OPNAVINST 3501.360A
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OPNAV INSTRUCTION 3501.360A

From: Chief of Naval Operations

Subj: DEFENSE READINESS REPORTING SYSTEM – NAVY

Ref: (a) 10 U.S.C. §153
       (b) DoD Directive 7730.65 of 3 June 2002
       (c) DoD Instruction 8260.03 of 19 February 2014
       (d) Joint Requirements Oversight Council Memorandum 112
           10, Global Force Management Data Initiative Data
           Sharing Business Rules, 6 July 2010
       (e) Global Force Management Data Initiative Data Sharing
           Business Rules (v6.2), July 2010 (NOTAL)
       (f) CJCSI 3401.02B
       (g) Secretary of Defense Memorandum, FY 2014-2015 Global
           Force Management Implementation Guidance, 25 February
           2014
       (h) 14 U.S.C. §3
       (i) Coast Guard and Maritime Transportation Act of 2006
       (j) COMUSFLTFORCOM/COMPACFLTINST 3501.3D
       (k) DoD Instruction 8320.02 of 5 August 2013
       (l) DoD Instruction 7730.66 of 8 July 2011
       (m) OPNAVINST C3501.2K (NOTAL)
       (n) OPNAVINST 5513.1F
       (o) SECNAVINST 5000.36A
       (p) DoD 8320.02-G, Guidance for Implementing Net-Centric
           Data Sharing, April 2006

1. <u>Purpose</u>. To specify policy, procedures and responsibilities
for Navy forces that report readiness. This instruction is a
complete revision and should be reviewed in its entirety. This
revision:

    a. Emphasizes that the Defense Readiness Reporting System–
Navy (DRRS-N) is the Navy's authoritative system for readiness
reporting.

    b. Confirms that DRRS-N replaced the type commander's
(TYCOM) readiness management system as the Navy's program of
record for readiness reporting.

c. Announces that the Navy organization server is the Navy's authoritative system for authorized force structure data, and that any Navy systems and processes that require Navy authorized force structure data shall use the Navy organization server as the authoritative data source for that information.

d. Reaffirms which units and organizations are required to register for the Global Status of Resources and Training System (GSORTS), and that unit registration for the Navy and United States Coast Guard (USCG) will be conducted via the Navy organization server.

e. Emphasizes that all Navy TYCOMs, fleet commanders, immediate superiors in command (ISIC), Commander, Navy Installations Command (CNIC), and readiness subject matter experts are directed to review, as required at least annually, their own and any subordinate organization's status to ensure Navy mission-essential task list (NMETL) information is current and accurately presented.

f. Revises the reporting criteria and specifies which Navy and USCG units and organizations are required to report readiness in either Defense Readiness Reporting System-Strategic (DRRS-S) or DRRS-N.

g. Updates the data submissions section.

h. Updates the responsibilities section.

2. <u>Cancellation</u>. OPNAVINST 3501.360.

3. <u>Applicability</u>. Provisions of this instruction apply to all fleet operational units, units providing direct operational mission support, and all higher Navy echelons responsible for managing operational readiness.

4. <u>Background</u>

a. Reference (a) directs the Chairman of the Joint Chiefs of Staff (CJCS) to advise the Secretary of Defense on critical deficiencies and strengths in force capabilities identified during the preparation and review of contingency plans. The statute requires the CJCS to establish a uniform system for evaluating the preparedness of each combatant command to carry

out assigned missions. Reference (b) established the requirement for a new Department of Defense (DoD)-wide readiness reporting system to replace the current joint GSORTS.

    b. The DRRS-N is the Navy's authoritative system for readiness reporting to comply with references (a) and (b), it fulfills Navy's force readiness reporting requirements. DRRS-N replaced the TYCOM readiness management system as the Navy's program of record for readiness reporting. DRRS-N is a component of the Defense Readiness Reporting System (DRRS) Enterprise, which consists of DRRS-S; DRRS-Marine Corps; DRRS-Army and DRRS-N.

    c. Reference (c) directs the heads of the Secretaries of the Military Departments to:

        (1) Populate and maintain Nonsecure Internet Protocol Router Network (NIPRNET) and SECRET Internet Protocol Router Network (SIPRNET) organization servers that document the relatively permanent placement of all force structure for their respective Military Services and that include both the authorized forces in the administrative chain of command and the assignment of forces to the operational command structure of the combatant commands;

        (2) Replicate in a SIPRNET Military Service organization server all data in the applicable NIPRNET organization server for augmentation with classified data;

        (3) Make the organization server data visible, so that authorized users and applications can access this data through search services;

        (4) Publish the pedigree, security level, and access control level of Military Service organization server data through the applicable registries; and

        (5) Expose Military Services' organization server data to external consumer systems.

    d. The Navy organization server is the Navy's authoritative system for authorized force structure data. Any Navy systems and processes that require Navy authorized force structure data

shall use the Navy organization server as the authoritative data source for that information, and comply with references (d) and (e) to obtain the data.

e. Per reference (f), GSORTS is the authoritative joint reference source for unit registration and resource assessment. DRRS-S will assume this functionality once the GSORTS and DRRS-S transition is complete. In addition, reference (f) directs authoritative organizations to register all units and organizations that are assigned per reference (g) or that have the potential to support, by deployment or otherwise, a CJCS and combatant command directed operation plan (OPLAN), contingency plan, contingency operation, homeland security operation or defense support to civil authorities. Unit registration for Navy and USCG units will be conducted via the Navy organization server.

5. <u>Policy</u>. This instruction provides policy and guidelines for the implementation, management and use of DRRS-N for Navy readiness reporting. Supplemental guidance, issued by fleet commanders, TYCOMs, Commander, Military Sealift Command, CNIC and or other echelon 2 and 3 commands may amplify, but shall not lessen, the criteria, guidance, or format provided in this instruction.

a. All levels of command shall implement and manage the DRRS-N program in compliance with the guidance set forth by this instruction, supplemental guidance, and directives as issued.

b. Per reference (h), as amended by section 211 of reference (i), when war is declared and when Congress so directs in the declaration or when the President directs that the USCG operates under the DoD as a Service in the Department of the Navy, this instruction shall provide the USCG's readiness reporting policy and guidelines. Supplemental guidance, issued by the USCG may amplify, but shall not conflict with nor modify, the criteria, guidance, or format provided in this instruction. When fulfilling the statutory requirements in reference (h), USCG units will report readiness via DRRS-N.

c. Readiness reporting via DRRS-N shall not be used in any capacity as input for the performance appraisal of the unit or for the fitness report of the unit's commanding officer.

6. <u>Discussion</u>. Reference (a) identifies guidelines and procedures for a comprehensive readiness reporting system that evaluates readiness on the basis of the mission(s) and capabilities assigned to the forces. To achieve the goal of improved accuracy, reliability and timeliness of DoD readiness data, reference (a) directed the Services to align all of their readiness reporting systems to DRRS-S.

    a. DRRS-N is the Navy's capabilities-based readiness reporting system, fully aligned and interoperable with DRRS-S. DRRS-N replaces the Status of Resources and Training System Joint Report - Navy, and provides the mechanism to report Navy readiness data to both DRRS-S and to GSORTS. Navy commanders at all levels will have visibility into readiness data of reporting units and aggregated groups through the DRRS-N Web-enabled system.

    b. DRRS-N shall be used to report the readiness of Navy forces, and the supporting infrastructure to accomplish assigned missions through the construct of mission-essential tasks (MET). A MET is a task with associated conditions and standards, assigned to a specific organization, which is critical to the success of a mission. The MET list for an organization is comprised of all the METs required to accomplish an assigned mission. The assessment of METs is the foundation of capabilities-based reporting and the standardized reporting scheme directed for use by all Services and DoD agencies. Reference (j) provides information on roles and responsibilities regarding METs.

    c. DRRS-N collects and displays the status and or availability of resources information for personnel, equipment, supply, training, ordnance and facilities (PESTOF), as applicable, to the unit type. Resource availability, observed performance, military experience and judgment, as well as the assigned tasks, conditions, and standards, are all factors a commander must take into consideration when evaluating his or her unit's ability to perform its METs. A unit's ability to accomplish METs and capabilities is assessed by the commander as "Yes" (Y), "Qualified Yes" (Q), or "No" (N). The commander must provide amplifying comments when the overall assessment of a mission area is "Q" or "N." Navy mission-essential task (NMET) assessments and essential DRRS-N data elements are subsequently transmitted to DRRS-S to fulfill requirements published in

reference (b). Navy Status of Resources and Training System reporting is transmitted by the Navy Readiness Reporting Enterprise (NRRE) business intelligence software tool, to GSORTS in support of requirements in reference (f).

    d. DRRS-N provides the means to manage and report the readiness and general status data of Navy units to the national command authorities, the Office of the Secretary of Defense (OSD), the Joint Chiefs of Staff, the Chief of Naval Operations (CNO), fleet commanders, and other operational commanders. All Navy forces reporting readiness are to be aligned and interoperable with DRRS-N in support of the reference (k) requirements to share data, information, and information technology services.

7. Technical Support. Questions regarding DRRS-N guidance, user manuals, contact information, current system status, and all general questions can be sent by unclassified e-mail to: drrsn@navy.mil.

8. Reporting Criteria. Units "assigned" to a combatant commander (CCDR), or listed as Service retained as delineated in reference (g), shall report readiness in either DRRS-S or DRRS-N as stated below.

    a. DRRS-S Readiness Reporting. As required by references (b), (c), (f), and (l), the following organizations shall report readiness in DRRS-S:

        (1) Navy component commanders (NCC); and

        (2) Operational and supporting headquarters, and organizations as required by the CCDR.

    b. DRSS-N Readiness Reporting. The following units shall report readiness in DRRS-N:

        (1) Combat, combat support, and combat service units listed in reference (m).

        (2) Other units designated by CNO, an NCC or a fleet commander.

(3) Major detachments, platoons, or teams when:

(a) Required specifically by the parent unit's required operational capability - projected operational environment statements (such as a detachment, platoon, or team).

(b) The detachment, platoon, or team, including equipment and crews, will be assigned to the operational commander of a unit other than its parent unit.

(c) The detachment, platoon, or team will be under the operational control of another fleet commander.

(d) Separate reporting by the detachment, platoon, or team is desired by the parent reporting unit, TYCOM, or the fleet commander.

(e) Littoral combat ships (LCS) and crewed LCS mission packages will report readiness as directed by the NCCs, fleet commanders, and or TYCOMs.

(4) Deployable groups (e.g., carrier strike groups and amphibious ready groups) and staffs (e.g., wings, groups, squadrons).

(5) Other Navy Reserve units designated by Commander, Navy Reserve Force (COMNAVRESFOR).

(6) Navy shore installations as designated by CNIC.

(7) Operational task force organizations, at the discretion of the fleet commander.

(8) USCG units identified in references (f) and (h), or as amended by section 211 of reference (i).

Note: Readiness shall be only reported by whole units in DRRS-N (e.g., ballistic-missile submarine (nuclear propulsion) (SSBN) with crew reports as SSBN only). Rotational and blue and gold crews shall not report readiness (e.g., mine countermeasures ship; LCS; SSBN; and guided-missile submarine (nuclear propulsion)).

c. Reporting and Training Guidance

(1) DRRS-N is the only authorized system Navy organizations will use to report NMET readiness data to comply with OSD's DRRS-S and CJCS's readiness reporting requirements per references (a), (c), and (f).

(2) As required and at least annually, all Navy TYCOMs, fleet commanders, ISICs, CNIC, and readiness subject matter experts are directed to review their own and any subordinate organization's status to ensure NMETL information is current and accurately presented.

(3) A unit must have an approved NMETL before it can be assessed and reported through DRRS-N. PESTOF resource pillar data is mapped to the NMETLs to provide an objective metric of status that informs the commander's assessment.

(4) All DRRS-N users shall receive training prior to reporting in DRRS-N. Reporting guidance and training aids will be established and maintained by Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) and be made available through the DRRS-N program on the COMUSFLTFORCOM unclassified Web site. The training aids will consist of interactive Web-based tutorials and reference materials that will help DRRS-N users understand the reporting requirements, and data entry processes for DRRS-N reports and NMET assessments. Information will be updated as necessary to ensure accuracy and timeliness with Navy readiness reporting data, and to comply with emerging DoD force readiness reporting requirements via the DRRS Enterprise.

d. Data Submission

(1) Commanders shall ensure all prospective units report readiness via DRRS-N upon commissioning, establishment, or being placed in service, including "in service, special."

(2) Commanders shall ensure assessments are updated within 24 hours of a significant change in readiness, and include justifying comments and supporting data. Units shall report an updated assessment within 30 days of the last assessment, even if there is no change in status. (Note: A

significant change in readiness means a change in value ("Y,"
"Q" or "N") for either an individual task or the mission as a
whole).

(3) A unit that is undergoing a Service, CCDR, defense
agency, or other DoD-directed resource action and is not
prepared to undertake the wartime missions for which it is
organized or designed has an overall ("(OVL)") computed rating
("C-rating") of "C5" in the organizational and resource status
portion of the assessment. A unit reporting a "C5" OVL C-rating
is exempt from submitting DRRS-N assessments every 30 days as
long as the unit's core and capability assessments accurately
reflect the long term status. Upon exiting the "C5" OVL C-
rating status, the unit shall immediately submit an updated
assessment and a normal reporting periodicity resumed.

e. <u>Data Classification</u>. The DRRS-N system resides on the
SIPRNET and gathers and processes information from numerous DoD
systems and authoritative data sources. Any effort to downgrade
or declassify data within DRRS-N shall be made from the
authoritative source where the data originated, and per the
security classification guidelines published in reference (n).
The minimum classification for all commanders' MET assessments
within DRRS-N is secret.

9. <u>Responsibilities</u>

a. <u>The Office of the Chief of Naval Operations Fleet
Readiness Division (OPNAV N43)</u> shall:

(1) Establish policy, criteria, and reporting
procedures; provide guidance, and serve as coordinator and
review authority for changes to this instruction;

(2) Provide oversight of the DRRS-N program and
implement process improvement initiatives to correct any system
or training deficiencies;

(3) Determine readiness reporting requirements and align
all forces reporting readiness to comply with reference (a);

(4) Monitor DRRS-N reporting and databases for
completeness, timeliness and accuracy. Initiate corrective
action and feedback, when necessary, to ensure accuracy;

(5) Identify capability shortfalls within DRRS-N and take appropriate action to provide resources as necessary to resolve deficiencies; and

(6) Coordinate with the USCG on DRRS policy matters.

b. <u>COMUSFLTFORCOM DRRS-N Directorate (N7)</u> shall:

(1) Act as executive agent on behalf of OPNAV N43 for development and implementation of DRRS-N;

(2) Register all forces reporting readiness in GSORTS via the Navy organization server, upon receipt of a valid request from the fleet commanders, TYCOMs, major commands (MAJCOM) and USCG, or as directed in references (f) and (g);

(3) Provide oversight of DRRS-N information assurance, data exchange, and information management processes. Ensure all reporting units comply with DRRS-N guidance;

(4) Provide continuous monitoring and constructive feedback to the fleet on the quality, accuracy, and timeliness of DRRS-N reports and assessments;

(5) Develop and execute a DRRS-N training program, and maintain all official DRRS-N training documents to ensure Navy personnel are knowledgeable in the requirements and procedures for preparing timely and accurate DRRS-N reports and NMET assessments;

(6) Maintain a DRRS-N Web site with all current policies, documents, and training tools;

(7) Establish and maintain a DRRS-N technical support center with appropriate staffing and qualified support personnel, to include a help desk that provides technical and operational support for Navy users worldwide;

(8) Identify a program manager (PM) to maintain oversight of DRRS-N and all systems, policies, and processes that involve the NRRE. The PM will provide updates to the NRRE community of interest (COI) and will coordinate with the NRRE COI to ensure all active duty and Reserve force readiness

reporting applications are interoperable with DRRS-N and comply with the Department of the Navy chief information officer requirements published in reference (o);

(9) Ensure the DRRS-N PM conducts routine DRRS-N configuration control boards and fully complies with requirements published in reference (p); and

(10) Use the fleet modernization program to develop and execute a DRRS-N software installation plan in conjunction with all warfare enterprises.

c. NCCs and Fleet Commanders shall:

(1) Evaluate the status of assigned units in DRRS-N and provide an assessment to meet OPLAN requirements in DRRS-S as required by references (b), (i) and (k). This should include evaluations of the ability to execute tasking and any capacity and capability gaps in manning, training, or equipping that impact the missions assigned in the applicable OPLANs; and

(2) Incorporate DRRS-N readiness reporting requirements (including the use of PESTOF data) into planning, conducting, assessing, and evaluating training.

d. COMNAVRESFOR shall:

(1) Ensure Navy Reserve units, including commissioned units and augment units designated by COMNAVRESFOR, report readiness per the guidelines provided in this instruction; and

(2) Work with COMUSFLTFORCOM and operational support officers to support TYCOMs, when necessary to determine reporting criteria, and adapt to emerging readiness reporting requirements.

e. CNIC, TYCOMs, and ISICs shall:

(1) Monitor DRRS-N data for units under their cognizance for completeness, timeliness and accuracy, and provide continuous and constructive feedback to ensure all units comply with the requirements of this instruction. Initiate corrective action as required;

(2) Incorporate DRRS-N readiness reporting requirements (including the use of PESTOF data) into planning, conducting, assessing, and evaluating training;

(3) Perform an annual review of respective unit NMETL, to ensure accuracy and full compliance with fleet training and readiness reporting requirements; and

(4) Initiate or forward requests for Navy organization server unit registration to COMUSFLTFORCOM as appropriate.

f. Reporting Units shall:

(1) Ensure the accurate and timely submission of DRRS-N assessments (including the use of PESTOF data) per the requirements of this instruction;

(2) Implement the methodology and concepts presented herein, and ensure that DRRS-N users and assessors, under their cognizance, are fully trained and comply with DRRS-N readiness reporting requirements of this instruction; and

(3) Initiate requests to the appropriate fleet commander, TYCOM, or MAJCOM, for Navy organization server registration of major detachments, platoons, and teams organized and required to report per this instruction.

g. Commanding Officers of Navy Shore Installations shall:

(1) Ensure the accurate and timely submission of DRRS-N assessments (including the use of PESTOF data) per the requirements contained in this instruction;

(2) Implement the methodology and concepts presented herein and in compliance with reference (l) as appropriate to facilitate DRRS-N reporting; and

(3) Ensure DRRS-N reporters within their command are fully trained and comply with DRRS-N force readiness reporting requirements within this instruction.

10. Review. At all levels throughout the Navy, it is vital to understand the policy, roles, and responsibilities for the successful execution of DRRS-N. This instruction shall be

updated in conjunction with DRRS-S policy and emerging fleet requirements. Updates shall draw heavily from fleet users, and recommendations to improve DRRS-N are highly encouraged. Forward all recommendations to Chief of Naval Operations, 2000 Navy Pentagon, Code: OPNAV N43, Washington, DC 20350-2000.

11. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

12. <u>Reports Control</u>. Reporting requirements within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, paragraph 7h.

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