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U.S. FLEET FORCES COMMAND
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COMUSFLTFORCOMINST 3501.6
N00
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COMUSFLTFORCOM INSTRUCTION 3501.6

From: Commander, U.S. Fleet Forces Command

Subj: NAVY READINESS REPORTING

Ref: (a) DoD Directive 7730.65
       (b) DoD Instruction 7730.66
       (c) CJCSI 3401.02B
       (d) OPNAVINST 3501.360A
       (e) NTRP 1-03.5

Encl: (1) General Principles
       (2) Responsibilities
       (3) Defense Readiness Reporting System Requirements and Processes
       (4) Continuous Monitoring Program and Reporting
       (5) Navy Readiness Reporting Support

1. <u>Purpose</u>. To specify policy, requirements, and guidance for timely, accurate, and meaningful readiness reporting.

2. <u>Cancellation</u>. COMUSFLTFORCOM/COMPACFLTINST 3501.5.

3. <u>Authority</u>. This instruction is issued by Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM), as Chief of Naval Operations executive agent for readiness reporting.

4. <u>Background</u>. On 1 October 2019, Defense Readiness Reporting System-Strategic (DRRS-S), hosted by Office of the Secretary of Defense (OSD), became the Navy's primary input tool for readiness reporting. Previously used DRRS-Navy hosted ashore was retired. In this instruction, the acronym DRRS refers equally to DRRS-S system hosted ashore by OSD and segments of DRRS hosted by Navy for afloat users.

5. <u>Scope and Applicability</u>

   a. This instruction applies to all Navy units required to report readiness and those commands exercising oversight of Navy readiness reporting.

   b. This instruction specifies policy, procedures, and responsibilities that govern Navy readiness reporting. It clarifies, implements, and supplements direction contained in references

(a) through (e). Enclosures (1) through (5) provide direction necessary to standardize and enhance Navy readiness reporting timeliness and accuracy in support of force generation and employment decision making.

6. Policy

   a. This instruction implements requirements of references (a) through (e) for Navy units. In the event a commander perceives a conflict between references, this instruction will take precedence and that commander will notify COMUSFLTFORCOM of conflict via the chain of command. Units assigned to a combatant commander (CCDR) and required to report readiness for a named operation or operational plan will comply with direction of cognizant CCDR for assigned mission(s) reporting.

   b. Commander's assessment is primary means of informing higher authorities of a command's readiness status. Therefore, it is essential that all commanders update their command's readiness report within 24 hours of a change in readiness, per reference (c).

   c. Commanders with subordinate units that are required to report readiness may issue guidance that supplements this instruction, especially when appropriate to ensure consistency and uniformity in reporting of similar unit types. Such supplemental guidance will not relax any criteria, alter any formats, or direction contained here.
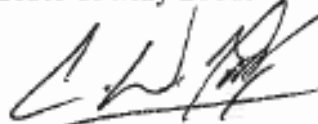
7. Security Classification Guidelines. DRRS can process, store, and display information classified up to secret. DRRS security classification guide is available within application and provides direction for marking information derived from DRRS-S.

8. Records Management. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMUSFLTFORCOM Fleet Readiness Analysis Officer (N02R) will review this instruction annually around the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the

exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

C. W. GRADY

Releasability and distribution:
This instruction is not cleared for public release and is available electronically only, via USFLTFORCOM Online Portal: https://usff.navy.deps.mil/sites/.

GENERAL PRINCIPLES

1. Chairman's Readiness System (CRS)

    a. The CRS provides a common framework for conducting commanders' readiness assessments, blending unit-level readiness indicators with combatant command, service, and combat support agency subjective assessments of their ability to execute national military strategy. Specifically, CRS includes policies, processes, and systems that capture overarching readiness at each level of warfighting, strategic, operational, and tactical. Defense Readiness Reporting System-Strategic (DRRS) is a key tool that facilitates the execution of several CRS processes.

    b. This instruction focuses primarily on use of DRRS to provide tactical level inputs that are vital for effective force employment decisions and necessary for informing accurate readiness assessments at operational and strategic level. Echelon 2 and 3 Navy and joint commanders combine readiness reports with other force level data to build inputs to CRS at operational and strategic levels. Unit level data is particularly important as starting point for assessments of the Navy's integrated fleet readiness report, joint force readiness review, and other strategic level reports.

    c. Readiness from tactical perspective focuses on unit readiness, defined by CRS as ability to provide capabilities required by combatant commander's (CCDRs) to execute their assigned missions. Units are organized or designed to deliver a set of capabilities that satisfy a portion of CCDR requirements.

    d. DRRS provides primary means for units to report readiness information in a standard format that is accessible and effective for planning and operational decision making. It is the authoritative source of unit readiness information for Navy, joint planning, and associated command and control systems.

2. Readiness Reporting Organization and Structure

    a. DRRS provides means for unit commanders to report readiness to fleet and CCDRs via two complementary perspectives. First, from the perspective of readiness to execute missions and mission essential tasks. Second, from the perspective of unit resource sufficiency to undertake wartime missions for which unit is organized or designed.

    b. First perspective on readiness is performance based. DRRS uses mission essential task list (METL) as organizing principle for reporting a unit's ability to deliver capability to CCDRs. A METL is composed of a specific mission. Tasks determined to be essential for successful accomplishment of that mission, and conditions and standards for task performance.

(1) There are two types of missions used in DRRS. Navy units reporting in DRRS have a "core" mission and associated METL. Core mission represents fundamental capabilities a unit is organized or designed to perform. For Navy units, core mission results from a formal mission analysis process that examines required operational capabilities, missions, functions, and tasks documents, and other relevant policy and operational references, to describe mission(s) the unit was organized or designed to perform.

(2) The second type of mission in DRRS is an "assigned" mission. Navy units report readiness for assigned missions in addition to their core mission. Assigned missions may include named operations (e.g. Operation Iraqi Freedom) or top priority "Level-4" plans (e.g. "OPLANs") of the joint strategic capabilities plan. Typically, assigned mission readiness reporting is limited to those units that have a direct operational assignment to a CCDR.

(3) Mission essential tasks (METs) are fundamental elements for reporting unit mission readiness. METs represent key outputs and capabilities that a unit delivers to joint force commanders. METs provide context for task accomplishment by including a description of significant operational conditions and objective standards that govern successful task accomplishment. MET standards include specific measures and criteria. Unit commanders report current readiness to accomplish METs by assessing their ability to achieve MET standards.

c. Second perspective on readiness is primarily resource based. Status of resources and training system (SORTS) provides second perspective. Commanders use SORTS framework to report integrated sufficiency of resources to execute the core mission overall and in categories of personnel, equipment, supply, training, and ordnance. Commanders also enter unit information in SORTS, such as current location, current activity, and personnel strength. This information supplements unit data automatically populated by Navy authoritative data sources. Units assess sufficiency of supplies and training required to operate in a chemical and biological environment. Lastly, units assess their effectiveness to perform currently assigned mission as percent effective. SORTS data informs CRS and is passed to other external joint planning and command and control systems.

d. CRS, reference (c), establishes "measured units" and "installations" as two categories of readiness reporting units at tactical level. Measured units are designated combat, combat support, and combat service support elements of operating forces. Installations are grouping of facilities located in the same vicinity and may be elements of a base. All measured units are required to submit both METL assessments and SORTS reports. Installations submit METL assessments but do not submit SORTS reports.

3. DRRS Integration with Navy Systems. Unit level DRRS data, along with resource, scheduling, and other relevant data in Navy readiness reporting enterprise (NRRE), feeds other systems and provides aggregation for current, force level analysis and historical analytics. NRRE provides a robust set of information management tools to commanders and staffs for objective and repeatable analysis of individual units, groups, and total Navy force.

NRRE aggregates current force readiness data to provide quick access to current information and deep analytics that employ resource data from Navy enterprise systems, scheduling data, and other data. NRRE systems can be accessed as described in enclosure (4), where users can also find instructions for requesting training and assistance for use of aggregated and historical information.

RESPONSIBILITIES

1. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) will:

    a. Monitor readiness reports and associated data submitted by all Navy readiness reporters for timeliness and accuracy. Provide data quality feedback to echelon 2 and 3 commanders that have cognizance over readiness reporting units. Enclosure (4) provides additional detail regarding quality monitoring and reporting.

    b. Coordinate with echelon 2 and 3 commanders to ensure consistency and uniformity of Navy policy for readiness reporting in Defense Readiness Reporting System (DRRS). Review supplemental readiness reporting guidance before issue by those commanders.

    c. Collaborate with echelon 2 and 3 commanders to ensure force readiness data is available to support current operations and data analytics.

    d. Approve recommendations from echelon 2 or 3 commanders to designate or remove subordinate units from status as readiness reporters.

    e. Serve as primary review authority for mission essential task list (METLs). Review and approve METLs submitted by coordinating review authorities (CRAs) for core and assigned missions of Navy units. Units formally assigned to joint force commanders or combatant commanders may enter METLs directly into DRRS-S or Navy training information management system (NTIMS). Units assigned a METL approved by an appropriate joint commander will coordinate with COMUSFLTFORCOM for the creation and entry of that METL into DRRS.

    f. Review and approve CRA proposals for use of status of resources and training system (SORTS) levels category levels (C-levels) C-6 and not applicable (N/A) for unit types under their cognizance. Ensure such use is compliant with joint requirements and consistent across Navy unit types. Enclosure (3), subparagraph 4.b(6) describes use of C-6 and N/A.

    g. Develop and publish a commanders' handbook with detailed procedures for development, management, and approval of Navy METLs, and readiness reporting best practices.

    h. In coordination with Commander, U.S. Pacific Fleet (COMPACFLT), develop and maintain core mission METLs for carrier strike groups, amphibious ready groups, and any other operational formations. Ensure group METL standards are consistent with COMUSFLTFORCOM designated fleet standards.

i. Operate and manage global force management Navy organization server (GFM-NOS) as authoritative source for Navy global force management data initiative data elements. GFM-NOS is the sole mechanism for registration of Navy forces in chairman's readiness system and supports other joint global force management and planning processes.

j. Operate and manage NTIMS as authoritative data source for Navy tactical task list, Navy warfare training plans, and Navy unit METLs.

k. Operate and manage DRRS applications required for units afloat and other units reporting in low bandwidth environments.

l. Operate and manage Navy readiness reporting enterprise as the family of systems that consumes, manages, and processes data necessary to support analysis and analytics of Navy readiness.

m. Develop and maintain training materials that support execution of timely and accurate readiness reporting and assessment. Advise and support other commanders in developing unit type specific training materials.

n. Staff and operate Navy Readiness Support Center (NRSC) as primary source of support for Navy DRRS users.

2. Commander, Navy Special Warfare Command; Commander, Navy Installations Command; Commander, Navy Reserve Forces; Chief, Bureau of Medicine and Surgery; any other echelon 2 commanders with subordinate units designated as readiness reporters; and type commanders (TYCOMs) will:

a. Monitor DRRS reports of subordinate units for content, completeness, timeliness, and accuracy. Ensure units comply with reporting requirements of this instruction and that DRRS data quality supports reliable decision making by operational commanders.

b. Develop supplemental instructions as appropriate to promote accuracy and uniformity of readiness reporting by unit types under their cognizance. Submit such instructions to COMUSFLTFORCOM for review prior to issue. This instruction will take precedence in event of a conflict with any supplemental instruction.

c. Submit recommendations to COMUSFLTFORCOM for approval to designate or remove subordinate units from status as readiness reporters, update the GFM-NOS, or modify SORTS unit basic identity information.

d. Serve as CRA for core or assigned mission METLs of unit types under their cognizance. Enter METLs in NTIMS for approval by COMUSFLTFORCOM.

e. Review all METLs under their cognizance as CRA and report results, per procedures of commander's handbook issued by COMUSFLTFORCOM.

f. Authorize use of SORTS levels C-6 and N/A for unit types under their cognizance, upon approval by COMUSFLTFORCOM. Include a proposal to use these levels when requesting METL approval, along with rationale for each SORTS category allowed to be C-6 or NA. Maintain a listing of all unit types authorized to use these levels.

g. Submit inputs and readiness reports needed to prepare Navy strategic and operational readiness assessments to COMUSFLTFORCOM and enter associated data in DRRS as directed by COMUSFLTFORCOM.

h. Incorporate DRRS reporting into readiness assessment processes for assigned units. Assist immediate superior in command (ISICs) in addressing degradations identified in DRRS readiness reporting.

i. Develop and maintain training materials and programs to support accuracy and uniformity in readiness reporting of unit types under their cognizance.

3. ISICs will

a. Monitor DRRS reports of subordinate units for content, completeness, timeliness, and accuracy. Ensure units comply with reporting requirements of this instruction and DRRS data quality supports reliable decision making by operational commanders. ISICs will not change reported readiness levels or delay submission of reports by unit commanders.

b. Submit DRRS reports for any unit unable to submit a report within required time limits. This includes units that have casualties preventing direct reporting and those without organic capability to report directly (e.g. submarines). ISICs should contact NRSC for assistance in reporting on behalf of subordinate units.

c. Review and assess DRRS data of subordinate units for degradations and resource shortfalls. Take appropriate corrective or mitigating actions in coordination with TYCOM or other superior commander as required.

d. Incorporate DRRS reporting into ISIC unit assessment processes and evaluation of subordinate unit readiness.

4. Reporting Units will

a. Begin reporting readiness in DRRS upon establishment, commissioning or being placed in service, including being placed "in service, special."

b. Submit accurate and timely DRRS reports as required by this instruction. Notify ISIC to submit reports on unit's behalf if unable to submit reports in required time limits.

c. Provide feedback on METLs, assessment policy, and system usability directly to NRSC, information to their ISIC.

d. Ensure COMUSFLTFORCOM and COMPACFLT are included addressee on any operational report-5 and movement report messages.

DEFENSE READINESS REPORTING SYSTEM REQUIREMENTS AND PROCESSES

1. General. Mission essential task list (METL) assessments, resource status inputs, and other data submitted in defense readiness reporting system (DRRS) are operational reports used by joint and Navy commanders to inform force generation and employment decisions. Content of DRRS reports must be timely, accurate, concise, and consistent. Various elements of a DRRS report must be consistent with each other and with other operational reports (e.g. operational reports (OPREPs), mission specific situational reports, casualty reports (CASREPs), casualty correction reports (CASCORs), battle-rhythm support products submitted to operational commanders). Direction that follows ensures consistency of Navy readiness reporting and compliance with joint readiness reporting requirements.

2. Report Submission Criteria

   a. All DRRS reporting units will remain continuously alert to changes in unit status that would necessitate changes to their readiness reporting.

      (1) Unit commanders will report changes in readiness that affect command overall (C-OVALL), resource category C-levels, percent effective (PCTEF), mission essential task (MET) or mission assessments within 24 hours of event that necessitates change. If no change occurs within 30 days of previous report submission, commanders will submit a complete report to validate existing data.

      (2) Units in maintenance phase or inter-deployment stand-down reporting C-5 OVALL in Status of Resources and Training System (SORTS), except those assigned to forward deployed naval forces (FDNF), are exempt from the requirement to submit 30-day validation reports. Commanders remain obligated to submit reports within 24 hours following a significant change in status reported in DRRS (e.g. extension of the duration of maintenance availability or a change in location). Upon exiting C-5 OVALL status, commanders will immediately submit a complete report and resume normal reporting periodicity.

      (3) Examples of events that require submission of a DRRS report include but are not limited to:

         (a) Any unit location changes away from home station, installation, or base, to include partial unit deployment, if applicable.

         (b) Receipt or loss of an operational certification (e.g. deployment certification; certification for underway or unrestricted operations; certification to employ or onload weapons; mission specific certifications such as flight deck, well deck, or diving certifications).

(c) Departure or return of unit, or operationally significant portion of unit, from deployment or an operation (e.g. scheduled or surge deployment; contingency operations or execute order employment such as homeland defense or defense support to civil authorities; hurricane sortie).

(d) Significant change in status of resources affecting ability to execute a MET (e.g. ordnance or fuel on or offload; gain or loss of critical personnel; degradation, restoration, or on or offload of mission essential equipment; on and offload of mission essential supplies).

(e) Change in status affecting ability to meet deployment or employment timelines, to include start or end of a stand-down.

(f) Submission of any other operational report that documents a degradation in ability to execute unit's as-designed or assigned missions (e.g. category 3 or 4 CASREP or CASCOR; OPREP 3 or 5, or mission specific situational report (SITREP) reporting a degradation or restoration of mission capability).

b. Units will immediately inform their ISIC if unable to submit reports as required. ISICs will assume reporting submission duties for any subordinate that is unable to submit reports directly.

3. Assessment of METs and Missions

a. Commanders will use subparagraphs 3a(1) through 3a(3) rationale and criteria when assessing METs and missions. Commanders will enter assessment comments per direction in enclosure (3) subparagraph 6 for any mission or MET assessment other than Yes (Y (Green)) or standard assessment other than "achieved" and will include the additional detail identified in subparagraphs 3a(2) through 3a(3).

(1) Yes (Y (Green)). Unit can accomplish the task or mission to established standards and conditions. The "yes" assessment should reflect demonstrated performance in training or operations.

(2) Qualified Yes (Q (Yellow)).

(a) For core or assigned mission assessments, Q (Yellow) indicates the unit can accomplish all or most tasks to standards under most conditions.

(b) For MET assessments, Q (Yellow) indicates one or more MET standards cannot be fully achieved under prescribed conditions. Commanders will enter assessment comments that clearly describe specific standards and conditions that cannot be met, shortfalls, or issues affecting unit's ability to accomplish the task.

(3) No (N (Red))

(a) For core or assigned mission assessments, N (Red) indicates unit is unable to accomplish majority of tasks to prescribed standard and conditions.

(b) For MET assessments, N (Red) indicates that unit is unable to accomplish the task. Commanders will clearly detail the rationale for assessment and identify shortfalls or issues affecting unit's inability to accomplish the task in assessment comments.

b. Units that have assigned missions (named operations or top priority plans) in addition to their core METL will assess each METL individually. Core mission METLs are based on tasks the unit was organized or designed to perform for major combatant operations. Assigned mission METLs are based on combatant commander (CCDR) requirements for that given mission.

c. Commanders will base assessments on the unit's current ability to achieve MET standards under the prescribed conditions. The unit's ability to execute requirements of the optimized fleet response plan (OFRP) phase or current employment is not a factor in assessing METs and missions. Commanders are required to assess the unit's ability to execute their currently assigned mission, such as OFRP events (e.g. composite training unit exercise) or other employment, in PCTEF entry of the SORTS assessment.

(1) Commanders will enter an assessed value for each prescribed MET standard. The assessed value will represent the commander's best judgement of ability to meet prescribed criterion based on totality of available evidence such as equipment status, qualification level, and supplies available. For example, a criterion previously assessed as "not achieved" due to an equipment failure (e.g. missile launcher CASREP) may be assessed as "achieved" following repair and test, even if performance has not been demonstrated under full operational conditions. Similarly, a standard assessed as "not achieved" due to the vacancy of critical billets (e.g. ability to sustain 24-hour operations) may be assessed as "achieved" upon filling the billets with qualified personnel although the required operational tempo has not been demonstrated.

(2) Commanders may enter an observed value and date for a MET standard to document performance of a task the unit has demonstrated in exercise or real world operations. These values are most informative when the associated measure addresses performance that depends upon perishable skills or infrequent observation of an operational capability (e.g. missile live fire event, full unit deployment to a field exercise or operation, execution of a continuity of operation (COOP) plan). If the observed and assessed values differ, then the rationale for the difference will be explained in the MET comments.

(3) DRRS automatically calculates a "standards-based assessment" for each MET. If all standards have assessed values that satisfy associated criteria, then the standards-based calculation will be "Yes (Y (Green))." However, if one or more of the standards do not meet

associated criterion, the standards-based calculation will be "No (N (Red))." This calculated "assessment" is merely a flag and is not authoritative. In particular, the standards listed for each MET do not, by design, encompass every factor that may affect MET performance. It is likely that commanders will encounter situations where all prescribed MET standards can be achieved but operational judgment dictates MET cannot be adequately performed. Similarly, conditions may exist such that failure to achieve one specific standard may not prevent or significantly limit performance of a MET. Commanders are always required to assess ability to perform each MET based on the totality of information available to them.

d. Operational resource allocations do not supersede or override MET standards. Standards reflect unit designed or assigned mission requirements. If a unit receives an allocation of an essential resource (e.g. precision munitions) that is significantly less than the prescribed standard, then the MET will be no higher than Q (Yellow), and the affected SORTS resource category will be no higher than C-2. This prevents force-wide shortages of critical resources from being masked in DRRS by ensuring that units degrade MET and SORTS assessments when they are not resourced to meet warfighting capability or capacity requirements.

e. Commanders will ensure that MET assessments are consistent with and specifically reflect the limitations reported via other operational channels (e.g. OPREPs, mission specific SITREPs, CASREPs, etc.).

f. Commanders will enter comments for every MET not assessed as Yes (Y (Green)) and every standard that is not assessed as achieved, per the direction in paragraph 6 of this enclosure. The comments will specifically address rationale the assessment.

g. Commanders will assess core and assigned mission readiness by considering assessments of all associated METs. A mission assessment of Yes (Y (Green)) indicates present day readiness to execute core or assigned mission.

(1) Units will not report Yes (Y (Green)) for a mission if any METs are assessed as No (N or Red). The highest allowable mission rating in this case is qualified Yes (Q (Yellow)) regardless of OFRP phase or currently assigned mission.

(2) Units will not report Yes (Y (Green)) for a mission unless at least 51 percent of the METs are assessed as Yes (Y (Green)) and the remainder as qualified Yes (Q (Yellow)).

(3) Commanders that assess any mission as other than Yes (Y (Green)) must support this by ensuring that one or more associated METs are assessed as other than Yes (Y (Green)).

(4) Ships and submarines will assess core mission as No (N (Red)) if the METs "conduct mobility", or "conduct command and control (C2)" are assessed as No (N (Red)).

4. <u>SORTS Reporting</u>

a. SORTS reports provide an evaluation of unit level resource sufficiency, as measured against resources required to execute the unit's core mission. SORTS reports include an assessment of the overall resource sufficiency (C-OVALL level), which incorporates the effects of independent assessments in up to five discrete resource categories; personnel, equipment, supply, training, and ordnance (PESTO). Additionally, commanders are required to independently assess their ability to accomplish the unit's currently assigned mission PCTEF and the ability to accomplish unit's mission in a chemical and biological environment. Commanders must ensure that SORTS reports are consistent with unit level core assessment and reflect resource status in relation to unit's core mission. Commanders will update or validate SORTS data fields as part of each DRRS report.

b. Overall and resource category levels. SORTS overall and PESTO resource C-levels are assessed using subparagraphs 4b(1) through 4b(6) rationale and criteria:

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

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

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

(4) C-4. The unit requires additional resources or training to undertake its wartime missions; however, the unit may be directed to undertake portions of its wartime missions with resources on hand.

(5) C-5. The unit is in a planned period of operational unavailability (not resourced or trained) and is not prepared to undertake the wartime missions for which it is organized or designed.

(6) C-6 or not applicable (NA). These levels do not factor into the overall C-level assessment. They indicate that a particular PESTO resource category, or operations in a

chemical or biological environment, are not part of the as-designed capability of the affected unit type. For example, a fleet surgical team that relies on a host unit to provide all facilities may be directed to report C-6 for the supply and equipment resource categories. Units will use these entries to indicate that a resource category is not measured only when directed by their CRA. CRAs will maintain a listing of all unit types authorized to use C-6 or NA and will request Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) authorization to use such levels as part of the METL approval process.

    c. Commanders will assess C-OVALL as equal to the lowest measured (not C-6 or NA) resource category. Subjective changes that upgrade or downgrade C-OVALL from the lowest measured resource category are prohibited.

    d. Commanders will use PCTEF to report an assessment of the unit's ability to execute its currently assigned mission.

        (1) PCTEF will not necessarily correlate to the unit's C-OVALL or core mission METL assessments.

        (2) Units may have more than one assigned mission at a time. PCTEF should be based upon the most limiting mission, and PCTEF comments must indicate the mission being assessed. In the event that higher headquarters designate a unit's currently assigned mission as sensitive, commanders will assess PCTEF against core standards and indicate this in the comments.

        (3) Commanders will update PCTEF within 24 hours of a change to the assigned mission or ability to perform assigned mission.

        (4) PCTEF levels are reported on a scale of 1 through 4 that uses a rating rationale equivalent to that used for C-OVALL levels:

            (a) Level 1 - The unit possesses required resources and is trained to undertake currently assigned mission.

            (b) Level 2 - The unit possesses required resources and is trained to undertake most of currently assigned mission.

            (c) Level 3 - The unit possesses required resources to undertake many, but not all, portions of the currently assigned mission.

            (d) Level 4 - The unit requires additional resources or training to undertake currently assigned mission; however, they may be directed to undertake portions of the mission with resources on hand.

Enclosure (3)

(e) NA. Unlike overall C-levels, there is no PCTEF level 5. Units reporting C-5 overall may report PCTEF as NA.

(5) Comments are required for all PCTEF reports, except NA, and are limited to 256 characters. Comments must indicate the mission to which the PCTEF assessment applies and will describe limitations when reporting PCTEF levels 2 through 4. Additional guidance for completing a PCTEF report can be found in reference (e).

e. SORTS reports require that commanders populate a number of entries with objective data describing current unit status (e.g. location, operational activity, etc). Guidance and details for populating these fields can be found in reference (e).

5. <u>Consistency with other Operational Reports</u>

a. DRRS reporting must be consistent with other operational reports to ensure clarity and prevent conflicts between information reported via multiple command and control channels. Commanders will submit DRRS reports to reflect any change in readiness that is reported via other operational reports and is expected to persist for more than 24 hours.

b. CASREPs are a particularly important type of operational report. Navy and joint commanders consider CASREPs as significant indicators of unit readiness. To ensure consistency between DRRS and CASREP reporting among affected TYCOMs, subparagraphs 5b(1) through 5b(4), supplemental guidance that applies to all units that employ CASREP reporting system.

(1) When a unit issues a category 4 CASREP, the MET or METs associated with that CASREP will be assessed N/Red, and SORTS equipment resource category will be assessed as C-3 or lower.

(2) When a unit issues a category 3 CASREP, the MET or METs associated with that CASREP will be assessed as Q (Yellow) or lower, and the SORTS equipment category will be assessed as C-2 or lower.

(3) C-2 CASREPs do not require the degradation of a MET if, in the commander's judgment, the casualty does not immediately affect unit capability. An example would be a CASREP that reports a loss of redundancy that is not specifically required to achieve a MET standard.

(4) Commander's comments should specifically address all category 3 and 4 CASREPs and CASCORs and comply with the direction of paragraph 6 of this instruction.

6. Commander Comments

    a. Commander comments are the most important and valuable portions of DRRS reports. Comments must be clear, concise, and focused on operational effects. They must be consistent among portions of the DRRS report and with other operational reports.

    b. As described above, commander's comments are required to supplement reports when:

        (1) A MET or mission is not assessed as Yes (Y (Green)).

        (2) A MET standard is evaluated as "Not Achieved" or "Cannot Evaluate."

        (3) A C-OVALL or resource category is not assessed as "C-1."

        (4) A C-OVALL level is not assessed as equal to lowest measured resource category (commander's subjective override is used).

        (5) A PCTEF level is not assessed as "1." Note PCTEF requires a description of mission reported upon for all levels, including "1."

    c. Comments addressing specific shortfalls must provide substantive content that describes the specifics of each degradation or limitation being reported. Additional comments should be provided as needed for clarity and context in describing mission, MET, and SORTS assessment rationale. At a minimum, comments will include content for each limiting degradation, if any exist, detailed in paragraphs 6c(1) through 6c(4) of this enclosure.

        (1) Description of degradation and shortfall.

        (2) Specific operational limitations to task or mission.

        (3) Ongoing corrective actions or mitigations.

        (4) Estimated date of resolution.

    d. Operational commanders and joint command and control systems process MET and resource category assessments, with associated comments, independently of the core mission and SORTS overall assessments. Therefore, MET and resource category comments must stand alone to describe the unit commander's rationale for the associated assessment. Entries such as "see core comments," "nothing significant to report (NSTR)" or similar remarks are not acceptable. Additionally, units should avoid the use of Navy jargon, acronyms, or references. These assessments are used by the chain of command through the Office of the Chief of Naval Operations, CCDR, Joint Staff, and Office of the Secretary of Defense levels for planning, assessment, and operational mission execution purposes.

e. The core or assigned mission level comments should summarize overall impacts and address specific METs driving the overall assessment. MET comments should address specific standards, as appropriate.

7. <u>Group Commander Assessments</u>

a. Carrier strike group (CSG), amphibious ready group (ARG), and other designated operational group commanders will assess and report readiness of their groups to perform core and assigned missions. The group's readiness report is the commander's overall assessment of aggregated ability of the group to execute the mission as described in the applicable METL.

b. CSGs and ARGs are regularly deploying operational formations and will report readiness per the rules below. Other operational formations that are established for recurring or situational employment will receive specific direction from COMUSFLTFORCOM regarding reporting requirements.

c. Group commanders, other than those assigned to FDNF, will report readiness for their groups from the beginning of the integrated phase, defined as the first group event or the first day of the warfare commander's conference (WCC), whichever comes first. Reporting will continue until the beginning of maintenance phase for the associated aircraft carrier, nuclear-powered vessels, landing helicopter assault, or landing helicopter dock. Group commanders will submit a final report for the OFRP cycle upon entering the maintenance phase. This will be a complete report per subparagraphs 7c(1) through 7c(6).

(1) C-OVALL will be assessed as "C-5" by selecting activity category "26" and activity code "STDWN" from the appropriate drop-down menus.

(2) SORTS resource categories will be automaticity set to C-5.

(3) The ore mission and each MET will be assessed as No (N (Red)).

(4) All MET standard observed and assessed values will be "blank" (no values entered).

(5) Comments for C-OVALL, core mission, and each MET will state: "As of <insert date>, <insert group name> is disaggregated and is no longer employable. Readiness reporting will resume when reconstituted for employment in <insert anticipated month and year of next WCC>."

(6) All next change dates will be set to anticipated month and year that marks the beginning of the group's next integrated phase.

d. CSGs and ARGs assigned to FDNF, due to the unique nature of their mission, may report C-5 overall while in maintenance but will continue to report readiness within the normal reporting periodicity, as specified in paragraph 2 of this enclosure.

CONTINUOUS MONITORING AND REPORTING BUSINESS RULES

1. General

    a. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) will continuously monitor readiness reports and associated data submitted by all Navy readiness reporters for timeliness and accuracy.

    b. COMUSFLTFORCOM will issue a weekly data quality feedback report to those echelon 2 and 3 commanders that have cognizance over readiness reporting units. COMUSFLTFORCOM will provide and maintain an automated data quality dashboard on the Navy readiness reporting enterprise (NRRE) business intelligence (NRRE-BI) secret internet protocol router website. Additionally, COMUSFLTFORCOM will communicate data quality feedback directly to carrier strike groups, amphibious ready groups (ARGs), and other operational formations.

    c. Procedural compliance, accuracy, and quality of unit-level reporting will be evaluated against the requirements established in this instruction. This monitoring supplements but does not replace echelon 2 and 3 command action to monitor the Defense Readiness Reporting System (DRRS) reports of subordinate units for content, completeness, timeliness, and accuracy. Intermediate commanders will use COMUSFLTFORCOM feedback in conjunction with their own monitoring to ensure that units comply with the reporting requirements of this instruction and that DRRS data quality supports reliable decision making by operational commanders.

2. Readiness Reporting Business Rules

    a. The continuous monitoring program uses two types of metrics to evaluate effectiveness of unit readiness reporting: quantitative and qualitative.

        (1) Quantitative metrics are based on the objective requirements of this instruction that can be effectively evaluated with automated means. These criteria are intended to flag clear evidence of non-compliance without the possibility of false flags. As such, these metrics do not capture all violations of requirements in this instruction. Examples of quantitative criteria include but are not limited to:

            (a) Report submitted within 30 days of previous report or within 24 hours of a change (e.g. submission of category 3 and 4 casualty reports (CASREPs), casualty correction reports).

            (b) Core mission assessment consistent with mission essential task (MET) assessments (e.g. core mission other than Yes (Y (Green)) when all METs No (N (Red)).

            (c) Assessed value provided for each standard.

(d) Comments provided for all METs where one or more standards are evaluated as "not achieved" or "cannot evaluate".

(e) Comments provided when the overall C-level is not equal to the C-level of the lowest measured resource category.

(f) Status of resources and training system equipment resource category level and at least one MET are degraded when a category 3 or 4 CASREP is active.

(g) Percent effective (PCTEF) comments provided.

(2) Qualitative criteria are used to flag reports that should be evaluated by the chain of command for rationale and consistency but are not necessarily noncompliant at face value. This category also includes violations of requirements that cannot currently be provided by automated means. Examples of qualitative criteria includes but is not limited to:

(a) Overall C-level equal to the lowest measured resource category level. There may be valid cases of setting the overall C-level to be lower than the lowest measured category.

(b) PCTEF assessed as not applicable (NA). Report should be investigated to ensure NA has been authorized.

(c) Report submitted within 24 hours of a change, for those changes that cannot currently be tracked by automated means (e.g. change in deployment status or loss of critical personnel).

(d) Core mission is assessed as Yes (Y (Green)) and overall C-level is C-1 or C-2 during deployment or after operational certification. While it is not a requirement to be Yes (Y (Green)) during deployment, it is important for the chain of command to review reports of units that are less than Yes (Y (Green)) during deployment. In addition to assisting prioritization of support efforts for deployed units, this metric is used by multiple external agencies evaluating historic readiness trends.

3. <u>Ad hoc Monitoring and Reporting</u>. COMUSFLTFORCOM will perform ad hoc monitoring in addition to periodic analyses and reports described above. These reports may use the criteria of periodic reports but may also apply situational criteria. This reporting will be performed in response to real world operational events and in support of data calls from higher authority (e.g. Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, or General Accountability Office). These reports will be provided to affected echelon 2 and 3 commanders with specific direction for follow-up reporting.

<u>NAVY READINESS REPORTING SUPPORT</u>

1. <u>Navy Readiness Support Center (NRSC)</u>

a. U.S. Fleet Forces Command (USFLTFORCOM) operates the Navy Readiness Support Center (NRSC) as the first point of contact for Navy readiness stakeholders and Defense Readiness Reporting System (DRRS) users in need of support.

b. Navy users will contact the NRSC prior to making any service request to the Secretary of Defense (OSD) DRRS support center. The NRSC will track all Navy service requests regardless of the agency ultimately servicing the request. If the NRSC refers a Navy user to the OSD DRRS support center, the NRSC will track the associated request until it is resolved to satisfaction of the requestor.

c. NRSC provides support to Navy readiness stakeholders including, but not limited to:

(1) Processing all feedback and inputs related to Navy readiness reporting policy, DRRS-S and Navy readiness reporting enterprise (NRRE) systems.

(2) DRRS and NRRE account management.

(3) DRRS and NRRE system trouble ticket submission.

(4) Real time assistance with readiness report submission and troubleshooting.

(5) Resolution of Navy readiness reporting policy questions.

(6) Assistance with use of analytic tools, dashboards, and reports available in the NRRE.

(7) Processing requests for ad hoc reports using data in the NRRE.

(8) Processing requests for additional or revised functionality of DRRS-S or any NRRE system.

(9) Processing requests for clarification or revision of Navy-wide readiness reporting policy, including revisions to the contents of this instruction.

(10) Maintaining a library of approved readiness reporting and analysis references, and training materials.

(11) Coordinating delivery of live training for readiness stakeholders.

(12) Providing technical support and onboard assistance and training for DRRS afloat.

2. <u>NRRE</u>. Is the family of systems that consumes, manages, and processes the data necessary to support analysis and analytics of Navy readiness. It provides a robust set of information management tools that support the objective and repeatable analysis of individual units, groups, and the total Navy force. NRRE systems can be accessed on classified networks via a single-sign-on portal: https://nrressocentral.nrre.navy.smil.mil/nrre/.

    a. NRRE portal provides access to NRRE-business intelligence (NRRE-BI) system. NRRE-BI aggregates current force readiness data to provide quick access to current information and deep analytics utilizing data from DRRS combing with data from Navy enterprise systems. NRRE-BI provides a menu of frequently requested, pre-configured reports and can provide ad hoc or specialty reports upon request.

    b. NRRE portal also provides access to Navy training information management system, Navy readiness analysis suite, global force management Navy organization server, NRRE common operational picture-enhanced, Chief of Naval Operations dashboard, history analytics, and the integrated fleet readiness dashboard.

    c. Navy Reserve readiness module provides reserve users with individual readiness and other tools to support reserve component readiness.

    d. Users can request accounts, training, and other assistance related to NRRE tools from NRSC as described in paragraph 3a through 3c.

3. <u>Contact Information</u>

    a. NRSC is staffed Monday-Friday, 0400-2000, eastern time. Email and telephone messages are retrieved daily on weekends and holidays. Additionally, onboard support is available for afloat users at most fleet concentration areas.

    b. NRSC may be reached at:

        (1) Phone: (DSN) 836-6365 or (COM) (757) 836-6365.

        (2) NIPRNet email: NRRE@navy.mil.

        (3) SIPRNet email: NRRE@navy.smil.mil.

    c. A library of readiness reporting system, policy, and reference information is posted on the USFLTFORCOM NRRE sharepoint sites (common access card or secret internet protocol router (SIPR) token required). These URLs change over time, so contact the NRSC if site appears to be unreachable.

        (1) NIPRNet: https://usff.navy.deps.mil/sites/NRRE.

        (2) SIPRNet: https://cffo.fleetforces.navy.smil.mil/NRRE.