

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON**



AIR FORCE INSTRUCTION 10-201

**AIR FORCE DISTRICT OF
WASHINGTON
Supplement**

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Operations

FORCE READINESS REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement extends the guidance of Department of the Air Force Guidance Memorandum to Air Force Instruction (AFI) 10-201, Force Readiness Reporting. It establishes policies and procedures for Air Force District of Washington (AFDW), identifies the responsibilities of units assigned to AFDW for Force Readiness reporting. This supplement does not apply to ACC, AMC, AFRC, or ANG tenant units unless they are AFDW gained. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

2.4.1.1. **(Added)** The readiness office will reside within AFDW A3/5. **(T-2)**

2.4.1.2. **(Added)** Delegate Unit Commander (UC) responsibilities to the AFDW Command Readiness Office (CRO) for approving internal AFDW MET assessments in DRRS-S on behalf of the MAJCOM/CC. **(T-2)**

- 2.4.1.3. **(Added)** Ensure each AFDW Directorate or agency responsible for functional area oversight of a readiness reporting unit or an AFDW MET appoints (as required) primary and alternate readiness representatives in the Unit User (UU) role. **(T-2)**
- 2.4.1.3.1. **(Added)** Directorate or agency leads will ensure readiness representatives are appointed (as required) within 30 days of position vacancy. Appointment letters will be submitted (as required) to the AFDW CRO. **(T-2)**
- 2.5.12. **(Added)** Facilitate coordination between AFDW/A3O, AFDW/A5X and FAMs (as required) to ensure units have currently assigned Named Operations and Top Priority Plans loaded as missions in DRRS-S. **(T-2)**
- 2.5.13. **(Added)** Track metrics for AFDW DRRS-S reporting and training compliance. **(T-2)**
- 2.5.14. **(Added)** Serve as DRRS-S UC and approve AFDW's monthly overall mission assessment on behalf of AFDW/CC. **(T-2)**
- 2.5.15. **(Added)** Review DRRS-S appointment letters annually. **(T-2)**
- 2.5.16. **(Added)** Directors/agency leads will assign UU's (as required) for each functional area within the AFDW headquarters staff; resulting appointment letters will authorize UUs to build or update METS and complete/approve assessments on behalf of the Directorate/agency. **(T-2)**
- 2.6.2.1. **(Added)** Assist units with named Operations and Top Priority Plans, Core METL modifications, and loading the AF-standardized Core METL for their type unit/functional area as published in the AFUTL and as supplemented by AFDW. **(T-2)**
- 2.6.2.2. **(Added)** Develop and coordinate unit Core MET(s)/METLs at command level and below IAW AFI 10-201 and AFDW's supplement. **(T-2)**
- 2.6.5.1. **(Added)** Send a copy of MET/METL revisions to the AFDW CRO. **(T-2)**
- 2.6.5.2. **(Added)** Review units' monthly MET assessments and ensure information is being reported IAW this supplement. **(T-2)**
- 2.6.11. **(Added)** Respond to MAJCOM CRO guidance and requests. **(T-2)**
- 2.6.12. **(Added)** Ensure units failing to conduct assessments or provide required remarks by the 11th of each month, update DRRS-S within 24 hours of notification. **(T-2)**
- 2.7.1.1. **(Added)** Ensure Wing Readiness POCs have a SECRET security clearance or higher, establish a DRRS-S account, and have access to SIPR. When assigning individuals as DRRS-S POCs, allow for a 60-day transition period and ensure enough personnel are trained to complete readiness assessments while others are on leave, TDY, or deployed. **(T-2)**
- 2.7.1.1.1. **(Added)** Ensure the Wing Readiness POC coordinates with the AFDW CRO and subordinate units on readiness related issues. **(T-2)**
- 2.7.1.1.2. **(Added)** 316 WG/XP is the 316th Wing Readiness Office. **(T-2)**
- 2.7.1.1.3. **(Added)** 11 WG/XP is the 11th Wing Readiness Office. **(T-2)**

- 2.7.1.2. **(Added)** Only those on a current appointment letter assigned UC/UA/UU roles will handle classified or sensitive resource and capability data. Commanders/directors will ensure appointed individuals have the required security clearances. **(T-0)**
- 2.8.12.1. **(Added)** As a minimum, each continuity book must contain the current METL(s), last 3 self-inspection reports and SAV results.” **(T-2)**
- 2.8.12.2. **(Added)** Retain documentation IAW AFI 33-322, Records Management Program. **(T-1)**
- 2.8.14. **(Added)** Forward copies of signed appointment letters to AFDW CRO when DRRS-S UUs are assigned, removed, or replaced. **(T-2)**
- 2.8.15. **(Added)** Provide a copy of results to AFDW CRO within 30 days of visit. **(T-2)**
- 2.8.16. **(Added)** Establish procedures to ensure subordinate unit readiness assessments are accomplished and take immediate action to correct noncompliance. **(T-2)**
- 2.9.8. **(Added)** AFDW “Non-measured Unit Commanders” supporting METS have the same roles and responsibilities as “Measured Unit Commanders” and will approve unit capability readiness assessments and performance standard(s). **(T-2)**
- 2.9.9. **(Added)** Ensure commanders submit resource and capability readiness assessments monthly via DRRS-S. **(T-2)**
- 2.10.6. **(Added)** Coordinate with their FAM on Named Operations and Top Priority Plans, Core METL modifications, or when loading the AF-standardized Core METL for their type unit/functional area as published in the AFUTL and as supplemented by AFDW. **(T-2)**
- 3.3.6. **(Added)** AFDW assigned units will submit the resource readiness assessment and capability readiness assessment via DRRS-S no later than the 11th of each month for AFDW CRO’s review. **(T-2)**
- 3.3.7. **(Added)** Make MET assessments within 24 hours of a change that affects the Directorate’s or agency’s readiness. **(T-2)**
- 3.3.7.1. **(Added)** Make MET assessments informed by available resource data and/or observed performance. **(T-2)**
- 3.3.7.2. **(Added)** Provide supporting remarks explaining deficiencies in layman's terms, capturing operational impacts, and addressing planned corrective actions with realistic resolution date(s). Review data and remarks for quality and accuracy. **(T-2)**

JOEL D. JACKSON, Major General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

(Added) AFDW—Air Force District of Washington