission Assessment and comments.
5. Click **Approve** to finalize it.

The status of the assessment changes from Draft to Approved and the assessment is now visible to all DRRS users.

7. Mission Management

7.1 Manage Mission User Roles

Users with the Unit Administrator and Unit Commander roles have permissions that allow them tosearch for enterprise missions to associate with their unit, or if they would like to report on a unit unique capability to create missions in the other category only
The Mission Management User Interface displays different views based on the user's roles:

- **The Unit Admin and Unit Commander role:** allows users to manage, add and edit unit missions. Unit Administrators and Unit Commanders use an allowable missions list when building their METLs. Users can create and define a new unit unique mission or modify existing unit unique Missions, so that units will have a uniform, standardized list of Missions to use when reporting mission readiness. EAs, UAs, and UCs for the unit in the selector can change the missions associated with that unit.

7.2 Mission Classes

There are three general classes of missions which units may report against within DRRS:

1. **Enterprise Missions:** missions that can only be created or changed in DRRS and that are available for use in a single Unit's METL.
2. **Non-Enterprise Missions:** missions that are normally created and maintained by an external system, but also managed by a DRRS Enterprise Administrator if necessary. These missions can be used by any Unit but are primarily intended for use in a limited context, such as a single military component.
3. **Unit Unique Missions:** created in DRRS and are only available for use in one Unit's METL.

7.3 Mission Management Interface

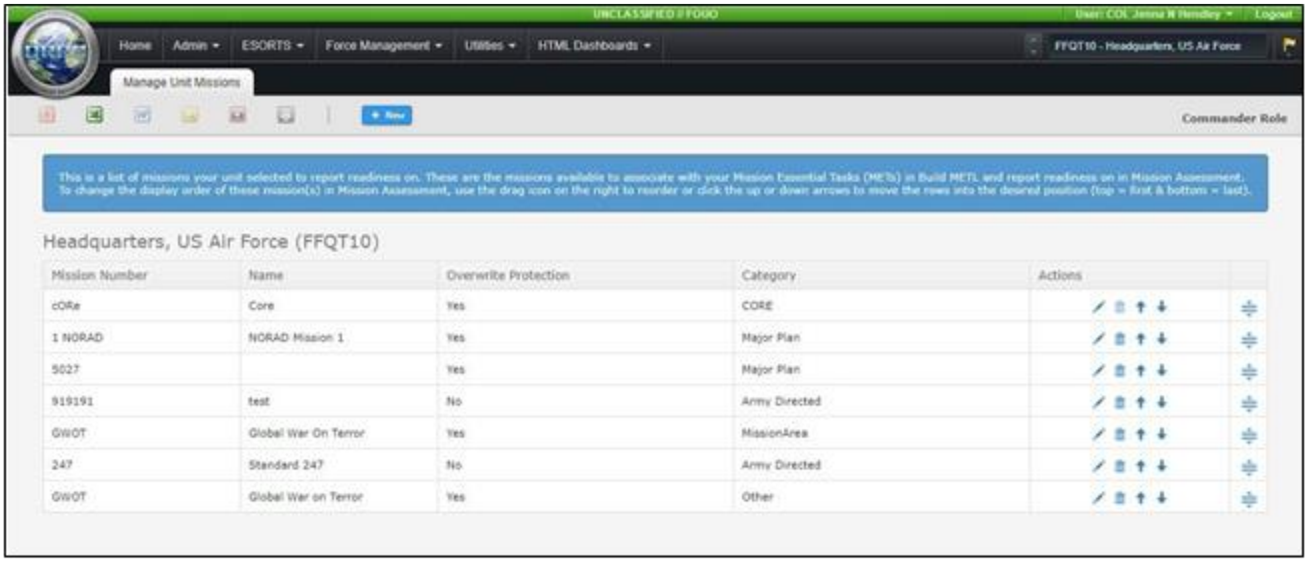


Figure 19: Mission Management Interface

To access the Mission Management interface, select **ESORTS | Mission Management** from the Main Menu. This is a list of missions your unit selected to report readiness on. These are the missions available to associate with your Mission Essential Tasks (METs) in Build METL and report readiness on inMission Assessment. Unit Administrators and Unit Commanders use this list of missions when building their METLs so that units will have a uniform, standardized list of Missions to use when reporting mission readiness. When a user with Unit Administrator or Unit Commander role navigates to the Mission Management User Interface within DRRS, users can:

- View all missions currently associated with the unit.
- View, add, edit, or delete missions in a “custom” category.
- Search for a Mission to associate to the current unit.
- Disassociate a Mission for the current unit; the Mission will no longer be displayed as an available Mission to select in Build METL.

7.4 Available Actions

Table 10: Available Actions

Icon	Description
	Edit a Mission tool allows users to customize the Mission elements including the Mission Number, Mission Name, Mission Category, Mission Description, Mission Statement and Security Classification.
	Remove a Mission tool. This deletion will affect the mission as well as the METS, Assessment, and JTIMS Training objectives. You will not be able to undo or restore this function.
	Rearranging Missions within the METL display. This does not promote or demote the rank of the Mission; it only updates the display order.

Icon	Description
	Drag and drop to rearrange the order of Missions in the display.

7.5 Edit a Unit Mission

1. To edit a Mission, click the Edit icon next to an existing Mission. Edit Mission Details. For non-custom missions, only Mission Statement, Mission Statement Classification, and Overwrite Protect can be edited.
2. Select **Save.**

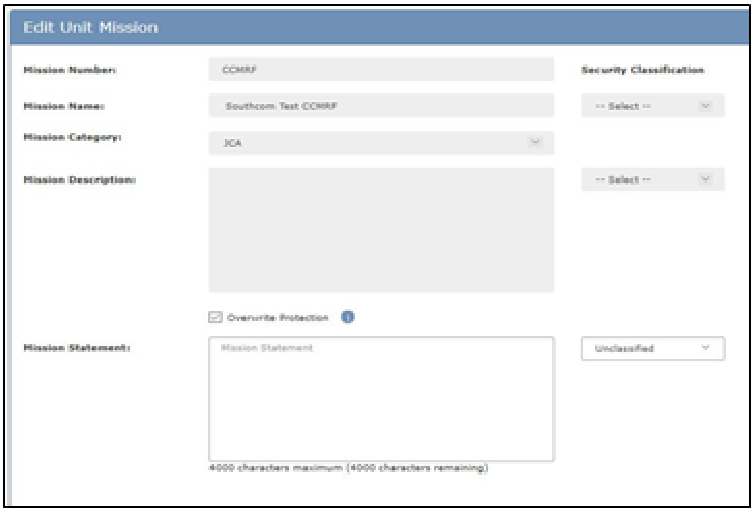


Figure 20: Edit Unit Mission

7.6 Add a New Mission

Unit Administrators and Unit Commanders can create and define a new unit unique mission or modify existing unit unique missions, so that units will have a uniform, standardized list of Missions to use whenreporting mission readiness. Users can create and define a new unit unique mission if the unit needs to report on a unique capability outside of the enterprise missions or modify existing unit unique Missions.

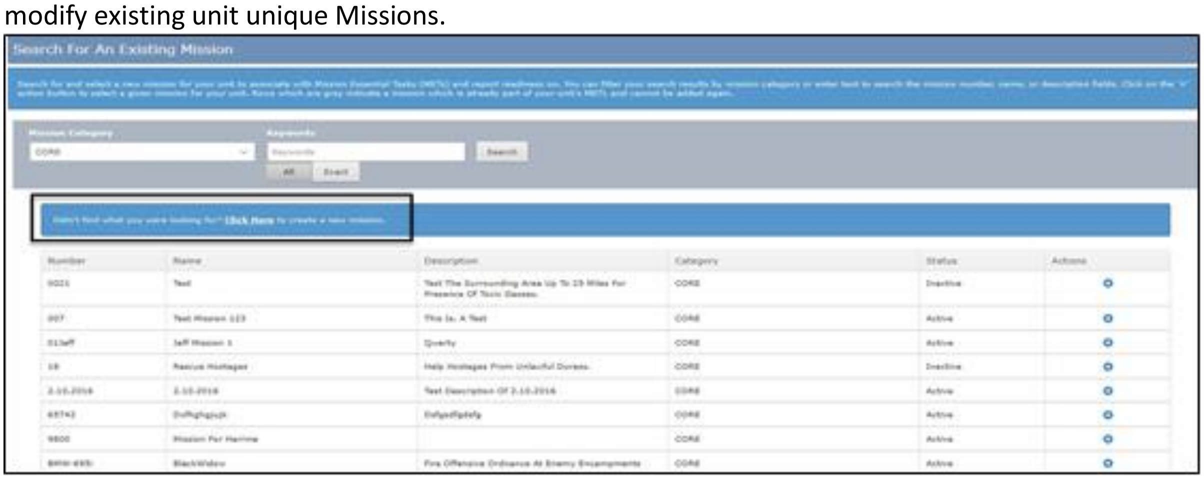


Figure 21: Search for a New Mission

7.6.1 Search for Existing Missions within DRRS

1. Select + New icon at the top of the Manage Unit Mission tool bar.
2. Search for and select a new mission for your unit to associate with Mission Essential Tasks (METs) and report readiness on. Users can filter search results by mission category or enter text to search the mission number, name, or description fields. Click on the **Add** icon in the Action Section to select a given mission for your unit. Rows which are gray indicate a missionwhich is already part of your unit's METL and cannot be added again.
3. Enter **Unit Mission Details**: Mission Number, Mission Name, Mission Category, Mission Description, Mission Statement, Security Classification. Unit unique missions must have unique names.
4. Select **Save**.

7.6.2 Create a New Mission

1. Select + New icon at the top of the Manage Unit Mission tool bar
2. To create a new Mission, select the “Click Here” hyperlink. See Figure 21.

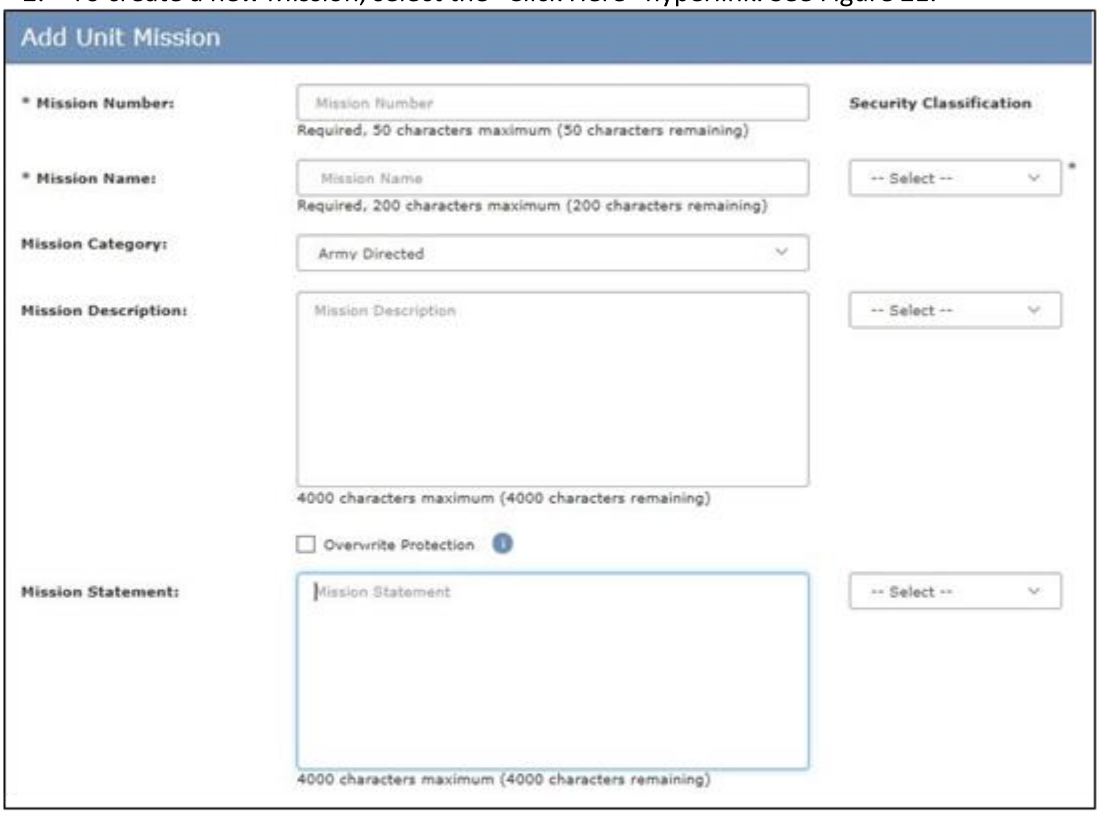


Figure 22: Add a New Mission Window

3. Add the following information: Mission Number, Mission Name, Mission Category, Mission Description, Mission Statement. Select the corresponding Security Classification using the right drop-down menu.
4. Select **Save**.

7.7 Disassociate a Mission

Users can disassociate a mission from a current unit, which prevents future use of the mission whenreporting mission readiness.

1. Under the **Action** section, select the icon on the Mission Management home screen.
2. The system will display a notification for confirmation of the removal of the selected mission. The notification also includes a brief description of the impact of the deletion (e.g., This deletionwill affect the mission as well as the METS, Assessment, and JTIMS Training objectives. You will not be able to undo or restore this function.)
3. If confirmation is accepted, the system removes the mission from the Unit Missions tab and invalidates any METs that are associated with the Mission.
4. Select **Ok** to save.

7.8 Export a Mission

1. Select the icon in the top tool bar.
2. Select **Open** to view the downloaded Mission List.

8. Current Unit Status (CUS)

The Current Unit Status (CUS) module allows users to manage unit-specific readiness data and submit required reports. The tool enables users to submit their unit's required readiness reports. CUS is designed to provide Unit Commanders the opportunity to update their unit's availability, personnel, equipment rosters, and training status before assessing the Mission Essential Task List (METL). CUS reliesheavily on concepts and data from the ESORTS module in order to accomplish its functionality, thereforea working knowledge of ESORTS is expected when working with CUS. CUS utilizes the Unit Selector to determine which unit details to display.

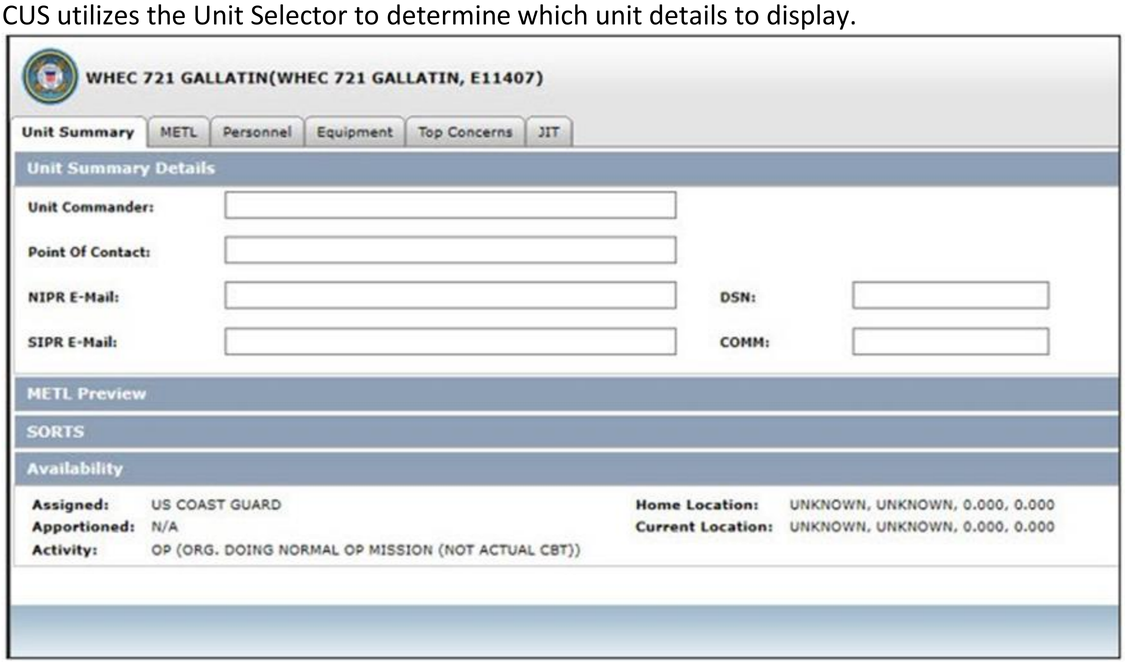


Figure 23: Coast Guard Example Available CUS Tabs

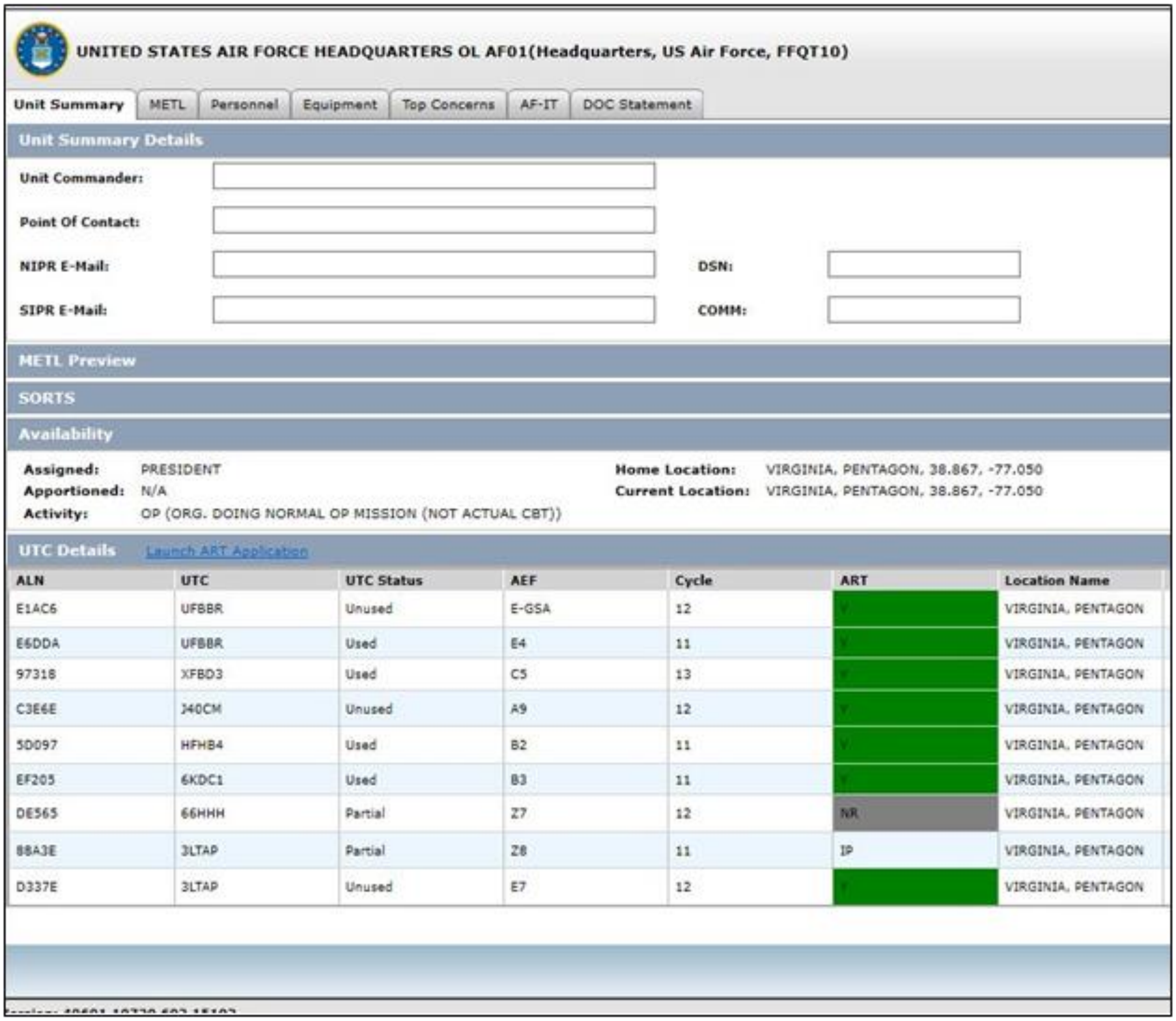


Figure 24: Air Force Example Available CUS Tabs

CUS is broken into the following tabs:

- Unit Summary Tab
- METL Tab
- Personnel Tab
- Equipment Tab
- Additional Unit-Dependent Tabs

8.1 CUS Interface

To access CUS, select **ESORTS | Current Unit Status** from the Main menu. Using the Unit Selector, selectthe unit to be in view. Users are only able to edit their Unit of Assignment. When a unit’s information is displayed, there is an indicator showing the user's unit role. If a user browses to the CUS page, but has agroup selected in the unit/group selector, the page will be displayed as read-only. Select an individual unit from the group or use the Unit of Assignment mode for edit rights.

8.1.1 Unit Summary

This tab is the default display page for CUS.

Table 11: Unit Summary Description

Title	Description
Unit Banner	Displays the UIC Name of the unit in view.
Unit Summary Details	The Unit Summary Details area, displays general information about the Selected Unit including: 1. Unit Commander 2. Point of Contact Name 3. Point of Contact NIPR, SIPR E-mail, DSN, COMM Phone Numbers These items are editable by Enterprise Administrators and users viewing their primary or secondary unit of assignment as a Unit Commander or Unit Administrator.
METL Preview	Tracks the current assessment of all missions assessed against the unit of interest and its children (one level down). Units will be displayed in the first column in the format of UIC and Long Name. The Mission numbers are displayed as columns. Remaining missions are displayed in order of mission number. Each cell will display the current assessment. When the user hovers over the cell, the mission's name and as-of-date is displayed. The grid will display all missions' units are currently assessing against.
SORTS	Tracks unit of interest and unit children SORTS information in the following columns: Overall, Personnel, Equipment & Supplies On-Hand, Equipment Condition, Training, and PCTEF. Expand the unit to view unit children. If SORTS data is available, the magnifying glass will be available for selection.
Availability	The panel has two sections: 1. **Availability Fields:** Provides the following read-only fields: • Assigned: COCOM relationship from Combatant Command Unit UIC/ Combatant Command Name in the DRRS Shared Unit view • Apportioned: Operational Plan from the DRRS Shared Unit Operational Plan view • Activity: from Unit Activity Code/Unit Activity Name in the DRRS Shared Unit view 2. **Locations:** Displays the following read-only locations: region name, location name, latitude, longitude, home location and current location.

8.1.2 METL

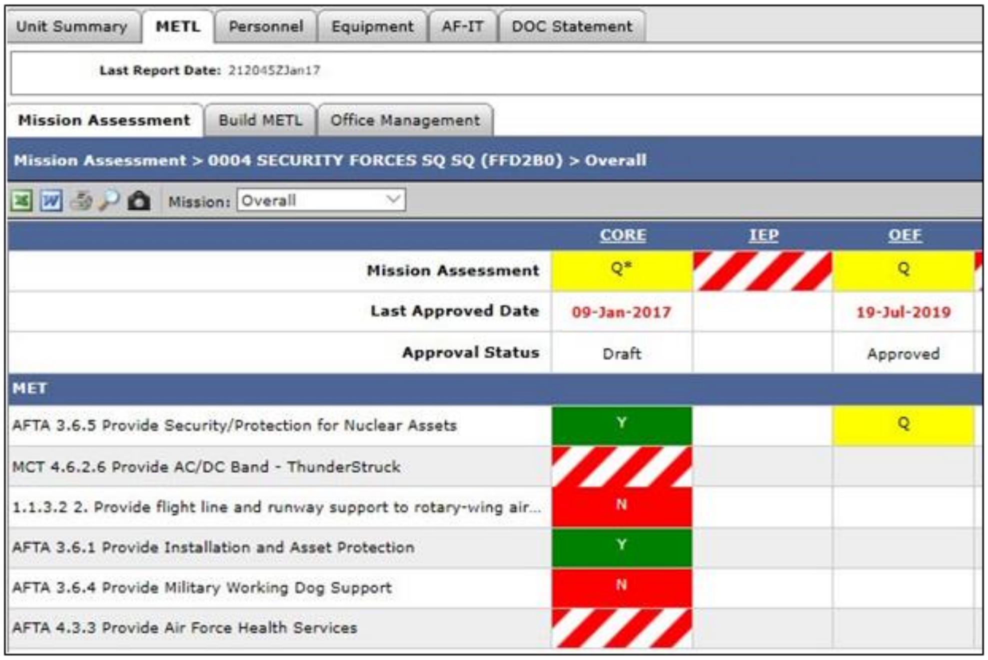


Figure 25: CUS METL Tab

The METL Tab allows users to view the units in view ESORTS information including Mission Assessment,Build METL, and Office Management. Users can edit their unit's ESORTS information through CUS depending on their permission level.

8.1.3 Personnel

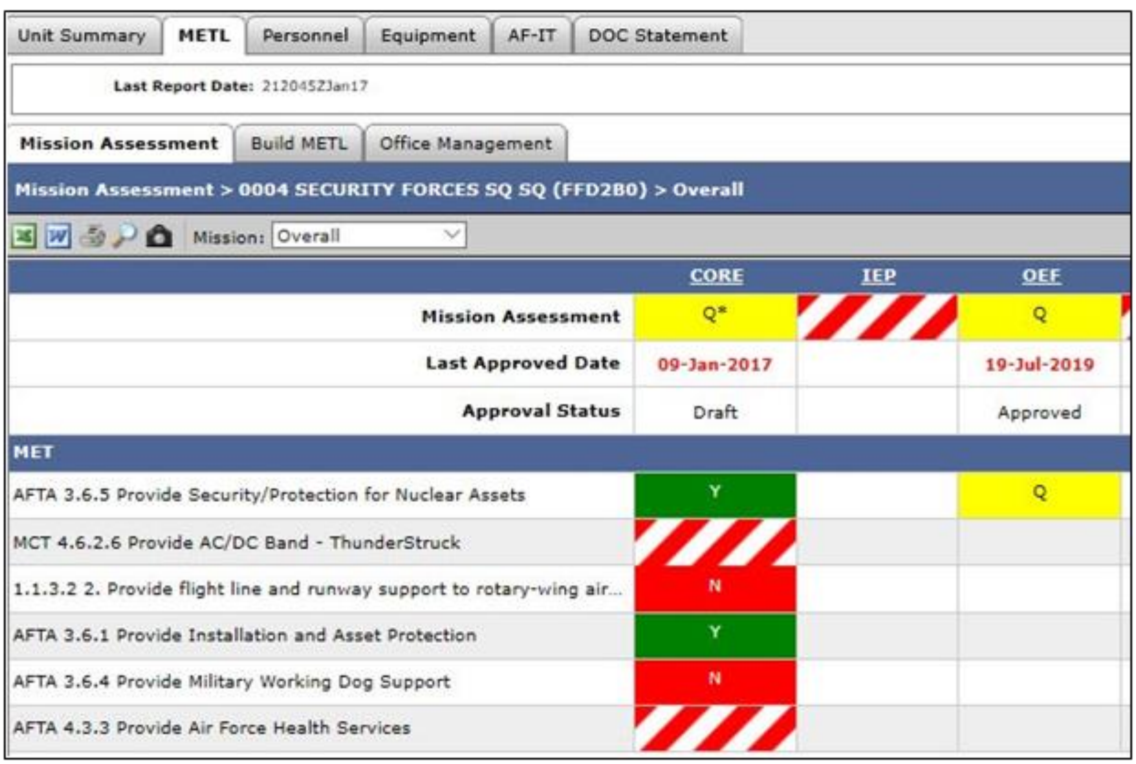


Figure 26: CUS Personnel Tab

The Personnel Tab provides a view of the personnel status of a unit. The Personnel tab includes:

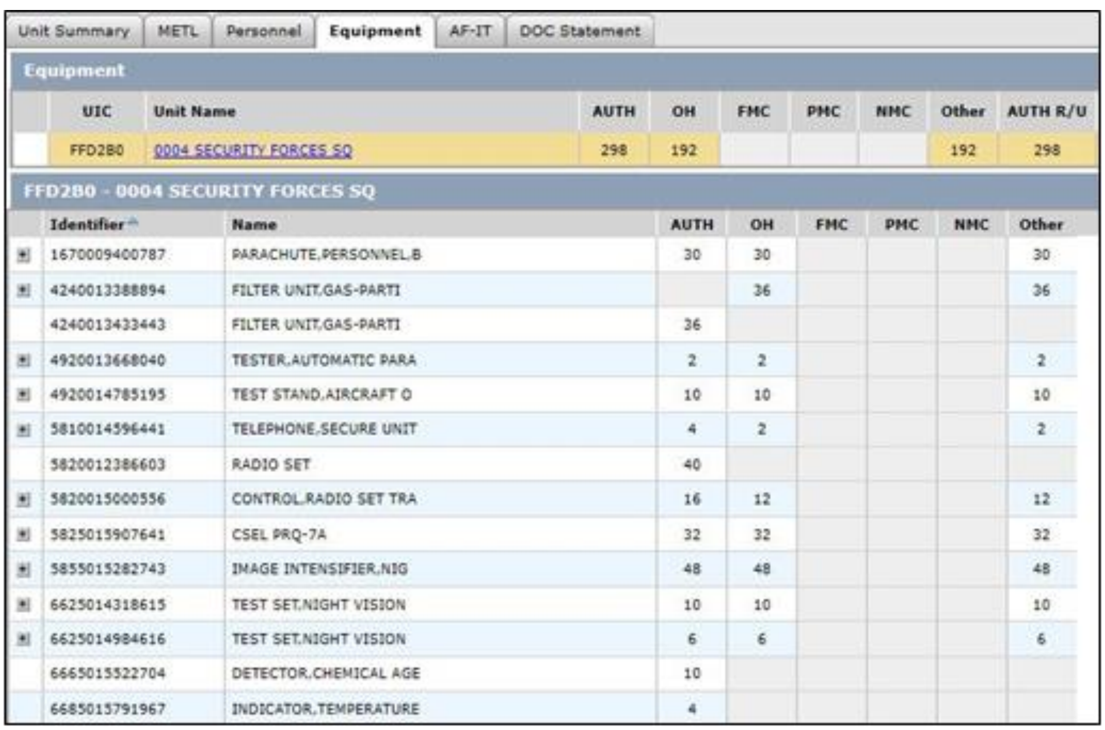
- The number of personnel Required, Authorized, and Assigned to the individual unit, and a count for each associated subordinate unit.
- Personnel name, rank, primary skill code, and IMR. Personnel are viewed by Commissioned, Enlisted, Warrant, Civilian or Authorized status.
- The IMR details for each person. This includes the person's overall IMR status and a pass/fail rating for dental readiness, immunization status, individual medical equipment, medical readiness lab, deployment limiting condition, periodic health assessment (PHA), the dates of the last dental and PHA. (This can only be viewed if a primary or secondary unit of assignment is in view).

8.1.4 Personnel Sub-tabs

Personnel will be included in the Assigned count and displayed in the detailed personnel listing for onlyone unit, even if they have multiple units of assignment. Personnel will be counted and displayed according to the following rules:

- If a user has modified the person's unit of assignment via CUS, the person is displayed with the unit designated by the user. There will continue to be one user-defined unit of assignment per person.
- If the person has a military unit of assignment and a civilian unit of assignment, and the person is activated, the person will be shown with the military unit of assignment and all associated military attributes.
- If the person has a military unit of assignment and a civilian unit of assignment, and the person is not activated, the person is shown with the civilian unit of assignment and all associated civilian attributes.

8.1.5 Equipment



UIC	Unit Name	AUTH	OH	FMC	PMC	NMC	Other	AUTH R/U
FFD2B0	0004 SECURITY FORCES SQ	298	192				192	298

FFD2B0 - 0004 SECURITY FORCES SQ

Identifier	Name	AUTH	OH	FMC	PMC	NMC	Other
1670009400787	PARACHUTE,PERSONNEL,B	30	30				30
4240013388894	FILTER UNIT,GAS-PARTI		36				36
4240013433443	FILTER UNIT,GAS-PARTI	36					
4920013668040	TESTER,AUTOMATIC PARA	2	2				2
4920014785195	TEST STAND,AIRCRAFT O	10	10				10
5810014596441	TELEPHONE,SECURE UNIT	4	2				2
5820012386603	RADIO SET	40					
5820015000556	CONTROL,RADIO SET TRA	16	12				12
5825015907641	CSEL PRQ-7A	32	32				32
5855015282743	IMAGE INTENSIFIER,NIG	48	48				48
6625014318615	TEST SET,NIGHT VISION	10	10				10
6625014984616	TEST SET,NIGHT VISION	6	6				6
6665015522704	DETECTOR,CHEMICAL AGE	10					
6685015791967	INDICATOR,TEMPERATURE	4					

Figure 27: CUS Equipment Tab

The Equipment Tab provides a view of the equipment status of a unit and all of its associated subordinate units. Selecting a unit in this tab will populate the equipment details tab with the specificequipment being reported for the selected unit. Click the plus/minus signs next to a UIC to expand/collapse the details of the equipment for that unit. Column headers utilize the following acronyms:

- **AUTH:** Authorizations with any funding type except MFP11
- **OH:** On-Hand
- **FMC:** Fully Mission Capable
- **PMC:** Partially Mission Capable
- **NMC:** Not Mission Capable
- **Other:** Equipment with any status not listed above
- **R/U:** Roll-up total (this total includes subordinate units, which are viewable by using the expand icon)

8.1.6 Additional Unit-Dependent Tabs

Users with certain permission will see additional tabs: **Top Concerns, JIT, AFIT,** and **DOC Statement** when navigating to the CUS page. See Figure 22 and 23.

Table 12: Additional Unit Dependent Tab Descriptions

Tab	Description
Top Concerns	The Top Concerns Tab provides a view of Top Concerns, Deficiencies, and Lessons Learned for a user's unit. This tab allows users to enter all major areas of concern that the organization has with supporting the JFRR scenario. Once these are entered by each of the Service, CSA, and COCOM representatives, the Joint Staff can review and then export these concerns for the JFRR.
The Joint Input Tool (JIT)	The Joint Input Tool (JIT) is a reporting tool for Joint Units to view and manage their SORTS reports within the application.
Air Force Input Tool (AF-IT)	The Air Force-Input Tool (AF-IT) is a web-enabled tool within the DRRS framework that allows Air Force users to manage and submit reports on unit-specific identity and readiness data.
Desired Operational Capability (DOC) Statement	The Desired Operational Capability (DOC) Statement is used to summarize and provide source information for tasks related to wartime missions the associated unit can support with its current authorized resources. The data used to populate the DOC Statement references multiple Authoritative Data Sources (ADS) and acts as a type of contract between the MAJCOM and unit.

9. Navy SORTS Input Tool

The DRRS Navy SORTS Input Tool is a web-enabled module within the DRRS framework for US Navy (USN) measured units to manage and submit a unit readiness status report. Measured units are all planned and actual combat, combat support, combat services support units including Active, Reserves, and provisional units apportioned to or deployed in support of a CJCS or combatant command- directed OPLAN or assigned in the “Forces for Unified Commands” document. It is a requirement of DoD policy tocontinuously monitor changes in overall unit level, unit location, and resource category levels. At minimum, units must report once every 30 days or when changes affect one (or more) of the following:

- Unit’s Overall C-level
- Four measured area levels
- Associated reason codes
- Deployed reason codes
- Get well/get worse date changes
- When desired by the measured unit’s commander

9.1 Accessing the Navy SORTS Input Tool

1. Login to DRRS. The DRRS Home page displays.
2. Ensure that the correct unit’s name and UIC display in the Unit Selector.
3. Select the ESORTS | Navy SORTS Input Tool.
4. Selecting the Create New Report icon 

will generate a new draft report, defaulted to the values from the unit’s last submitted report.

NOTE: The default values will display on the homepage if it is a user’s first report.

9.2 Navy SORTS Input Tool Permissions

To access the Navy SORTS Input Tool, the primary or secondary Unit of Assignment must be a Navy unit and your role must be Unit Commander or Unit Administrator. The following four roles control readinessreporting in DRRS using the Navy SORTS Input Tool. To access the Navy SORTS Input Tool, the primary orsecondary unit of assignment must be a Navy Unit. Below are the four user roles:

Table 13: Navy SORTS Input Tool Permissions

Role	Description
Unit Commander	Final approval authority on the submission of the unit's readiness report. Has read and write capabilities for their unit of assignment(s). This role has all privileges of Unit Administrator.
Unit Administrator	Typically, responsible for creating the unit's readiness report or a member of the staff section tasked with the responsibility. Typically, the Operations Officer at the tactical unit level or a designated Action Officer at a Higher Headquarters staff. Has read and write permissions for their unit of assignment, read only on all others, manages other user roles within their unit of assignment.
Unit User	No viewing rights. The following message displays if a unit user attempts to access the ESORTS | Navy SORTS Input Tool menu item: “Access Denied - You don't have permission to submit a SORTS report.”
Unit Viewer	No viewing rights. The following message displays if a unit viewer attempts to access the ESORTS | Navy SORTS Input Tool menu item: “Access Denied - You don't have permission to submit a SORTS report.”

9.3 Creating a NSIT Report

The page is divided into multiple areas to displays the unit’s activity category, activity code, and deployed status, overall C-rating, assessments of the resources –PESTO – and information about itslocation, and chemical/biological defense readiness, and personnel strength, if applicable.
The submission of a SORTSREPNV is made easier with several key features:

- **Auto-save –** DRRS saves all user-entered values no less than once a minute. If you ever need to manually save, click the **Save** button in the upper-right corner of the screen.
- **Quick rollback –** Any changes that are made from the defaults (if first report) or the last report can easily be returned to the original values.
- **Default Classification -** Classification will be defaulted to highest level of system environment. For DRRS, this will be set to SECRET for each specific SORTSREPNV section.
- **Easy remarks edit -** Before submitting a report, ensure that remarks correctly capture amplifying information about a Navy unit's SORTS readiness report. The tool makes it easy with a simple copy/paste interface with auto-save/auto-correct to help the unit ensure current, up to date, and valid reporting comments for each area (up to 8000 characters).

9.3.1 How to Create a New Report

Unit Commanders and Unit Administrators can enter Personnel (P), Equipment (R), Supply (S), and Training (T) (SORTS) assessments for the Overall Tread. The Navy SORTS Input Tool will automaticallycalculate the Overall assessment (Calculated) as the lowest value of any of the P/S/R/T ratings. The following sections walkthrough each area of the report.

9.4 Reporting Categories

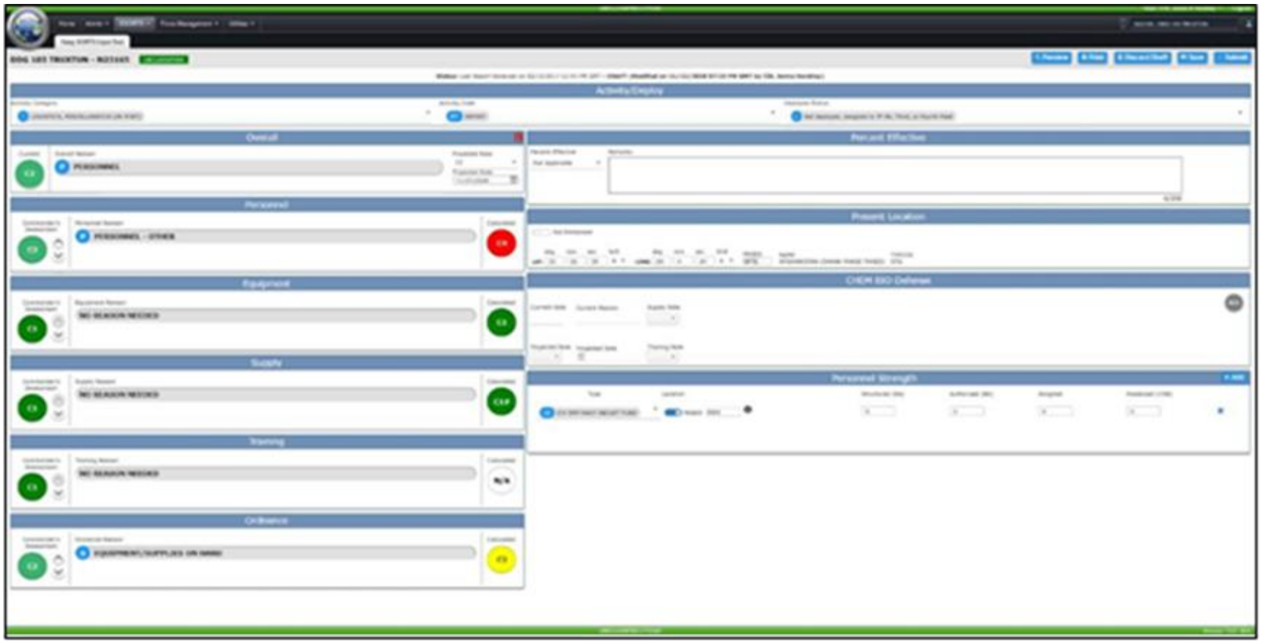


Figure 28: Navy SORTS Input Tool

9.4.1 Activity and Deploy

The Activity Category, Activity Code, and Deployed Status fields, in the upper left area of the page, provide information about the activities (ACTIV, organized by category) and deployed status in which theunit is involved, to ensure the report complies with Joint and Navy reporting policy.

To edit these fields:

1. **Activity Category**: select an activity category from the displayed list.
2. **Activity Code:** click the drop-down arrow and select an activity code from the displayed list. The list of codes is filtered for the selected Activity Category.
3. **Deployed Status:** click the drop-down arrow and select a deployment status code from the displayed list.

9.4.2 Resource Assessments – Personnel, Equipment, Supply, Training and Ordnance

Each of the individual resource area assessments display for personnel, equipment, supply, training, andordnance resources. Unit commanders can complete initial assessments of their primary unit, edit assessments, and submit assessments. For each resource, select a C rating. If this is below C1, users willbe asked to choose a reason from the drop-down field. A rating of C6 is used when a unit does not report (no measurement is reported) for that resource area.

NOTE: The overall rating will be the lowest C rating for all resources.

9.4.3 Ordnance

To complete the Ordnance section:

Figure 29: Ordnance Section of NSIT

1. In the Ordnance section, select a C-rating and associated reason from the range of C1- C4.
2. If not applicable, select N/A (Not Applicable).

9.4.4 Percent Effective

The Percent Effective field (PCTEF) provides information about how effective the unit is at performing currently assigned missions or tasking. If the reporting unit is assigned to a non-traditional mission, usersmust report PCTEF. PCTEF represents a subjective measurement of the unit's ability to execute the non- traditional mission. To do this, select a level between 1 and 4 from the drop-down menu in the Ratings panel. This field is not required.
To enter Percent Effective information:

1. Click the **arrow** below Percent Effective. Select a reporting level from the range of 1 to 4 that represents the selected unit's ability to perform its currently assigned mission or tasking. Level 1 is best, and level 4 is worst. If no reporting level applies, select N/A (Not Applicable).
2. In the **Remarks** field, provide amplifying information that pertains to the value selected in the Percent Effective field. These remarks are required when the percent effective value is anything other than N/A.

9.4.5 Present Location

The Location section provides information about the selected unit's current location. All fields arerequired when the activity is not embarked.
There are three options to edit location fields:

1. In the **PRGEO** field, enter the GEO code or GEO Description to search and select from the available records. Upon selecting the match, the LAT and LONG fields update to the correct coordinates per the selected PRGEO.
2. Manually update the LAT/LONG to give a specific point. The system will default to the closest GEOLOC to the LAT/LONG coordinate provided. If this is not the correct location, users can search for a new GEOLOC (by code or description).
3. When the primary unit is Embarked, set the toggle to Embarked and enter the UIC embarked with in the provided box.

9.4.6 CHEM BIO Defense Assessment (CBDRT)

Units report their ability to survive and operate in a nuclear, biological, or chemical (NBC) contaminatedenvironment in the CBDRT section. This optional section of the report is submitted with the primary report only. CBDRT sets are not included in secondary or tertiary reports.

9.4.7 Personnel Strength

The Personnel Strength section is used to maintain a count of the types and number of personnel aboard the selected unit. This count is used to better inform senior leaders of the unit's capability andavailability to support current operations. From this section, you can add, edit, and delete personnel strength information. The most grouped and reported types of personnel include active and reserve commissioned officers, warrant officers, and enlisted.

Table 14: Personnel Strength Definitions

Type of Personnel	Definition
Type of Personnel	Unique personnel type codes.
Location	Current Location values can be searched by either location code (GEO_KEY) or the name of the geolocation code.
Structured (BA)	Conditional for most units but mandatory for Naval units. Displays the unit's total structured billets authorized (BA), or wartime strength, in the range 0 to 99,999, for each personnel type.
Authorized (BA)	Conditional for most units but mandatory for Naval units. Displays the unit's total number of currently authorized personnel (BA), in the range 0 to 99,999, for each personnel type.
Assigned	Operationally Determined for most units, but mandatory for Naval units. Displays the total number of personnel, in the range 0 to 99,999, for each personnel type permanently assigned to the unit at the location reported in the Location section of the SORTS page.
Possessed (COB)	Operationally Determined. Displays the total number of personnel, in the range 0 to 99,999, Current On- Board (COB) at the location reported in the Location section of the SORTS page.

9.4.8 Adding Personnel Strength

1. In the upper-right corner of the Personnel Strength section, click + Add icon to add a new record
2. Scroll to the bottom of the list of records. A red box will appear highlighting the fields required to be populated.
3. Click the down-arrow and select a type code from the drop-down list.
4. In the new row, fill in the Location (GEO code and description lookup or EMBRK), Structured (BA), Authorized (BA), Assigned and Possessed (COB) fields.

9.4.9 Deleting Personnel Strength

1. In the Personnel Strength section, locate the row to delete.
2. Click the icon at the end of the row. The row will then be removed. At least one Personnel Strength is required in order to submit an assessment.

9.5 SORTS Report Rating

9.5.1 Overall

The Overall section displays the unit's calculated, current, and projected C-rating.

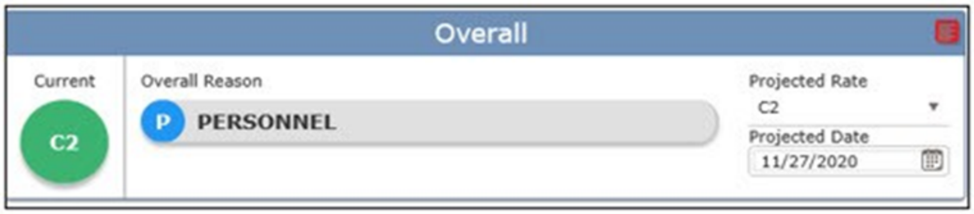


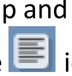
Figure 30: Overall Section in NSIT

The Current Rating can easily be overridden to ensure accurate reporting. This is typically performedafter filling out all other areas of the report (as Calculated might change).
The rules for setting the Overall value when Activity Category and Activity Codes are set are listedbelow:

Table 15: Rules for Setting the Overall Value

Activity Category	Activity Codes		Special Override Instructions
1	All in the category		C5 ratings for all resources except for personnel.
2	All in the category		Overall is C5. All other resources are C1 – C4.
3	All in category		OVALL and ORDNA are C5. All other resources are C1 – C4.
4	PREINACT PREOVHL		Overall is C5. All other resources are C1 – C4.
16	TRANSFLTNG FRPTNG		Overall is C5. All other resources are C1 – C4.
26	DECOMM INACT DISTAB STDWN	.	

9.5.2 Current Rating

1. Use the Up and Down Arrows to override the Calculated Overall value.
2. Select the  icon on the upper-right corner of the screen to manage Overall remarks. The icon will turn red to indicate it has never been filled in.
   - All mandatory remarks must be addressed before a report can be submitted.
   - Remarks should include the Issue (Concern/Shortfall), Impact, Fix (Mitigation/Solution, Way Ahead, or Recommendation), and Get-Well Date.
   - The following special characters are not allowed: ! ; ' " @ # % & + = / | and the system will display a notice to the user about this.
3. If the unit's C-Level is 1, no remarks are required.
4. If the C-level is not 1, then the REASN code is required. By default, the system will set this to the resource rating (PSRT) which resulted in the calculated rating. If the user overrides this rating, then REASN will be set to 'X; to reflect that override.

5. Secondary reason (SECRN) and Tertiary reason (TERRN) are also able to be added.

9.5.3 Projected Rating

Unit Commanders also need to enter a projected C rating. This is used for the date they believe readiness status will change, as well as a date for the projected rating is expected to take effect. To enter a projected rating:

1. In the Projected Rate field, click the arrow and select a C rating.
2. In the Projected Date field, use the calendar tool to select a projected date.

9.5.4 Calculated Rating

Users will see a list of calculated C-level ratings for Personnel, Equipment, Supply, Training and Ordnance. DRRS pulls calculated numbers through connecting to the Navy Readiness Reporting Enterprise (NRRE). Users with edit capabilities can view the pre-calculated ratings in real-time when thereport is in draft mode. If there is a previous draft assessment, and a user navigates to view that draft, the system will pull the latest calculated assessment at the time of page load.

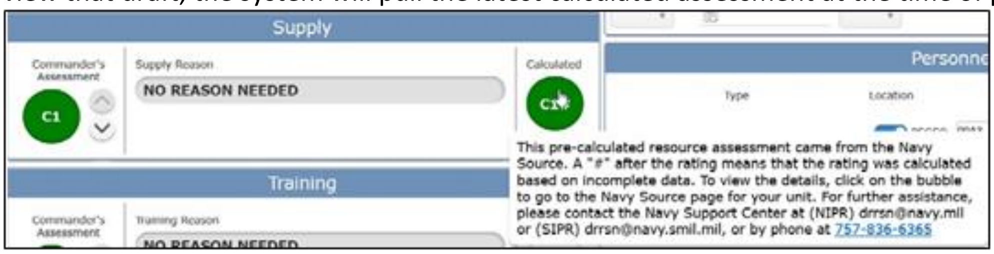


Figure 31: NSIT Calculated Rating

Users can click on the calculated rating circle to see an explanation for the calculated rating. Clicking therating circle will direct users to the NRRE log-in page to view how their unit scores were calculated.

9.6 Submitting SORTS Reports

9.6.1 Preview the Report

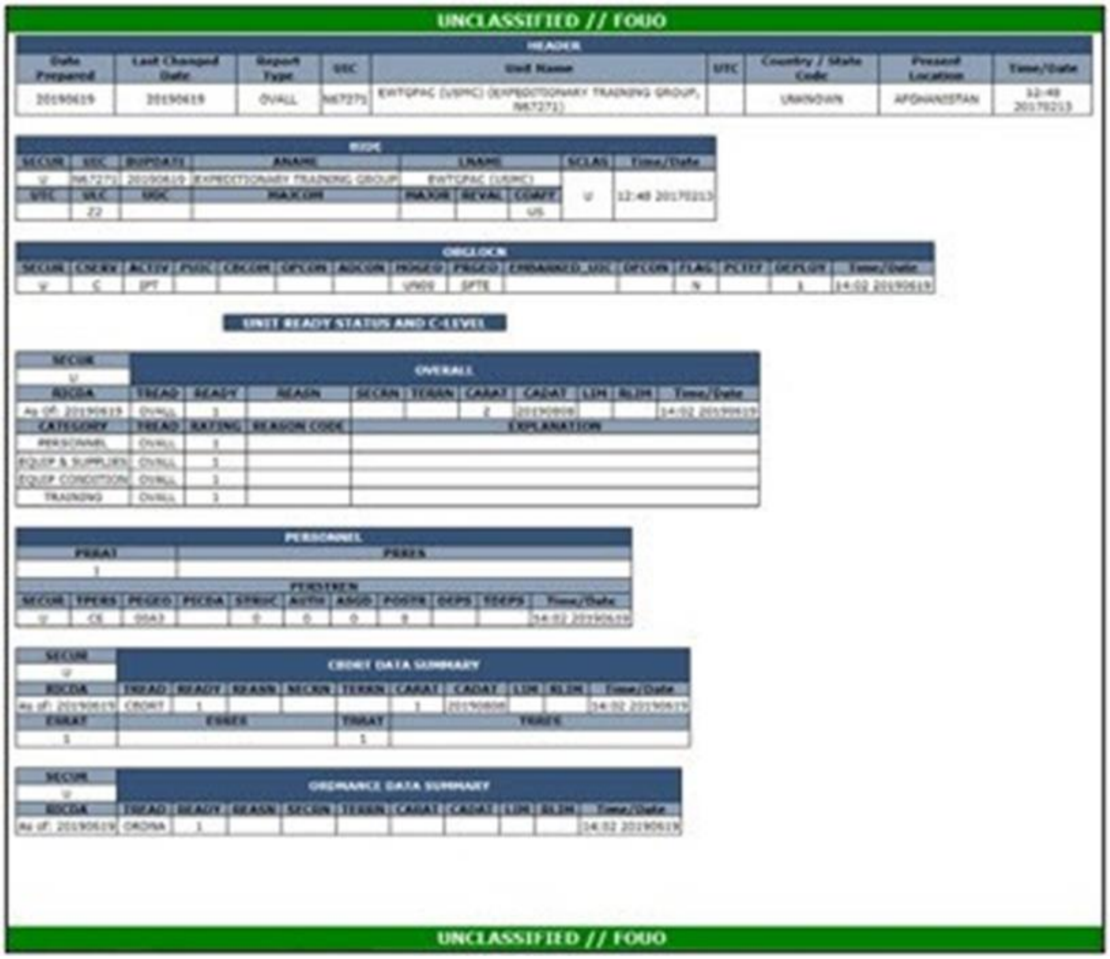


Figure 32: Preview NSIT Report

To view the final report before you submit, select the **Preview** icon in the top-right corner of thescreen. The system displays an easier to read/print version of the report.

9.6.2 Validate and Submit the Report

1. Select the **Submit** icon in the top- right corner of the screen. The system validates the entry and provides immediate feedback.
2. If no errors are found, a successful validation status displays at the top of the screen. If the report fails one or more business rules, it cannot be validated until these errors are corrected.

9.6.3 Validation Rules

1. For all projected ratings, the projected (forecast) date is required and must be in the future.
2. Unit Commanders can upgrade/downgrade (calculated rating is different from the current rating), REASN must be 'X'.
3. For any degraded rating (not equal ‘1’), a corresponding remark and reason code are required.
   - READY: REASN (overall)
   - PRRAT: PRRES (personnel)

- ESRAT: ESRES (equipment supply)
- ERRAT: ERRES (equipment condition)
- TRRAT: TRRES (training)
- READY: REASN (Ordnance)
- READY: REASN (CBDRT)
- ESRAT: ESRES (CBDRT)
- TRRAT: TRRES (CBDRT)

4. Personnel Strength is required with at least one valid record for Type of Personnel (TPERS), Current Location, Structured (BA), Authorized (BA), Assigned, and Possessed (COB).
5. Activity Category, Activity Code, and Deploy status are required.
6. Present location is required with all valid values for either EMBRK or PRGEO / LAT/LONG
7. Appropriate classification marking needs to be present.

9.6.4 Report Status

The submission status displayed at the top center of the screen and will display as one of the following.Users can only edit reports with a status of draft or error.

- **Draft –** The status of the first report before it is submitted or a new version of a submitted report.
- **Submitted** – Message data that has been successfully validated and transmitted to the DRRS SORTS database. The data should be available immediately to view within the SORTS Easy Read on Current Unit Status Summary page.
- **Pending** – Report has not been processed yet. With this status, the report cannot be edited/deleted.
- **Error** – There is a validation error outlined in red that must be fixed before the report can be submitted.

10. US Coast Guard SORTS Input Tool

US Coast Guard Input Tool is a web-enabled module within the DRRS framework for US Coast Guard(USCG) measured units to manage and submit a unit readiness status report.
Measured units are all planned and actual combat, combat support, combat services support units including Active, Reserves, and provisional units apportioned to or deployed in support of a CJCS or combatant command- directed OPLAN or assigned in the "Forces for Unified Commands" document.
At minimum, units must report once every 30 days or when changes affect one (or more) of the following:

- Unit's Overall C-level
- Four measured area levels
- Associated reason codes
- Deployed reason codes
- Anticipated Next readiness C level and date to be attained
- When desired by the measured unit's commander

10.1 Permissions

To access the Coast Guard SORTS Input Tool, the primary or secondary Unit of Assignment must be aCoast Guard unit and your role for that unit must be Unit Commander or Unit Administrator.
The following four roles control readiness reporting:

- **Unit Commander:** Has final approval authority on the submission of the unit's readiness report. Has read and write capabilities for their unit of assignment(s). Has all privileges of Unit Administrator.
- **Unit Administrator**: Is typically responsible for creating the unit's readiness report or isa member of the staff section tasked with the responsibility. Typically, the Operations Officer at the tactical unit level or a designated Action Officer at a Higher Headquarters staff. Has read and write permissions for their unit of

assignment, read only on allothers, manages other user roles within their unit of assignment.

- **Unit User:** Unit User may view the unit status in the Current Unit Status page. The following message displays if a unit user attempts to access the **ESORTS | Coast Guard SORTS Input Tool** menu item: "Access Denied - You don't have permission to submit a SORTS report."
- **Unit Viewer**: Unit Viewer may view the unit status in the Current Unit Status page. The following message displays if a unit viewer attempts to access the **ESORTS | Coast Guard SORTS Input Tool** menu item: "Access Denied - You don't have permission to submit a SORTS report."

10.2 Accessing the Coast Guard Input Tool

To access the Coast Guard Input Tool, perform the following steps.

1. Login to DRRS. The DRRS Home page displays.
2. Ensure that the correct unit's name and UIC display in the Unit Selector.
3. Select the ESORTS | Coast Guard Input Tool.
4. Selecting the Create New Report icon +Create New Report will generate a new draft report, defaulted to the values from the unit's last submitted report.

NOTE: The default values will display on the Homepage if it is a user's first report.

10.3 Reporting Categories

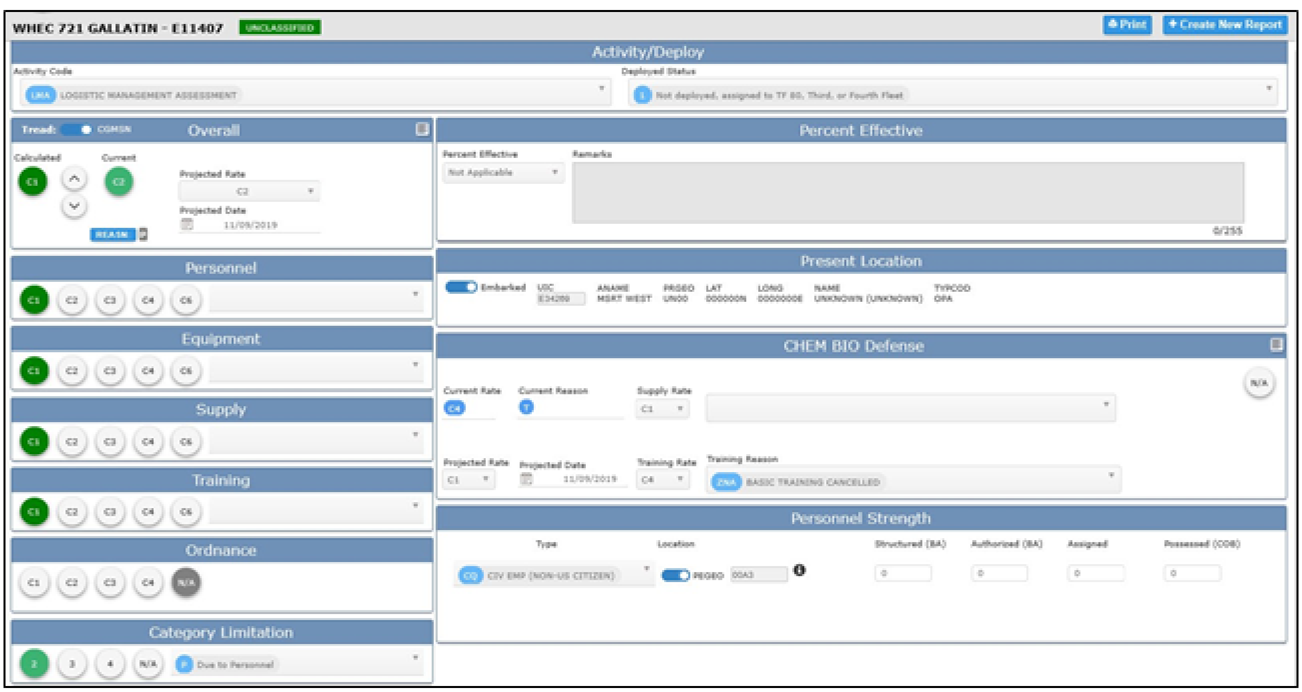


Figure 33: Coast Guard Input Tool

10.3.1 Activity/Deploy

The Activity Code, and Deployed Status fields, in the upper left area of the page, provide information about the activities and deployed status in which the unit is involved, to ensure the report complies withJoint and Coast guard policy.
To edit these fields:

1. **Activity Code:** click the drop-down arrow and select an activity code from the displayed list.
2. **Deployed Status:** click the drop-down arrow and select a deployment status code from the displayed list.

10.3.2 Overall

The Overall section displays the select the TREAD, unit's calculated, current and projected C-rating. Coast Guard units reporting status of their Naval Warfare missions will use **NAVAL** in Overall Tread, and
CGMSN when reporting Coast Guard-unique mission status.

10.3.3 Category Limit (CATLIMIT)

The Category Limit section provides information about the selected unit's operational category limitation and reason. Please note, CATLIMIT defaults to N/A (Not Applicable). Unless directed by Policy,please leave the default value.

1. In the Category Level field, click and select a number from the range of 2 to 4, to indicate the highest resource category rating the unit can expect to attain, as provided by their fleet commander or TYCOM.
2. In the Limitation field, click the arrow and select P-Personnel, R-Equipment, S-Supply, or T-Training to indicate the resource that is currently limited.

10.3.4 Resource Assessments – Personnel, Equipment, Supply, Training and Ordnance

Each of the individual resource area assessments display for personnel, equipment, supply, training, andordnance resources. Unit commanders can complete initial assessments of their primary unit, edit assessments, and submit assessments. For each resource, select a C rating. If this is below C1, users willbe asked to choose a reason from the drop-down field.

10.3.5 Ordnance

To complete the Ordnance section:

1. In the Ordnance section, select a C-rating and associated reason from the range of C1- C4.
2. If not applicable, select N/A (Not Applicable).
3. Select the icon in the upper-right corner of the screen to manage Ordnance remarks

NOTE: It may be colored red to indicate it has never been filled in). All mandatory remarks must be addressed before a report can be submitted. Remarks should include the Issue (Concern/Shortfall), Impact, Fix (Mitigation/Solution, Way Ahead, or Recommendation), andGet-Well Date.

4. If the unit's C-Level is 1 or N/A, no remarks are required.
5. Select a projected rate. Use the calendar to select a date for this projected change is expected to

occur

10.3.6 Percent Effective

The Percent Effective field (PCTEF) provides information about how effective the unit is at performing currently assigned missions or tasking. If the reporting unit is assigned to a non-traditional mission, usersmust report PCTEF. PCTEF represents a subjective measurement of the unit's ability to execute the non- traditional mission. To do this, select a level between 1 and 4 from the drop-down menu in the Ratings panel. This field is not required.
To enter Percent Effective information:

1. Click the **arrow** below Percent Effective. Select a reporting level from the range of 1 to 4 that represents the selected unit's ability to perform its currently assigned mission or tasking. Level 1 is best, and level 4 is worst. If no reporting level applies, select N/A (Not Applicable).
2. In the **Remarks** field, provide amplifying information that pertains to the value selected in the Percent Effective field. These remarks are required when the percent effective value is anything other than N/A.

10.3.7 Present Location

The Location section provides information about the selected unit's current location. All fields arerequired when the activity is not embarked.
There are three options to edit location fields:

1. In the PRGEO field, enter the GEO code or GEO Description to search and select from the available records. Upon selecting the match, the LAT and LONG fields update to the correct coordinates per the selected PRGEO.
2. Manually update the LAT/LONG to give a specific point. The system will default to the closest GEOLOC to the LAT/LONG coordinate provided. If this is not the correct location, users can search for a new GEOLOC (by code or description).
3. When the primary unit is Embarked, set the toggle to Embarked and enter the UIC embarked with in the provided box, as shown below.

10.3.8 CHEM BIO Defense Assessment (CBDRT)

Units report their ability to survive and operate in a nuclear, biological, or chemical (NBC) contaminatedenvironment in the CBDRT section. This optional section of the report is submitted with the primary report only. CBDRT sets are not included in secondary or tertiary reports.
To enter a CHEM BIO Assessment:
In the Supply Rate field, click the arrow and select a C rating. If the C rating is other than C1, click thearrow in the Supply Reason field and select a reason. Allowable values should be pulled from the SORTSREP database and conform to the following convention:

- 1st Letter Y
- 2nd Letter A-I, Z
- 3rd Letter A-Z

In the Training Rate field, select a C rating. If the C rating is other than C1, click the arrow in the TrainingReason field and select a reason. Allowable values should be pulled from the SORTSREP database and conform to the following convention:

- 1st Letter Z
- 2nd Letter A-W, Z
- 3rd Letter: A-Z

In the Projected Rate field, select a C rating. Use the calendar tool to select a projected date. The datemust be at least one day greater than the current date.

10.3.9 Personnel Strength

The Personnel Strength section is used to maintain a count of the types and number of personnel aboard the selected unit. This count is used to better inform senior leaders of the unit's capability and availability to support current operations. From this section, users can add, edit, and delete personnel strength information. The most commonly grouped and reported types of personnel include active andreserve commissioned officers, warrant officers, and enlisted.

Table 16: Personnel Strength Definitions

Type of Personnel	Definition
Type of Personnel	Unique personnel type codes. Cannot be displayed more than once.
Location	Current Location values can be searched by either location code (GEO_KEY) or the name of the geolocation code.
Structured (BA)	Conditional for most units but mandatory for Naval units. Displays the unit’s total structured billets authorized (BA), or wartime strength, in the range 0 to 99,999, for each personnel type.
Authorized (BA)	Conditional for most units but mandatory for Naval units. Displays the unit’s total number of currently authorized personnel (BA), in the range 0 to 99,999, for each personnel type.
Assigned	Operationally Determined for most units, but mandatory for Naval units. Displays the total number of personnel, in the range 0 to 99,999, for each personnel type permanently assigned to the unit at the location reported in the Location section of the SORTS page.
Possessed (COB)	Operationally Determined. Displays the total number of personnel, in the range 0 to 99,999, Current On- Board (COB) at the location reported in the Location section of the SORTS page.

10.3.10 Adding Personnel Strength

1. In the upper-right corner of the Personnel Strength section, click + Add icon to add a new record
2. Scroll to the bottom of the list of records. A blank row with red text in the Type column will appear that reads, “Type is required".
3. Click the down-arrow and select a type code from the drop-down list.
4. In the new row, fill in the Location (GEO code and description lookup or EMBRK), Structured (BA), Authorized (BA). Assigned, and Possessed (COB) fields.

10.3.11 Deleting Personnel Strength

1. In the Personnel Strength section, locate the row to delete.
2. Click the ✖ icon at the end of the row. The row will then be removed. At least one Personnel Strength is required to submit an assessment.

10.4 SORTS Report Rating

10.4.1 Overall

The Overall section displays the unit's calculated, current and projected C-rating. The Current Rating caneasily be overridden to ensure accurate reporting. This is typically performed after filling out all other areas of the report (as Calculated might change).

10.4.2 Current Rating

1. Select TREAD using the slider icon to either "NAVAL" or "CGMSN".
2. Use the Up and Down Arrows to override the Calculated Overall value.
3. Select the icon on the upper-right corner of the screen to manage Overall remarks. The icon will turn red to indicate it has never been filled in.
    - All mandatory remarks must be addressed before a report can be submitted.
    - Remarks should include the Issue (Concern/Shortfall), Impact, Fix (Mitigation/Solution, Way Ahead, or Recommendation), and Get-Well Date.
    - The following special characters are not allowed: ! ; ' " @ # % & + = / | and the system will display a notice to the user about this.
3. If the unit's C-Level is 1, no remarks are required.
4. If the C-level is not 1, then the REASN code is required. By default, the system will set this to the resource rating (PSRT) which resulted in the calculated rating. If the user overrides this rating, then REASN will be set to 'X; to reflect that override.

10.4.3 Projected Rating

Unit Commanders also need to enter a projected C rating. This is used for the date they believe readiness status will change, as well as a date for the projected rating is expected to take effect. To enter a projected rating:

1. In the Projected Rate field, click the arrow and select a C rating.
2. In the Projected Date field, use the calendar tool to select a projected date.

10.5 Submitting SORTS Reports

10.5.1 Preview the Report

To view the final report before you submit, select the Preview icon in the top-right corner of thescreen. The system displays an easier to read/print version of the report.

10.5.2 Validate and Submit the Report

1. Select the Submit icon in the top- right corner of the screen. The system validates the entry and provides immediate feedback.
2. If no errors are found, a successful validation notice displays at the top of the screen. If the report fails one or more business rules, it cannot be validated until these errors are corrected.

10.5.3 Validation Rules

1. For all projected ratings, the projected (forecast) date is required and must be in the future.
2. Unit Commanders can upgrade/downgrade (calculated rating is different from the current rating), REASN must be 'X'.

3. For any degraded rating (not equal ‘1’), a corresponding remark and reason code are required.
    - READY: REASN (Overall)
    - PRRAT: PRRES (Personnel)
    - ESRAT: ESRES (Equipment supply)
    - ERRAT: ERRES (Equipment condition)
    - TRRAT: TRRES (Training)
    - LIM - RLIM (Category Limit) – needs a reason code only
    - READY: REASN (Ordnance)
    - READY: REASN (CBDRT)
    - ESRAT: ESRES (CBDRT)
    - TRRAT: TRRES (CBDRT)
4. Personnel Strength is required with at least one valid record for Type of Personnel (TPERS), Current Location, Structured (BA), Authorized (BA), Assigned (NMP), and Possessed (COB).
5. Activity Code and Deploy status are required.
6. Present location is required with all valid values for either EMBRK or PRGEO / LAT/LONG
7. Overall C-rating cannot be higher than the Category limit set by the user.
8. Appropriate classification marking needs to be present.

10.5.4 Report Status

The submission status displayed at the top center of the screen and will display as one of the following.Users can only edit reports with a status of draft or error.

- **Draft –** The status of the first report before it is submitted or a new version of a submitted report
- **Submitted** – Message data that has been successfully validated and transmitted to the DRRS SORTS database. The data should be available immediately to view within the SORTS Easy Read on Current Unit Status Summary page.
- **Pending** – Report has not been processed yet. With this status, the report cannot be edited/deleted.
- **Error** – There is a validation error outlined in red that must be fixed before the report can be submitted. When hovering over the Submit button, this error will display.

11. Air Force Input Tool

The Air Force-Input Tool (AF-IT) can be access through **ESORTS I AF Readiness Reporting I ResourceReport (AF-IT)** is a web-enabled tool within the DRRS framework that allows Air Force (AF) users to manage and submit reports on unit-specific identity and readiness data.

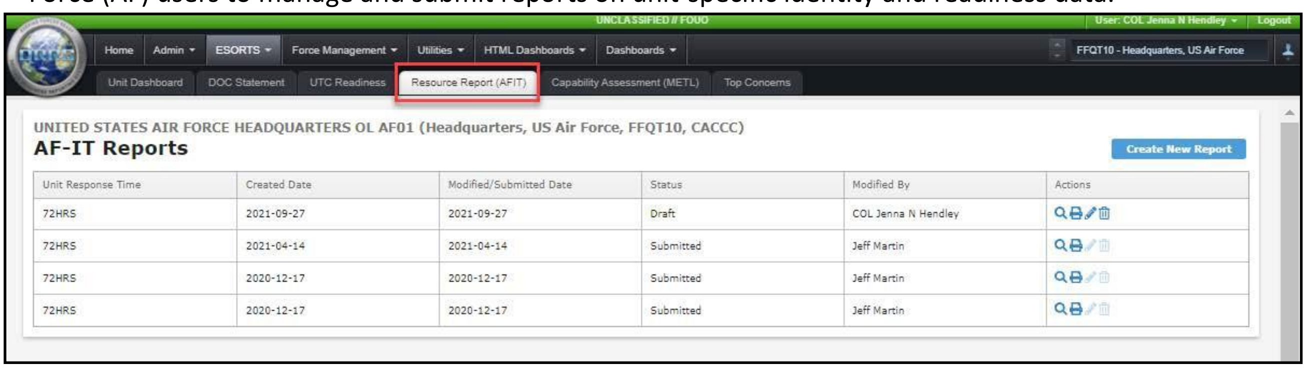


Figure 34: AF IT Tab in CUS

11.1 Document Resources

Prior to working in AF-IT, users must first obtain essential documents to allow for an accurate report. Toacquire these documents, first login to DRRS and navigate to the left panel on the DRRS Homepage, titled “Information Center.” Click the “Documents” hyperlink listed under ‘Information Center.’

Users need to download and save the following documents to a local file folder:

1. USAF Air Force Input Tables for DRRS (updated the last week of the month based on Air Force Headquarters and Lead Functional Area Managers’ changes)
2. USAF Air Force Input Tool FAQs
3. USAF Air Force Input Tool User Guide

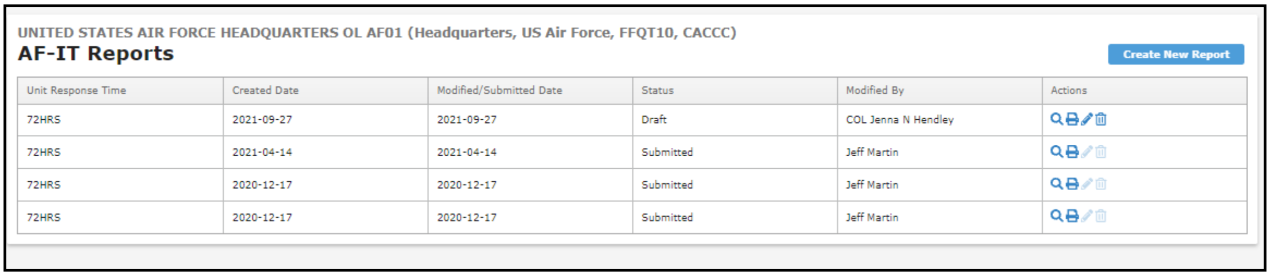
11.1.1 Authoritative Data Sources

Most objective readiness data is calculated using various Authoritative Data Sources (ADS). There arethree measured areas from which an ADS is derived—Personnel, Training, and Equipment.

1. **Personnel ADS:** MILPDS, DCPDS, ASIMS, and MPES.
2. **Training ADS**: AAMS, ARIS, AFTR, MRDSS, and TBA.
3. **Equipment ADS:** ARIS, ASM, FSDM, LIMS-EV, DPAS, and RAMPOD.

Authoritative Data Sources provide significant amounts of information that are filtered by the Air ForceTables which identifies the critical personnel, training, and equipment that is calculated in a unit's report. Some communities do not have an ADS to populate all areas of their assessments and instead rely on manual entry for these items.

11.2 Accessing Air Force Input Tool



UNITED STATES AIR FORCE HEADQUARTERS OL AF01 (Headquarters, US Air Force, FFQT10, CACCC)

AF-IT Reports

Create New Report

Unit Response Time	Created Date	Modified/Submitted Date	Status	Modified By	Actions
72HRS	2021-09-27	2021-09-27	Draft	COL Jenna N Hendley	
72HRS	2021-04-14	2021-04-14	Submitted	Jeff Martin	
72HRS	2020-12-17	2020-12-17	Submitted	Jeff Martin	
72HRS	2020-12-17	2020-12-17	Submitted	Jeff Martin	

Figure 35: AF IT Reports Homepage

Use the following steps to access a unit's Air Force-Input tool.

- After logging into DRRS, the DRRS Home page displays. The first step is to select a USAF unit.
- Click the Units option in the Unit Selector icon located in the upper right-hand corner of the Portal, then select Units from the drop-down list.
- Type all or part of the unit identification code (UIC), long name (LName), or abbreviated name (AName) of the unit you wish to view. As you type, the units matching your criteria are displayed.
- Click on the unit you wish to set in view. The page refreshes and the unit are now selected.
- From the Main Menu at the top of the window, select the ESORTS option then select the AF Readiness Reporting link. The page refreshes and the Unit Dashboard tab displays.
- Ensure that the correct unit's name and UIC display in the upper-left hand corner of the screen. The Resource Report (AF-IT) tab is located up top. Click this and under the AF-IT Reports table, six columns display: Unit Response Time, Created Date, Modified/ Submitted Date, Status, Modified by and Actions.
- Unit Response Time: Department of the Air Force (DAF) units ready (manned, equipped, and trained) for deployment, redeployment, and/or employment within this specified time.
- Created Date: Date the draft was initially created.
- Modified/ Submitted Date: Date the draft was last edited or submitted.
- Status: Status of the report. This will be either "Draft" or "Submitted".
- Modified by: The user who last modified the draft or submitted report.
- Actions: This section allows users to complete the following actions
    - **View:** Selecting this icon will open a previous report. Users can select any of the previous 'Submitted' reports. If a draft report already exists, then users cannot create a new report. The user must delete the draft report to begin a new report.
    - **Print:** Print and view the Easy Read Report.
    - **Edit:** Edit functionality is only available to reports that are in draft status. Once a report

has been submitted, it cannot be edited.

- **Delete:** Selecting this icon will prompt users with a confirmation to delete pop-up window. Once a report has been submitted, it cannot be deleted for the AF-IT Reports homepage. Only draft reports can be deleted. Once a draft report has been deleted, users are required to utilize the Create New Report icon and all information must be reentered.

11.3 AF-IT Report Frequency

All measured units are required by USAF policy to continuously monitor changes in overall unit level,unit location, and resource category levels. Units must report once every 30 days or when changes affect one (or more) of the following:

1. Unit's Overall C-level
2. Four measured area levels
3. Associated reason codes
4. Deployed reason codes
5. Get well/get worse date changes
6. Desired by the measured unit's commander

11.4 AF-IT Permissions

Upon successful login to DRRS, the user role and unit of assignment are used to determine the level ofaccess and features accessible to the user. The following permissions control the view and editing of data within the Air Force Input Tool:
The AF-IT tab is visible to users only when the selected unit of interest is an Air Force unit and when thisunit is also their primary or secondary unit of assignment (e.g., unit user). The SORTS reporting functions are enabled for editing if the selected unit is the primary or secondary unit of assignment of the user and if the user is designated as **Unit User, Unit Commander,** or **Unit Administrator**. The difference between the UC and UA role is that a UC can submit the final report while a UA cannot. Additionally, both UCs and UAs have the privilege to give strategic narrative on the status of the health of the unit(s) resources. UCs and UAs can also manage unit permissions by adding or removing UCs, UAs, and UUs.

Table 17: AF IT Permissions

Title	Roles
Unit User	Save new reports, edit existing reports
Unit Administrator	Create new reports, save new reports, edit existing reports, and delete reports.
Unit Commander	Create new reports, save new reports, edit existing reports, **submit new reports**, and delete reports.

11.5 AF-IT Reports

The AF-IT tab displays with the Personnel page information and pages for CBDRT, Personnel, Training, Equipment, and Overall.

- **CBDRT:** Report's ability of units to survive and operate in a nuclear, biological, or chemical (NBC)contaminated environment. If users choose to report this section, it is submitted with the primary report only. CBDRT sets are not included in secondary or tertiary reports.

- **Personnel:** Assesses unit personnel in terms of total numbers and critical personnel that are assigned, available, and authorized. The calculated Personnel Rating (PRRAT) is also displayed on the ratings grid of the Overall page.
- **Training:** Measures the status of training in one of three ways depending on the mission designated in the unit's DOC Statement. The calculated Training Level (TRRAT) is also displayed on the ratings grid of the Overall page.
- **Equipment:** Measures a unit's combat essential and support equipment and supplies, based on the availability of wartime required equipment and supplies. Wartime required equipment are considered available if possessed by the unit and are, or can be, made mission ready within the prescribed unit response time. Units have the option to not measure the Equipment and Supplies On-Hand and\ or Equipment Condition in a SORT'S report.
- **Overall:** Displays the Overall rating for the unit's AF-IT report, as well as the individual rating for each measured area (Personnel, Equipment and Supplies On-Hand, Equipment Condition, Training, and CBDRT). This page also displays the Commander's Override, PCTEF level, and Forecast information. Overall Remarks for the report are managed here.

11.5.1 Creating a Report

Users can create a new, blank report using the **Create New Report** icon Create New Report.

- When using **Create New Report**, data is not copied from any other report.
- When the user clicks the **Create New Report** button, the user will be taken directly to the report page.
    - **Auto-Save:** On the top of the screen, users will see the ability to turn on or off Auto Save. AutoSave is defaulted to 'On'. Auto-save automatically saves the report in draft every thirty seconds. If users unselect Auto-Save, they must manually select "Save" when making updates to the report.
    - **Unit Response Time:** If no TREAD is listed, this will be defaulted to 72 hours.
    - **Classification:** Drop-down menu will be defaulted to SECRET. Readiness data is classified asSECRET.
    - **RICDA:** Report will be auto populated with current date the report is being edited on.
    - **Status:** A report will be in "DRAFT" status until submitted.

11.6 View Easy Read Resource Readiness Report

UNCLASSIFIED // FOUO

HEADER								
Date Prepared	Last Changed Date	Report Type	UIC	Unit Name	UTC	Country / State Code	Present Location	Time/Date
20200608	20191021	72HRS	FFQT10	UNITED STATES AIR FORCE HEADQUARTERS OL AF01 (U S AIR FORCE HQ, FFQT10)	5DDG3 - DDG-DESTROYER (CLASS 993)	VIRGINIA	VIRGINIA	14:46 20191009

BIDE								
SECUR	UIC	BUPDATE	ANAME	LNAME			SCLAS	Time/Date
U	FFQT10	20191021	U S AIR FORCE HQ	UNITED STATES AIR FORCE HEADQUARTERS OL AF01			U	14:46 20191009
UTC	ULC	UDC	MAJCOM	MAJOR	REVAL	COAFF		
5DDG3 - DDG-DESTROYER (CLASS 993)	MEF	AAX	FFQT10	N	X	US		

ORGLOCN													
SECUR	CSERV	ACTIV	PUIC	CBCOM	OPCON	ADCON	HOGEO	PRGEO	EMBARKED_UIC	DFCON	FLAG	PCTEF	Time/Date
U	C	OP	DDAAAA	N	DDAAAA	DJJ010	TAYZ	TAYZ		5	N	3	14:10 20191021
REMARKS													
U	PCTEF	RDRTFUYHLIU											

RPTNORG										
SECUR	ARRDT	RPTOR	SBRPT	INTR1	INTR2	INTR3	INTR4	ATACH	RPTCD	Time/Date
U	19971120	FFQT10	FFQT10					FFQT10		14:47 20191009

This report also includes the resources for the following subordinate units and/or detachments:

N/A

UNIT READY STATUS AND C-LEVEL

SECUR	OVERALL									
U										
RICDA	TREAD	READY	REASN	SECRN	TERRN	CARAT	CADAT	LIM	RLIM	Time/Date
As Of: 20200319	72HRS	4	S - EQUIPMENT AND SUPPLIES	R45		3	20200424			N/A
CATEGORY	TREAD	RATING	REASON CODE	EXPLANATION						
PERSONNEL	72HRS	1								
EQUIP & SUPPLIES	72HRS	4	S32	SHORTAGE--REPAIR PARTS (NOT ALLOWANCE LIST ITEM)						
EQUIP CONDITION	72HRS	2	R45	DAMAGED/INOPERATIVE--VEHICLE(S)						
TRAINING	72HRS	1								
REMARKS										
U	RICDA	20200113: MR. JAQEN H'GHAR DSGFBJ.LIUKJN								
U	REASN	ESRES KKLJERRES FORDRG KLXXLZKMVLKZNVJZK.								
U	CADAT	FORECAST_3_MONTH/GFTHFJK FORECAST_6_MONTH/SDXHGHHLKLJ FORECAST_12_MONTH/GJHKJKLJGCFG								

SECUR	PERSONNEL			
U				
PRRAT	PRRES			
1				
TOTAL PERSONNEL				
TPAUTH	TPASG	TPAVL	PERTP	RATING
0	0	4848		1
CRITICAL PERSONNEL				
PERTC				RATING
				1
Time/Date				
N/A				

Figure 36: AF IT Easy Read Report

The "Easy Read" report is available when selecting the print icon on the AF-IT Reports homepage underthe “Actions” column. This provides the ability to view a unit’s SORTS report in readable, one-page printable format. The report opens in a new window.

1. The report is read-only and includes all data from the selected AF-IT report in the Easy Read format, including data for BIDE, ORGLOCN, RPTNORG, OVERALL, REMARKS, andAir Force unique data sets.

11.7 Validating and Submitting a Unit’s SORTS Report

Once the completed AF-IT report has been reviewed, the next step is to validate the entered data. To dothis:

1. The tabs appearing at the top of the screen will indicate if the various sections are validated. Ared dot next to a tab means there is information missing and

requires a validation check beforesubmission. A green dot means there is no required information missing, however, theinformation still needs to be reviewed for validity.

2. When all tabs are validated (green dot appears next to each tab), select the **Submit** icon , and Submit ort will be submitted to the GSORTS database.
3. Submitted reports will initially show ‘Pending’ status. Once the report has successfully been processed it will indicate ‘Submitted’ status.

11.8 Personnel

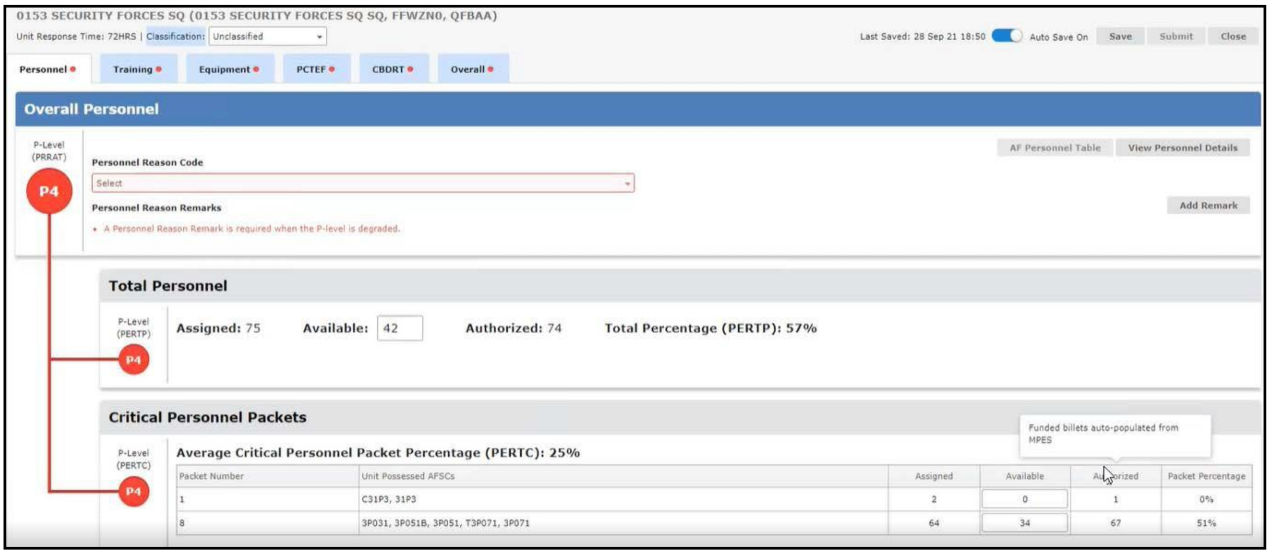


Figure 37: AF-IT Personnel

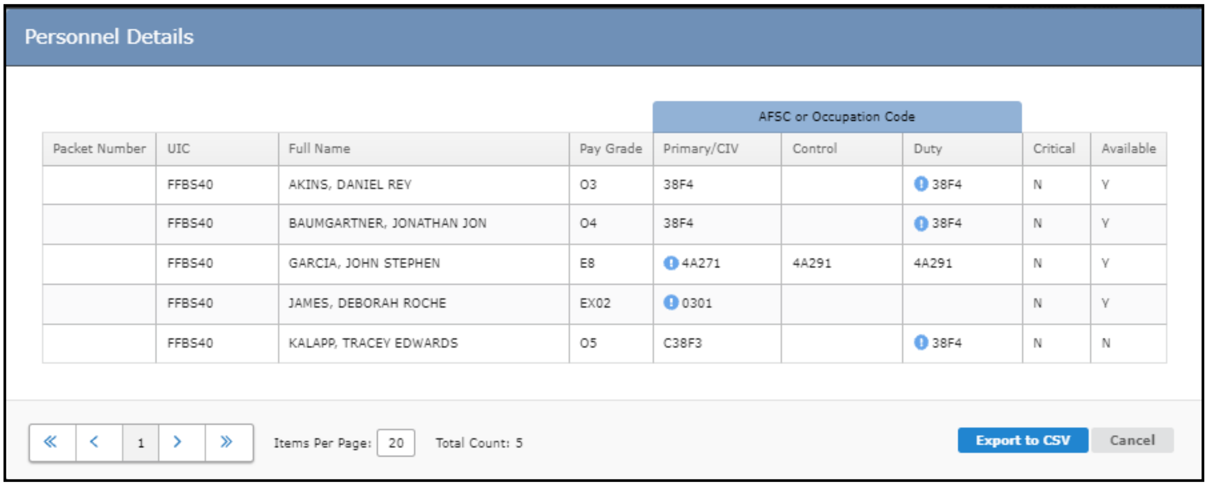
After creating a new report, by default, the report opens to the Personnel page. The Personnel page is where a unit’s personnel is measured in terms of assigned, available, and authorized. This is done in thecontext of both the total number of personnel, as well as the critical personnel that comprise the unit.

11.8.1 Overall Personnel

The Overall Personnel tab displays the P-Level (PRAT), Personnel Reason Code, AF Personnel Table, View Personnel Details and Personnel Reason Remarks. The overall P-Level shows a line(s) connecting it to the Total Personnel (PERTP) or Critical Personnel (PERTC) Packets, depending on which area is driving that level (the lowest rating). If all areas are P1, no lines will appear. The Assigned and Authorized fields cannot be edited in the total or critical sections. These number are coming from MILPDS and/or DCPDS. However, the Available Personnel fields can be edit. When the P-Level field is populated or modified, the value will be updated on the Overall page’s Ratings grid. Any time the Overall P-Level is not P1, users must provide a Reason Code and Remark.

Note: When possible, select the most specific reason code available. For example, instead of “Personnel Shortage”, select “Personnel Shortage-Pilot”.

11.8.2 View Personnel Details



Packet Number	UIC	Full Name	Pay Grade	Primary/CIV	Control	Duty	Critical	Available
	FFBS40	AKINS, DANIEL REY	O3	38F4		38F4	N	Y
	FFBS40	BAUMGARTNER, JONATHAN JON	O4	38F4		38F4	N	Y
	FFBS40	GARCIA, JOHN STEPHEN	E8	4A271	4A291	4A291	N	Y
	FFBS40	JAMES, DEBORAH ROCHE	EX02	0301			N	Y
	FFBS40	KALAPP, TRACEY EDWARDS	O5	C38F3		38F4	N	N

Figure 38: View Personnel Details

Selecting this icon will allow users to view individual personnel details. This includes Packet Number, UIC they are assigned to, Full Name, Pay Grade, AFSC (Primary/CIV, Control, Duty), Critical, and Available. The blue icon next will indicate which AFSC the individual will be populating the assessmentas. AFSC needs to be reviewed for accuracy every couple month.

11.8.3 Remark Details

- Remarks will include four mandatory fields: Issue (Concern/Shortfall), Impact, Fix (Mitigation/Solution, WayAhead, or Recommendation), and Get-Well Date). If users cannotdetermine a Get- Well Date at the unit level, contact the FAM to establish realistic date.
- The remarks must be written in laymen terms so that any Airmen can understand the issue athand.

11.9 Training

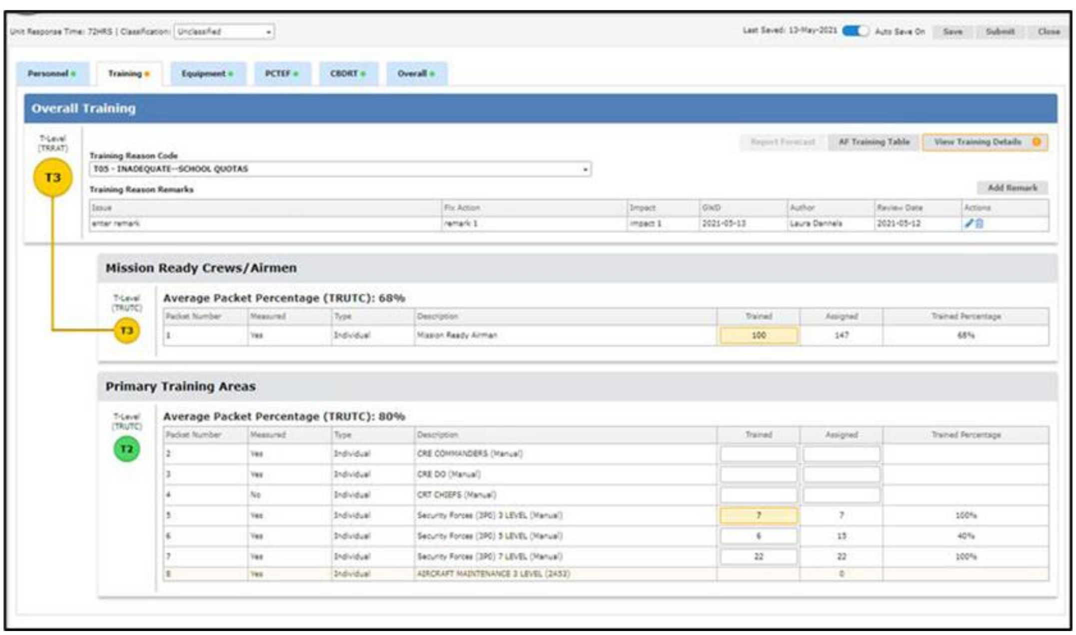


Figure 39: AF-IT Training

Training section measures the status of training needed to support the mission designated in the unit'sDOC Statement and reflected in the AP/AC Table. Units have the option to not measure Training in an AF-IT report, per guidelines dictated for each unit's DOC Statement. The training calculations will be performed for the user, except for the medical community (they utilize manual entry). However, the user will have the ability to manually overwrite any calculated value if the ADS are ACES or MRDSS. Users whose communities use TBA and AFTR cannot edit counts within AF-IT. The data used to calculate the unit's T-level will be derived based on the unit type (BIDE UTC) of the user's unit of assignment, using the rules in the AP/AC Training table.

11.9.1 Overall Training

The top section of the interface, Overall Training, allows users to view their unit's overall T- Level Rating, select a Reason Code using the drop-down menu, add, edit, and remove training reason remarks, view the AF Training Table and View Training Details. The T-Level will now be in a bubble at the top of the screen, in the Overall Training section. The overall T-level will autofill from the lowest calculated T-level from Mission Ready Crews/ Airman or Primary Training Areas items that are measured. If the T-Level is not equal to 1, the rating will turn yellow or red if calculated to T-3 or T-4 respectively. Users can hover over the T-Level bubble to display the four levels and the percentages that were used to calculate the level. The new Training Reason Code and Remarks section is in the Overall Training section. The Training Reason Code will not be set by default. The user must select from all allowable Air Force Training Reasons in the dropdown if the T-level is less than 1. The overall T-Level shows a line(s) connecting it to the lowest rating driving the overall T-level. If all areas are T1, no lines will appear.

11.9.2 AF Training Tables

AF Training Table

Display Options

Unit Type	Unit UTC or UIC	MAJCOM	Training Category	Measured	Packet Number	Packet Name	Individual or Team	ADS or Manual	Enlisted or Officer	AFSCs or Crew Composition	Training Requirement
Cont Response Force (CRF)	7E1AA	N/A	Mission Ready	Y	1	Mission Ready Airman	I	Manual			
Cont Response Force (CRF)	7E1AA	N/A	Primary	Y	2	CRE COMMANDERS (Manual)	I	Manual			
Cont Response Force (CRF)	7E1AA	N/A	Primary	Y	3	CRE DO (Manual)	I	Manual			
Cont Response Force (CRF)	7E1AA	N/A	Primary	N	4	CRT CHIEFS (Manual)	I	Manual			
Cont Response Force (CRF)	7E1AA	N/A	Primary	Y	5	Security Forces (3P0) 3 LEVEL (Manual)	I	Manual	ENLISTED	3P031	
Cont Response Force (CRF)	7E1AA	N/A	Primary	Y	6	Security Forces (3P0) 5 LEVEL (Manual)	I	Manual	ENLISTED	3P051	
Cont Response Force (CRF)	7E1AA	N/A	Primary	Y	7	Security Forces (3P0) 7 LEVEL (Manual)	I	Manual	ENLISTED	3P071	
Cont Response Force (CRF)	7E1AA	N/A	Primary	Y	8	AIRCRAFT MAINTENANCE 3 LEVEL (2A53)	I	Manual	ENLISTED	2A53*	

Export to CSV Cancel

Figure 40: AF Training Tables

The button titled, "AF Training Tables" in the Overall Training section. Selecting this icon allows users to easily view their unit's AP/AC Training Table in a pop-up window. Selecting this icon will display all rows from the Training table which apply to the unit. If HAF imports an updated version of the Training table after a unit draft report was created, the system will determine if there were any changes made to the AP/ AC Training table that would impact the current report. If the report will be affected by the updated table, the DRRS System will display a message alerting the user, otherwise, the user will see no message.

11.9.3 View Training Details

The button titled, “View Training Details” in the Overall Training section is like the "View Personnel Details" button on the Personnel tab. Its purpose is to provide a list of critical personnel at the unit, which will be pulled from the Personnel tab, and their current training status.

11.9.4 Training Categories

The Training tab will now be separated into three sections:

1. **Mission Ready Crews/ Airman:** Data from packets marked "Mission Ready”. If the packet is an individual packet, the Assigned value will be set to the total number of critical personnel in the unit. This will be pulled from the Personnel tab in AF-IT and should be a distinct count of people listed in the"View Training Details". The average packet percentage is equal to the Mission Ready Airman/Crew trained percentage. There will only be one packet here.
2. **Primary Training Areas:** Data from packets marked "Primary". Data will be entered by the user for "Manual" packets or auto populated from the ADS per the AP/AC Training table. The average packet percentage will be the average of all the measured packets in the primary training area. Any packet notmeasured, will be displayed but will not affect the calculated primary training area percentage.
3. **Secondary Training Areas:** Data from packets marked "Secondary". Data will be entered by the user for"Manual" packets or auto populated from the ADS in the AP/AC Training table.

Under each section, the system will display a grid with information derived from the AP/AC Training table. The Training Measured Area Percentage and equivalent T-level will display above the "Mission Ready Crews/ Airman" and "Primary Training Areas".

11.10 Equipment

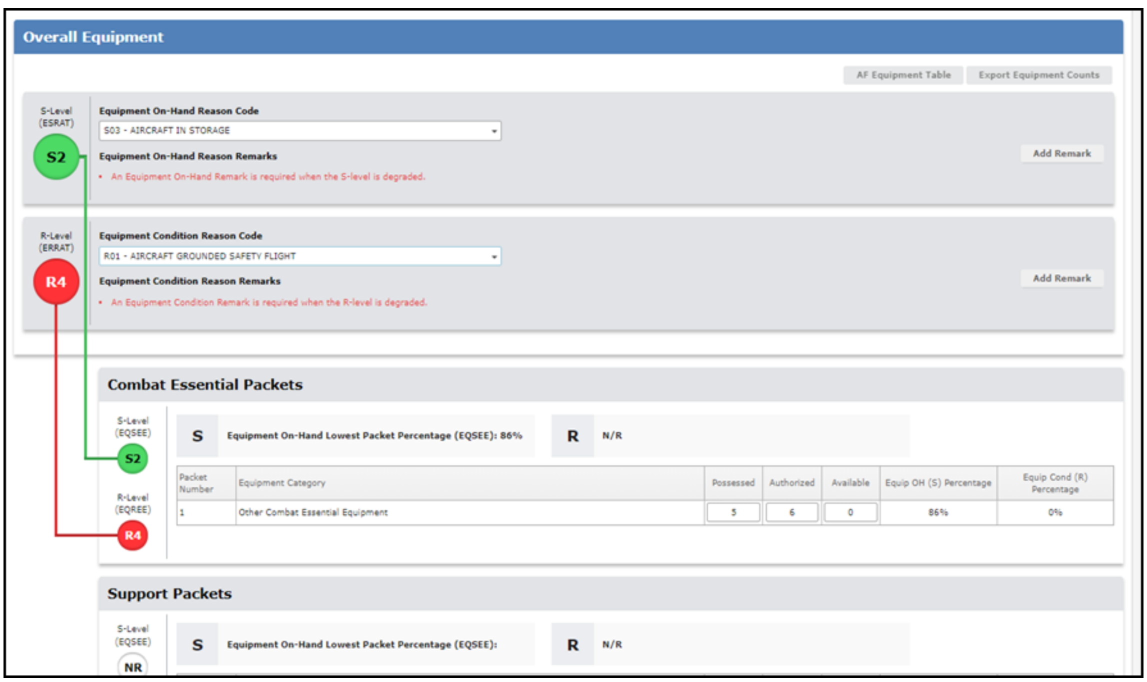


Figure 41: Equipment Tab

The Equipment tab will be used to set the unit's equipment supply and equipment condition ratings (S-and R-Level) and associated remarks.

11.10.1 Overall Equipment

The Equipment tab will be used to set the unit's equipment supply and equipment condition ratings (S-and R-Level) and associated remarks. The overall S-Level and R- Level show a line(s) connecting it to the Combat or Support Packets, depending on which area is driving that level (the lowest rating). If all areas are S1 or R1, no lines will appear.

11.10.2 Calculating S-Level and R-Level

The reporting process is automated and uses data supplied from equipment ADSs to auto-populate theEquipment & Supplies On-Hand and Equipment Condition.
The Air Force Tables (AP/AC Tables) determine what is included by each assigned packet. The tables willdefine the ADS utilized for calculations (or whether the unit will use manual training entries). The Functional Area Manager (FAM) or equivalent for each community manages what is in any given packetand determines what those packets reflect. FAMs are encouraged to look into the business rules for their community annually. The manual packets can be used for any special interest items or one time tracking over a designated time frame for any given community. A FAM will provide guidance and communication on the requirement. The manual packet submission is not meant to be a permanent reportable item.

NOTE: A manual packet will only show if there are the options within the AP/AC Tables. Ensure the Remarks mention the special training tracked, as directed by the commander, MAJCOM, HAF,etc.

11.11 PCTEF

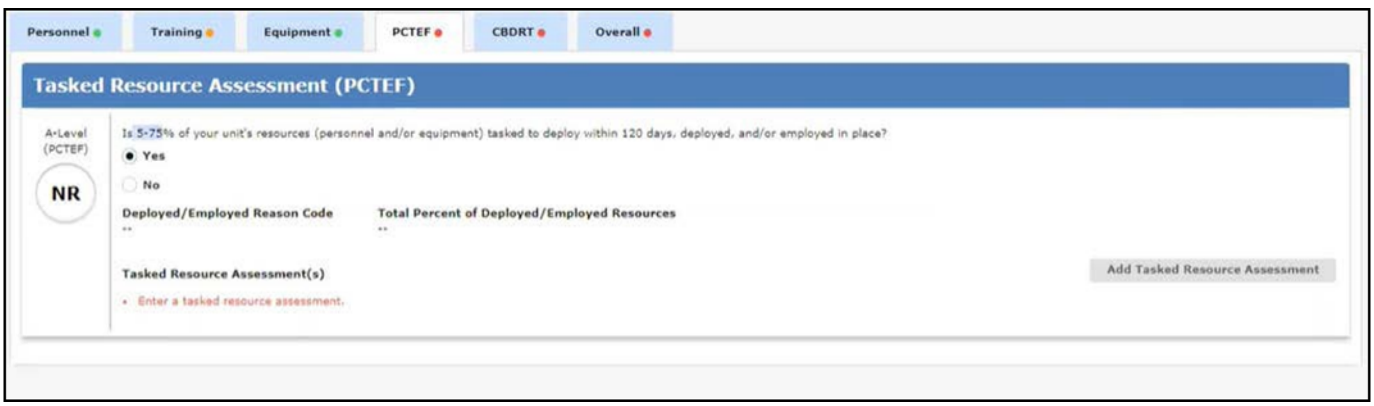


Figure 42: PCTEF Tab

PCTEF stands for 'Percent Effective'. While deployed assets are still considered available, a PCTEF rating and remark, articulate how units support a named operation with deployed or employed resources. There two components to PCTEF reporting. First, determining the A-Level. Second, entering a Tasked Resource Assessment.Per AFI 10-201, whenever a unit has 5% or more of its resources deployed or employed or tasked to deploy or employ in support of a named operation, a PCTEF rating and remark is required.

11.11.1 Tasked Resource Assessment

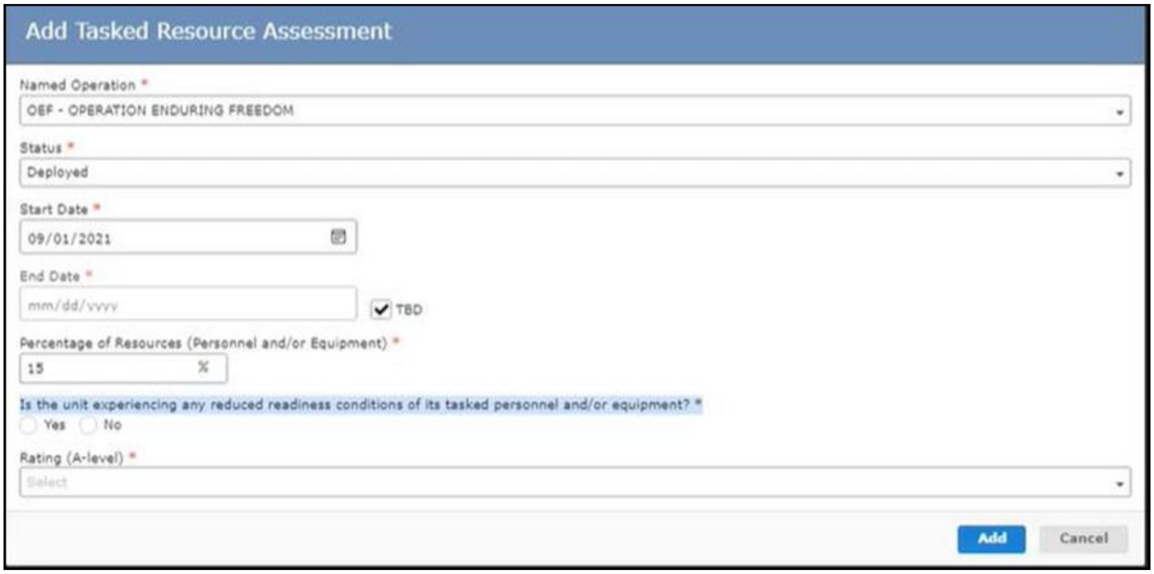


Figure 43: Add Tasked Resource Assessment

Users must determine the A-level for these forces by answering the question prompting a 'yes' or 'no' response. In part of answering yes or no, users must understand the different A-Levels. The Tasked Resource Assessment requires the name of a Named Operation, a Deployed or Employed in Place status, Start Date, End
Date (which, if unknown, can be marked as to be determined or TBD), Percentage of Resources tasked, a questionasking if a unit is experiencing any reduced readiness conditions, and lastly, the A-Level. This assessment is only considering the tasked resources not the entire health of the unit if these resources are deployed. A-Level Rating requires a remark, which includes the Issue, Fix Action, and a Get-Well Date

11.11.2 Validate PCTEF

One way to validate the PCTEF rating is by noticing three changes. The PCTEF Tab once marked red changing togreen; an update with the color and rating of the designated A- Level rating circle; and a display of data taken from the previously entered Tasked Resource Assessment information.

11.12 CBDRT

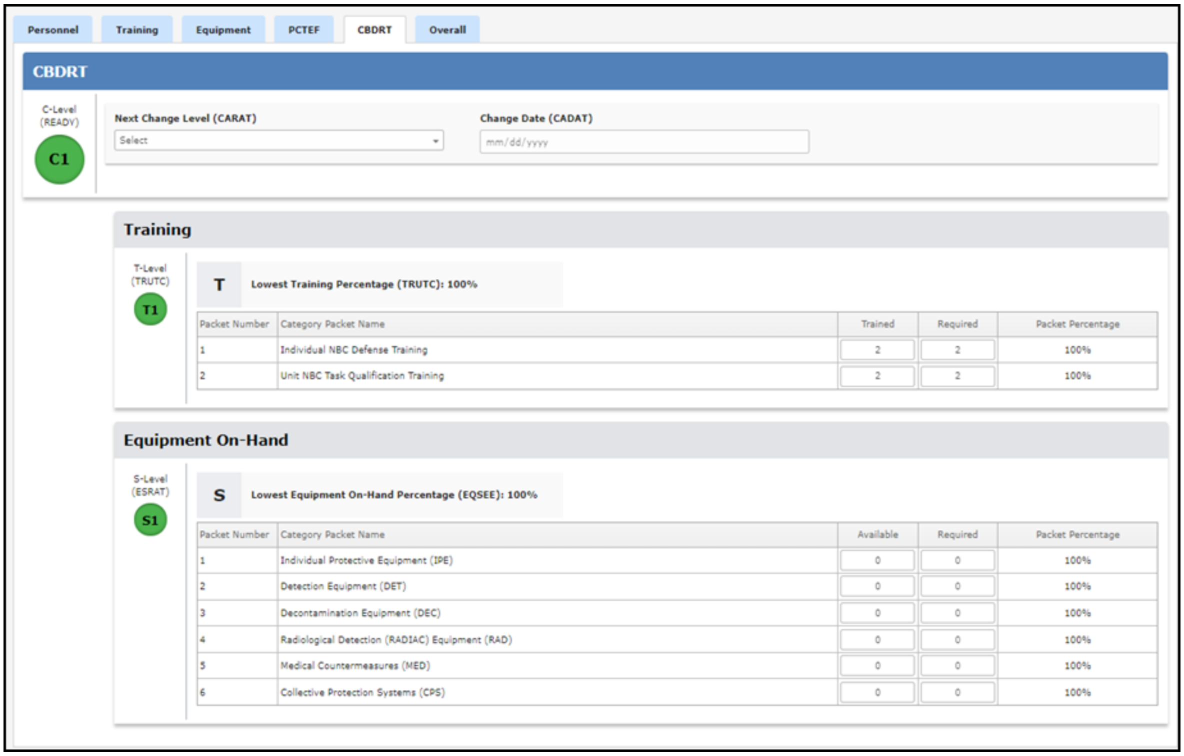


Figure 44: CBDRT Tab

Units report their ability to survive and operate in a nuclear, biological, or chemical (NBC) contaminated environment in the CBDRT section. The tab is composed of three sections: the overall CBDRT C-Level (Ready) rating, TRUTC Training rating, and ESRAT Equipment On-Hand rating. All fields for CBDRT are manual entry. If a unit is not required to report on specific equipment or training per the Air Force Tables, entering 0s in the fields is acceptable. The Air Force tables will provide guidance as to what equipment is being measured and reference training requirements for all Air Force units. Users are required to enter a forecasted Next Change Level (also known as CARAT) and a Change Date (also knownas CADAT) rating. The purpose of these forecasts is to project a ‘Get Well’ or ‘Get Worse’ rating and the approximate date of when it will occur.

11.12.1 Training

The Training section of the CBDRT page and decide if the unit will report Training. If so, enter data for thetwo categories of training: Individual NBC Defense Training (NDT) and Unit NBC Task Qualification Training (TQT). For each category, enter the number of personnel/crews mission ready and available (MRA) and the number assigned. The category percentage is automatically calculated.

1. The TRUTC will correlate to the lowest category percentage, and the CBDRT T-level (TRRAT) willcorrelate to the TRUTC. If the CBDRT T-level is not 1, the user must select a reason code and enter remarks. If the **Training Not Measured** check box is selected, the training section of the page is disabled, and you do not need to complete fields in this section. Also, the T-Level is automatically set to “6” and this section is not considered when calculating the unit’s Overall C-Level.

11.12.2 Equipment

Review the Equipment sections of the CBDRT page and decide if the unit will report Equipment and Supplies on Hand. If so, users have the option to report data for any of the six standard categories. Foreach category, enter the number of equipment and supplies mission ready and available (MRA) and number of equipment and supplies required (REQ). The category percentage is calculated.

11.12.3 The Combat Essential Percentage

Equipment and Supplies On-Hand (EQSEE) correlates to the lowest category percentage, and the CBDRT S-level (ESRAT) correlates to the EQSEE. If the CBDRT S-level is not 1, users must select a reason code and enter remarks. If the Equipment Not Measured check box is selected, the equipment section of the page isdisabled, and fields do not need to complete the fields. The S-Level is automatically set to "6" and this section is not considered when calculating the unit's Overall C-Level.

11.12.4 CBDRT Remarks Details

Please review the following for the rules behind the CBDRT Remarks section.

1. If the unit's S-Level and T-Level are both 1, no remarks are required.
2. If either the S-Level or the T-Level are not 1, at least one remark (ESRES if S-Level is not 1, TRRESif T-Level is not 1) must be entered.
3. All mandatory remarks must be addressed before a report can be submitted.Additional remarks can be entered if a remark label is selected

11.13 Overall

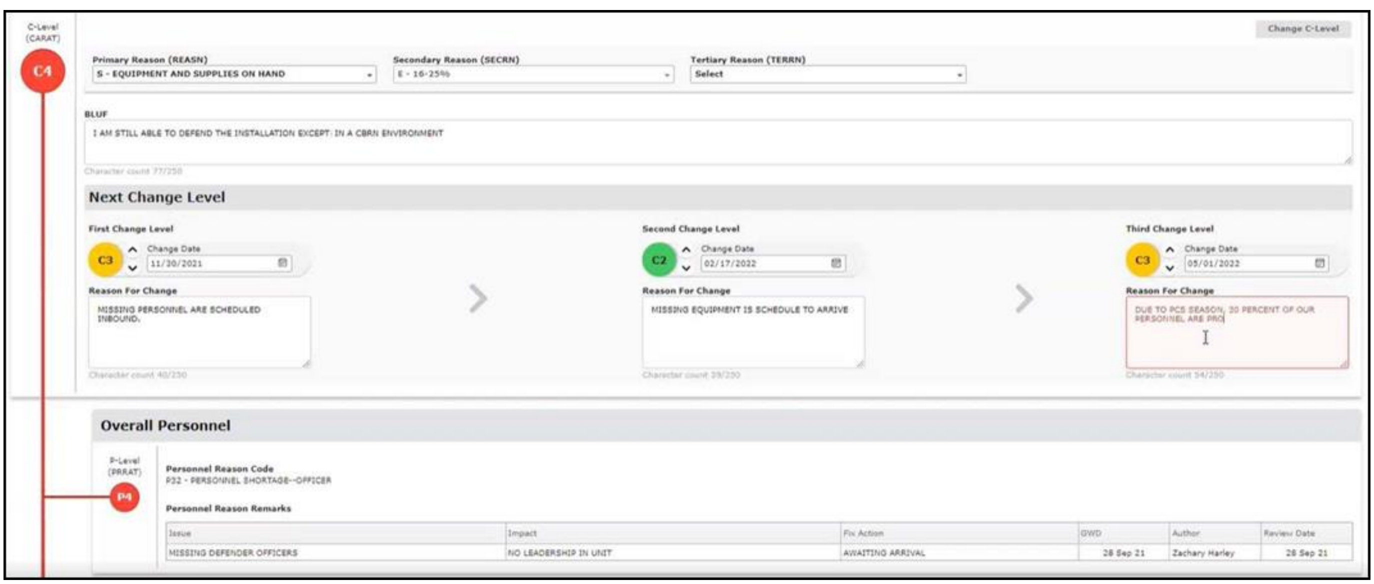


Figure 45: Overall Tab

The Overall page displays the Overall rating for the unit's resources report as well as the individual ratingfor each of the measured areas (Personnel, Equipment and Supplies On- Hand, Equipment Condition, Training, and CBDRT). Once a user has reviewed the data for all other resource sections and made updates to the information (where necessary), the user is ready to

review the unit's Overall C-Level and complete any remaining sections. A Primary, Secondary, and Tertiary Reason along with a BLUF remark,
are required of the overall C-Level. Users are required to enter a forecasted Next Forecasted change level dates are also required. To change the First Change Level, click on the up and down arrows. The Change Level rating along with rating color will change. With each projected rate change is a projected date change as well. Enter a non-formatted remark, which should be simple and concise to ensure that they each state the C-level anticipated during the time and a reason if the unit is forecasting less than C-1. The remark does not need to go into as much detail as in the personnel, training, and equipmentremarks.

11.13.1 C-Level

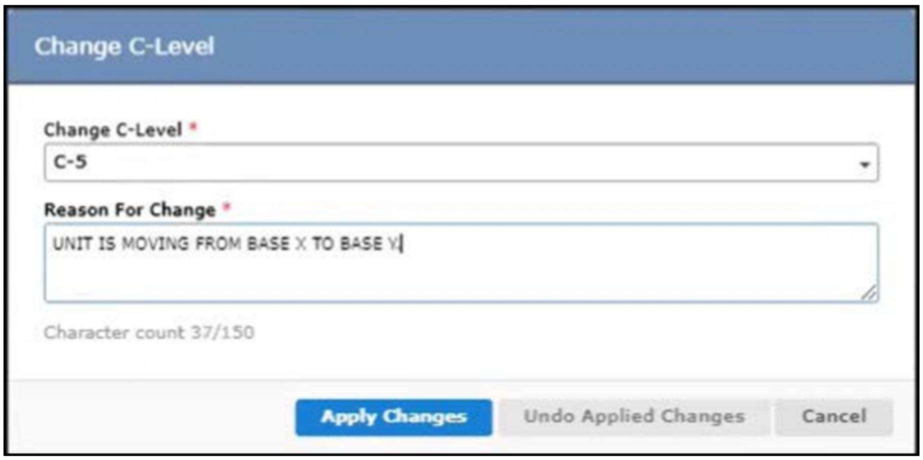


Figure 46: Change Overall C-Level

If the C-level is lower than 1, at least one Remark with the label REASN is required. By default, the REASN field will be populated with the resource level that drives the overall rating. If more than one rating has the same level, it will be populated in this order: P, S, R, T. The REASN Remark will be auto populated with the remarks for each resource area (e.g., ERRES Remark + PRRES Remark + ESRES Remark + TRRES Remark), with the lowest resource level(s) first. If two resource ratings are tied, thenthe remarks are populated with PRRES/ESRES/ERRES/TRRES in that order.
The following for the rules applies to the Overall Remarks section:

- If the unit's C-Level is 1, no remarks are required.
- If the C-Level is not 1, the user must enter at least one REASN type remark. This remarkwill be automatically populated with the remarks from the resource area which drives the C-level. If the commander chooses an override, then the remarks will update to reflect the new resource area remarks which relate to the new reason or will have the description of the reason code for deployed options.
- All mandatory remarks must be addressed before a report can be submitted.
- Additional remarks can be entered if a remark label is selected.
- Remarks need to include the Issue (Concern/Shortfall), Impact, Fix (Mitigation/Solution,Way Ahead, or Recommendation), and Get-Well Date.

12. Air Force DOC Statements

To access DOC Statements, select, **ESORTS I AF Readiness Reporting I DOC Statement**. When selectingthe DOC Statement tab, it will display the last approved DOC Statement in a view-only model. If no approved DOC Statement exists, then the tab will be blank.

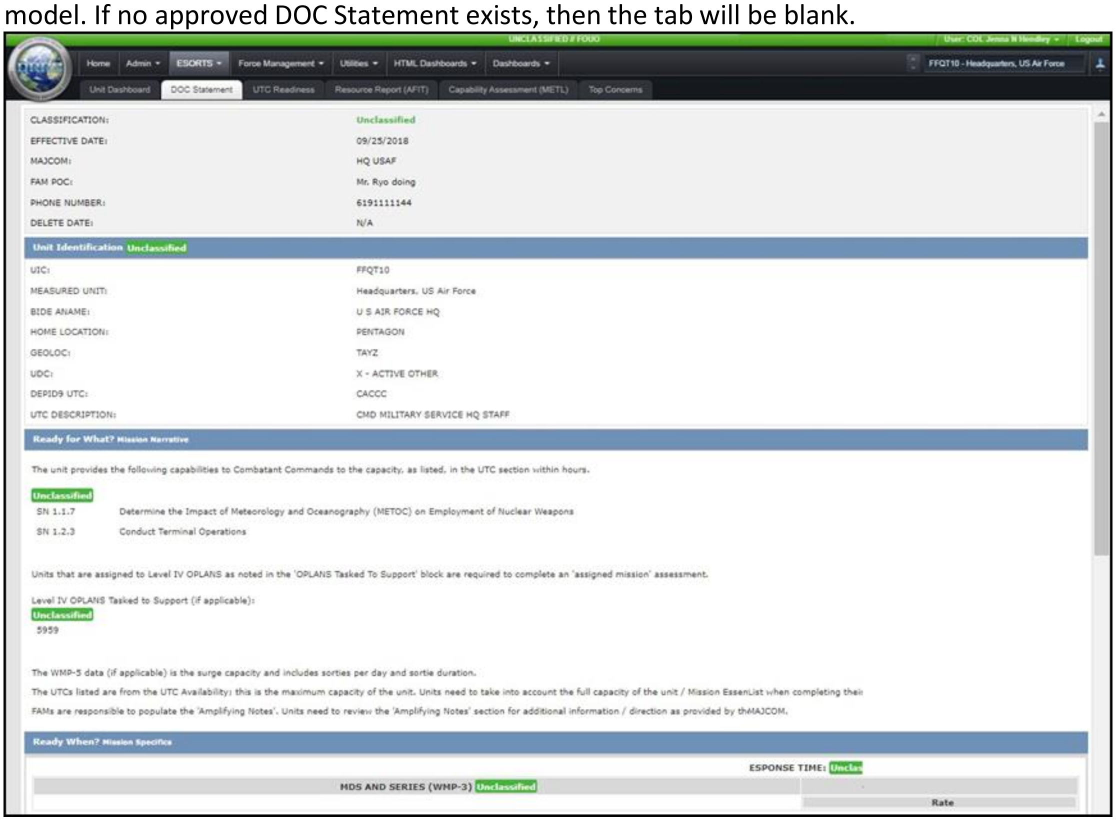


Figure 47: DOC Statement

12.1 Functionality

Two main functions exist:

1. AF DOC Management

The DOC Statements Management function can perform the following when users are assigned this role:

- Display an editable template for the DOC for all units with a given type.
- Generate a proposed DOC statement for a Unit.
- Edit an existing draft.
- Refresh the UTA and OPLAN tasked to support values.
- Approve DOC Statement for a Unit.

2. The AF DOC Administration

The Air Force DOC Admin function can perform the following when users are assigned this role:

- Allows USAF Readiness administrators to access the Administer screens.
- Admins can make changes (add, edit, delete) to the list or import a new reference table value via CSV file for the certain reporting areas.

12.2 Add a New DOC Statement

To add a new DOC statement, enter the following information on the Manage DOC Statements page. When entering the Manage DOC interface, DOCs for all subordinate units that fall under the leadershipof MAJCOM listed as the FAM user's primary or secondary unit of assignment are visible in the result pane. When a user starts to select UTC category, UTC, and UIC, the grid will filter based on the user's selection.

1. Select a Category from the drop-down list.
2. In the UTC: box; select the UTC. UTC are marked UNCLASSIFIED regardless of whether there are UTCs populated.
3. The UIC dropdown is filtered to only Air Force units with the selected UTC, which comes from MilPAS. Alternatively, users can select the UIC first, and the UTC and UTC Category will auto populate.

NOTE: You will only be able to add a DOC for units within your MAJCOM.

4. Next, click the Add new DOC Statement button.
5. Review the DOC statement's data fields and, if necessary, enter any notes in the editable **Comments** field.
6. When complete, click **Save** at the bottom of the page.
7. Click **Submit**. The DOC Statement will then have a status of **Submitted**.

The following states pertain to the value that displays in the Status section:

- **Initiated –** Used for when a user has generated a DOC Statement (steps 1-6 above) but not yet clicked **Submit**.
- **Submitted –** status appears when the FAM user submits the DOC, and it is pendingMAJCOM approval.

- **Approved –** status appears when submitted DOC is approved by a MAJCOM user.
- **Deleted –** status appears when a DOC is deleted by a MAJCOM user.
- **Expired –** status used when a MAJCOM approves a new DOC Statement for a unit, all previous DOC Statement(s) for that unit will show a status of “Expired”.

12.3 Approve a DOC Statement

The AF DOC Management role can add and approve DOC Statements.

1. Select Admin I Air Force Readiness Administration Interfaces I Manage DOC Statements.
2. Users can approve an initiated DOC Statement or re-approve an existing approved DOC Statement through selecting the Edit icon within the **Action** section.
3. Select **Approve** and the screen refreshes and the effective date updates to today and the Status changes to Approved.

12.4 Manage DOC Statements

The first step in the process is for users to create a new DOC Statement or edit an existing one. This isreferred to as Managing a DOC Statement.

1. Login to DRRS. The Portal home page displays.
2. Click the Admin menu item and select the **Air Force Readiness Administration Interfaces** link.
3. Select the Manage DOC Statements option. The Manage DOC Statements page will open. The result pane will auto-populate with all DOC statements created for the subordinate units of the FAM’s MAJCOM. A user must have a MAJCOM as his primary unit of assignment. When the Manage DOC Statements page comes up, it auto-populates with all DOC Statements created for the subordinate units of the FAM’s MAJCOM. Using the Category, UTC, and UIC fields will allow the user to filter the list.

12.5 Manage UTC Templates

The Manage UTC Templates area is designed to make it easier to create templates for use in creating DOC Statements easier. The template will auto populate all data fields which depend on a given Unit Type Code. It also allows the functional area manager to enter notes which might apply to the DOC statements of all units with the given UTC. When the FAM generates a new doc for a specific unit, thepre-populated data will be there as well as the notes.

1. Select a **Category** from the drop-down list. The Categories are outlined in CJCSM 3150.02b.
2. In the **UTC:** box; select the UTC with type-ahead functionality. The UTCs are the approved UTCsfrom the TUCHA in JOPES, filtered to only those which start with the same character as the category. The type-ahead requires at least two characters to search by. It may take a fewmoments to generate a system response based upon available bandwidth.
3. Click the **Manage UTC Templates** link. The application displays all the desired operational capabilities, listed in the below table, which apply to the UTC chosen in the previous steps.
4. At the footer to the UTC template window, the user is given the option to **Save** or **Cancel.**
   - Save – if selected the application will store a copy of the template and the template’s values will be used when a DOC statement is generated.

- Cancel – if selected the application will close the UTC template window and revert back to the 'Manage DOC statements' screen.

12.6 Administer Air Force Reference Data

The AF Doc Admin function allows USAF Readiness administrators to access the Administer screen. Thisrequires the Enterprise Administrator role or the DOC Statement Administrator role to access.
These Admins can make changes (add, edit, delete) to the following areas:

- UTC Categories
- AF Command Reporting Organization (CRO) Point of Contact list
- Unit Response Requirements
- War Mobilization Plan (WMP3) Reference Data
- War Mobilization Plan (WMP5) Sortie Reference Data
- Critical AFSC list
- Unit Type Availability
- Joint Approved Plan Identification (PID) codes

1. Click the Admin menu item and select the **Air Force Readiness Administration Interfaces** link.
2. Select the Administer Air Force DOC and Input Tool Reference Data option.
3. Depending on the reference list selected, a form containing data values relating to your selection will display. Users can add a new record or edit or delete Commands. Users can also filter the columns by clicking the funnel symbol.

In the Admin module, the Admin User can import CSV files for Critical AFSCs, WMP3 (WMP REFERENCE),WMP5 (WMP SORTIE), and UTAs.

1. Log into the admin screen and click the **Import Data** link.
2. Then select an import type from the available list.

13. Utilities

13.1 Capability Trees

Capability Trees are user-created visual representations of structures. These structures may be used to represent organizational hierarchies and mission structures, or any other configuration required.

Users may access the Capability Trees module and its tools by selecting **Utilities | Capability Trees** from the Main menu. All users have access to this module.

NOTE: Although any user may view existing trees for any unit (using the Group Selector), a user may only create, edit, and delete trees that they themselves have created for their Primary or Secondary Unit of Assignment. The exception is if you have a Unit Commander or Unit Administrator role. These roles can make changes to any Shared trees within their applicable unit of assignment.

13.1.1 Capability Tree Control Center

13.1.1.1 Viewing the Capability Tree

The Assessment View is where the resources assigned and Mission Readiness Assessments (or manual assessments entered in Edit Details) come together in a visual display of a complete structure.

1. Access the CT Control Center.
2. Click the hyperlink name of the tree to view. By default, the **Assessment View** displays. This view is used to illustrate the final product and is extremely useful for demonstrations or deep analysis of plans. It is designed primarily to be a read-only view

where the resources and readiness can be reviewed.

3. For ease of use, only the first level of the tree is expanded by default. To expand or collapse a node's children, click the **+** sign or **-** sign. To tweak the zoom, use the selector in the CT Toolbar.

The view is based on the display options selected in the Tree Wizard. To update these display options, click the **Edit** icon in the CT Toolbar.

- Click the **Assessment** icon (Y, Q, NR) to open the **ESORTS I Mission Assessment** screen. This does not apply for Manual Assessments.
- Holding the mouse cursor over the "i" in the lower-left corner of any node willdisplay a pop-up showing the assessment breakdown of the units assigned to that node.
- Clicking the UIC in any of the nodes will open a pop-up displaying the CurrentUnit Status information for that organization.

13.1.1.2 Viewing Trees for Another Unit in Group Selector

The Control Center allows you to view and edit trees for your Primary and Secondary Unit of Assignmentor to view trees for any unit via the Unit Selector. To view trees for other units:

1. Select the desired unit or group using the Unit Selector.
2. The page refreshes and the Control Center displays trees for the unit you have selected.
3. You may only select a single unit from the Unit Selector. Attempting to select a group will resultin the following message:

13.1.1.3 How to Share a Tree

By default, trees are set as private, meaning that only the user who created that tree could view it.Typically, once users have created a tree, the next step is to share it with the rest of the DRRS community.

To share a tree:

1. Review the tree before sharing all of its details and resources with other users.
2. Access the Control Center through **Utilities | Capability Trees**
3. Users will see a list of all trees assigned to their Unit of Assignment. Next to each tree name is acolumn for Status. The tree that has been just created and approved should have a setting of "Private".
4. Click this Private hyperlink click OK to the message prompt that displays.
5. The tree status is then set to Shared. Now all users in DRRS can view the tree.
6. If substantial edits to the tree are needed, users can select the Shared hyperlink to set it back toPrivate.

13.1.1.4 How to Delete a Tree

Users can only delete trees they have created. It is advised that you set the status to Private for anytrees you wish to delete. To delete a tree:

1. Access the CT Control Center and click the delete icon ✕ next to the tree to remove.
2. A confirmation box appears. Click Confirm and the tree is permanently deleted.

13.1.1.5 Copy Existing Tree

The CT Module provides an easy way to create a new Capability Tree by using an existing tree as thetemplate. To do so:

1. Access the CT Control Center through **Utilities I Capabilities Trees.**
2. Identify the tree to copy.
3. Click the **Copy** icon corresponding to the desired tree.
4. In the prompt that appears, enter a name for the new tree.
5. Select whether or not to include the resources assigned to the tree being copied. Manualassessments are automatically included.
6. Click **Copy Tree**. A new tree will be created under the Unit of Assignment using the structure and settings of the tree selected to be copied. Users will be taken to the Setup page where thetree created will be available for modifications.

13.1.1.6 Creating a Tree

The process for creating a new tree is made simple using a step-by-step walkthrough mechanism calledthe **Tree Wizard.**
To begin creating a tree:

1. Select Utilities | Capability Trees from the Main menu.
2. Click the **Create New Tree** icon CREATE NEW TREE on the CT Toolbar to open the Tree Wizard.The introduction screen displays. This provides a brief overview of the tree creation process.
3. At the introduction screen, click **Next**. The Basic Information screen displays. Setting up a newtree begins here.
4. Enter a unique name for the tree you are creating.
5. Select the type of tree to create. There are three types of Capability Trees:
    - **Organization:** Used to represent an org structure in the DRRS system. This can be an organization and, optionally, its subordinate orgs.
    - **Mission:** Allows creation of a tree in representing an ESORTS mission assigned to anorganization, including subordinate tasks (optional).
    - **Custom Structure:** Freeform tree allowing manual creation of any tree configuration. This type of structure provides the same functionality as the others, the key differencebeing that this type is all created manually rather than using existing structures. This isthe choice for equipment or personnel trees as you do not need to display data involving orgs or mission assessments.
6. Choose from a list of display options. These options determine what data will be made visible oneach node when viewing the tree on the Assessment page.
    - **Display Assigned UIC:** Shows the unit identification code for the unit that you canchoose to assign as the role provider to a tree node.
    - **Display Filled Value:** Lists the total number of resources you have added to a tree nodeon the Assign Resources page.
    - **Display Mission Readiness Assessment:** A Y, Q, or N icon will display for each node thathas an approved readiness assessment for the mission you can optionally select in the next step of the wizard. If there is no mission, an NR will display. In addition, you have the option of manually assigning a readiness value to a node.
    - **Display Required Value:** Set a number for each node to have as a target for

resources.This is useful for comparison against the actual numbers (Filled).

- **Set Default Node Color:** Allows you to choose the color of your liking for all tree nodes.Please note that you can only choose this option one time upon first creating tree, however you can always change each node color later on the Setup page.

7. Click **Next**. The next step is to configure the tree you selected. Depending on the tree type selected in the Basic Information screen, this screen will contain different selections described inthe following table.

Table 18: Tree Type Descriptions

Tree Type	Description
Mission	This Tree Type will prompt users to select one of the ESORTS missions associated with the Unit of Assignment using the Mission drop-down menu. Optionally, users may choose to include the subordinate tasks for the selected mission by selecting the Include Child Tasks checkbox. **NOTE: Missions will only show up in the drop-down menu if you have a mission created in ESORTS Build METL. Mission Assessments will only display forapproved missions or tasks in ESORTS Mission Assessment.**
Organization	This Tree Type will prompt users to search for the organization this tree structure will represent. To configure the Organization tree type: 1. Enter all or part of the unit UIC/AName in the UIC/AName field and click Search. Select the desired organization from the search results. 2. Choose whether to include subordinate organizations using the Include Child Organizations checkbox. This is advised to see the entire organization structure. If subordinate organizations are to be included, select the relationship type that will be providing those organizations (OPCON, ADCON, or COCOM). 3. Choose a mission to associate with the nodes of the selected organization. **NOTE: Org Trees that show huge organizations (more than 250 children) will perform slower than normal trees. This is due to the large amount of datathat needs to be obtained from the DRRS Org Database.**
Custom	This Tree Type will prompt users for the name to be applied to the root node in the tree structure as well as an associated mission.

13.2 Setting Up a Capability Tree

Once you have a created a tree, view the tree structure to see what has been created.To view a tree structure:

1. Access the CT Control Center by selecting **Utilities | Capability Trees**.
2. Switch to the Tree View to **SETUP** using the Tree View drop-down

The Setup view shows each of the individual tree nodes that were created using the Tree Wizard or CopyTree functionality.

13.2.1 Add Nodes to a Tree

To add nodes to an existing tree:

1. Switch to the Tree View to **SETUP** using the Tree View drop-down.
2. Click the **Add** button on the node to insert a subordinate one. The new node will appear directlybelow.
3. Enter a name for the new node as the default is "TITLE". To do this, simply type over this textand click the Enter button.
4. Optionally, you can edit the color of the new node, by selecting a new one using the node colordrop-down.
5. Continue adding nodes until the desired structure is displayed.
6. Click the "X" button in the node's upper-right corner to remove a node.
7. Existing tiers of nodes can be expanded or collapsed by clicking the "+" or "-" button in theparent node.

NOTE: The organizational structure is saved automatically as created.

13.2.1.1 Repositioning Nodes in a Tree

Tree nodes may also be moved around within a structure by dragging them and dropping them into thedesired location.

To reposition a node in a tree:

1. Switch to the Tree View to **SETUP** using the Tree View drop-down.
2. Click the left mouse button and hold the mouse over the node. Users will see your normalmouse pointer change to a 4-direction cursor.
3. Drag the mouse (and the node) to the correct location.
4. Let go of the left mouse button and the node will drop into place.
5. Repeat as necessary.

13.2.1.2 Edit Node Details

Each node supports the ability to add details that are then displayed on the Assessment page for useduring demonstrations or analysis.

To add details to a node:

1. Switch to the Tree View to **SETUP** using the Tree View drop-down. Select the Edit option and thepop-up window will display.
2. In the Assigned Unit field, enter all or part of the UIC, ANAME, or LNAME of the unit to assign tothis command and click **Search**.

3. Click on the desired unit and click Select.
4. Enter a Required value for the node. This allows users to specify how many resources should beassigned to the node.
5. Select a Current Readiness Assessment value for this unit and date.
6. Select a Projected Readiness Assessment value for this unit and date.
7. Attach any file up to 10mb in size using the Browse and Upload buttons in the File Attachmentsection. Enter any pertinent text remarks that apply to the entire node.
8. Click **Save**. The page refreshes and the tree node are updated. These results display on theAssessment page.

13.2.2 Assigning Resources to a Capability Tree

Once a tree's structure has been edited and finalized, the last step in setting it up for display is to assignresources to the nodes of that tree. Whether creating a mission structure, organization structure, or a custom structure, resources represent a crucial part of the Capability Tree. Resources include the units,equipment, and personnel assigned to perform specific tasking in a mission, report to an organization, etc.
To assign resources to a tree node:

1. From the Setup view, select the **Resources** button for a specific node. The Assign Resources viewopens. This view is used to detail the resources assigned to each node in a tree.
2. In the **Available Nodes** panel on the left, users have the option of selecting any node in the treeto assign resources to.
3. Next, using the Unit Search, Personnel Search, or Equipment Search tabs. Select an option fromthe **Search By** field. The options are:

13.2.2.1 Unit Search

- Unit Search: search by UIC or Unit name, Standard Requirement Code (SRC), Troop Program Sequence Number (TPSN), Unit Type Code (UTC), or Location Code.
- Tasks Search: search by Task Number, Task Title or Description.
- Missions Search: search by Mission Number or Mission Name.

13.2.2.2 Personnel Search

- Full Name: Last Name, First Name is the format.
- Service: US Air Force, US Army, US Coast Guard, US DoD, US Marine Corps, US Navy, Other
- Component: Active, Guard Reserve
- Paygrade: Enlisted, Warrant

13.2.2.3 Equipment Search

- Current Location: Search for equipment that is in a particular location. This search works for Location Codes.
- Description: Search for equipment using a general description
- Serial #: Serial number of specific pieces of equipment
  - Type: Search for a specific type of equipment across the Services
  - UIC: Search for all of the inventory for a specific UIC.

- The results matching your search criteria are displayed.
- Click the check boxes next to the results to add and click **Add Selected**.

13.3 Viewing the Resources Assigned to a Tree

To access Resource Analysis:

1. Enter the Assessment View.
2. Place the mouse over the lower-left corner of any node. The Node Overview popup will appear,showing the unit assigned to this node, the number of resources required, the overall and projected readiness assessments, and the lowest assessment value, as well as a breakdown ofresources by Service.
3. Click either the **View All Resources** or one of the hyperlinked names. This will open the Resource Analysis screen which provides a detailed look at all resources assigned to this node (organized by tabs). Information provided in this view includes UIC and AName, CUR and HomeLOCN, Posture, Status, and more (much of this data is derived from direct entry/approval in theCurrent Unit Status tool).
4. Use the **Filter By:** at the top of the page to select resources for a particular node.

14. Group Builder

Groups provide the ability to view, create, and manage data. Along with the Unit Selector, they also provide the ability to set a group in view or as your watchlist, providing detailed information about theselected group. In order to select groups in the Unit Selector, they must first be created. This is accomplished using the Group Builder tool. It provides the ability to create three different kinds of groups:

- **My Groups:** Users have the ability to build and customize their own groups based on the units available in DRRS. With this feature, you can create and manage the structure of any organization or hypothetical organization for planning and analysis. All users can create My Groups and those groups are only visible to the user who created them.
- **System Groups:** These are groups that have been created by System Administrators and made accessible to all users.
- **DoD Groups:** DoD groups are unique in that they will automatically maintain the relational hierarchy of the selected unit as defined in the DRRS database. DoD groups will always show the current organizational structure of a particular unit or set of units. These are the only groups that reflect a hierarchical structure, all other groups are displayed as "flat" lists. All users can create DoD groups.

14.1 Accessing Group Builder

The Group Builder can be opened by selecting **Utilities | Group Builder** from the Main menu. There are six components to the Group Builder drop-down menu:

1. **Group Type Dropdown:** Shows which type of groups are being displayed. To access a different type of group, use this dropdown.
2. **Group Name Dropdown:** Displays the available groups of the selected type. Selecting an item from this dropdown will change the Group Display.
3. **Relations Type:** ADCON, COCOM, or OPCON
4. **Group Controls:** Contains the tools to create new groups, delete or rename existing groups,

setting your watch list, and setting your subordinates.

5. **Group Display:** Displays the units contained within the group currently selected.
6. **Group Display Controls:** Pagination controls for the Group Display. You can choose to display more units at one time or navigate the multiple pages of groups.
7. **Unit Controls:** Provides the necessary tools to add units to a group, remove units from a group, reload the last saved configuration of the group, or save the group.

NOTE: The subordinates group set here is your default view when using the Readiness Dashboard copy functionality.

14.2 Unit Selector

The Unit and Group Selector Menu allows you to select which unit or group to display information forwhen accessing the various modules in DRRS. It also allows users to set their Watchlist and Units of Assignment.

14.2.1 Access Unit Selector

1. Type all or part of the UIC, long name, or abbreviated name of the unit you wish to find in the Unit Selector.
2. Select the unit to set in view. This unit will now be used when viewing organization-specific modules.

14.3 Organizational Hierarchies

A key feature of the Unit Selector is the ability to view and navigate the organizational hierarchy for aselected unit in the ADCON, OPCON, and COCOM or other authority structures.

1. Select a unit or group using the Unit Selector.
2. Click the up arrow or down arrow in the navigator section of the Unit Selector to display the parents or children of the selected organization. If there are none, the corresponding arrow will be greyed out.
3. Continue navigating by selecting any displayed unit to drill-down or drill-up through the hierarchy.

14.4 Adding Units

To add units to a group, you must first locate those units using the Unit Search tool. Note that when searching for units, you may drill-down into any of the units already displayed in order to see their subordinate units. This can be helpful if you are adding several units from a single chain of command and do not wish to search for each unit individually or do not know the exact name/UIC for those units.

1. Click the Add Unit icon to bring up the Unit Search tool.
2. Perform a search by selecting the necessary search criteria and entering a search phrase. Click **Search** to run the search.
3. Add units to your group by selecting the checkboxes next to the desired units and clicking **Select**. You may also use the **Select and Close** button which will add the selected unit and then return you directly to the Group Builder.

14.4.1 Navigate Units' Hierarchy

1. Click the hyperlinked UIC of any displayed unit. This will open the Unit Navigator.
2. Use the left and right arrows to select which relationship type (ADCON, OPCON, COCOM) to display. The children of the selected unit for that command structure are displayed.
3. To view the parent organization(s) of the selected unit, click the down arrow located next to the relationship type name. The parent org(s) is displayed and can be clicked on to set them in view.
4. Use the checkboxes in combination with the **Select** or **Select and Clos**e buttons to add units to your group.
5. Continue searching for and adding units as needed and then click the "X" in the upper-right corner of the Unit Search tool to return to the Group Builder.
6. Click **Save** when you are finished adding units in order to finalize any changes made to your group. If you do not save, all of your changes will disappear when you navigate away from this group.

14.5 Building Groups

To build a new group:

1. Open the Group Builder.
2. Select the group type you wish to create by selecting the desired type in the Group Type dropdown.
3. Click the **New** button located in the Group Controls.
4. Enter a unique name for this group in the pop-up box that appears. There are no restrictions on characters or length.
5. Click **Save** to create this new group. You may now begin assigning units to your new group. Refer to the Adding Groups section for detailed instructions.

NOTE: You can create a subordinate group in Group Builder for use with setting and viewing purposeson the Top Concerns tab viewable with proper permissions in the Joint Readiness Dashboard and in Current Unit Status.

14.5.1 Selecting a Group

To select and view an existing group:

1. Open the Group Builder.
2. Use the Group Type dropdown to select the type of group you wish to open.
3. Use the Group Name dropdown to select the specific group you wish to view. The selected group will be displayed in the Group Display section, listing all units associated with it.
4. You may utilize the Group Display Controls to navigate through the various pages of the unit list as needed.

14.5.2 Editing Groups

14.5.2.1 Remove Units from a Group

1. Open Group Builder.
2. Find and select the group you wish to remove units from.

3. Select the checkboxes next to the units you wish to remove from this group and click the **Remove Units** button located in the Unit Controls.
4. Click **Save** when you are finished removing units in order to finalize any changes made to your group. If you do not save, all of your changes will disappear when you navigate away from this group.

14.5.2.2 Rename a Group

1. Open Group Builder.
2. Find and select the group you wish to rename.
3. Click the **Rename** button located in the Group Controls.
4. Enter a new unique name for this group.
5. Click **Save.**

14.5.2.3 Delete a Group

1. Open Group Builder.
2. Find and select the group you wish to delete.
3. Click the **Delete** button located in the Group Controls. You will be prompted to confirm your decision to delete the selected group.

14.5.2.4 Set Group as Subordinate

1. Open Group Builder.
2. Find and select the group to set as the Subordinate Unit.
3. Click the Set as Subordinates button located in the Group Controls. The subordinates group set here is the default view when using the Readiness Dashboard copy functionality.

NOTE: By setting a group as a subordinate, the Top Concerns tab is available on the Current Unit Status tab for these units. To remove the Top Concerns tab for a unit, you must remove the unit from the group that was set as subordinate. Any user who can access the Subordinates Group in the Group Builder can remove the unit from the Subordinate Group. Click the Excel icon in the main toolbar to export the Subordinate Group to Excel.

14.5.2.5 Set Group as Watchlist

If you do not see any data in the Watchlist, it is because you do not have a watchlist. To create or edit anexisting watchlist:

1. The Group Builder page displays. Click the **New** button to create a new **My Group**.
2. Enter a group name and click **Save**.
3. Click the **Add Units** button to add some units to this group.
4. Search for units using the Unit Search tool.
5. To quickly select all units, click the checkbox at the top of the column. Otherwise, individually select the units to add.
6. Click **Save**.
7. Click the **Set as Watchlist** button.

14.6 Quick Search

The DRRS Quick Search tool provides the functionality to search the system for specific Units or Personnel and view the associated readiness data. This feature is similar to the Force ManagementSearch for Capability tool but provides a much more streamlined toolset. As the name implies, it is designed to provide a quick and easy searching alternative.

14.6.1 Search Result Functions

14.6.1.1 Creating a Group from Search Results

To create a new group based on your search results, select the check box next to the desired units and click the **Create Group** button. In the Create Group dialog, enter a unique name for your new group, select which type of group you are creating, and click **Submit**. When created successfully, this group willbe available for viewing in the Group Builder.

14.6.1.2 Exporting and Mapping Search Results

To export the results from a search, select all the items to be exported by selecting their correspondingcheckboxes and then clicking the Excel or Word export button.
To map the results from a search, select Units or BSIs and click Selected to show just selected or click Allto show all Units or BSIs listed. Then click the map icon to show Units or BSIs on a map.

14.6.1.3 Tagging a Group from Search Results

If a user has the Tag Manager role, the Tag Units Button will be available for selection. Users with thisrole can enter a new tag name or select an existing tag name to assign selected units to. The tag is a plain language term used to identify a given set of units. For example, "aircraft carriers" or "heavy lifthelicopters" are possible tags. Users will be able to tag units from unit search.
To tag units based on search results, select the checkbox next to the desired units and click the Tag Units button. In the Tag Units dialog, enter the name of the tag you would like to assign the selected units to. You can enter multiple tags at once separated by a semi-colon. When adding one or more newtags, you will be asked to confirm if you want to add the new tag. Once confirmed, the selected units will be added to the specified tag group.

NOTE: The Tag Manager role is required to create Tags. Specific DRRS SMEs will be assigned this role to control access to the new tagging functionality within Group Builder and Unit Search. See the Account Setup chapter in the DRRS System Administrator Guide for more about roles.

14.7 Equipment Search

The equipment search function allows you to search for specific equipment and then locate units withthat equipment.
To perform an equipment search:

1. Select Utilities | Quick Search | Equipment Search from the Main Menu.
2. Select an option from the Search By drop-down menu. The options are:
    - Serial Number
    - Equipment Type

- Equipment Description
- Unit

3. Select a Service and/or Component to limit the search.
4. In the Search Phrase field, enter all or part of the phrase to search for. Unless entering the exact name or number, click the **Add Wildcards** checkbox to increase the number of search results returned.
5. You can also select a location type to narrow your search by. The options are:
   - Current Location
   - Home Location
   - Both
6. Enter the corresponding location code in the Location(s) field.
7. Click **Search**.
   - If **not** searching by Serial number, the search results will include all units associated with the equipment matching the search criteria. Users can find equipment assigned to one or more units by selecting the checkbox next to the corresponding unit(s) and clicking Search for Equipment.
   - If searching by Serial number, the search results will contain the equipment matching the search criteria.

14.8 Ordnance Search

The Ordnance search function allows you to search for specific ordnance and then locate units or locations with that equipment.
To perform an ordnance search:

1. Select Utilities | Quick Search | Ordnance Search from the Main Menu.
2. Select an option from the Search By drop-down menu. The options are:
   - Description
   - Location Code
   - Location Name
   - UIC or AName
3. Select a Service and/or Component to limit your search to.
4. In the Search Phrase field, enter all or part of the phrase to search for. Unless you are entering the exact name or number, click the Add Wildcards checkbox to increase the number of search results returned.
5. Click Search. The ordnance matching your search criteria are displayed. To view the details of a particular item, click the corresponding hyperlinked Description and a window containing detailed information for that item is displayed next to the search results.
6. Select the ordnance whose supporting units you wish to see by selecting the corresponding checkboxes and clicking the Search for Units button. The units supporting the selected ordnance are displayed in a separate search results window.
7. To view the details of a particular unit, click that unit’s hyperlinked UIC and a window containing detailed information for that unit is displayed. You may also create a new group based on the search results. For more information, see the section below on creating groups from search results.

14.9 Personnel Search

There are several methods for searching for personnel. Each is described in detail below.

14.9.1 Occupational Specialties

1. Select Utilities | Quick Search | Personnel Search from the Main Menu.
2. Select **Occupational Specialties** from the Search By dropdown menu.
3. Additionally, you may filter your search to only enlisted personnel, officers, or warrant officers.
4. Select a Service and/or Component to limit your search to.
5. In the Search Phrase field, enter all or part of the occupational specialty code or description to search for. Unless you are entering the exact code or description, click the **Add Wildcards** checkbox to increase the number of search results returned.

If you are searching for Occupational Specialty Codes, you can search for multiple codes by entering thecodes separated by a comma with no spaces in between. Checking the Add Wildcards box will automatically add wildcards around each of the search phrases. For example, to search for codes x, y, and z, enter the search phrase” r; x, y, z”. Click Add Wildcards and this becomes” r; *x*, *y*, *z*”.

6. Click **Search**. The occupational specialties matching your search criteria are displayed. Clicking the hyperlinked code of an occupational specialty will display the details of that occupation, including the related DoD occupation codes, in a separate window next to the search results.
7. You may change the display of search results by selecting one of the three radio buttons at the top:
    - **Simple:** Displays the results matching your specific search criteria.
    - **Expanded by DodOcc:** Displays the results matching your search criteria as well as any other occupations matching to similar DoD occupation codes.
    - **Expanded by Description:** Displays the results matching your search as well as any other occupations having a similar description.
8. Select the occupations whose assigned personnel you wish to find by selecting the corresponding checkbox for each occupation.
9. Select whether to search for personnel with Any or All of the selected occupations.
10. Click **Search for People**. The personnel supporting the selected occupation(s) are displayed in a separate search results window. To view the details of a particular person, click that person’s hyperlinked name and a window containing detailed information for that person is displayed next to the personnel results.

14.9.2 To Find Personnel by Name

1. Select Utilities | Quick Search | Personnel Search from the Main Menu.
2. Select **Person by Name** from the Search By dropdown menu.
3. Additionally, you may filter your search to only enlisted personnel, officers, or warrant officers.
4. Select a Service and/or Component to limit your search to.
5. In the Search Phrase field, enter all or part of the name of the person you are searching for. Unless you are entering the exact name, click the **Add Wildcards** checkbox to increase the number of search results returned.
6. Click **Search**. The personnel matching your search criteria are displayed. To view the details of a particular person, click that person’s hyperlinked name and a window containing detailed information for that person is displayed next to the personnel results.

14.9.3 To Find Personnel by Unit

1. Select Utilities | Quick Search | Personnel Search from the Main Menu.
2. Select **Units** in the Search By dropdown menu.
3. Additionally, you may filter your search to only enlisted personnel, officers, or warrant officers.
4. Select a Service and/or Component to limit your search to.
5. In the Search Phrase field, enter all or part of the unit ANAME or UIC. Unless you are entering the exact name or number, click the **Add Wildcards** checkbox to increase the number of search results returned.
6. Click **Search**. The units matching your search criteria are displayed. Clicking the hyperlinked code of a unit will display the details of that unit in a separate window next to the search results.
7. Select the units whose assigned personnel you wish to find by selecting the corresponding checkbox for each unit.
8. Click **Search for People**. The personnel supporting the selected unit(s) are displayed in a separate search results window. To view the details of a particular person, click that person's hyperlinked name and a window containing detailed information for that person is displayed next to the personnel results.

14.9.4 To Find Personnel Proficient in a Language

1. Select Utilities | Quick Search | Personnel Search from the Main Menu.
2. Select **Language** in the Search By dropdown menu.
3. Additionally, users may filter the search to only enlisted personnel, officers, or warrant officers.
4. Select a Service and/or Component to limit your search to.
5. In the Search Phrase field, enter all or part of the desired language. Unless you are using the exact name or code, click the **Add Wildcards** checkbox to increase the number of search results returned.
6. Click **Search**. The personnel proficient in the selected language(s) are displayed. To view the details of a particular person, click that person's hyperlinked name and a window containing detailed information for that person is displayed next to the personnel results.

Find personnel by name ("Last Name, First Name") or search for personnel assigned to a particular occupational code or unit. A list of DoD OCC codes can be found on the home page under References.Use the Add Wildcards feature to broaden your search.

14.10 Using Wildcards

To provide a wider range of results, all searches will use implicit wildcards, unless otherwise stated. Thismeans that wildcard characters (*) will be added before and after your search phrase, returning any result containing the phrase you entered. For example, a search for "ge" is the same as "*ge*" and will return "Gettysburg", "Agency", and "Anchorage". For a more precise search, enter as much informationas possible or manually use wildcards.

There are three ways to add wildcards, before a search phrase, after a search phrase, or inside a searchphrase.

- Before (*xyz): Returns results with any character(s) preceding the search phrase. Results would include wxyz, vwxyz, uxyz, etc.
- After (abc*): Returns results with any character(s) following the search phrase. Results would include abcd, abcde, abce, etc.
- Inside (a*c): Returns results with any character in the specified wildcard spot. Results would include abc, acc, adc, etc.

14.11 Unit Search

The Unit Quick Search provides multiple methods for finding units. Each is described in detail below.To find the units associated with a specific task:

1. Select Utilities | Quick Search | Unit Search from the Main Menu.
2. Click the drop-down list and select a search criterion:

14.11.1 Search Criteria

Table 19: Search Criteria

Criteria	Results
Search For	Tasks, Missions, or Units
Search By	Task Number, Task Title, or Task Description
Service	All, Air Force, Army, Coast Guard, Marine Corps, Navy, or Other
Component	All, Active, Guard, or Reserve

14.11.1.1 Tag Units

From the Search Results grid, select Units to tag. Click **Tag Units** and use typeahead to search for Tagname.

NOTE: If the Tag name does not exist, the Add New Tag box opens, and you can create a tag. A user needs the "Tag Manager" role granted via the Identity Management menu option to create Tag groups.

14.12 Base Support Installation (BSI) Search

To begin a BSI search, select **Utilities | Quick Search | BSI Search** from the DRRS Main Menu.

3. Search for Base Support Installations by name or location.
4. Select Capability Categories from the drop-down list.
5. Select the Capability Level from the drop-down list.

14.12.1 Mapping BSI Search Results

1. Select BSIs to show on map and click **Selected** or **All** to show all units listed. Then click the map icon to show the BSIs on a map.
2. BSI Search Results are displayed on a collapsible panel to the left of the map.
3. Indicators for the installation on the map display as a box with a number inside it. All BSI groups use the same marker. A Clear Map button is available which removes from display items on the map and items in the left-hand panel.

15. Unit Registration

This module is used to register new units within DRRS and new units in SORTS. It is also used to updateBIDE data of existing units. The Unit Registration module is accessible only to users with the Unit Registration role that are associated with a Major Command or the DRRS Enterprise Administrators group.

15.1 Registering a New Unit

Login to DRRS and click **Utilities | Unit Registration**. The default view displays the BIDE data of the user's unit of interest.

1. Select the Add New Unit… button. Click this button to display the dialog to enter a new unit UIC.
2. Click Ok. If the UIC of the new unit does not exist in DDRS, the default unit view is displayed.
3. The Add New unit pop-up displays. Enter the new unit identification code in the provided area and click Ok. The Unit Registration screen displays. The default selected tab is the Unit Registration tab. The UIC you entered in Step 3 displays and cannot be edited.
4. Unless you are a DRRS Enterprise Administrator, you can only enter units for the command type you are registered in DRRS under. For example, Air Force Major Command users can only enter UIC that start with" F".

16. Force Management

16.1 Readiness Dashboard Overview

The primary purpose of the Readiness Dashboard tool is to create a full report (MS Excel, MS PowerPoint, and by viewing the DRRS application) which links readiness and resources, within the context of missions, to determine which units and organizations possess the capability to carry out theJFRR-assigned mission scenarios.
Readiness Dashboard Map

16.2 Accessing Readiness Dashboard

1. Select **Force Management| Readiness Dashboard.** The global map interface displays and separates the world into specific areas.
2. The bottom center of the screen displays an icon for Joint Staff. The center of the screen displays all geographic COCOM icons. The bottom of the screen contains the icons for the Functional COCOM tool, Services, and all Combat Support Agencies.

NOTE: The icons on the dashboard display a colored border that denotes the value for the lowest JQRR Overall Mission Assessment rating. This rating is the manual assessment performed by the head of the selected organization.

The color symbols are as follows:

- Green - ESORTS value 'Yes'
- Yellow - ESORTS value 'Qualified Yes'
- Red - ESORTS value 'No'
- Grey - Not Reporting (no manual assessments performed)

3. Hover over each of the individual COCOM icons to display the date of their last manual JQRR Overall Mission Assessment update.

4. Click an icon, other than Joint Staff, to display the current missions within the Readiness Details menu in the upper-right corner of the screen. These missions and their associated current (CUR) and projected (PRJ) values derive from ESORTS directly. Additionally, the Scenario value appears for all organizations except the geographic COCOMs.
5. Note the difference between the two displayed readiness values. The halo on the left represents the lowest mission assessment entered within the Joint Readiness (JQRR) tool. The Readiness Details on the right displays the ESORTS Unit Assessment tool mission readiness value.

16.3 Adding Deficiencies

The deficiencies tab allows organizations to provide justification describing any current requirements not being met, quantified shortfall, operational impact, actions attempted to alleviate/mitigate the shortfall, and what actions are required to improve the situation. Once these deficiencies are entered bythe Services, CSAs, and COCOMs, the Joint Staff can view and manage them accordingly.

1. Access the desired Service, CSA, or COCOM Readiness Dashboard.
2. Open the Deficiencies tab.
3. Click **Add**.
4. Enter a title and attach a file that provides the necessary description of this deficiency. Both are required.
5. Add additional deficiencies as needed following the same procedure.
6. Set the priority order of the deficiencies, moving them up or down by using the blue priority arrows. This will determine the order of the concerns when displayed by Joint Staff members.
7. Click **Save Priority** when finished.

The deficiencies are listed in nominated status with their respective dates of entry ("Nominated Date")until Joint Staff (in their respective Deficiency viewer) reviews them. There are two possible outcomes from this review.

If accepted by Joint Staff, an action item number (AI#), point of contact, and accepted date are assignedto the deficiency. Additionally, the status will change to one of the following values. Note that Joint Staffhas the ability to change the title of this deficiency at any time.

- **Accepted:** All deficiencies that are not in Closed, Nominated, or Rejected status.
- **Blue:** Change ends or ways.
- **Closed:** Deficiency is no longer active.
- **Green:** Fix inside two years.
- **Grey:** Joint Staff review still in-progress.
- **Red:** Acknowledged risk.
- **Rejected:** Joint Staff did not approve. Sent back to originator for update or outright rejection.
- **White:** Formal study required.
- **Yellow:** Fix outside two years.

If rejected by Joint Staff, the status will change to ‘Rejected’. Click this hyperlinked text to view the reason for rejection. Users may not delete a deficiency once its status has been changed from ‘Nominated’. However, update the deficiency at any time by accessing the Edit icon . The deficiencywill be marked with an asterisk, signaling that it has been modified and should be reviewed by Joint Staff, but the status will remain ‘Rejected’. Joint Staff members may edit the status of a deficiency butmay not delete it. If they return the status to "Nominated" or "JS Deleted", the deficiency may be deleted by the owning organization.

16.4 Managing Deficiencies

For Joint Staff, the deficiencies tab displays a roll-up of every CSA-, Service-, and COCOM-entered deficiency in a single view. There are four functions that can be performed on this page:

16.4.1 Approve or Reject Deficiencies

1. Access the Joint Staff Readiness Dashboard.
2. Open the **Deficiencies** tab.
3. Review the available deficiencies. All new tasks will have a status of 'Pending' while all updated tasks will be marked with an asterisk. You may filter the display by organization using the **Command** drop-down menu or by deficiency status using the **Status** drop-down menu. By clicking the hyperlinked text in the Command column, you can review any attachments if applicable.
4. Click **Edit** icon  for the item you would like to approve or reject.
5. To approve a deficiency, select the **Accept** radio button and enter the following an Action Item number (AI#), Joint Staff name (J-Staff), and Status. Status: **Accepted.** All deficiencies that are not in Closed, Nominated, or Rejected status.
    - All: Show all deficiencies.
    - Blue: Change ends or ways.
    - Closed: Joint Staff has closed the request.
    - Green: Fix inside two years.
    - Grey: Joint Staff review still in-progress.
    - Nominated: Newly created deficiency, awaiting approval, initial status
    - Red: Acknowledged risk.
    - Rejected: Joint Staff did not approve. Sent back to originator for update or outright rejection.
    - White: Formal study required.
    - Yellow: Fix outside two years.
6. Click **Save** when finished.
7. To reject a deficiency, select the Reject radio button, enter a reason for the rejection, and click **Save**.

The deficiency status and details are updated and can be seen by the owning organization who will stillbe able to modify the deficiency. If they do so, you will see an asterisk in the **Command** column next tothat organization's name at which point the deficiency should be reviewed and the status/details changed as necessary.

16.4.2 Combine Deficiencies

1. Access the Joint Staff Readiness Dashboard.
2. Open the Deficiencies tab.
3. Click Combine Deficiencies.
4. Select the Combine radio button.
5. Find the deficiencies to combine and click the corresponding checkbox for each, using the Command and Current Status filters.
6. Enter a title, AI#, J-Staff name, and status for your combined deficiency. This information will be applied to all of the associated deficiencies.
7. Click Save. The selected deficiencies will display as a single item. Users may still access the attached files by clicking the corresponding organization's name from the Command column.

16.4.3 Separating Deficiencies

1. Access the Joint Staff Readiness Dashboard.
2. Open the **Deficiencies** tab.
3. Click Combine Deficiencies.
4. Select the **Edit/Separate** radio button and the Combined List drop-down menu will appear on the right. Choose the combined deficiency to edit. The associated deficiencies will be displayed in the Deficiencies box below.
5. Un-check the deficiencies you would like to remove from this combined deficiency. To dismantle the entire combined deficiency, uncheck all the checkboxes.
6. Clicking the blank checkbox in the header column will toggle all checkboxes as selected or un-selected.
7. Click **Save**. The selected deficiencies will be updated in the Joint Staff deficiency view. They will retain the AI#, J-Staff, and status values given to them in the combined deficiency.

16.4.4 Delete Deficiencies

Deficiencies in the Closed, Rejected, or Nominated status may be deleted by Joint Staff or by the command that submitted them. When the Joint Staff deletes a deficiency, it is removed from all Joint Staff views and set to 'JS Deleted' status. It will still be visible in the submitting command's view until they delete it as well. If the command that submitted a deficiency initiates the deletion, the deficiency iscompletely removed from the system including Joint Staff views.
To delete a deficiency:

1. Access the Joint Staff Readiness Dashboard.
2. Open the **Deficiencies** tab.
3. Find the deficiency to be deleted. If necessary, filter the view using the Current Status dropdown.
4. Click the **Delete** icon for the corresponding deficiency. Users will be prompted to confirm the deletion. Doing so will permanently remove the selected deficiency from the system.
5. **Set Priority Order:** Joint Staff can set the final priority order of all deficiencies.
6. **Export Deficiencies:** Create an .xls report from the displayed results

16.4.5 Setting Deficiency Priority

Before exporting the final deficiency report to Excel, it is important that the list is arranged in the correctpriority order. The Command and Current Status filters must be set to 'All'. This ensures that priority order changes are made in relation to the complete list.
To set priority order:

1. Access the Joint Staff Readiness Dashboard.
2. Open the **Deficiencies** tab.
3. Utilize the blue priority arrows to move deficiencies up or down in the list (priority ranking is top to bottom).
4. Once the order is modified as needed, click **Save Priority**.

16.4.6 Exporting Deficiencies to Excel

The export feature provides the ability to quickly create a JFRR deficiencies report based on the datacontained in the Readiness Dashboard.
To export deficiencies:

1. Access the Joint Staff Readiness Dashboard.
2. Open the **Deficiencies** tab.
3. Filter the display as desired using the Command and Current Status drop-down menus. The Excel file will only contain those items displayed in the deficiencies tab at the time of export.
4. Click the **Export to Excel** link in the upper left portion of the Deficiencies box.
5. Select either to **Open** or **Save** the .xls file that is created. It is recommended to save the file both to review and edit.

16.4.7 Changing the Status of Rejected Items

Joint Staff has the ability to change item status. A rejected Deficiency can be re-addressed by the submitting organization and re-submitted for later acceptance by Joint Staff.

16.4.8 Adding Lessons Learned

The Lessons Learned tab provides a place for users of each COCOM, CSA, Service, or the Joint Staff to post valuable information garnered from current or recent mission and JFRR experiences. This tab provides a chance to avoid recurring errors. By posting key information discovered throughout the course of an organization’s career, that organization’s team members will have a central repository ofuseful information. Lessons posted in this tab will be visible to Joint Staff users.
To Add Lessons Learned:

1. Access the desired Service.
2. Open the Lessons Learned tab.
3. Click the **Add** button Add in the top-right corner.
4. Enter a title for your message and include an attachment providing further instruction or detail.
5. Click **Save**. The message is added to the Lessons Learned tab for this selected organization. The message can be modified at any time using the corresponding **Edit** button or deleted using

the **Delete** button . Lessons may also be commented upon by other users by clicking the **AddComment** button , entering a comment, and clicking the **Save** button.

6. Before finishing the list of lessons learned, it is important that the list is arranged in the desired order of priority by utilizing the blue priority arrowsto move lessons up or down in thelist (priority ranking is top to bottom).
7. Once the order has been modified as needed, click **Save Priority**.

16.4.9 Adding Overall Assessments

The Overall Assessment tab allows users to insert a subjective assessment of readiness indicators. Thisreadiness report is rolled-up on the Joint Staff report.

16.4.9.1 To Add/Edit an Overall Assessment

1. Access the desired Service.
2. Click on **Overall Assessment** tab. All related missions for the selected organization are displayed in the Missions box along with their respective current and projected readiness ratings. The right side of the screen contains the Overall Assessment box which displays the Lowest Current Assessment rating from the list of missions. There is also a Commander's Override value that may be input to indicate the readiness capabilities according to the responsible parties of an organization.
3. Click the **Edit** button in the Overall Assessment menu. Enter the new value.
4. Select a new readiness value (Y/Q/N/NR) and enter detailed remarks in the Comments field. The override value must be different than the Lowest Current Assessment displayed in the Overall Assessment box.
5. Click **Submit**. The remarks are saved to the system.
6. Select **Readiness Dashboard** from the bread crumb trail at the top of the screen. Notice the color of the halo has changed from the ESORTS assessment value.

NOTE: This manual assessment value determines the color of the halo on the Readiness Dashboardmap.

- If the Commander's Override assessment is 'Not Reported', then any previously existing assessment value indicator is removed, and the value is set to the lowest ESORTS assessment value.
- If the manual assessment is greater than the Lowest Current Assessment value, a Commander Upgrade is indicated on the seal with an up arrow.
- If the manual assessment is lower than the Lowest Current Assessment value, a Commander Downgrade is indicated on the seal with a down arrow.
- In the case where all missions are assessed as NR or no missions are present and the commander enters a manual assessment, the system interprets this as an upgrade.

16.4.10 Capturing and Viewing Snapshots

The Summary tab, also known as the Snapshot Viewer, contains all of the snapshots for the organizationcurrently being viewed.

16.4.10.1 To Capture a Snapshot

1. Open any of the Joint Readiness tabs other than Summary.
2. Click the Capture Screenshot icon in the Readiness Dashboard Toolbar. The current Top Concerns, Scenarios, Deficiencies, Unit Missions, and Overall Assessment for the selected organization are saved for future viewing.

16.4.10.2 To View a Snapshot

1. Open the Joint Readiness JFRR Summary tab.
2. Select a snapshot from the Snapshots drop-down in the upper left. Once a snapshot is selected, the tab will update with the information stored in that snapshot, providing you with an historical look at this organization's status.

By viewing snapshots chronologically, users can track the progress of their organization and its JFRR status.

16.4.2 Creating and responding to IPL Messages

The Integrated Priority List (IPL) is an effective communication tool unique to each organization withinthe Readiness Dashboard. Unlike the other tools described herein, there is no roll-up from this area.
The workflow for this tool is as follows:

- User enters a priority topic. This involves a title summary and a document (MS Word, Excel, PowerPoint, or a plain text file only). File size limit is 10mb.
- Other users can respond to this topic using the blog message board.

16.4.10.3 Creating New Topics

1. Click the **IPL** tab.
2. Click Add Integrated Priority List.
3. Enter a title and include an attachment for discussion.
4. Click **Save**. The page refreshes and the priority are added to the list. To view the attachment, clickthe hyperlink under the **Title** column.
5. Click **View** to see the associated blog messages (empty if this is initial view after entering priority).

16.4.10.4 Adding Messages to a Topic

1. Click **Add** in the Blog menu.
2. Complete the fields in the Add Blog Message window and then click **Save**. The page refreshes and the blog are added to the list.
3. Click the blog message to display the text.

16.4.10.5 Responding to Messages

1. Respond to a message by clicking the **Add** hyperlink inside the blog message.
2. Enter your response in the **Comment** field and click **Save**. The page refreshes and the Replies column displays the number of responses.
3. Click the hyperlink number under the Replies column to display all related comments.

16.4.11 Creating JFRR Messages

JFRR Messages is a communication tool allowing Joint Staff to communicate with all organizations through a system interface. Only Joint Staff Editors can create the initial JFRR messages, but all ForceReadiness users can see and respond to them via the JFRR Messages Blog tool.
The workflow for this tool is as follows:

- User enters a priority topic. This involves a title summary and a document (MS Word, Excel, PowerPoint, or a plain text file only). File size limit is 10mb.
- Other users can respond to this topic using the blog message board.

16.4.11.1 Creating New Topics

1. Access the Joint Staff Readiness Dashboard.
2. Open the JFRR Messages tab.
3. Click **Add**.

4. Enter a title and include an attachment for discussion.
5. Click **Save**. The page refreshes and the priority are added to the list. To view the attachment, clickthe hyperlink under the **Title** column. The message can be modified at any time using the corresponding **Edit** button or deleted using the **Delete** button.
6. Click **View** to see the associated blog messages (empty if this is initial view after entering priority).

16.4.11.2 Adding Messages to a Topic

1. Click **Add** in the Blog menu.
2. Complete the fields in the 'Add Blog Message' window and then click **Save**. The page refreshes and the blog are added to the list.
3. Click the blog message to display the text.

16.4.11.3 Responding to Messages

1. Respond to a message by clicking the **Add** hyperlink inside the blog message.
2. Enter your response in the **Comment** field and click **Save**. The page refreshes and the Replies column displays the number of responses.
3. Click the hyperlink number under the Replies column to display all related comments.

16.4.11.4 Entering Top Concerns

The Top Concerns tool allows users to enter all major areas of concern that the organization has with supporting the JFRR scenario. Once entered by each of the Service, CSA, and COCOM representatives, the Joint Staff can review and then export these concerns to PowerPoint for the JFRR.

NOTE: To edit a unit's JFRR data, you must have one of the following unit roles and/or functional roles:

- Unit Administrator AND applicable UIC as a primary or secondary unit of assignment.
- Unit Commander AND applicable UIC as a primary or secondary unit of assignment.
- Any other unit role AND Joint Readiness Editor Role AND applicable UIC as a primary or secondary unit of assignment.

All users can view JFRR data for all units and all users with permissions to edit the unit they are viewingcan copy an item from all other unit's JFRR to their own unit of assignment. Permissions for the other units do not matter.

16.4.11.5 To Enter Top Concerns

1. Access the desired Service.
2. Open the Top Concerns tab.
3. Click the **Add** button Add in the Top Concerns menu.
4. Enter the concern in the title field. This will be displayed as a bullet in the MS PowerPoint when exported. If necessary, attach a file explaining this concern in more detail.
5. Click **Save**. The page refreshes and the concern are displayed in the Top Concerns table.
6. Click the **Add Description** button corresponding to your newly entered concern to add a detailed description of this concern. Click **Save** and the Top Concerns pages will update to reflect your changes. You may enter multiple descriptions for the same concern in this fashion.
7. Enter additional concerns (if applicable) following the same procedure. When complete, the

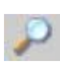
concerns are displayed in the order in which they were entered, with the first entered at the top.

8. Set the priority order of the concerns, moving the concerns up or down by using the blue priority arrows. This will determine the order of the concerns when displayed in the Joint Staff-produced MS PowerPoint report.
9. Click the **Save Priority** button to set this as the default display for all users.
10. Add additional details for the Current and Projected status of this concern by clicking the **Add** button in the Current and Projected box, entering your comments, and clicking **Save**.
11. Add additional details for the Scenario status of this concern by clicking the **Add** button in the Scenario box, entering your comments, and clicking **Save**.
12. Click the **View Subordinates** button to view top concerns for Subordinate units. (You can create a group called Subordinates using Group Builder.)
13. To edit a concern, use the  icon located next to the concern name.

16.5 Viewing METLs

The Readiness Dashboard provides a view of the ESORTS Mission Essential Task List for a selected organization. To utilize this function: Access the desired CSA or COCOM Readiness Dashboard. By default, the METL tab is selected. Each CSA reports on its ability to perform assigned missions as well as specific agency tasks to a prescribed standard under set conditions. The METL tab displays these ESORTSassessments in near real-time. For more information, you can select the Y, Q, or N that display under each mission name to display ESORTS Unit Assessment comments.

Table 20: Viewing METLs Definitions

Icon	Definition
	Exports the current METL to a file that can be opened in Microsoft Excel.
	Exports the current METL to a file that can be opened in Microsoft Word.
	Prints the current METL. Allows users to select the items to display in print results.
	Gives you the ability to retrieve a unit snapshot, which is a picture of the unit's METL at a specific point in history. A snapshot is created when an assessment is submitted for approval, a MET's assessment is changed, or the icon is clicked.
	Takes a snapshot of the current assessment condition of the unit METL. This is saved in date/time format.

17. State Readiness Dashboard

The State Readiness Dashboard provides visibility into the readiness capability of each individual state'smissions and scenarios. This is accomplished using a graphical representation of those states that provides an at-a-glance readiness value and permits users to drill into the details of each scenario or mission.

To access State Readiness, select **Force Management | State Readiness Dashboard.** The State ReadinessDashboard has three unique maps which are selectable using the Map drop-down menu in the CT Toolbar. These views are used to show:

- Missions by State**:** Lowest current mission assessment value in each state. This is the default view.
- States by Mission**:** Lowest current assessment value for a selected mission across all states. Only states that have been assigned that mission will display a value.
- Essential 10**:** National Guard Essential 10 capabilities for Domestic Operations for each state.

Every state that reports readiness via ESORTS will have a corresponding readiness color representing thelowest readiness assessment value according to the map. The available colors are green (Y), yellow (Q), red (N), and grey (Not Assessed). States showing gray vertical stripes signify an overdue assessment, meaning that the last reporting date was more than 30 days ago. States with no color do not yet report their readiness to DRRS via ESORTS.

17.1 States Drill-Down

Using State Readiness Dashboard, it is possible to access more detailed information for a particular stateas well. From any of the readiness maps described above, click on a state to bring up the overview of that state's assigned missions and their assessments. This information will display in the upper-right corner of the Readiness Dashboard. Clicking the state UIC at the top of the details panel provides access to three tabs for that state: METL details, overall assessment, and all Essential 10.

17.1.1 METL Details

The MEL tab contains detailed information about the selected state's Mission Essential Task List (METL).

17.1.2 Overall Assessment

The Overall Assessment tab provides the current and projected assessment values for each missionassigned to the selected state. It also provides access to the Commander's override comments and rating. For more information, refer to the Assessing Missions help.

17.1.2.1 Essential 10

The Essential 10 overview tab shows the current assessment values for all of the Essential 10 categories.This allows you to see all the ratings for one particular state whereas the map views provide one rating at a time for all states.

17.1.3 Adding State Assessments

State Assessments are used to show the overall capability of a state's capabilities within a particularEssential 10 category. To add a new State Assessment:

1. Click the **Edit** button (pencil icon) next to the capability category you wish to assess.
2. Select an assessment value for Level One.
3. Enter any comments pertinent to the assessment value being added.
4. Repeat steps 2 and 3 for Level Two assessment.
5. Click **Submit**.

17.1.4 Adding Sub-State Assessments

Sub-State assessments are used to represent the capabilities of any entity that reports to a state withinthe context of a particular Essential 10 category.
To add a new Sub-State assessment:

1. Click Add Sub-State Assessments.
2. Select the capability category for which you are adding an assessment.
3. Enter a name for the assessment entity being entered.
4. Enter the code associated with the assessment entity being entered.
5. Select an assessment value for this entity.
6. Move all applicable remarks into the Current Remarks field from the Available Remarks field using the arrow buttons between these fields.
7. Click **Submit**.

17.1.5 State Capability Trees

The State Readiness dashboard links directly to the Capability Trees Module which is designed to help mission planners more easily create the supporting structure necessary for managing mission readiness.By allowing them to create a graphical representation of the required organizational structure, choosingtheir entire list of resources, and then providing the readiness assessment value for each unit associatedwith the mission, it drastically simplifies the process of constructing a viable mission structure.
Structures only apply to the state UIC under which they are created, regardless, if the same mission isassociated with several states.

17.1.6 Assessing Capability Trees for a State

To view the Capability Trees for a particular state:

1. Access the State Readiness Dashboard and, from any of the map views, click on a state.
2. From the details panel that appears in the upper-right corner, click on any of the mission names associated with the selected state. Doing do will take you directly to the Capability Tree for that mission in the selected state.

17.1.7 Essential 10

The States by Essential 10 map is designed to provide quick access to the subjective evaluations of theNational Guard "Essential 10" capability areas submitted by each state. The Essential 10 areas are:

1. Aviation / Airlift
2. Chemical, Biological, Radiological, Nuclear, and high-yield Explosives (CBRNE) response
3. Command and Control (C2)
4. Communications
5. Engineering
6. Logistics
7. Maintenance
8. Medical
9. Security
10. Transportation

Evaluations for the Essential 10 are subjective in nature, evaluated by each state, and are not currently applied against a standard metric; however, a range for each capability is proposed to provide enhancedconsistency when evaluating capabilities for the National Guard on a nationwide basis. The rating scale for these evaluations is as follows:

- **Green:** Unit has a high degree of capability to perform the particular Joint Core Capability mission.
- **Yellow:** Unit has a limited capability to perform the particular Joint Core Capability mission.
- **Red:** Unit does not have the capability to perform the particular Joint Core Capability mission.

Capability levels for each state are evaluated on two levels, both of which are visible through the StateReadiness Dashboard:

- **Level One:** Domestic Operations Support Capabilities provided by the states evaluated over the course of the last 10 years (fires, floods, tornadoes, hurricanes, power outages, winter storms, etc.).

- **Level Two:** Response capabilities as evaluated against those scenarios' states have not traditionally encountered. These are currently based on the National Planning Scenarios as published by the Homeland Security Council.

17.2 Missions by State

The map of Missions by State shows the lowest current mission assessment value of every state. Bydoing so, this view provides a general readiness mapping for the entire country.
To view mission assessments by state, open the Readiness Dashboard and select Missions by State fromthe Map dropdown on the CT Toolbar. Clicking on a state will display the missions assigned to that stateand their readiness values in the panel on the far right of the readiness dashboard.

17.3 States by Mission

The map of States by Mission allows you to select a mission and view the lowest current assessment value for that mission in each state it is assigned to. This view provides an overall readiness mapping fora mission across the country.
To view assessments by mission, open the Readiness Dashboard and select States by Mission from the Map dropdown on the CT Toolbar. Next, select a mission from the Mission dropdown. Clicking on a statewill display the missions assigned to that state and their readiness values in the panel on the far right of the readiness dashboard.

18. Administration

Users must be an Enterprise Administrator to make User Admin changes.To access the Enterprise Admin tools:

1. Click **Admin**. The admin drop-down menu appears.
2. Select Identity Management.

18.1 User Roles

There are several types of roles within DRRS. These are assigned to a user on the User Information tabduring DRRS profile creation. At a minimum, a user must be assigned the User role to access the DRRSapplication (the other roles selected on the Roles tab are applicable to module permissions and add to the base roles).

- **Unit Commander:** Has final approval authority on the submission of the unit's readiness report. Has read and write capabilities for his unit of assignment with read only on everything else.
- **Unit Administrator:** Responsible for creating the unit's readiness report or a member of the staff section tasked with the responsibility. This user is typically the Operations Officer at the tactical unit level or a designated Action Officer at a Higher Headquarters staff. Has read and write permissions for the unit of assignment, read only on all others, manages other user roles within his unit of assignment.
- **Unit User:** Has limited editing permissions in various locations and modules.
- **Unit Viewer:** Has no editing permissions but has viewing rights.

NOTE: The maximum number of Unit Commanders per unit is four. The maximum number of Unit Administrators is six. A user can have only one role within a particular unit for the same account.

18.2 Creating New User Accounts

There are two steps to creating a new DRRS user account. First, the User Account Registration form must be completed as described in the steps below. Then, once the form is submitted, the DRRS SupportCenter will validate the requestor's security clearance so that a DRRS Account Approver can approve/activate the account. When the account is activated, an e-mail notification will be sent to both the requestor and the requestor's new Unit Admin. The Unit Admin will be responsible for updating the requestor's unit user roles as needed. The default unit user role for all users is ESORTS Guest.

To add a new user to DRRS, take these steps:

1. From the Main menu, select **Admin | Identity Management**.
2. Click the New User link in the lower-right corner of the User Search window.
3. DRRS requires that you enter a Primary Unit of Assignment (per ESORTS) for each account. You must search for it using the provided Unit Name/UIC field. Do so by entering all or part of a UIC or unit name and clicking Search. All units containing that string of letters or numbers will be displayed.
4. Click the Select icon next to the desired unit to set it as the primary unit of assignment. If you cannot find a UIC in the system, contact the DRRS Support Center for assistance.
5. Once a Primary Unit of Assignment is selected, you will be able to select the ESORTS Unit Role for this user. Basic users should be granted Unit Viewer access.
6. If necessary, a Secondary Unit of Assignment may be selected using the same procedure in the Secondary Units of Assignment section.
7. Complete all the required fields in the User Org. Details and User Details sections. When finished, create a username and password.
8. Click **Next**. All available DRRS roles are displayed. Each role assigned to a user provides specific module permissions.
9. Choose the roles for this user. Note, ESORTS Guest and User are checked by default. Without this, the user would not see anything upon logging in except the DRRS logo.
10. Next, click the **Submit** button in the lower-right corner. A registration confirmation displays.

18.2.1 Activating Users

1. The new user account appears when you search for users whose **Status** is set to New, (found under **Admin | Identity Management | User Search**.
2. Once you find the latest account requests, you will need to select **Edit** icon to review a particular account.
3. If the account satisfies the requirements for the request, select the **Approve Account** button at the bottom of the page.
4. Click **Submit**.
5. The page refreshes and the selected user record is removed from this menu. It is now located under the enabled user search records.

18.2.2 Editing User Permission

You can find, display, and edit a user's profile using the User Search function. It is always a clever idea tocheck new user profile immediately after entering it into the system.

1. From the Main menu, select **Admin | Identity Management | User Search**. The User Administration page opens.
2. Enter user-search criteria in any of the provided fields.

3. Ensure the Status field is set to "Approved."
4. Click **Search**. The results display in the Search Results menu.
5. The displayed results are limited to those accounts which are approved.
6. To display/edit a user account, select the **Edit** icon next to a user row. The Edit User menu appears.
7. Check the user's profile to make sure it accurately displays the user's identification information. To edit the information, make the necessary changes and click **Submit**.

NOTE: When editing a user account, you must enter a comment regarding the reason for the change. Comments are required except for unlocks and password resets.

18.3 Managing Users

These functions are only available to users assigned as the User Administrator Unit Commander role:

18.3.1 Removing Users

You can prevent users from accessing DRRS by disabling their account. To do this:

1. Select **Admin | Identity Management | User Search** from the Main menu. The User Administration screen opens.
2. Ensure the Status field is set to "Approved".
3. Enter the username in the appropriate field and click **Search**.
4. Click the **Edit** icon (pencil) next to the user.
5. Check the **Deactivate Account** checkbox.
6. Click **Submit**. The user account is disabled.

18.3.2 Changing User Passwords

You can find, display and edit a user's profile using the User Search function. It is always a good idea tocheck new user profile immediately after entering it into the system.

1. From the Main menu, select **Admin | Identity Management | User Search**. The User Administration page opens.
2. Enter your user-search criteria in any of the provided fields. A quick way is to choose username from the **Where:** field and then enter at least 3 letters of user's name.
3. These fields are not case-sensitive.
4. Click **Search**. The results display in the Search Results menu:
5. To display/edit a user account, click the **Edit** icon (pencil) within the user's row. The Edit User menu appears.
6. Click the **Reset Password** button. An email is automatically sent to the user's email account (you could change this as well). Upon logging in with this temp password, the user will be asked to enter a new one.

18.3.3 Changing User Roles

If a user needs access to other functions, you need to assign additional user roles. To change a user'srole, you must have privileges to the module:

1. Select **Admin | Identity Management | User Search** from the Main menu. The User Administration screen opens. Choose the criteria you need to find the user. A quick way is to choose "Username" from theWhere menu and then enter at least the first three characters

of the username in the appropriate field and click **Search**.

2. Click the **Edit** icon (pencil) next to the user you would like to change permissions for. The Edit User page displays. You can edit the four core roles on this page per unit of assignment or proceed to the next step.
3. Click **Roles** and then make any necessary changes
4. Click **Submit**. The User Role is successfully changed.

NOTE: The maximum number of Unit Commanders per unit is four. The maximum number of Unit Administrators is six. A user can have only one role within a particular unit for the same account.

18.3.4 Changing Users Unit of Assignment

A Unit Admin has the power to add or remove a Unit of Assignment from a user's profile. To do so:

1. Select Admin | Identity Management | User Search from the Main menu.
2. Perform a search for the desired user.
3. Click the Edit icon (pencil) next to the corresponding user record.
4. Make any necessary changes to the Primary or Secondary Unit of Assignment for the selected user.
5. Click **Submit**. The User Information is updated. The user may need to log out and then log back in for these changes to be reflected.

NOTE: Unit Admins are restricted to editing only users assigned to one of their Primary or Secondary Units of Assignment. By clicking Task Management on the ESORTS menu, Enterprise Administrators can associate one or more Users from a selected Unit to a Task Category to allow those Users to manage tasks for that category. Enterprise Administrators can also managethe task lists of all task categories.

18.4 Enterprise Administration

There are three functions performed by the Enterprise Administrator role when configuring modules:

- Configuration of the DRRS Enterprise: Tools are provider of the addition modules to the DRRS Enterprise.
- Registering Units in DRRS that support the setting of all enterprise-wide details.

18.5 Configuration of the DRRS Enterprise

To edit the DRRS framework configuration:

1. Login to the DRRS Application with Enterprise Administrator rights.
2. Select Admin | Framework Administration | Framework Configuration.
3. Make any changes as necessary. For help on a particular setting, click the Details hyperlink for a drop-down description of the selected field.
4. Select the Test button when completed to ensure all changes pass.

18.5.1 Adding a New Module

1. Login to the DRRS Application with Enterprise Administrator rights.

2. Select Admin | Framework Administration | Module Registration.
3. The Module Registration page appears.
4. Click New Module and enter the required information.
5. Click Save when complete. The screen refreshes and the new module details are updated
6. Initialize the module by clicking the Initialize link.
7. Test the module from the shell by clicking the test icon shown below. A green checkmark displays if the test passes.
8. Refresh the browser.

NOTE: The menu items should now be displayed in the Main menu.

9. Click a menu item to confirm the page is accessible.

18.5.2 Edit a Module

1. Select the Edit icon (pencil) next to the desired module.
2. Make any necessary changes and select Save.

18.5.3 Maintenance Mode

Users are prevented from accessing the system during an authorized service interruption (ASI), butsome users must have access to the application to deploy and verify builds.
Users with the Maintenance Mode role, as well as Enterprise Administrators, will have access to theDRRS application and a function within the application's Admin module which grants the ability to enable or disable the application in Maintenance mode.

- Access to the Maintenance mode function is restricted to users that are assigned the Maintenance Mode role or EAs.
- When the user enables the Maintenance Mode, only users that possess the Maintenance Mode role (or EAs) are granted the ability to access the application.
- All non-Maintenance Mode users are locked out the system and unable to log into the application until Maintenance Mode is disabled.
- When the non-Maintenance Mode user attempts to access the application a message like the following is displayed: 'We are currently conducting system maintenance. Please try again later'.
- When the Maintenance Mode user disables the application from Maintenance Mode, all users are granted normal access and can perform the normal functions within the application.

19. Air Force Readiness Administration Interfaces

Air Force METL Template interface can be accessed through DRRS Main Menu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Templates. This is a web-enabled tool within theDRRS framework for Air Force Users to manage and submit METL Templates to standardize the list of Core mission essential tasks for each community of like-type units.

19.1 METL Templates Tool Permissions

Once granted permission through HAF Readiness Office, Lead FAMS and MAJCOM CROs must be assigned an Air Force Unit of Assignment and **at least one UTC**. Each METL Template must be associatedwith at least one DEPID-9, standard / non-deployable, unit type code (UTC). Lead FAMs and MAJCOM CROs will only be able to add and edit Core METL Templates associated with the UTC(s) they have permissions to. The following matrix shows the different roles and permissions based on the user's role at HAF Readiness or as a FAM/ Command Readiness Officer (CRO) at the Lead MAJCOM for a specific community.

19.2 Air Force METL Templates

Users can access the Air Force METL Templates tab from the **DRRS Main Menu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Templates.** The purpose of this section is to outline the responsibilities of the lead HAF Functional Area Manager (FAM) or one or more FAMs or Command Readiness Officers (CRO) at the lead MAJCOM for a given community throughout the processof managing Core METL Templates. Secondly, this section details how lead FAMs and MAJCOMs manageand submit METL Templates for review by Headquarters Air Force Readiness.
The Manage Templates Tab displays the following information:

1. **Template Info**: Includes the name of the template, the lead office symbol entered by the user, the dates the template was created, and the date last modified by a user.
2. **POC Info**: First and last name for the template Point of Contact (POC). Hovering over the POC name will display the contact information for the template POC.
3. **UTC Info**: Unit Type Code (UTC) outlines the UTCs associated with this template and the service core function (SCF) those UTCs fall under. HAF Readiness maintains the mapping between DEPID-9 UTCs and their primary SCF.
4. **Template Status Info**: Represents where the template is in the approval workflow.
5. View Template view the METL Template. No edits can be made using the view icon.
6. Edit Template edit METL Template Details, Tasks, Standards, and Conditions.
7. Copy Template copy an existing template.
8. Review Comments view comments related to a specific template.
9. Submit Template submit a template for approval by HAF Readiness Personnel.
10. Archive Template archive approved templates which have become obsolete or have been replaced by a new template.
11. Delete Template delete templates only in draft, submitted, or rejected status.

19.3 Creating a Core METL Template

When creating a new CORE METL Template, check to see if the required METL Template is in “Draft” status. All Core METs, Conditions, and Standards residing in Build METL will be transferred to ManageMETL and put in “Draft” status.

1. To create a new template, click on the +New icon + New .

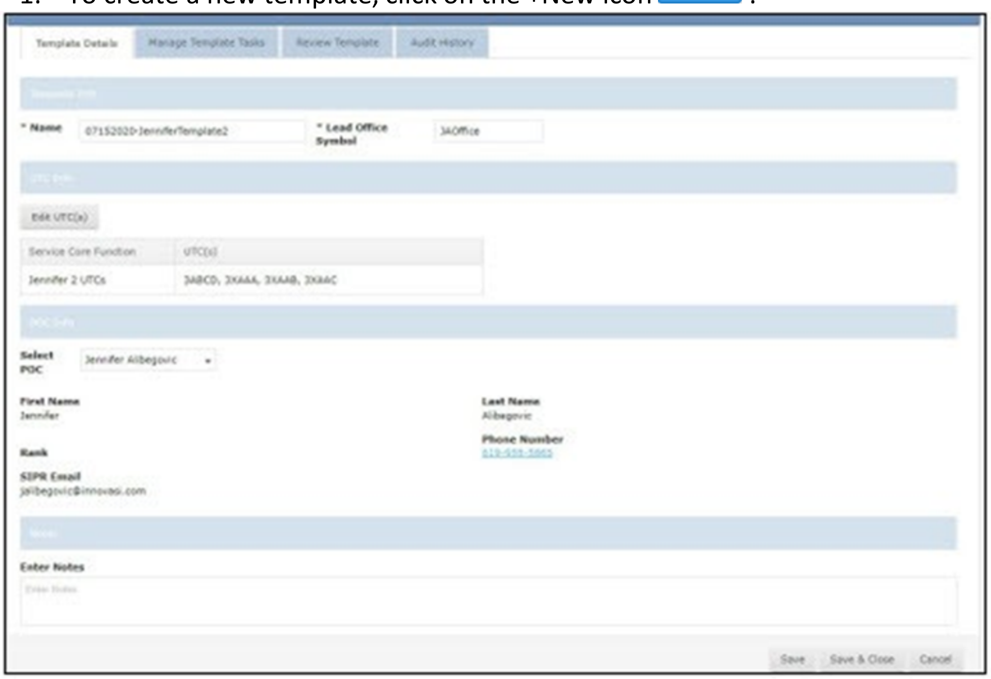


Figure 48: Template Details Window

2. To open and edit an existing METL Template draft, click the Edit Task icon .

19.3.1 METL Template Name and Lead Office

- **METL Template Name:** a unique title for the template. This cannot match any other templates in the system regardless of its status.
- **Lead Office Symbol:** the lead office responsible for maintaining the Core METL template.

19.3.2 Template UTC

1. Select the Edit UTC(s) button located below the UTC Info section.
2. Once the button is selected, users will see the Select UTC Window appear.
3. Users can search for UTC by first selecting a Service Core Function (SCF) using the SCF drop-down on the left. The selected SCF should represent the types of units this Core METL Template applies to.
4. After selecting a SCF, users can type UTC Keywords in the right search bar. Keywords can consist of the UTC Title or a UTC Description. An asterisk (*) can be used as a wild card. For example, entering an asterisk by itself will return all the UTCs in each SCF. An asterisk before or after test (3F*) will return all UTCs which begin or end with that text.
5. The search results will appear on the left-hand side. Select the corresponding UTC by clicking the checkbox. All UTC that matches the search criteria will display, but users can only select the UTC they have permissions to. The selected UTC will then appear on the right-hand column titled, Assigned UTC's. To remove any assigned UTC, click the trash can icon.
6. Once UTCs have been assigned to the template, click Apply Changes at the bottom right side of the window. All selected UTCs will then be associated with the Core METL Template.

19.3.3 Designate a POC for the Template

1. Under the POC Info section, select the drop-down arrow. The drop-down menu will show all individuals who have permissions to edit one or more of the UTCs associated with this template.
2. Select a POC from the drop-down menu and the system will populate their contact information from their DRRS user account.
3. Select Save or Save and Close at the bottom right-hand side of the screen.

19.4 Completing a Core METL Template

1. When all Core METL Template information is entered, select Save or Save and Close at the bottom right-hand corner of the screen.
2. The Manage Template Tasks tab will then become available within the Edit Template window.

19.4.1 Managing Template Tasks

Within the Manage Template Tasks Tab, users can manage individual tasks by the following actions.

1. **Add New Task** button will open the Task Selector window. Users can search for tasks to add to their METL Template.
2. **Edit Task** allows users to edit the Task Details, Standards, and Conditions.
3. **Delete Task icon** will remove the task from the METL.

19.4.2 Adding a New Task

1. Select the Add New Task button.

2. The Task selector window will appear. Select a Task List using the scroll down.
3. Type a keyword to narrow the search and utilize the search by drop-down.
4. Tasks will appear based on the search criteria. The task list will show tasks already included in AFUTL and UJTL Task Libraries.
5. Click the Select Task icon to add the task to the METL Template.
6. Already selected tasks will have the selected icon next to the task.
7. Select the blue information "I" icon to read the description and notes related to the task.
8. Once all tasks have been selected, click Save.
9. Select **Save and Close** when complete.

The newly added tasks will be added to the METL. The tasks will be marked red as invalid until they arevalidated. Requirements for validation include:

- At least one Condition and Condition Descriptor.
- At least one Standard.
- (For Proposed Tasks) the Task Number cannot match any tasks in the AFUTL.
- The task cannot be deactivated or deleted from the AFUTL/ UJTL.

19.5 Proposing a New Task for the AFUTL

If a community needs to report on a new capability, FAM/CRO users can propose a new task to be added into the AFUTL. Users must first search to see if your proposed task exists in the AFUTL or UJTL(or if there is a similar one) before adding a new task.

1. Select the +New icon to create a new task.
2. The Task selector window will appear. Select a Task List using the scroll down or type a keyword to narrow the search and utilize the search by drop-down.
3. After completing the search, a blue box will appear. Select the **"Click Here"** hyperlink.
4. Select a unique Task Title, Task Number, Description and Notes related to the task.
5. Task Title: a unique title related to the specific task. A Task Title can only be used once in the system.
6. Task Number: a unique numerical tasking code. Refer to your respective MAJCOM Readiness Office or HAF Readiness for specific numbering rules and conventions.
7. Description: a statement that gives further information related to the task.
8. Notes: additional comments that will be available for HAF Readiness personnel to view when approving or rejecting the proposed task.
9. Once the required information is entered, select the **Assign Task** button in the bottom right corner. Proposed tasks will be designated by a **PT icon** .
10. The task will then be automatically sent to HAF Readiness personnel for approval when the template is submitted. Once the task is approved, it will be added to the AFUTL. If a METL Template with Proposed Tasks is approved, all proposed tasks in the template will be automatically added to AFUTL Task Library.

19.5.1 Task Conditions

19.5.1.1 Adding Conditions

1. Select the **Manage Conditions** button.
2. Select a **Condition Environment**: users can select either a Physical, Military or Civil Environment.
3. Select the **Expand box** next to the correct condition and the corresponding Condition Descriptors will appear.
4. Select a Condition Descriptor.
5. Once complete, select **Save** or **Save and Close**. Users will receive an error message if the information is not correct.

19.5.1.2 Deleting Conditions

6. Select the **Manage Conditions** button.
7. Select the **Delete Condition** icon next to the corresponding condition and/or descriptor.
8. Once complete, select **Save** or **Save and Close**.

19.5.2 Task Standards

Selecting the **Edit Task Icon** and **Manage Standards** button allows users to edit a task's standards. Standards are defined as performance measures, scales, operators, and criterion for the selected task tobe performed under. Standards provide the basis for describing varying levels of task performance. At least one standard is required for a task to be valid.

1. Select the **Manage Standards** button.
2. Select to add either a **New Standard** or **Suggested Standard** for the Task.
3. For a standard to be valid, it *must* have the following fields filled out- Standards Title, Scale Operator and Criterion. A Criterion defines the minimum acceptable level of performance. Standards have four components:
    - **Standard Number/Title:** subjective value, title/description of the measure.
    - **Scale:** scale of measure for this standard (e.g., percent, tons, etc.).
    - **Operator:** less than (<), equals (=) or greater than (>). The operators displayed depend on the scale that the user selects. For example, if the user chooses a Yes/No scale, the only operator allowed is equals (=).
    - **Criterion:** minimum measure required for the standard (based on the scale).

19.5.2.1 Adding a New Standard

1. Select Add New Standard.
2. Manually write a Standard Number and Standard Title and use the scroll-down menu to fill the Scale, Operator and Criterion field.
3. Once the standard appears, users can edit and manage all fields using the Action section.
4. Once complete, select Save or Save and Close. Users will receive an error message if the information is not correct.

19.5.2.2 Adding a Suggested Standard

1. Users must select Add Suggested Standards.
2. Use the scroll-down menu to find a scale search filter or use a keyword search.
3. The results will be displayed.
4. Select the check box next to the correct standard and select **Apply Changes.**
5. Once the standard appears, users can edit and manage all fields using the Action section.
6. Select Save or Save and Close. Users will receive an error message if the information is not correct.

19.6 Submitting METL Templates

1. Before submitting finalized templates, template tasks must be valid. To be valid, the tasks must have at least one condition with a condition descriptor, at least one standard, and must be active in the AFUTL or UJTL task libraries.
2. Once METL Template Details and Tasks with Conditions and Standards, have been added, users will select the **Submit Template** button located in the top right corner. Templates will then automatically route to HAF Readiness for review.
3. Once a template is submitted, it can no longer be edited or deleted. Users can expect one of the following:
    - **Accept As-is** **:** The Core METL template is approved, and any Proposed Tasks will be added to the AFUTL.
    - **Accept with Minor Changes** : The Core METL Template is approved, but HAF Readiness may have made minor changes to Proposed Tasks, Conditions, or Standards. These minor changes may include numerical updates, rewording, etc. HAF Readiness personnel will provide feedback to the submitter on changes made.
    - **Reject** : The Core METL Template was not approved. HAF Readiness personnel will provide feedback to the submitter on changes needed.
4. Once submitted, users may check the status of a template by checking the status column on the Manage METL Template homepage and view any comments from HAF Readiness. If the template was rejected, FAM/CRO users will be able to include their own comments when they re-submit the template.

19.7 METL Templates (HAF Readiness Personnel)

This interface can be accessed through **DRRS-S Main Menu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Template.** This section details the roles and permissions associated with Headquarter Air Force Readiness users. These users serve three main functions within the AF Manage METL Templates tab.

1. **Review and approve METL Templates.** Once the METL Template has been submitted by a lead FAM, HAF Readiness users can go to the Manage Templates tab to review submitted templates and notify the template owner of one of the following review options:
    - **Accept As-Is** **:** The Core METL Template is approved, and any Proposed Taskswill be added to the AFUTL.
    - **Accept with Minor Changes** : The Core METL Template is

approved, but minor changes have been made to Proposed Tasks, Conditions or Standards. These minor changes may include numerical updates, rewording, etc. Must provide feedback to the submitter on changes made.

- **Reject** Reject : The Core METL Template was not approved. Must provide feedback to the submitter on changes needed.

2. **Manage Permissions tab**. HAF Readiness users can assign permissions and control which FAMs/CROs can manage the Core METL template for a given community of like-type units. This requires granting the MAJCOM FAMs / HAF permission rights for specific DEPID-9 UTCs, which have been grouped by Service Core Function (SCF).
3. **Manage Proposed AFUTL tab**. HAF Readiness can view all newly proposed AFUTL tasks across all Core METL Templates and approve or reject them from being added to the AFUTL.

NOTE: In addition to these HAF Readiness specific functions, members of HAF Readiness will be able to perform all the functions of a FAM/CRO user for all Core METL templates. This includes adding anew template, viewing, editing, submitting, deleting, or archiving an existing template.

19.7.1 Accessing the METL Template Tab

Use the following steps to access the Manage METL Template tab.

1. Log-in to DRRS. The DRRS Home page displays. Ensure that the correct unit's name and UIC display in the upper-right corner of the screen.
2. Select Main Menu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Template.

19.8 Reviewing Proposed Core METL Templates

Enter the Air Force METL Template tab through Main Menu I Admin I Air Force Readiness AdministrationInterfaces I Air Force METL Template. Utilize the filter to feature to sort METL Templates by UTC, Service Core Functions, Status or Tasks.

1. Select the Edit icon for the METL Template needing review.
2. Review the Template Details Tab.
3. This section allows all details associated with the METL Template to be reviewed including the Template name, Lead Office Symbol, and POC information.
4. Selecting the Edit UTC(s) button within this tab allows the UTC associated with the template to be removed or added. This window filters searches by Service Core Function or by UTC title.
5. The right column within the search window displays UTCs currently assigned to the template. These can be removed by selecting the Delete Task icon .

19.8.1 Review the Manage Template Tasks Tab

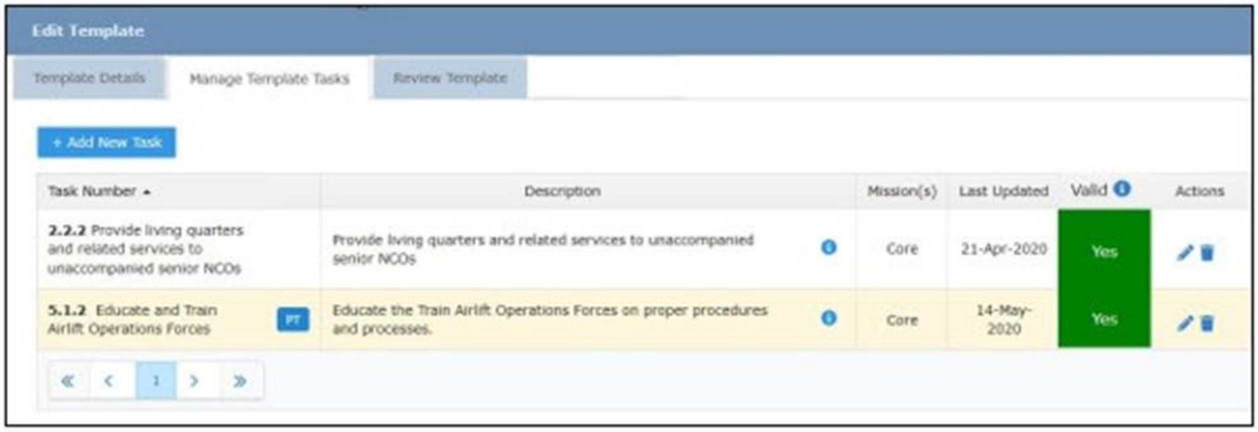


Figure 49: Manage Template Tasks

1. Review all tasks included within the METL Template.
2. Clicking the **Add New Task** button + Add New Task adds additional tasks to the Core METL Template. Follow steps in Manage Template section on how to add a new task.
3. Selecting the **Edit Task** icon allows for the Task Details, Standards and Conditions associated with the task to removed or edited. Selecting the **Manage Conditions** icon the **Manage Standards** icon allows new Conditions and Standards to be added.
4. Selecting the **Delete Task** icon removes the task entirely from the Template. Select the **Review METL Template** tab when both the Template Details and Template Tasks tabs have been reviewed. Once any necessary changes have been made, select one of the following options:
   - **Accept As-Is** Accept As-Is **:** The Core METL Template is approved, and any Proposed Tasks will be added to the AFUTL.
   - **Accept with Minor Changes** Accept With Minor Changes : The Core METL Template is approved, but minor changes have been made to Proposed Tasks, Conditions or Standards. These minor changes may include numerical updates, rewording, etc. HAF Readiness must provide feedback to the submitter on changes made.
   - **Reject** Reject : The Core METL Template was not approved. HAF Readiness must provide feedback to the submitter on changes needed.
5. The Review METL Template functionality allows for a two-way flow of comments between HAF Readiness and the lead FAM/MAJCOM CRO. When a METL Template is Rejected or Accepted with Minor Changes, comments are required. The comment section will display the full history of comments made. This is useful when reviewing updates made to rejected templates.

19.9 Managing Permissions Tab

Users can access the Manage Permissions tab through from the **DRRS Main Menu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Template I Manage Permissions tab.** This section allows Air Force Headquarter Personnel to assign MAJCOM FAM/CRO's permissions to edit METL Templates based on DEPID-9 UTCs associated with their community organized Service Core Function (SCF).

19.9.1 Searching by Service Core Function

1. Users can utilize the search bar drop-down to search for users by related Service Core Function.
2. Select the drop-down menu and all Service Core Functions (SCF) will appear.
3. Select the SCF.
4. Select the **Filter by UTC** button. Users can search for UTC by typing in the UTC or typing in the UTC Description. Wildcards (*) can be used when uncertain of the exact UTC. A wildcard search will show all results that contain any letters specified. For example, "FF1**" will result in all UTCs that begin with FF1.
5. Select the desired UTC's and select the **Apply Changes** button.
6. Users with assigned permission to edit the Core METL templates of the selected UTCs, will now appear in the Manage Permissions interface. The following information related to each user will be available:
    - First Name
    - Middle Name
    - Last Name
    - E-Mail
    - Service Core Function
    - DEPID-9 UTC

19.9.1.1 Searching by Name

1. Select the filter to search by Username, First Name, or Last Name.
2. Type in the search information in the text box and select **Search**.
3. The search results will now appear in the Manage Permissions interface. The following information related to each user will be available:
    - First Name
    - Middle Name
    - Last Name
    - E-Mail
    - Service Core Function
    - DEPID-9 UTC

19.9.1.2 Managing User Permissions

1. Select the Edit icon in the Actions column to the right of the desired user information. This will add or remove the UTCs this person can manage Core METL template(s) for.
2. The **Edit UTC(s)** button allows HAF Readiness Personnel to edit that user's assigned DEPID-9 UTCs. Editing a FAM's UTCs will change that user's ability to edit, submit and create templates associated with that UTC.

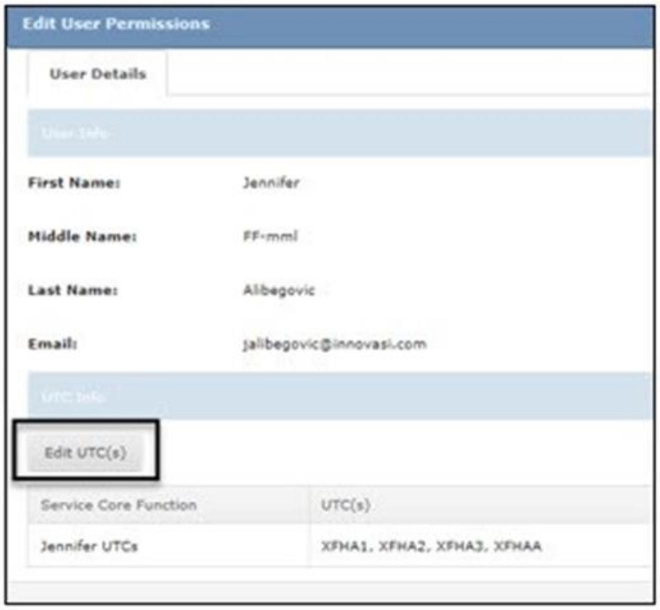


Figure 50: Edit UTC Button

3. Users can select from the search results on the left to add one or more UTCs to the users list of assigned UTCs.
4. The list on the right displays the UTC(s) currently assigned to the user. By selecting the **Delete icon**, the UTC(s) will be removed from the users assigned list.
5. Once the changes have been finalized, select the **Apply Changes** button. These changes will now be reflected in what the user sees and can edit on the Manage Template tab.

19.10 Managing Proposed AFUTL Tasks

HAF Readiness Personnel can access the Manage Proposed AFUTL Task tab through from the DRRS MainMenu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Template I Manage Proposed AFUTL Task tab. This section allows Air Force Headquarter Personnel to accept or reject proposed tasks to be added to the AFUTL. These proposed tasks are suggested by the Lead FAM/MAJCOM CROs during the Core METL Template creation process.

NOTE: All Proposed Tasks will appear with a PT icon . When approving a METL Template from the Manage Template tab, the Proposed Tasks will be automatically approved and added to the AFUTL.

The Manage Proposed AFUTL Task tab displays the following information.

1. Task Number: number designated by the Task Creator (if entered). The Task Number must be unique and cannot match any existing task in the AFUTL or any other Proposed Task number. Task numbers which do not pass system validation will be highlighted in red. This field is required. HAF Readiness must enter a Task Number (if missing) for the proposed task before approving it.
2. Task Title: title designated by the Task Creator. Selecting the information icon will display notes and descriptions associated with the task.
3. METL Template: Core METL Template that the task will be utilized in.
4. POC: point of contact assigned to the template. This contact will receive information regarding the approval or rejection of the task. Hovering over the POC will display the user's First Name,

Last Name, Rank, SIPR E-Mail and Phone Number.

5. Template Status: status of a task. This can be one of the following:
   - Draft: template is still in draft mode and has not been officially submitted by the user.
   - Submitted: template has been submitted and is waiting for approval or rejection from HAF Readiness Personnel.
   - Approved: template has been approved and is now being implemented into the AFUTL.
   - Rejected: template has been rejected and is waiting for updates from the template Task Creator.
6. Actions:
   - Edit Task icon allows HAF Readiness to make changes.
   - Approve Task icon allows the HAF Readiness to approve tasks to be added to AFUTL Library.

19.11 Approving Tasks

1. Select the **Edit Task icon** next to the Proposed Task needing review. HAF Readiness can use this section to make changes directly to the Task. This includes changes to the Task Details (Title, Number, Description, Notes), Conditions, and Standards.
2. Once updates have been made, the comment section can be utilized to list out the changes that have been made or are needed from the Task Creator. The notes and comment section are a way for the Task Creator and HAF Readiness to communicate changes needed for approval.
3. Select the **Approve Task icon** and select **Save**. This task will be submitted and added to the AFUTL Library in Task Management. Any Task Standards will be added as Suggested Measures for the new AFUTL task.

NOTE: When approving a METL template, HAF Readiness is approving all Proposed Tasks in the template to be added to the AFUTL. The template cannot be approved if any of the Proposed Tasks fail validation because the Task Number matches an existing AFUTL Task or another TaskNumber in a Proposed Task.

19.12 Approved METL Templates

The Approved METL Template interface can be accessed through **Main Menu** I **Admin** I **Air Force Readiness Administration Interfaces** I **Air Force METL Template** I **Approved METL Templates.** This module allows the Functional Area Managers (FAM) at the lead MAJCOM or at HAF to maintain and standardize the CORE METLs for units within their commands. This tool gives the ability for the MAJCOM FAMs to select an approved METL Template, customize it, and then apply it to a group of units simultaneously.

19.12.1 Accessing the Approved METL Templates Tab

Use the following steps to access the Approved METL Template tab.

1. Log-in to DRRS. The DRRS Home page displays.
2. Select Main Menu I Admin I Air Force Readiness Administration Interfaces I Air Force METL Template I Approved METL Templates.

19.12.2 Approved METL Templates Permissions

All DRRS users will have viewing rights to the Approved METL Templates page. However, only the userslisted below will have the ability to apply the approved templates to units.

1. Users with a MAJCOM UIC assigned as their primary unit of assignment and the Unit Administrator or Unit Commander role.
2. Users with a MAJCOM UIC assigned as their primary unit of assignment and the Unit User role as well as the Doc Manager Role (users who can manage the unit's DOC Statements).
3. If the MAJCOM has delegated authority for maintaining the Core METL for their units do the Wings within their command, then Delegated Wing users will be able to apply the approved templates to units. The user must have a Wing UIC as their primary unit of assignment.
4. A Wing UIC is identified by the UnitlevelCode and UnitNameAbbrev fields within DrrsShared where Unit Level Code = "WG" and last four characters of the Unit Abbreviated Name = '0000'.
5. The user must be a Unit Administrator or Unit Commander at the wing unit.

NOTE: Some MAJCOM users may only be given access to the Approved METL Templates page and unable to see the Manage Templates page.

19.13 METL Templates Search Filters

Users can sort and search through the Approved METL Templates using the Approved Template searchfilters.

1. **Template Name**: Title of the template designated during the Manage Template process.
2. **Service Core Function:** Drop-down selection of Service Core Function types.
3. **Filter by UTC:** Selection of DEPID-9, non-deployable, unit type codes (UTC) assigned to each unit when they are registered by Air Force A1. These are not the deployable UTCs used to represent lead or follow force packages.
4. **Reset:** Clear the search filters.
5. The Approved METL Templates Tab displays the following information:
6. **Template Info**: Includes the name of the template, the lead office symbol entered by the user, the dates the template was created, and the date last modified by a user.
7. **POC Info**: First and last name for the template Point of Contact (POC). Hovering over the POC name will display the contact information for the template POC.
8. **UTC Info**: Unit Type Code (UTC) outlines the UTCs associated with this template and the service core function (SCF) those UTCs fall under. HAF Readiness maintains the mapping between DEPID-9 UTCs and their primary SCF.
9. **Template Status Info**: Represents where the template is in the approval workflow, including when it is approval status and the date the template was reviewed on.
10. **Actions:** the following actions can be performed:
    - **View Template Summary** View the METL Template. No edits can be made using the view icon.
    - **Apply Template** Apply this template to selected units. This action allows users to apply the template to multiple units, customize the template (adding and removing tasks, updating the standards, and conditions), and preview the template.
    - **View Template Summary:** The view Template Summary option is available through

selecting the **View Template Summary icon** under the action column on the Approved METL Template homepage.

11. **Selected Template**: The selected template section shows information related to the template in preview mode, including the Template name, Lead Office Symbol, Status of Template, and Approval Date.
12. **POC Info:** The POC Info section shows information related to the Person of Contact for the selected template including the First and Last Name, Rank, Phone Number and SIPR Email.
13. **Tasks:** The Task section breaks down each task that is included within the template, including the Task Number, Task Title, Task Type, Description, Missions, and the last updated date.
14. **Conditions:** The Condition section shows the condition related to the task highlighted in yellow above. Conditions are defined as variables of an operational environment or situation in which a unit, system, or individual is expected to perform the task. One parent Condition with a corresponding Condition Descriptor must be associated with a task for it to be valid.
15. **Standards:** The Standard section shows the standards related to the task highlighted in yellow above. Standards are defined as performance measures, scales, operators, and criterion for the selected task to be performed under. Standards provide the basis for describing varying levels of task performance. At least one standard is required for a task to be valid.
16. Alternatively, you can choose to expand and collapse the tasks individually.
17. Print the template preview by using the printer icon on the top of the preview screen. Users can print to either a PDF or a printer for a hard copy. The print will only include the information which displays on the screen – for example, if all tasks are collapsed, then only the task numbers and titles will print.

19.14 Applying METL Templates

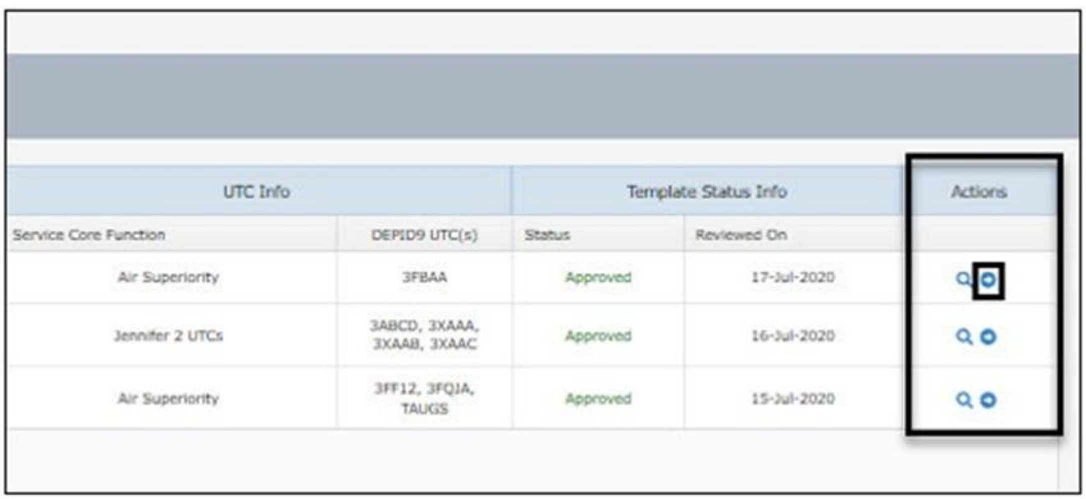


Figure 51: Apply METL Template

The Apply METL Template action is available through selecting the Apply Template icon under the Action column on the Approved METL Template homepage. This action allows users to apply a METL Template to selected unit(s). Selecting this icon will open the Apply METL Template window which givesthe option to perform the following actions:

1. Apply selected template to unit(s).
2. Customize the template (adding and removing tasks, updating the Standards, and Conditions).
3. Preview the template.

4. After selecting the Apply METL Template icon, users will be brought to the homepage. This page is broken into the following sections:
   - **Selected Template:** This is the template that has been selected on the homepage. This is done by selecting the **Apply Template** icon in the **Action** section next to the METL Template.
   - **Lead Office Symbol**: This is designated during the template creation process. This is the lead office responsible for maintaining the Core METL template.
   - **Select and Select Additional Unit(s):** Through selecting this icon, users can find the units they wish to apply the METL Template too. Users can search for units using their UTC, UIC, or Unit Long Name. Once a unit or units have been selected, users will have the option to customize the template ***only*** for the specific units selected and apply the template to those units. Units will be limited to only those units in the user's MAJCOM.
   - **Selected Unit(s):** This section shows the units that have been previously selected when clicking the Select Unit's option above. Users can unselect units by clicking the green **Unselect** icon Unselect across from the unit they wish to remove. If users wish to remove all selected units, they can click on the **Unselect All** icon Unselect All and all units will be disassociated with the template.

19.15 Customize METL Template

19.15.1 Selecting Units

1. Select the **Search and Select Additional Units** icon Search and Select Additional Unit(s) under the Select Unit(s) section.
2. The Unit Selector Window will appear.
3. Users can search for units using their UTC, UIC, or Unit Long Name. Search results will be limited to units which are active in MilPAS and are part of the user's MAJCOM.
4. Once unit(s) have been selected, a green **Unselect** icon Unselect will appear next to the selected unit. Within this window, users can select multiple units by performing multiple searches using various search criteria.
5. Once all units have been selected, click the **Go Back** icon Go Back on the top right of the screen. The Go Back option will take users back to the homepage, where they can view all the units selected.

19.15.2 Customize METL Template

The Customize METL Template screen becomes available after selecting the **Apply METL Template** iconon the Approved METL Template homepage. Users should add or remove the units to the METL Template before customizing. Once at least one unit has been added to the Template, users may then select the **Customize METL Template** option at the top of the screen. Template customization includes adding and removing tasks and updating the conditions and standards of individual tasks. The customizations made to the METL template will ***only*** apply to the selected units. No changes will be saved to the METL Template or its tasks in the database**.** The Customize METL Template homepage is divided into the following sections:

1. **Selected Template:** This is the template that has been selected on the homepage. This is done by selecting the Apply Template icon in the **Action** section next to the METL Template.

2. **Lead Office Symbol**: This is designated during the template creation. This is the lead office responsible for maintaining the Core METL template.
3. **Service Core Function and UTC**: The service core function (SCF) and Unit Type Code (UTC) associated with this template. HAF Readiness maintains the mapping between DEPID-9 UTCs and their primary SCF.
4. **+ Add New Task** : Selecting this icon adds a new task to the template.
5. **Task List:** The bottom of the METL customization screen shows the tasks already included in the template. This includes the Task Number, Description, Mission(s), and Last Updated date. This section also includes an **Action** column, which is comprised of the following:
6. **Edit Task** : Edit the task's Conditions and Standards.
7. **Remove Task** : Delete the task from the Template.

19.15.3 Adding a Task to the Template

1. Select the **+ Add New Task** icon on the Customize Template homepage.
2. The Task Selector window will appear. Select a Task List using the scroll down.
3. Type a keyword to narrow the search and utilize the Search By drop-down.
4. Click the **Select Task** icon to add the task to the METL Template.
5. Already selected tasks will have the Selected icon next to the task.
6. Select the blue information "I" icon to read the description and notes related to the task.
7. Once all tasks have been selected, click Save.
8. Select Save and Close when complete. The additional tasks will now be shown on the Customize METL Template homepage.

19.15.3.1 Editing Tasks within the Template

The Template Customization actions consists of two options: Edit and Delete task. Through selecting theEdit icon , users can edit the individual task's Standards and Conditions. The customizations made to the Standards and Conditions will only apply to the selected units. No changes will be saved to the METL
task in the database**.**

19.15.3.2 Preview METL Template

After adding and removing unit(s) from the METL Template and customizing the Template, users can preview their METL Template through selecting the Preview METL Template icon. Select the **Expand AllConditions and Standards** button to have a detailed view of each task included in the METL. The preview METL Template button shows all information related to the METL Template including:

- **Selected Template**: The selected template section shows information related to the template in preview mode, including the Template name, Lead Office Symbol, Status of Template, and Approval Date.
- **POC Info:** The POC Info section shows information related to the Person of Contact for the selected template including the First and Last Name, Rank, Phone Number and SIPR Email.
- **Tasks:** The Task section breaks down each task that is included within the template, including the Task Number, Task Title, Task Type, Description, Missions, and the last updated date.
- **Conditions:** This Condition section shows the condition related to the task highlighted in yellow

above. Conditions are defined as variables of an operational environment or situation in which a unit, system, or individual is expected to perform the task. One parent Condition with a corresponding Condition Descriptor must be associated with a task for it to be valid.

- **Standards:** The Standard section shows the standards related to the task highlighted in yellow. above. Standards are defined as performance measures, scales, operators, and criterion for the selected task to be performed under. Standards provide the basis for describing varying levels of task performance. At least one standard is required for a task to be valid.

19.15.4 Apply METL Template

Once all units have been added and/or removed from the METL Template, the template tasks have beencustomized, and the METL Template has been previewed, users can select the **Apply METL Template** icon on the top of the Apply METL Template homepage.

NOTE: Users must make all edits (select units, customize template tasks, conditions, and/or standards) and apply the template within one active DRRS session. If the session times out or the user logs out of DRRS, all changes will be lost.

1. After selecting the **Apply METL Template** icon, users will be able to preview the METL Template a final time. Users can select the **Expand All Conditions and Standards** button to have a detailed view of each task's standards, and conditions included in the METL.
2. Before clicking the Apply button, users will receive the following message at the top of the preview screen: "You are about to apply the template to the units listed below. This will add/remove tasks, Conditions, Condition Descriptors, and Standards to make each of the units.
3. Core METL match the tailored list of tasks you selected. Review the list of Core METs and their Conditions, Condition Descriptors, and Standards carefully. This action cannot be undone."
4. After close review, users can select the Apply icon 

located at the bottom right of the preview screen. This button will automatically update the selected unit(s) Core METLs. The process could take some time – minutes to hours, depending on the number of units and the size of the METL template.
5. When a user within the unit of assignment (and appropriate permissions) navigates to Build METL, they will receive a notice alerting them that their Core METL has been updated by their Major Command.

19.16 MAJCOM Actions History

Once on the Approved METL Templates page, users can access the **MAJCOM Actions History** tab. This tab is available for users with permissions to apply a METL Template to units within their MAJCOM or delegated wing users. This tab displays a list of past and pending Apply Template actions. All users withpermissions to edit units within a given MAJCOM will be able to see all actions for that MAJCOM, even those completed by a different user. This page displays the following information:

1. **Template Name:** The title of the METL Template.
2. **Date:** The date the user initially chose to apply the template.
3. **Last Processed Date:** The most recent date the template was modified or applied to unit(s).
4. **User (Rank):** The title and rank of the user who last applied the METL Template to unit(s).
5. **MAJCOM UIC:** The UIC for the Major Command that was their primary unit of assignment or the

Major Command for their unit of assignment in the case of a delegated wing.

6. **Status:** The status of the Apply METL Template action. The status can be one of the following.:
    - **Processing:** One or more units in the action are in Queued or Processing status for this action.
    - **Completed Successfully:** All units are in Completed status for this action.
    - **Completed with Errors:** One or more units are in Failed status for this action.
    - **Units Processed/ Processing:** The number of units the METL Template has been successfully applied to and are in a Completed status. For example, if all units were successful, units processed would state 10/10.

Actions:

- **View Action Details :** This action will display the status and results for each unit selected for the Apply Template action. If the Apply Template action failed, users can view the reason for the failure and will have the option to retry. This action will bring up the summary information including Template Name, Apply Template Date, User (MAJCOM UIC), Status, Units Processed / Processing Counts).
- **View Applied METL** : This action will display the unit(s) selected by the user and a read-only version of the customized template. The user will have the option to expand and collapse the tasks as well as the list of units and print a copy of the METL Template.
-

20. AF Force Element Assessment

20.1 AF Force Element Permissions

To navigate and use the Force Element Assessment Tool, the following criteria must be in effect:

1. UIC granted access to module.
2. A Unit Administrator (UA) or Unit Commander (UC) user role.
3. User must be assigned the Force Presentation Assessor role.

20.2 Force Element Homepage

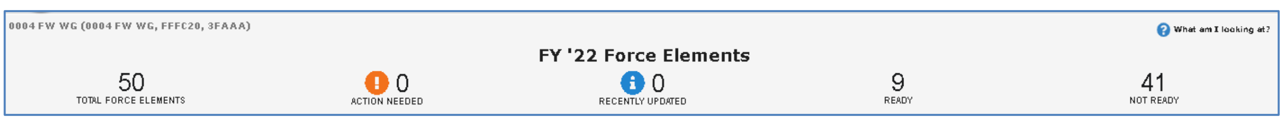


Figure 52 Force Elements Header

AF Force Elements Assessment provides a high-level examination of current force readiness and operational capabilities.

- **Total Force Elements:** Total count of all FEs.
- **Actions Needed** Indicates the number of FEs requiring attention, usually signaling an upcoming or overdue assessment. Assessments will be flagged on the 26th of each month.
- **Recently Updated** Indicates the number of recently updated packages (e.g., new tasking, change in phase). Hovering over this icon will show all information that has changed since the last approved assessment, including new lead UTCs and squadrons.
- **Ready:** Number of FEs in a 'ready state,' these are marked by a green 'Y' (Yes) for their Readiness Assessment.

- **Not Ready**: Number of FEs which have never been assessed or cannot execute their MISCAP fully. This is the count of packages either never assessed, or not rated 'Y' (Yes).

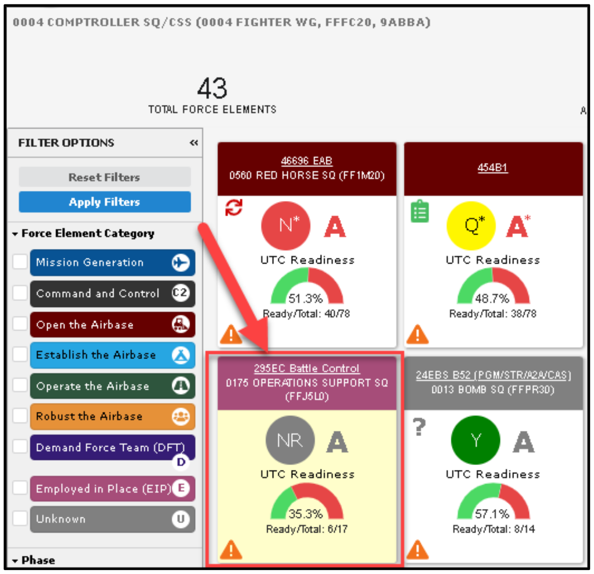


Figure 53 FE Homepage

To provide a quick snapshot of the current UTC readiness for all UTCs in each FE, additional key functionalities are displayed by:

- **Color Coding** - Top bar of the FE is color coded by Force Category. A list of Force Categories can be seen on the left side of the screen with the corresponding color.
- **Shading of FE** - Shading indicates that tasks are assigned to that FE.

20.2.1 Homepage Filter Options

Users can utilize the left filter options to strategically display FEs:

1. **Force Element Category:** Grouping of alike FEs, based on similar capabilities and operations. Users can quickly distinguish FE category by the header color.
2. **Force Phases:** Current state of force availability, represented by the following icons:
   - Ready Focuses on certification events to conduct DFE. Immediate Response Force (IRF), Operational Plan (OPLAN) taskings, etc. for upcoming available phase. Unit should sustain peak readiness.
   - Prepare Focuses on training towards peak readiness. Single mission and multi-mission training events and capstone certification exercises are conducted.
   - Available Unit is available for contingency or residual force deployment.
   - Reset Accounts for reintegration and reconstitution. Unit readiness levels may be reduced during this phase to build personnel and hardware resiliency and rebuild proficiency.
   - Other ? Phase not listed, or data quality issue exists.
3. **Dynamic Force Employment (DFE) Bin:** Units listed as immediately able to support the National Defense Strategy (NDS).

20.2.2 FE Card Display

FE cards provide a snapshot of package overall readiness. A bubble marked “N/A” indicates a Readiness Assessment was not completed. A grey 'A' indicates that an Availability Assessment is not required.

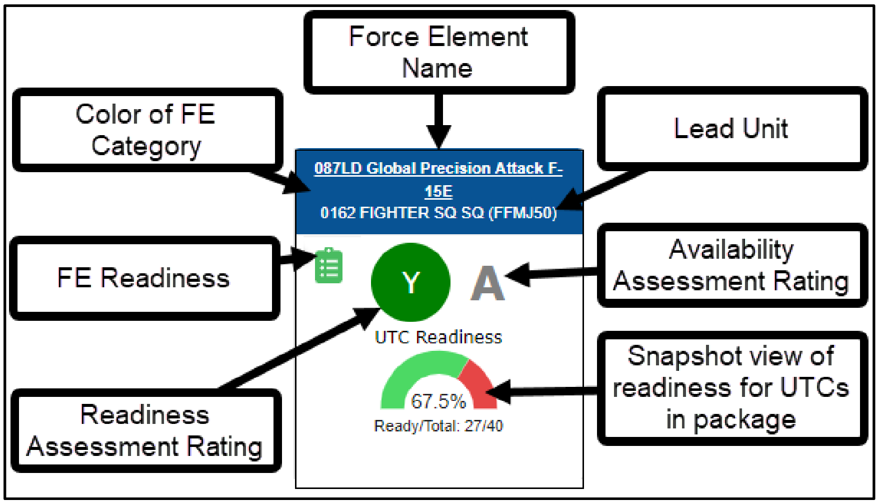


Figure 54 FE Card Explained

20.3 Assessment Details

The Assessment Details interface or ‘Scorecard Page’ concentrates on a specific FE and indicates the readiness status and needed actions.

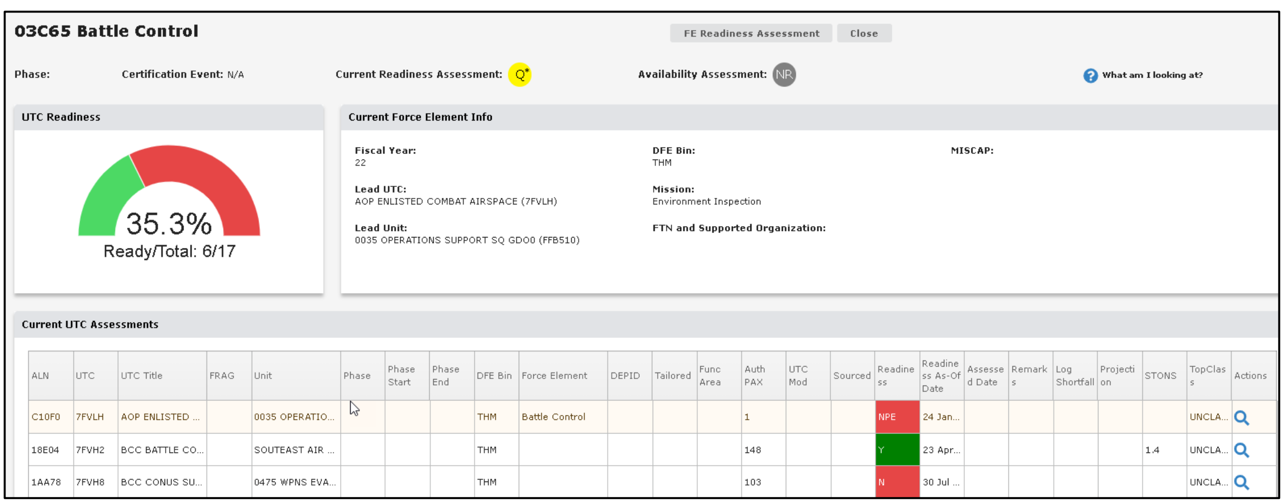


Figure 55 FE Scorecard Interface

1. **Force Phases:** Current state of force availability, hovering over the phase icon displays the date of last phase update.
    - Ready
    - Not Ready
    - Available
    - Prepare
    - Reset

- Other

2. **Certification Event**  : The Certifying Event(s) will certify that personnel and equipment within that FE are able to operate as a cohesive entity and perform the capabilities defined in the MISCAP. If no event is listed, “N/A” will display. Selecting the certificate icon will open a pop-up window to enter the event’s title, date of event occurrence, and relevant remarks. The certificate can be waived with prior approval. If the event is waived, users must enter waiver approval details.
    - If an 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.

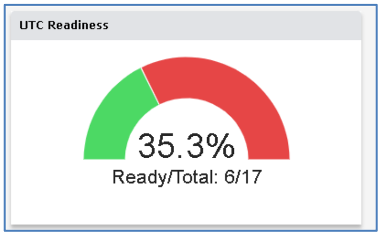


Figure 56 UTC Readiness Gauge

3. **UTC Readiness Gauge:** A quick snapshot overview of the percentage of UTCs that are ‘Ready’ versus ‘Not Ready’ within the FE.
4. **Current Force Element Information:** Detailed information about the specific the package, provided from DCAPES.
5. **Current UTC Assessments:** A informative table, listing out the UTCs included within the Force Package.
    - Selecting the magnifying glass icon  under the 'Actions' column shows detailed UTC information. The table includes a column for a UIC's task resource assessment. A red square indicates readiness is not met due to one of the following resource related deficiencies: N (Equipment), NP (Personnel), and NPE (Personnel and Equipment).
6. **FE Assessment Navigation Panel:** The left navigation panel allows users to easily navigate to different FEs without going back to the homepage. The panel is organized by collapsible force categories. Selecting the double arrows will hide or expand the panel.

20.4 Assessment Structure

There is a two-tier reporting structure for each Force Element.

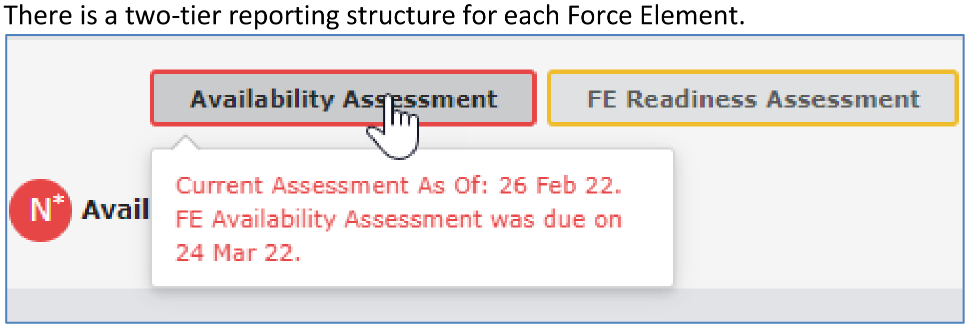


Figure 57 Assessment Icons

20.4.1 Readiness Assessment Overview

- Includes all Force Elements.
- Measures 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.

- Frequency:
  - Quarterly assessment that occurs from the 11th-20th of the month after UTC assessments are complete (1st -10th of the month).
  - Focuses on all Force Elements. Readiness Assessment measures 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. It is required quarterly, from the 11th-20th of the month after UTC assessments are complete (1st -10th of the month).

20.4.2 Availability Assessment Overview

- Only Force Elements that are tasked.
- Measures the service's ability to fulfill the Global Force Management Allocation Plan and should be used for force allocation and apportionment.
- Assessment of the forces in the 'READY' phase or those with a tasking focused on their ability to execute the requirements driven by the Global Force Management Implementation Guidance.
- Frequency:
  - Quarterly assessment that occurs from the 11th – 20th of the month after UTC assessments are complete (1st – 10th of the month).
  - While in READY or AVAILABLE phase, an assessment is required within 24 hours if status changes from 'Yes' to 'No.'
  - If FE is tasked without having completed an availability assessment, the assessment must be completed within 24 hours.
  - An availability assessment should be accomplished during each of the two assessment windows within the READY phase, but can be assessed more frequently, if required (Per AFI 10-201, 10.2).

20.5 Assessment Approval Process

There is also a two-step process for FE Assessments:

1. Complete the assessment (Assessor)
2. Approve the assessment.

This could be done by the same individual in DRRS. When approving the assessment, provide the name and rank of the person who approved the assessment (i.e., the actual Wing commander) and the date they approved - like AFIT commander's override.

20.5.1 Who Can Approve an Assessment?

The user needs to have a DRRS account with appropriate privileges.

1. Assessment Approver
   - Assessment Approver authority can be delegated no lower than O-6 GP/CC level.
   - WG/CC – Mission Generation / C2 / Open AB.
   - MSG/CC or Higher – Establish AB / Operate AB / Robust AB.
   - WG/CC or equivalent (i.e., MAJCOM/SGX) – DFT / EIP.
   - All assignments will be finalized by AF/A3OD in DCAPES and built into the FE data.
2. Assessment Administrator
   - Assessment preparation duties can be delegated but assessments will always be verified by the Assessment Authority.

20.6 How to Update an Assessment

1. Ensure unit is correct in the Unit Selector box.
2. Click ESORTS and select 'AF Force Elements Assessment'. (Optional) Filter FEs by Force Element Category, Phase, and/or DFE Bin as desired.
3. Open FE assessment by clicking on title.

20.6.1 Assess the FE Readiness Assessment

Y	The FE can execute its MISCAP in major combat operations as outlined by the NDS priority missions. (worst case)
Q	The FE can execute its MISCAP but with limitations
N	The FE cannot execute its MISCAP at all

Figure 58 Readiness Assessment Rating

1. Click ‘FE Readiness Assessment’ at top of screen. Click ‘FE Readiness Assessment’ at top of screen. Selecting the Readiness Assessment icon will update screen that display the following information:
   - Status (Approved or needing approval).
   - Date assessment was completed.
   - Rating (Y, or N) – Yes, or No.
   - Who completed the assessment (auto-populates based on the login)?
2. Select ‘Y’, ‘Q’ or ‘N’ for FE rating. If ‘Q’ or ‘N’ were selected:
   - Impact – Capability, Capacity, Duration, Response.
   - Impact Reason – Personnel, Training, Equipment Available, Equipment Condition.
   - Get Well Date – Enter date that the issue is expected to be resolved.
   - BLUF (Bottom Line Up Front) – Description of the bottom-line issue.
   - Issue – Description of the issue.
   - Impact Remarks – Additional remarks regarding the issue.
   - Fix Action – How to fix the issue.
3. If Unit Admin role, click ‘Save.’ This will save the draft for the assessor with ‘Unit Commander’ role. Click ‘Cancel’ to close the screen.
4. If Unit commander role, click ‘Save’ to approve at a future time and then ‘Cancel’ to close the screen or click ‘Approve’ if assessment is complete. Enter Approver name, grade, office symbol and approval date (must be current day or in the past) and click ‘Approve.’
5. Click ‘Cancel’ to go to main FE Assessment page. This will not cancel assessment.

20.6.2 Assess the FE Availability Assessment

Y	The FE can execute its MISCAP in accordance with requirements per EXORD/tasking/etc. and has completed a Cert Event
N	The FE cannot execute its MISCAP at all

Figure 59 Availability Assessment Rating

1. Click 'FE Availability Assessment' at top of screen. Selecting the Availability Assessment icon will update screen that display the following information:
   - Status (Approved or needing approval)
   - Date assessment was completed
   - Rating (Y, or N) – Yes, or No
   - Who completed the assessment (auto-populates based on the login)?
2. Select 'Y' or 'N' for FE rating.
3. Rating an assessment with a "No" changes the information box to complete the following:
   - Impact – Capability, Capacity, Duration, Response
   - Impact Reason – Personnel, Training, Equipment Available, Equipment Condition
   - Get Well Date – Enter date that the issue is expected to be resolved
   - BLUF (Bottom Line Up Front) – Description of the bottom-line issue
   - Issue – Description of the issue
   - Impact Remarks – Additional remarks regarding the issue
   - Fix Action – How to fix the issue
4. Certification Events are only required for Availability Assessments. If Certification Event Information is required, enter this information in the field below the assessment rating:
   - Approved By
   - Approver's Pay Grade
   - Waiver Approval Date
   - Expiration Date
5. Click Save.
6. To remove a Certification Waiver, click on the Edit or Remove Waiver button. A pop-up screen appears with the details of the original waiver. Click the Remove button to remove the waiver. Another pop-up screen appears asking the user to confirm the removal.
7. Once all the required fields have been populated, the user is able to click the Save or Approve button at the bottom of the screen.

21. Frequently Asked Questions

21.1 Troubleshooting

21.1.1 Browser Compatibility

The following browsers are compatible with DRRS:

- Fire Fox, Google Chrome, and Edge.

21.1.2 Downloading Files in Microsoft Edge

When downloading files from DRRS using Edge, we recommend turning off the "Open Office Files in the Browser" setting. When enabled, Office files (presentations, spreadsheets, documents) open automatically in Microsoft Edge instead of downloading to your device. To configure this browser setting:

1. Click on the 3 dots located under the "X" icon at the top of the browser window.
2. Click on **Settings | Downloads.**
3. Locate "Open Office Files in the Browser" and toggle the switch to off

21.1.3 Reactivating User Accounts

To keep the account active, log-in once every 60 days. If a user's last log-in has been between 60 days ago to a year, users can reactivate their accounts **without** calling the Support Center.

1. When accessing DRRS and attempting to log-in, users will be prompted a with a red banner stating, "**Click Here to Reactivate Account"**.
2. When accessing DRRS and attempting to log-in, users will be prompted a with a red banner stating, "**Click Here to Reactivate Account"**.
3. The DRRS Support Center will receive an e-mail requesting reactivation for the account.

4. Once the user's reactivation has been approved, users will receive an e-mail from the Support Center with instructions to reactivate the account. Users can log back in with their SIPRtoken if they have linked their credentials previously.

NOTE: If the last log-in has been in over a year, users must call the DRRS Support Center to reactivate their account.

21.1.4 Seeing all Modules

A user's role determines what is visible within DRRS. For example, a Navy user may not be able to accessESORTS Power Tools – Build METL, Office Management, and Mission Management.

21.1.5 Changing Unit of Assignment and User Role

A Unit Admin has the power to add or remove a Unit of Assignment from a user's profile. To do so:

1. Select Admin | Identity Management | User Search from the Main menu.
2. Perform a search for the desired user.
3. Click the Edit icon (pencil) next to the corresponding user record.
4. Make any necessary changes to the Primary or Secondary Unit of Assignment for the selected user.
5. Click **Submit**. The User Information is updated. The user may need to log out and then log back in for these changes to be reflected

To change a user's role, you must have privileges to the module:

1. Select **Admin | Identity Management | User Search** from the Main menu. The User Administration screen opens.
2. Choose the criteria you need to find the user. A quick way is to choose "Username" from the Where menu and then enter at least the first three characters of the username in the appropriate field and click **Search**.
3. Click the **Edit** icon next to the user you would like to change permissions for. The Edit User page displays. You can edit the four core roles on this page per unit of assignment or proceed to the next step.
4. Click **Roles** and then make any necessary changes
5. Click **Submit**. The User Role is successfully changed.

21.1.6 Viewing in Excel

This is an issue that can be easily resolved.

1. Open Start I My Computer
2. On the **Tools** menu (or the **View** menu), click **Folder Options** (or click **Options**).
3. Select the **File Types** tab.
4. In the **Registered file types of** lists, select the specific Office document type (for example, MicrosoftExcel Worksheet), and then click **Advanced** (or click **Edit**).
5. In the **Edit File Type** dialog box, uncheck the **Browse in same window** check box (or click to clear the **Open Web documents in place** check box).
6. Click **OK**.

21.1.7 Requesting a Secondary Unit of Assignment

To request that a Secondary Unit of Assignment be added to your account, perform the following steps:

1. Click the username in the upper-right corner of the screen.
2. Select **My Profile** from the drop-down list.
3. Click the drop-down arrow to the right of Secondary Units of Assignment.
4. Click the Request Secondary Units of Assignment link.
5. Search for the desired units in the Request Secondary Units popup box.
6. Click the **Select Unit** icon next to the correct unit(s).
7. Click **Submit**. An E-mail will be sent to the respective Unit Administrators.

21.2 SIPR Token

21.2.1 SIPR Token Transition

Users are now required to associate their token with their account to avoid account deactivation. Thisaction can be completed by selecting the **Secure Token Login** button on the Login page.

NOTE: If you still do not have a SIPR token, please contact your network security team as it is a hard mandate for all users on SECRET network to have a dedicated token.

21.2.2 Logging in with a Username and Password

All DRRS users are now required to log-in using their SIPR Token to avoid account deactivation. If you have an existing DRRS username and password, you can associate your SIPR Token through following thesteps listed in Section 2.2. For username retrieval and password reset, please contact the DSC.

21.2.3 Logging-in with a New SIPR Token

Users are still able to log-in to DRRS if they receive a new SIPR token. The credentials associated with thetoken have remained the same. If you do not have a SIPR Token or if your SIPR Token will not register to your account, please contact the DRRS Support Center (DSC).
If problems occur with a newly issued token:

1. Access the internet.
2. Go to the **Settings** tab and click **Internet Options**.
3. Select the General tab and Delete Browsing History.
4. In the contents tab, select "**Clear all SLL State"**
5. Select **Ok**.
6. Navigate back to the log-in page and initiate token log-in process again.

21.3 Navy SORTS Input Tool

21.3.1 Seeing Incorrect Information in Navy SORTS Input Tool

If the list of tasks is incorrect or the information in the SORTS Report is incorrect, contact the NavySupport Center.

21.3.2 Viewing the Navy SORTS Input Tool

Ensure you are assigned to a Navy Unit and the permissions are set to either Unit Administrator or aUnit Commander role.

21.4 Mission Assessment

21.4.1 Inability to Approve Reports in Mission Assessment

1. Ensure you are a Unit Commander as they are the only ones who can approve the unit's mission in Mission Assessment.
2. Check that all METs associated with the unit mission are current and assessed within the last 30 days.

21.4.2 Tasks Not Populating in Mission Assessment

Only valid tasks display in Mission Assessment. Ensure the tasks meet the minimum requirements withinBuild METL to be considered valid.

21.5 Bi-Query Tool and Dashboards

21.5.1 Inability to Access DRRS BI Query Tool and Dashboards

To access the DRRS BI Query Tool or certain dashboards, please contact the DRRS Support Center.

22. Glossary

A

AAW: Anti-Air Warfare mission area
ACT: Activity. A unit, organization, or installation performing a function or mission.
Activity: A unit, organization, or installation performing a function or mission.
ADW: Aviation Data Warehouse
AEF: Deployed US Air Force wings, groups, and squadrons committed to a joint operation.
AEW: A wing or wing slice placed under the administrative control of an air and space expeditionary taskforce or air and space task force by Department of the Air Force orders for a joint operation.
AFIT: Web-enabled tool within the DRRS framework that allows Air Force (AF) users to manage andsubmit reports on unit-specific identity and readiness data.
AFSC: Air Force Specialty Code
AFSOC: The Air Force component of a joint force special operations component. Also called AFSOC.
ALD: A date specified for each unit in a time-phased force and deployment data indicating when thatunit will be ready to load.

AMMO: Ammunition

AMO: Ammunition Storage
AMSRR: Aviation Maintenance & Supply Readiness Reporting
AMW: Amphibious Warfare mission area
Aname: Alpha Numeric assoc. with unit
AO: An operational area defined by the joint force commander for land and naval forces. Areas of operation do not typically encompass the entire operational area of the joint force

commander,but should be large enough for component commanders to accomplish their missions and protect their forces.

AREA: Mission Area

ARSOC: The Army component of a joint force special operations component.

ARSOF: Those Active and Reserve Component Army forces designated by the Secretary of Defense thatare specifically organized, trained, and equipped to conduct and support special operations.

AS OF DATE: Identifies the as-of date of the most current message

AS OF DTG: As of Date, Time, Group

ASCC: Command responsible for recommendations to the joint force commander on the allocation andemployment of Army forces within a combatant command.

ASD: Assistant Secretary of Defense

ASU: Anti-Surface Ship Warfare mission area**ASW:** Anti-Submarine Warfare mission area **ATN:** Aide to Navigation

Auth: Authorized or authorization

Availability Date: The date after notification of mobilization by which forces are available for deployment.

AVG: average

B

Billet: A personnel assignment that may be filled by one person

Branch: Branch of Service

BUPERS: Bureau of Naval Personnel

C

C2F: Commander Second Fleet

C2W: Command and Control Warfare mission area

CAIMS: Consolidated Ammunition Information Management System

Capability: The ability to execute a specified course of action or specified wartime objective. (A capability may or may not be accompanied by an intention.)

Carrier Air Wing: Two or more aircraft squadrons formed under one commander for administrative andtactical control of operations from a carrier.

Carrier Battle Group: A standing naval task group consisting of a carrier, surface combatants, andsubmarines as assigned in direct support, operating in mutual support with the task of destroying hostile submarine, surface, and air forces within the group's assigned operationalarea and striking at targets along hostile shorelines or projecting fire power inland.
Carrier Striking Force: A naval task force composed of aircraft carriers and supporting combatant shipscapable of conducting strike operations.

CASCAT: CASREP (Casualty Report) Category

CASNUM: CASREP (Casualty Report) Number

CASREP: Casualty Report

CBD: Chemical Biological Defense mission area
CBD SUP: Chemical Biological Defense Supply mission area **CBD TNG:** Chemical Biological Defense Training mission area **CBRNE:** Chemical Biological Radioactive Nuclear and Explosive
CCC: Command, Control, Communications
CDR: Commander's Assessment
CFC: Combined Forces Command
CG ATN: Coast Guard Aids to Navigation mission area
CG CGM: Coast Guard Mobility mission area status
CG CGX: Coast Guard Command, Control and Communication status mission area
CG CVS: Coast Guard Commercial Vessel Safety mission area status **CG ELT:** Coast Guard Enforcement of Laws and Treaties mission area**CG EQP:** Coast Guard Equipment mission area status
CG PSS: Coast Guard Port safety and security mission area status
CG SAR: Coast Guard Search and Rescue mission area status**CG SUP:** Coast Guard Supply Resource mission area status **CGC:** Coast Guard Overall
CGE: Coast Guard Equipment Condition

CGM: Coast Guard Mobility

CGP: Coast Guard Personnel

CGT: Coast Guard Training

CINC: Commander-in-Chief

CJSOTF: A task force composed of special operations units from one or more foreign countries and morethan one US Military Department formed to carry out a specific special operation or prosecute special operations in support of a theater campaign or other operations. The combined joint special operations task force may have conventional nonspecial operations units assigned or attached to support the conduct of specific missions.

CLASSIFICATION: Indicates security classification
CNO: Chief Naval Operations
CNRFC: Command Navy Reserve Force Command
CNSL: Commander Naval Surface Atlantic
COCOM: Combatant Command. A unified or specified command with a broad continuing mission undera single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.
Combat Readiness: Synonymous with operational readiness, with respect to missions or

functionsperformed in combat.

Combatant Command: A unified or specified command with a broad continuing mission under a singlecommander established and so designated by the President, through the Secretary of Defenseand with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

Combined Joint Special Operations Task Force: A task force composed of special operations units from one or more foreign countries and more than one US Military Department formed to carry out aspecific special operation or prosecute special operations in support of a theater campaign or other operations. The combined joint special operations task force may have conventional nonspecial operations units assigned or attached to support the conduct of specific missions.

COMLANTFOR: Commander, Atlantic Force

COMPACFOR: Commander, Pacific Force

Component: One of the subordinate organizations that constitute a joint force. Normally a joint force isorganized with a combination of Service and functional components.

CON: Construction

Concept of Operations: CONOPS or commander's concept. A verbal or graphic statement, in broadoutline, of a commander's assumptions or intent in regard to an operation or series of operations.

Concept Plan: aka CONPLAN. An operation plan in concept format.

CONOPS: Concept of Operations aka "commander's concept". A verbal or graphic statement, in broadoutline, of a commander's assumptions or intent in regard to an operation or series of operations.

CONPLAN: aka concept plan. An operation plan in concept format.

CONUS: Continental United States

COOP: Contingency and Continuity of Operations Plan

COUNT: Total number of records

CPF: Commander’s in Chief Pacific Forces

CSG: Carrier Strike Group

CUR: Current

CurLocn: Current Location

CUS: Current Unit Status

CV: Carrier Vessel

CVBG: A standing naval task group consisting of a carrier, surface combatants, and submarines as assigned in direct support, operating in mutual support with the task of destroying hostile submarine, surface, and air forces within the group's assigned operational area and striking at targets along hostile shorelines or projecting fire power inland.

CVW: Carrier Air Wing

D

Date-time Group: aka DTG. The date and time, expressed in digits and time zone suffix, at which themessage was prepared for transmission. (Expressed as six digits followed by the time zone suffix; first pair of digits denotes the date, second pair the hours, third pair the minutes, followed by a three-letter month abbreviation and two-digit year abbreviation.)

Days Open: Number of days a request has been open

DEF: Deficiency (Numbered List)

DEL: Delete

Deployability: Indicates the deployability of personnel based on rates, training, personnel type, etc.

DEPORD: Deployment Order

DET: Detachment

DoD: Department of Defense

DoD OCC: Department of Defense Occupational Codes

DRRS: Defense Readiness Reporting System

DRRS-N: Defense Readiness Reporting System-NAVY

DTG: aka date-time group. The date and time, expressed in digits and time zone suffix, at which themessage was prepared for transmission. (Expressed as six digits followed by the time zone suffix; first pair of digits denotes the date, second pair the hours, third pair the minutes, followed by a three-letter month abbreviation and two-digit year abbreviation.)

DTMS: Digital Training and Management System

E

ELT: Enforcement Laws and Treaties

ELW: Electronic Warfare

ENL: Enlisted Personnel

ENL OH: Enlisted On-hand

EODRP: Engineering Ordnance Disposal Readiness Program

EQP: Equipment Resource status

EQP AL: Equipment Allocated

EQP AO DATE: Equipment as of Date

EQP FMC: Equipment Fully Mission Capable

EQP NMC: Equipment Not Mission Capable

EQP OH: Equipment On-Hand (given in Percentage)

EQP PMC: Equipment Partially Mission Capable

EQUIP DESC: Equipment Description

ESG: Expeditionary Strike Group

ESORTS: Enhanced Status of Resources and Training System

EST DATE: Estimate Date of Repair

Exercise: A military maneuver or simulated wartime operation involving planning, preparation, andexecution. It is carried out for the purpose of training and evaluation.

Expeditionary Force: An armed force organized to accomplish a specific objective in a foreign country.

F

Feasibility: The determination as to whether the assigned tasks could be accomplished by using available resources.
FFC: Fleet Forces Command
FIRP: Fleet Intelligence Readiness Program
FMID: Force Module Identification. Each force module in a plan is uniquely identified by a three-character alphanumeric identifier called a force module identifier (FMID). This allows for each of the individual elements of force modules to be linked together so that they can be tracked for planning purposes.
Force Module: Force modules are groupings of combat, combat service, and combat service supportforces, with or without appropriate non-unit-related personnel and supplies.
Force Sourcing: The identification of the actual units, their origins, home ports, and movement characteristics to satisfy the time-phased force requirements of a supported commander.

FRP: Fleet Rotation Plan
FSO: Fleet Support Operations

G

GCCS-M: Global Command and Control System – Maritime
GFM: Global Forces Management
GSORTS: Global Status of Resource and Training System
GUI: Graphical User Interface

H

HDLD: High-Demand/Low-Density.
HQMC: Headquarters Marine Corps

I

IEEE: Institute of Electrical and Electronics Engineers
ILAN: Integrated Local Area Network**ILS:** Integrated Logistics Support **IMD:** Integrated Missile Defense
IMR: Individual Material Readiness or Immunizations and Medical Readiness

INFOSEC: Information Security

INIT DATE: Initial Date of CASREP

INT: Intelligence mission area

INV: Inventory mission area

IOC: Initial Operating Capability **IOP:** Ice Operations mission area**IP:** Internet Protocol
IRJ: Individual Readiness Jacket
IRRI: Innovative Readiness Reporting Initiative
ISR: Intelligence, Surveillance and Reconnaissance
ITAPDB: Integrated Total Army Personnel Database

J

JAOP: Joint Air Operations Plan. A plan for a connected series of joint air operations to achieve the jointforce commander's objectives within a given time and joint operational area.
JC2: Joint Command and Control
JCA: Joint Capabilities Area
JCIDS: Joint Capabilities Integration and Development System
JDEP: Joint Distributed Engineering Plant
JFACC: Joint Force Air Component Commander. The commander within a unified command, subordinateunified command, or joint task force responsible to the establishing commander for making recommendations on the proper employment of assigned, attached, and/or made available for tasking air forces; planning and coordinating air operations; or accomplishing such operational missions as may be assigned. The joint force air component commander is given the authority necessary to accomplish missions and tasks assigned by the establishing commander.
JFC: Joint Force Commander. A general term applied to a combatant commander, sub unified commander, or joint task force commander authorized to exercise combatant command (command authority) or operational control over a joint force.
JFCC: Joint Functional Component Commands.

JFCOM: Joint Forces Command.
JFLCC: Joint Force Land Component Commander. he commander within a unified command, subordinateunified command, or joint task force responsible to the establishing commander for making recommendations on the proper employment of assigned, attached, and/or made available for tasking land forces; planning and coordinating land operations; or accomplishing such operational missions as may be assigned. The joint force land component commander is given the authority necessary to accomplish missions and tasks assigned by the establishing commander.
JFMCC: aka Joint Force Maritime Component Commander. The commander within a unified command, subordinate unified command, or joint task force responsible to the establishing commander formaking recommendations on the proper employment of assigned, attached, and/or made available for tasking maritime forces and assets; planning and coordinating maritime operations;or accomplishing such operational missions as may be assigned.
JFSOCC: Joint Force Special Operations Component Commander. The commander within a unified command, subordinate unified command, or joint task force responsible to the establishing commander for making recommendations on the proper employment of assigned, attached, and/or made available for tasking special operations forces and assets; planning and coordinating special operations; or accomplishing such operational missions as may be assigned.
JHOC: Joint Harbor Operations Center
JIOC: Joint Information Operations Center
JMET: Joint Mission Essential Task. A mission task selected by a joint force commander deemed essential to mission accomplishment and defined using the common language of the universal joint task list in terms of task, condition, and standard.
Joint Task Force Commander: A general term applied to a combatant commander, sub unified commander, or joint task force commander authorized to exercise combatant command (command authority) or operational control over a joint task force.
JOPES: Joint Operation Planning and Execution System. A system that provides the foundation for conventional command and control by national- and combatant command-level commanders and their staffs. It is designed to satisfy their information needs in the conduct of joint planning

and operations.
JPAS: Joint Personnel Adjudication System
JSOTF: Joint Special Operations Task Force. A joint task force composed of special operations units frommore than one Service, formed to carry out a specific special operation or prosecute special operations in support of a theater campaign or other operations.
JTF: Joint Task Force. A joint force that is constituted and so designated by the Secretary of Defense, acombatant commander, a sub unified commander, or an existing joint task force commander.
JTT: Joint Tactical Terminal

L

LAN: Local Area Network
LIM: Indicates a directed status level limit.
LOG: Logistics mission area status

M

Marine Expeditionary Force: aka MEF. It is task-organized around a permanent command element and normally contains one or more Marine divisions, Marine aircraft wings, and Marine force servicesupport groups. The Marine expeditionary force is capable of missions across the range of military operations, including amphibious assault and sustained operations ashore in any environment.
Marine Expeditionary Unit: A Marine air-ground task force (MAGTF) that is constructed around an infantry battalion reinforced, a helicopter squadron reinforced, and a task-organized combat service support element. It normally fulfills Marine Corps forward sea-based deployment requirements. The Marine expeditionary unit provides an immediate reaction capability for crisis response and is capable of limited combat operations
MAX: Maximum value contained within a set field/column
MCAS: Mission Capability Assessment System **MDIS:** Mobilization Deployment Integration System**MDZ:** Maritime Defense Zone Ops
MEF: Marine Expeditionary Force. It is task-organized around a permanent command element and normally contains one or more Marine divisions, Marine aircraft wings, and Marine force servicesupport groups. The Marine expeditionary force is capable of missions across the range of military operations, including amphibious assault and sustained operations ashore in any environment.
MEP: Marine Environmental Protection mission area
MET: Mission Essential Task
METL: Mission Essential Task List. The METL is an unconstrained statement required to accomplish wartime missions. A list of tasks considered essential to the accomplishment of assigned or anticipated missions. A METL includes associated conditions and standards and may identifycommand-linked and supporting tasks.
MEU: A Marine air-ground task force (MAGTF) that is constructed around an infantry battalion reinforced, a helicopter squadron reinforced, and a task-organized combat service support element. It normally fulfills Marine Corps forward sea-based deployment requirements. The Marine expeditionary unit provides an immediate reaction capability for crisis response and is capable of limited combat operations

MILPDS: Military Personnel Data System

MIN: Minimum value contained within a set field/column
Mission Capable: Material condition of an aircraft indicating it can perform at least one and potentiallyall of its designated missions. Mission-capable is further defined as the sum of full mission- capable and partial mission-capable.
MIW: Mine Warfare mission area status
MOB: Mobility mission area status
Mobilization: The act of assembling and organizing national resources to support national objectives intime of war or other emergencies.
MOS: Military Occupation Specialties or Mission of State
MRRS: Medical Readiness Reporting System
MSC: Military Sealift Command

MSG DATE: Date of the most current message

MSG DTG: Message Date, Time, Group

N

NAFC: Navy Air Forces Command
NALCOMIS: Naval Aviation Logistics Command/Management Information System
NCO: Non-Combat Operations
NEURS: Navy Energy Utilization Reporting System **NIPRNET:** Non-Classified Internet Protocol Router Network**NMCI:** Navy Marine Corps Intranet
NMETL: Navy Mission Essential Tasks Lists
NMIMC: Navy Medical Information Management Center
NMS: National Military Strategy
NROWS: Navy Reserve Order Writing System **NRRM:** Naval Reserve Readiness Management
NRRS: Navy Readiness Reporting Systems **NSA:** National Security Agency
NSFC: Navy Surface Forces Command
NSO: Naval Special Operations

NSOF: Navy Status of Forces
NSW: Naval special warfare mission area status **NTIMPS:** Navy Training Management & Planning System**NTIMS:** Navy Training Information Management System**NW:** Network Warfare
NWDC: Navy Warfare Development Command

O

OCC: Occupational Code (Dept. of Labor)
OFF: Officer or Total Officer Status mission area

OFF OH: Officer On-hand
OH: On hand (i.e., available)
Operational Readiness: The capability of a unit/formation, ship, weapon system, or equipment toperform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

OPLAN: Operation plan
OPR: Office of Primary Responsibility
OR: Operational Readiness. The capability of a unit/formation, ship, weapon system, or equipment toperform the missions or functions for which it is organized or designed. May be

used in a general sense or to express a level or degree of readiness.

ORD: Ordnance type mission area status

ORD AO: Ordnance as of Date

ORD AUTH: Ordnance Authorized

ORD OH: Ordnance On-hand

ORD REQ: Required Ordnance

OrgName: Organization Name

OSD: Office of the Secretary of Defense

Overall Status Level: Remarks pertaining to Overall Status Level

OVL: Overall current status level

OVL ENL: Overall Enlisted

OVL OFF: Overall Officers

OVL PRJ: Overall Projected

P

PAI: Primary Aircraft Inventory. These are aircraft assigned to meet primary aircraft authorization (PAA).

Pay Grade: The Pay Grade associated with a specific billet, individual, rate/rank.

PCTEF: Percentage of effect

PDM: Program Depot Maintenance

PER: Personnel resource status

PER AO DATE: Personnel As of Date

PER AUTH: Authorized Personnel

PER DEP: Personnel Deployed

PER IMR: Personnel Individual Medically Ready

PER OH: Personnel On-hand (given in percentage)

PER REQ: Required Personnel

PERS: Personnel

PES: Port Environmental Safety

PRI: Primary Reason Code. The reason code defines the primary reason for mission area degradation.

PRJ: Projected

PROJ DATE: Date for Projected Status

Projected Date: Projected date for Overall status level for resources and training

R

RAMIS: Reserve Activity Medical Information System

RC: Reserve Component. Reserve Components of the Armed Forces of the United States are:

(Army National Guard, Army Reserve; Naval Reserve; Marine Corps Reserve; Air National Guard; AirForce Reserve; and the Coast Guard Reserve.

Readiness: The ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels. a. unit readiness--Theability to provide capabilities required by the combatant commanders to execute their assignedmissions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b. joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute his or her assigned missions.

Req: Required

RLIM: Resource Area Limit

S

SAR: Search and Rescue mission area

SEC: Secondary Reason Code. Defines secondary reason for mission area degradation.

SERIAL: Message Serial Number

SIGINT: Signal Intelligence

SIPRNET: Secret Internet Protocol Router Network

SOC: Special Operations Command. A subordinate unified or other joint command established by a jointforce commander to plan, coordinate, conduct, and support joint special operations within the joint force commander's assigned operational area.

SOCCT: Special Operations Combat Control Team. A team of Air Force personnel organized, trained, andequipped to conduct and support special operations.

SOF: Special Operations Forces. Those Active and Reserve Component forces of the Military Servicesdesignated by the Secretary of Defense and specifically organized, trained, and equipped to conduct and support special operations.

SORTS: Status of Resource & Training System

Sourcing: The identification of the actual units, their origins, home ports, and movement characteristicsto satisfy the time-phased force requirements of a supported commander.

SOW: Air Force special operations wing.

STD DEV: Standard Deviation

STS: Strategic Sealift

STW: Strike warfare mission area status

SUM: Sums up the values within a set field/column

SUP: Supply resource status

SUP REMARK: Remarks pertaining to Supply resources status

T

TAI: Total Aircraft Inventory. These are aircraft assigned to operating forces for mission, training, test, ormaintenance. Includes primary, backup, and attrition aircraft.

TER: Tertiary Reason Code. Defines the tertiary reason for mission area degradation.

Theater: The geographical area outside the continental United States for which a commander of acombatant command has been assigned responsibility.

TNG: Training resource status

TNG EX: Training Exercise

TRAREP: Training Report

TRG: Training resource status

TRG REMARK: Remarks pertaining to training status

TRMS: TyCom Readiness Management System

TYCOM: Type Commander

U

UCP: Unified Command Plan. This is the document, approved by the President, which sets forth basic guidance to all unified combatant commanders; establishes their missions, responsibilities, and force structure; delineates the general geographical area of responsibility for geographic combatant commanders; and specifies functional responsibilities for functional combatant commanders. The document, approved by the President, which sets forth basic guidance to all unified combatant commanders; establishes their missions, responsibilities, and force structure; delineates the general geographical area of responsibility for geographic combatant commanders; and specifies functional responsibilities for functional combatant commanders.
UIC: Unit identification code. A six-character, alphanumeric code that uniquely identifies each Active,Reserve, and National Guard unit of the Armed Forces.
UJTL: aka Universal Joint Task List. A menu of capabilities (mission-derived tasks with associated conditions and standards, i.e., the tools) that may be selected by a joint force commander to accomplish the assigned mission. Once identified as essential to mission accomplishment, the tasks are reflected within the command joint mission essential task list.
Unified Command Plan: aka UCP. The document, approved by the President, which sets forth basic guidance to all unified combatant commanders; establishes their missions, responsibilities, andforce structure; delineates the general geographical area of responsibility for geographic combatant commanders; and specifies functional responsibilities for functional combatant commanders.
Unit Identification Code: aka UIC. A six-character, alphanumeric code that uniquely identifies eachActive, Reserve, and National Guard unit of the Armed Forces.

Unit of Assignment: The unit user is affiliated with for ESORTS purposes.
Unit Type Code: aka UTC. A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "typeunit."
Universal Joint Task List: aka UJTL. A menu of capabilities (mission-derived tasks with associated conditions and standards, i.e., the tools) that may be selected by a joint force commander to accomplish the assigned mission. Once identified as essential to mission accomplishment, the tasks are reflected within the command joint mission essential task list.

USCENTCOM: United States Central Command.
USEUCOM: United States European Command. USEUCOM is a unified combatant command whose mission is to maintain ready forces to conduct the full spectrum of military operations unilaterally or in concert with the coalition partners; to enhance transatlantic security through support to NATO; to promote regional stability; and advance U.S. interests in Europe, Africa, and the Middle East."
USNORTHCOM: United States Northern Command. U.S. Northern Command plans, organizes,

andexecutes homeland defense and civil support missions, but has few permanently assigned forces. The command will be assigned forces whenever necessary to execute missions as ordered by the President.

USPACOM: United States Pacific Command.

USSOCOM: United States Special Operations Command

USSOUTHCOM: United States Southern Command

USSTRATCOM: United States Strategic Command. USSTRATCOM is the command-and-control center for
U.S. strategic forces and controls military space operations, computer network operations, information operations, strategic warning and intelligence assessments as well as global strategic planning. The command is responsible for both early warning of and defense against missile attack and long-range conventional attacks. The command is charged with deterring and defending against the proliferation of weapons of mass destruction.

USTRANSCOM: United States Transportation Command. The unified command with the mission to provide strategic air, land, and sea transportation and common-user port management for the Department of Defense across the range of military operations.

USW: Anti-Surface Ship Warfare Mission Area

UTC: Unit Type Code. A high-level organization of cross-branch function. UTC is a developed and assigned code, consisting of five characters that uniquely identify a "typeunit."

V

Validate: Execution procedure used by combatant command components, supporting combatant commanders, and providing organizations to confirm to the supported commander and US Transportation Command that all the information records in a time-phased force and deployment data not only are error-free for automation purposes, but also accurately reflect the current status, attributes, and availability of units and requirements. Unit readiness, movement dates, passengers, and cargo details should be confirmed with the unit before validation occurs.

Validation: Execution procedure used by combatant command components, supporting combatantcommanders, and providing organizations to confirm to the supported commander and US Transportation Command that all the information records in a time-phased force and deployment data not only are error free for automation purposes, but also accurately reflect the current status, attributes, and availability of units and requirements. Unit readiness, movement dates, passengers, and cargo details should be confirmed with the unit before validation occurs.

VAR: Variance

VIPER: Visually Integrated Planning Employment Resource

Voluntary Training Unit: aka VTU. A unit formed by volunteers to provide Reserve Component training in a non-pay status for Individual Ready Reservists and active status Standby Reservists attachedunder competent orders and participating in such units for retirement points.

VTU: voluntary training unit. A unit formed by volunteers to provide Reserve Component training in anon-pay status for Individual Ready Reservists and active status Standby Reservists attached under competent orders and participating in such units for retirement points.

W

WSR: Weapons Station Readiness