

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 10-252**



**9 AUGUST 2012**

**AIR FORCE DISTRICT OF WASHINGTON  
Supplement**

**9 SEPTEMBER 2013**

**Operations**

**DEFENSE READINESS REPORTING  
SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading and ordering on the e-Publishing website at <http://www.e-Publishing.af.mil>

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AF/A3O-IR

Certified by: AF/A3O-I  
(Col James L. MacFarlane)

Pages: 44

(AFDW)

OPR: AFDW/A3Y

Certified by: AFDW/A3Y  
(Mr. Gerald Sohan)

Pages: 8

---

This is a new instruction designed to provide guidance for use of the Defense Readiness Reporting System (DRRS). This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. In addition, this publication relates to Department of Defense Directive (DoDD) 7730.65, *Department of Defense Readiness Reporting System (DRRS)* and DoD Instruction (DoDI) 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)*, and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3401.02B, *Force Readiness Reporting*. This instruction applies to all Major Commands (MAJCOMs), Numbered Air Forces (NAFs), the Air National Guard (ANG), the Air Force Reserve Command (AFRC), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs). For the purpose of this instruction, the ANG is functionally considered to be a MAJCOM. Any organization may supplement this instruction. MAJCOMs, NAFs, FOAs, and DRUs must send one copy of any proposed supplements to AF/A3O-I for review and obtain concurrence by the appropriate Headquarters Air Force (HAF) functional 3-letter before publishing. See Attachment 1 for a glossary of references and supporting information. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through MAJCOM channels to AF/A3O-I. Waiver authority is AF/A3O-I. Route waiver requests through the MAJCOM Readiness Office and then

to AF/A3O-I. The reporting requirements are exempt from licensing according to Air Force Instruction (AFI) 33-324, *The Information Collections and Reports Management Program, Controlling Internal, Public, and Interagency Air Force Information Collections*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

(AFDW) This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-252, Defense Readiness Reporting System (DRRS), describes Air Force District of Washington's (AFDW) procedures for use in conjunction with the basic AFI and adds Attachment 4; Sample DRRS Appointment Letter Format. This supplement applies to units assigned to AFDW and excludes AMC, AFRC, or ANG tenant units. See Attachment 1 for a glossary of references and supporting information. Changes to the procedures in this supplement are not authorized without approval of HQ AFDW/A3Y. The reporting requirements are exempt from licensing according to Air Force Instruction (AFI) 33-324, *The Information Collections and Reports Management Program, Controlling Internal, Public, and Interagency Air Force Information Collections*. Submit recommendations for improvements and/or changes using the AF Form 847, Recommendation for Change of Publication, to HQ AFDW/A3Y, 1500 W. Perimeter Rd, Ste 5370, Joint Base Andrews, MD 20762. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

<b>Chapter 1—GENERAL GUIDANCE</b>	<b>4</b>
1.1. Purpose. ....	4
1.2. General. ....	4
1.3. References. ....	5
1.4. DRRS Data Management. ....	5
1.5. DRRS Measured Units. ....	5
1.6. DRRS Data Classification. ....	5
1.7. Releasing DRRS Data to Outside Agencies. ....	7
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>8</b>
2.1. Air Force DRRS Agency Responsibilities. ....	8
<b>Chapter 3—ASSESSMENT REQUIREMENTS</b>	<b>21</b>
3.1. General Rules. ....	21
3.2. Task Readiness Assessments. ....	21
3.3. Staff Supporting Tasks, Subordinate Unit Tasks, and Command-Linked Tasks. ..	21
3.4. Mission Assessment Categories. ....	22

3.4.	(AFDW) Mission Assessment Categories. ....	23
3.5.	Mission Assessments. ....	25
3.6.	Preparing Narrative Remarks. ....	26
3.7.	Direction for units with a mission change. ....	26
3.8.	Total Force Integration (TFI). ....	26
<b>CHAPTER 4—METL GUIDANCE</b>		<b>28</b>
4.1.	NAF and MAJCOM Mission Assessments ....	28
4.2.	Installation METL. ....	28
4.3.	METL Development. ....	29
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>30</b>
<b>Attachment 2—DRRS QUICK REFERENCE</b>		<b>39</b>
<b>Attachment 3—CORE METL POC LIST</b>		<b>40</b>
<b>Attachment 4—(Added-AFDW) SAMPLE DRRS APPOINTMENT LETTER FORMAT</b>		<b>44</b>

## Chapter 1

### GENERAL GUIDANCE

**1.1. Purpose.** The purpose of this instruction is to provide guidance to understand and utilize DRRS to meet reporting responsibilities. In compliance with Title 10 United States Code (U.S.C.) Section 117, DRRS is intended to be the sole readiness reporting system for the Department of Defense (DoD) in the future, and as such, DRRS is used by the Office of the Secretary of Defense (OSD), Chairman of the Joint Chiefs of Staff (CJCS), Combatant Commands (CCMDs), Services, and Combat Support Agencies. DRRS establishes a capabilities-based, adaptive, near real-time readiness reporting system for the DoD to measure the readiness of military units to meet missions and goals assigned by the Secretary of Defense (SecDef).

**1.2. General.** The initial authorization to develop the DRRS application came from DoDD 7730.65, which called for the establishment of a readiness assessment network to calculate the capabilities and preparedness of military units to conduct wartime missions and other contingencies. As a capabilities-based system, DRRS indicates what tasks a unit can accomplish, based upon the mission(s) for which a unit was organized or designed. DRRS provides this information on measured units at a specific point in time. This information supports crisis planning, deliberate planning, and management responsibilities to organize, train, and equip combat-ready forces for the Combatant Commanders (CCDRs). DRRS data will be used as part of the Global Force Management and Adaptive Planning and Execution processes. DRRS provides the CJCS and the Chief of Staff of the Air Force (CSAF) an assessment of unit information to achieve adequate and feasible military responses to crisis situations. The Air Force (AF) uses DRRS information in assessing readiness, determining budgetary allocation and management action impacts on unit level readiness, answering congressional inquiries, analyzing readiness trends, and supporting readiness decisions.

1.2.1. DRRS will not be used as input for the performance appraisal of a unit or a unit commander. However, unit commanders are ultimately responsible for all unit data and readiness assessments that appear in the unit's DRRS account.

1.2.2. DRRS measurement criteria (Mission Essential Tasks (METs) / Mission Essential Task Lists (METLs)) are the basis for capabilities-based readiness reporting. Standard measurement criteria are necessary to provide similarly capable/trained units globally. Where units present unique capabilities above the standard measurement criterion, MAJCOMs may supplement the unit's Core METL with additional METs and/or performance standards. Where units do not possess the full capability reflected in the standard measurement criterion, MAJCOMs may delete those METs and/or performance standards that do not apply from the unit's Core METL. Unit commanders or their designated alternates, assess measurements against the unit's mission to provide a realistic indication of the unit's readiness with the intent of informing higher headquarters. It is critical that unit commanders identify those areas that are rated less than desired in order to promote and justify corrective action (including funding, personnel, and equipment allocations). A fundamental premise of DRRS reporting is integrity. Commanders must "tell it like it is" and not allow masking of deficiencies to affect their ability to provide capability or other

readiness related information. Risk must be balanced with responsibility. Effective management of unit resources requires accurate information at all levels.

1.2.3. MAJCOMs may supplement this guidance. In the event of conflict between this AFI and MAJCOM Supplements or CCDR guidance, this instruction will take precedence.

**1.3. References.** All of the latest updates, training documents, checklists, and other references can be obtained by contacting the HAF Operational Readiness Division (AF/A3O-IR).

**1.4. DRRS Data Management.** DRRS draws data from many authoritative data sources. Unique AF data requirements, not currently covered by DRRS, should be forwarded to AF/A3O-IR through MAJCOM Readiness Offices for submittal to the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD/P&R) for consideration and possible inclusion in upcoming software releases.

**1.5. DRRS Measured Units.** All units with an AF Personnel Accounting Symbol will be registered in the Status of Resources and Training System (SORTS) until such time as DRRS is capable of entering Basic Identity Data Element (BIDE) information directly. All units that are required to report in SORTS will report on METL(s) in DRRS. Additionally, NAFs and MAJCOMs will make an individual DRRS assessment. Wings and groups may report in DRRS to include their own organic capabilities (i.e., wing staff agencies).

1.5.1. DRRS measured units will assess their designed capabilities (Core) readiness in accordance with (IAW) their AF standardized unit/functional area Core METL provided in the Air Force Universal Task List (AFUTL) – Core METL document (Secret Internet Protocol Router (SIPR) document). MAJCOMs/NAFs can select tasks from the AFUTL or Universal Joint Task List (UJTL) for use in their Core METL. DRRS measured units will assess readiness against Core, Named Operations (if applicable), and Top Priority Plans (if applicable). Measured unit DRRS assessments begin as soon as possible after a unit activates and continue until the unit is inactivated.

1.5.2. All DRRS measured units (Active, Guard, and Reserve) will complete MET/mission assessments to include performance standard(s) monthly, no later than (NLT) the 15th of each month, and will continuously monitor and report changes in the unit's Mission-readiness level and individual MET readiness; significant changes in the unit Mission assessment and/or MET readiness levels will be reported within 24 hours. Units will continue to report in DRRS when committed to combat operations (i.e. located in a combat zone), when on Temporary Duty (TDY) for training, when involved in local training (base exercises, base inspections, etc.), or deployed.

1.5.2. (AFDW) All DRRS measured units and those supporting METS within AFDW will complete MET/mission assessments to include performance standard(s) monthly, no later than (NLT) the 11th of each month, and will continuously monitor and report changes in the unit's Mission-readiness level and individual MET readiness; significant changes in the unit Mission assessment and/or MET readiness levels will be reported within 24 hours. Units will continue to report in DRRS when committed to combat operations (i.e. located in a combat zone), when on Temporary Duty (TDY) for training, when involved in local training (base exercises, base inspections, etc.), or deployed.

**1.6. DRRS Data Classification.** MET assessment levels (i.e. Yes, Qualified Yes, and No), mission assessment levels, and limiting factors are classified SECRET. The association of the

unit with its Operations Plan (OPLAN) tasking is normally classified at the level of classification of the OPLAN. Classified material exceeding the classification of the DRRS Database (SECRET) will not be entered into DRRS.

1.6.1. Worksheets/briefing materials reflecting measured unit data will be given the same classification level as the material from which it was derived. Although sources used to compile a unit's DRRS report may be unclassified, once compiled and associated with DRRS ratings, it becomes classified at the highest level associated with the data.

1.6.2. Composite or aggregate data will be classified at the same or higher level as the highest classified component of data.

1.6.3. Derivative Classification. Derivative classification is the incorporating, paraphrasing, restating, or generating, in a new form, already classified information and marking newly developed material consistent with the classification that applies to the source information. Persons applying derivative classification markings must carry forward to any newly created document the classification markings from the original source.

1.6.4. Classification Authority. The OSD DRRS database is classified SECRET. Information extracted from this database is classified by CJCSI 3401.02B, Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.02B, *Global Status of Resources and Training System (GSORTS)*, or by the reporting organization (i.e., the Air Force). Information extracted from the database must contain derivative classification markings consistent with DoDM 5200.01, *DoD Information Security Program: Protection of Classified Information*, except where authorized otherwise. Derivative classification rules apply when extracts contain exempted data. If no classification authority source exists, use CJCSM 3150.02 as the classification authority. Use "Derived From: CJCSM 3150.02, *Global Status of Resources and Training System (GSORTS)*, Declassify On: (date)" to mark material when this reference is used as classification guidance. The date of declassification is 10 years from the date of the original classification decision, unless the original classification authority otherwise determines that the sensitivity of the information requires that it be marked for declassification for up to 25 years from the date of the original classification decision. The reporting headquarters will determine the downgrading of classified material on a case-by-case basis. If other sources direct a classification higher or for a longer period, list the classification guidance as the authority and list the specific sources on the file copy. Information that is not Enhanced Status of Resources and Training System (ESORTS) based and does not show a deficiency may still require classification through channels other than ESORTS. Unit and wing security managers and the Chief, Information Protection (wing or MAJCOM-level) should be consulted in these events. At a minimum, all classified documents will be properly marked with the overall classification on the top and bottom. Notebooks, binders, folders, etc. containing classified documents will be conspicuously marked with the highest classification of the material contained. Affix the appropriate overall classification marking or classified cover sheet to the front and back of the notebook, binder, folder, etc. (IAW AFI 31-401, *Information Security Program Management*).

1.6.4.1. All working papers must contain highest overall classification, destroyed when no longer needed, and if kept more than 180 days, marked as a finished document. Working papers are documents and material accumulated or created in the preparation of finished documents and material. This is IAW AFI 31-401.

1.6.5. Downgrading Authority. Downgrading of DRRS data and aggregate information will be determined by the reporting headquarters IAW CJCSI 3401.02B. The authority resides with Headquarters Air Force, AF/A3/5, Director of Operations, Plans, and Requirements. AF/A3/5 will review classified ESORTS data and ascertain whether the classification level still applies and will determine the downgrading of classified material on a case-by-case basis.

**1.7. Releasing DRRS Data to Outside Agencies.** CJCSI 5714.01D, *Policy for the Release of Joint Information* governs the release of DRRS information. To protect against unauthorized disclosure of sensitive information, requests for DRRS access from non-DoD agencies will be forwarded to AF/A3O-IR for submission to the Joint Staff (JS). Authorized holders of AF DRRS data can release it only to military components with a valid need-to-know and appropriate clearance. Exceptions to this policy must be coordinated through AF/A3O-IR.

1.7.1. Specific policies for auditors, Congress, and the general public: Auditors and inspectors of the General Accountability Office (GAO) and the Office of the Inspector General of the Department of Defense (OIG-DoD) possess legal authority under 31 U.S.C. §716, Availability of Information and Inspection of Records, and Public Law 95-452, Inspector General Act of 1978, codified at 5 App. U.S.C., to access DRRS data for specified purposes. Release data to GAO and OIG-DoD auditors and inspectors in accordance with DoDD 7650.01, *GAO and Comptroller General Access to Records* and DoDI 7050.3, *Access to Records and Information by the DoD IG*. Only the President and SecDef can deny final access. Refer denial proposals to AF/A3O-IR for submission to the JS.

1.7.1.1. Release data to Congress and its committees, staff, and investigators according to DoDI 5400.04, *Provision of Information to Congress* and AFI 90-401, *Air Force Relations with Congress*.

1.7.1.2. Responses to requests for DRRS data from the public under provisions of the Freedom of Information Act must be coordinated with AF/A3O-IR, JS, and the Directorate for Freedom of Information Act and Security Review (SAF/A6PP).

1.7.1.3. Preferred Methods for Release (not all inclusive). Only the minimum amount of information will be released to satisfy a request. Preferred methods in rank order are:

1.7.1.3.1. Access to a specific part or parts of the database in a controlled environment.

1.7.1.3.2. Access to a major subset or the entire database in a controlled environment.

1.7.1.3.3. Release of a specific part or parts of the database or minor subset.

1.7.1.3.4. Release of a major subset of the entire database.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Air Force DRRS Agency Responsibilities.

##### 2.1.1. HAF Operational Readiness Division (AF/A3O-IR) will:

2.1.1.1. Serve as the leading authority for all AF DRRS policy and provide guidance to all subordinates. Act as a liaison with the JS, OSD, and Congress for DRRS and related issues. Develop DRRS policy and guidance. Execute readiness policy directed by the JS.

2.1.1.2. Coordinate on MAJCOM supplements, METLs, service and joint tasks, and waiver requests as required. AF/A3O-IR must complete coordination within 30 days of submission.

2.1.1.3. Provide assistance to HAF Functional Area Managers (FAMs) for the accomplishment of their DRRS responsibilities and duties.

2.1.1.4. Publish and maintain METs/METLs and the AFUTL to include coordinating additions, deletions, and changes to tasks and coordinating periodic reviews with Air Staff and MAJCOM FAMs. Review annually. Assist FAMs and MAJCOMs with preparation of METLs. Notify all affected organizations once a MET/METL update has been approved and loaded into DRRS. AF/A3O-I is the approval authority for MET/METL updates.

2.1.1.5. Establish ESORTS policy and implementation in order to capture task assessments.

2.1.1.6. Submit tasks IAW CJCSM 3500.04F, *Universal Joint Task Manual*, for inclusion in the UJTL.

2.1.1.7. Designate to OSD/DIO the authoritative sources for AF DRRS data and address any currency or other issues.

2.1.1.8. Ensure all Active and Reserve Component units required to assess readiness are registered.

2.1.1.9. Aggregate AF readiness data and submit Joint Force Readiness Review IAW CJCSI 3401.01E, *Joint Combat Capability Assessments*.

2.1.1.10. Develop/maintain the HAF Core DRRS Checklist IAW AFI 90-201, *The Air Force Inspection System*, for use in both unit self-inspections and MAJCOM compliance inspections.

##### 2.1.2. Air Staff Functional Area Manager (HAF FAM) will:

2.1.2.1. Monitor functional area DRRS information to identify problems, determine causes, provide solutions, analyze data for developing trends, and direct appropriate actions in response to degraded MET assessments.

2.1.2.2. Provide oversight of DRRS policy and guidance.

2.1.2.3. Coordinate HAF FAM guidance with AF/A3O-IR to prevent conflicts with JS or Air Force DRRS policy/guidance.

2.1.2.4. Develop AFUTL tasks that align with and correlate to CJCSM 3500.04F, IAW JS directives.

2.1.2.5. Develop and staff Core METL (MET(s) and supporting task(s)), as assigned in Attachment 3, that contain mission conditions and task performance standards for measured units. Review on an annual basis. Further information is contained in this AFI and the AFUTL – Core METL document on SIPR.

2.1.2.6. Ensure all functional areas and unit types are represented in DRRS.

2.1.2.7. Solicit, staff, and submit MET/METL changes to AF/A3O-IR. After receiving coordination from AF/A3O-IR, HAF FAM will reply to agency requesting change within 45 days on approval/disapproval of requested changes.

2.1.2.8. For centrally managed functional areas (as approved by (or coordinated with) AF/A5XW), the HAF/Secretary of the Air Force (SAF) FAM will be responsible for some or all of the MAJCOM FAM functions with regard to DRRS.

2.1.3. MAJCOM, DRU, FOA, and NAF Commanders will:

2.1.3.1. Establish a readiness office to include designation of a DRRS POC who will manage responsibilities contained within this instruction. Execute DRRS policy and guidance.

2.1.3.1.1. **(Added-AFDW)** The AFDW/A3 will establish a Readiness Branch within AFDW/A3Y to serve as the AFDW Operational Readiness Office. The AFDW/A3 will appoint the Readiness Branch Chief as the POC to manage Command responsibilities contained within this instruction and to facilitate Command execution of DRRS policy and guidance.

2.1.3.1.2. **(Added-AFDW)** The AFDW Readiness Branch may establish an AFDW Readiness Working Group for the purpose of developing, coordinating, and disseminating readiness policy, procedures and information.

2.1.3.2. Appoint and ensure that an appropriate number of personnel are trained to allow continuous DRRS coverage by trained personnel while others are on leave, TDY, or deployed.

2.1.3.2.1. **(Added-AFDW)** Assign the Operational Readiness Office with the Unit Commander (UC) role for approving internal AFDW MET assessments in DRRS on behalf of the MAJCOM/CC.

2.1.3.2.2. **(Added-AFDW)** Every unit or agency reporting in DRRS will appoint a primary and alternate DRRS representative for each required role. Every AFDW Directorate or agency responsible for functional area oversight of a DRRS reporting unit or an AFDW MET will appoint a primary and alternate DRRS representative in the Unit User (UU) role. Appointment letters will be sent to the AFDW Readiness Branch within 30 days of the position becoming vacant. Attachment 4 of this supplement provides an example of a DRRS appointment letter.

2.1.3.3. Assign functional area responsibilities for each measured unit type assessing readiness in DRRS.

2.1.3.4. Establish a process to ensure MET/mission assessments are accomplished monthly, NLT the 15th or within 24 hours of a change that affects the MAJCOM/DRU/FOA/NAF readiness assessment.

2.1.3.4.1. **(Added-AFDW)** AFDW DRRS assessments will be completed no later than the last business day prior to the 11<sup>th</sup> of each month, or within 24 hours of a change affecting the unit's overall assessment.

2.1.3.5. Maintain a list of unit-type Core METL Offices of Primary Responsibility (OPRs), and upon request, provide AF/A3O-IR with the list to include contact phone numbers.

2.1.3.5.1. **(Added-AFDW)** AFDW OPRs for METLs and METs will be designated within DRRS. The AFDW Readiness Branch will maintain a consolidated list of OPRs.

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

2.1.3.6.1. **(Added-AFDW)** The AFDW Operational Readiness Branch Chief will serve as the primary AFDW representative to the Air Force Readiness Working Group.

2.1.3.7. Include readiness reporting as part of commander training courses.

2.1.3.7.1. **(Added-AFDW)** A readiness section will be included in the AFDW commanders training course.

2.1.4. Command Reporting Organization (CRO) - MAJCOM Operations Readiness Office will:

2.1.4. **(AFDW)** AFDW Operational Readiness Office (AFDW/A3Y) is designated as the Command Reporting Organization (CRO) and the Branch Chief or designee will:

2.1.4.1. Maintain a list of DRRS Wing POCs for the MAJCOM.

2.1.4.2. Be responsive to AF/A3O-IR guidance and requests.

2.1.4.3. Maintain the accuracy of the current GSORTS/ESORTS database used by DRRS for the command to include: registering new units, removing inactivated units from the database within 30 days of inactivation and transferring units to other commands and ensuring the gaining command is notified. Coordinate with MAJCOM/A1M to determine new units and inactivated units.

2.1.4.3. **(AFDW)** Coordinate with the SORTS Command Reporting Organization (AFDW/A3O) to maintain the accuracy of the current GSORTS/ESORTS database used by DRRS for HQ AFDW to include: registering new units, removing inactivated units from the database within 30 days of inactivation, transferring units to other commands and ensuring the gaining command is notified.

2.1.4.3.1. **(Added-AFDW)** Coordinate with AFDW/A1M and AFDW/A1R to determine new units and inactivated units.

2.1.4.4. Establish procedures to ensure unit assessments are submitted monthly, NLT the 15th of each month.

2.1.4.4. **(AFDW)** Submit monthly reporting reminders to all DRRS POCs and ensure unit MET assessments are submitted no later than the last business day prior to the 11<sup>th</sup> of each month, or within 24 hours of a change affecting the unit's overall assessment.

2.1.4.4.1. **(Added-AFDW)** Track metrics for AFDW DRRS reporting and training compliance.

2.1.4.5. Monitor units to ensure reporting compliance, and take necessary action to correct non-compliance.

2.1.4.5.1. **(Added-AFDW)** Reporting compliance will be highlighted during the quarterly AFDW/CC ART/SORTS/DRRS briefing.

2.1.4.6. Provide technical assistance to wings for correction of issues. Forward irresolvable issues to DRRS Support Center along with applicable information such as: unit name, Unit Identification Code (UIC), specific problems encountered, etc.

2.1.4.6.1. **(Added-AFDW)** Track all issues submitted to the DRRS Support Center until they are resolved or closed.

2.1.4.7. Supplement this instruction as needed. Send one copy of any proposed supplement to AF/A3O-IR for review and coordination prior to publishing.

2.1.4.8. Send a copy of all official MAJCOM DRRS instructions and supplements to AF/A3O-IR.

2.1.4.9. Coordinate training events, materials, and curriculum with AF/A3O-IR to ensure standardization. MAJCOMs may supplement the HAF-approved training.

2.1.4.10. Keep documentation of any Core METL modifications for their units to include original date of approval.

2.1.4.10.1. **(Added-AFDW)** Retain documentation of any Core METL modifications for assigned units to include original date of approval until revised or rescinded.

2.1.4.11. Ensure units have all currently assigned Named Operations and Top Priority Plans loaded as missions in DRRS.

2.1.4.11.1. **(Added-AFDW)** Facilitate coordination between AFDW/A3O, AFDW/A3X and AFDW FAMs to ensure units have currently assigned Named Operations and Top Priority Plans loaded as missions in DRRS.

2.1.4.12. Maintain a MAJCOM METL OPR listing, and upon request, provide AF/A3O-IR with the list to include contact phone numbers.

2.1.4.12.1. **(Added-AFDW)** Maintain an AFDW METL OPR list for each subordinate organization and include the names of DRRS POCs, their email addresses and phone numbers.

2.1.4.13. **(Added-AFDW)** Execute DRRS policy and guidance as directed by AF/A3O-IR.

2.1.4.14. **(Added-AFDW)** Act as a liaison with AF/A3O-IR and manage responsibilities contained in AFI 10-252 and this supplement.

2.1.4.15. **(Added-AFDW)** Conduct and chair quarterly AFDW Readiness Working Group meetings.

2.1.4.16. **(Added-AFDW)** Serve as DRRS UC and approve AFDW's monthly overall mission assessment on behalf of AFDW/CC.

2.1.4.16.1. **(Added-AFDW)** Complete HAF-approved DRRS training within 60 days of appointment.

2.1.4.16.2. **(Added-AFDW)** Ensure assigned AFDW UAs/UUs receive HAF-approved training and maintain training documentation for duration of appointment to position.

2.1.4.16.3. **(Added-AFDW)** Load the AF-standardized Core METL for their type unit/functional area as published in the AFUTL.

2.1.4.17. **(Added-AFDW)** Provide assistance to AFDW FAMs for the accomplishment of their DRRS duties and responsibilities.

2.1.4.18. **(Added-AFDW)** Provide AFDW FAMs with a monthly METL/MET assessment validation report.

2.1.4.19. **(Added-AFDW)** Maintain a current list of all AFDW FAMs and DRRS POCs.

2.1.5. MAJCOM FAM will:

2.1.5.1. Monitor functional area reporting. Challenge unclear or misunderstood remarks.

2.1.5.2. Develop and staff Core METL (MET(s) and supporting task(s)), as assigned in Attachment 3, that contain mission conditions and task performance standards for measured units. Review on an annual basis. Further information is contained in the AFUTL – Core METL document on SIPR.

2.1.5.3. Solicit MET/METL changes from subordinate units and submit to lead FAM as designated in Attachment 3.

2.1.5.4. Develop METs/METLs for subordinate units with unique MAJCOM capabilities (e.g. special forces, space forces). Coordinate with the lead FAM (as designated in Attachment 3).

2.1.5.5. Coordinate with appropriate unit(s) to ensure MET/METLs are reviewed annually and updated when unit's mission changes.

2.1.5.6. Assist Wing DRRS POCs/units in determining which Core METs are applicable to Top Priority Plans and Named Operations.

2.1.5.6.1. **(Added-AFDW)** Assist subordinate 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 HQ AFDW.

2.1.5.7. Review respective functional area units' DRRS readiness assessments monthly, at a minimum, and have a working knowledge of DRRS readiness assessments

requirements as specified by this AFI. This will ensure MAJCOM attention or action to help resolve readiness issues at the unit level.

2.1.5.7.1. **(Added-AFDW)** Serve as primary UU in DRRS for their AFDW Directorate or agency. An alternate UU must also be assigned, but need not be the functional manager. Directors or agency leads within AFDW must submit appointment letters assigning personnel to these roles. When signed, these letters authorize UUs to build or update METS, and complete/approve assessments for their Directorate/agency. Attachment 4 of this supplement provides an example of a DRRS appointment letter.

2.1.5.7.1.1. **(Added-AFDW)** Make MET assessments monthly, NLT the 11th of each month, or within 24 hours of a change that affects the Directorate's or agency's MET readiness assessment. Make MET assessments informed by available resource data and/or observed performance. Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s). Review data and remarks for quality and accuracy.

2.1.5.7.1.2. **(Added-AFDW)** UUs must complete HAF-approved DRRS training within 60 days of appointment.

2.1.5.7.2. **(Added-AFDW)** Forward copies of signed appointment letters to AFDW/A3Y when DRRS UUs are assigned, removed, or replaced.

2.1.5.8. Be responsive to MAJCOM CRO guidance and requests.

2.1.5.8.1. **(Added-AFDW)** Send a copy of any MET/METL revisions to the AFDW/A3Y.

2.1.5.8.2. **(Added-AFDW)** Review subordinate unit's monthly MET assessments and ensure information is being reported IAW AFI 10-252 and this supplement.

2.1.5.8.3. **(Added-AFDW)** Ensure subordinate units failing to conduct assessments or provide required remarks by the 11th of each month, update DRRS within 24 hours of notification.

2.1.5.8.4. **(Added-AFDW)** Attend quarterly AFDW Readiness Working Group meetings.

2.1.5.8.5. **(Added-AFDW)** Validate subordinate unit requests for Core METL modifications and forward approved documents to AFDW/A3Y.

2.1.5.8.6. **(Added-AFDW)** Develop and coordinate unit Core MET(s)/METLs at command level and below IAW AFI 10-252 and this supplement.

2.1.6. Air Force Component Commanders will:

2.1.6.1. Establish a readiness office to include designation of a DRRS POC who will manage responsibilities contained within this instruction. Execute DRRS policy and guidance.

2.1.6.2. Appoint and ensure that an appropriate number of personnel are trained to allow continuous DRRS coverage by trained personnel while others are on leave, TDY, or deployed.

2.1.6.3. Establish a process to ensure MET/mission assessments are accomplished monthly, NLT the 15th of each month, or within 24 hours of a change that affects the component readiness assessment.

2.1.6.4. Coordinate with other headquarters on readiness related issues to include Air Staff taskings.

2.1.6.5. Maintain a list of METL OPRs, and upon request, provide AF/A3O-IR with the list to include contact phone numbers.

2.1.7. Wing Commanders will:

2.1.7. (AFDW) Wing or Stand-Alone Group Commanders will:

2.1.7.1. Review DRRS assessments to ensure they are accurate, timely, valid, and complete. This includes ensuring that remarks explain actions, circumstances, situations impacting unit capabilities/mission and that all SORTS measured units report in DRRS.

2.1.7.1.1. (Added-AFDW) Ensure all SORTS measured units report in DRRS on time.

2.1.7.2. Ensure DRRS assessments reflecting changes in unit data are approved by the Unit Commander (UC) and submitted within 24 hours of the event necessitating the change.

2.1.7.2. (AFDW) Ensure DRRS assessments reflecting changes in unit data are approved by the UC and submitted within 24 hours of the event necessitating the change. For example, SORTS C-Level ratings that affect overall mission accomplishment. Reports will not be delayed due to internal scheduling conflicts.

2.1.7.3. Appoint and ensure that two or more Wing DRRS POCs are trained to perform DRRS duties to allow continuous coverage while others are on leave, TDY, or deployed. Appointment letters must be maintained by Wing DRRS POC, with a copy provided to the MAJCOM CRO. The Wing DRRS POCs should be in the XP office.

2.1.7.3.1. (Added-AFDW) Assign the XP or Readiness office with overall DRRS program management responsibilities. Provide AFDW/A3Y with an appointment letter for Wing or Stand-Alone Group DRRS Program Managers and alternates. Attachment 4 of this supplement provides an example of a DRRS appointment letter.

2.1.7.3.2. (Added-AFDW) Each unit, including the office assigned with DRRS Program Management, will ensure two or more personnel serve as DRRS POCs. Representatives must have a SECRET security clearance or higher, establish a DRRS account, and have access to SIPR. When assigning individuals as DRRS 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.

2.1.7.4. Coordinate with MAJCOM/NAF and subordinate units on readiness related issues.

- 2.1.7.4.1. **(Added-AFDW)** Ensure the DRRS Program Manager coordinates with AFDW/A3Y and subordinate units on readiness related issues.
- 2.1.7.5. Ensure subordinate (to include GSUs) measured UCs and Unit Administrators (UAs) receive HAF-approved training. Training records will be maintained by the Wing DRRS POCs and UAs for the length of appointment to DRRS positions.
- 2.1.7.6. If responsible for a major installation, then name the Mission Support Group commander, Civil Engineer Squadron commander, or the organization that supports the installation and facilities as the designated agent to assess the METs/mission for the UIC/installation (unit) registered in DRRS/ESORTS. The designated agent shall ensure the installation's METL corresponds with the standardized Installation METL provided by HAF. MAJCOM/A7 can provide a list of the major installations. Paragraph 4.2. has further information on Installation METL.
- 2.1.7.6.1. **(Added-AFDW)** Appoint the 11<sup>th</sup> Mission Support Group commander as the designated agent for assessing the METs/mission for the UIC/installation registered in DRRS/ESORTS.
- 2.1.7.6.2. **(Added-AFDW)** Review readiness assessments prior to AFDW/CC SORTS/DRRS briefing and contact AFDW/A3Y for any clarification or updates.
- 2.1.7.6.3. **(Added-AFDW)** Ensure UC/UA errors found during review are corrected within 24 hours.
- 2.1.8. Wing POCs will:
- 2.1.8. **(AFDW)** Wing or Stand-Alone Group DRRS Program Managers will:
- 2.1.8.1. Be the wing subject matter experts (SMEs) for DRRS.
- 2.1.8.2. Register sufficient assigned individuals in required roles (UC/UA/Unit User (UU)) to ensure monthly mission readiness assessments are accomplished on time. Register in wing DRRS account as primary unit in UA role, or as designated by the wing commander.
- 2.1.8.2.1. **(Added-AFDW)** Forward copies of signed appointment letters to AFDW/A3Y when DRRS POCs are assigned, removed, or replaced.
- 2.1.8.3. Resolve DRRS issues at the lowest level. Forward wing issues or questions to the MAJCOM operations readiness office.
- 2.1.8.4. Provide assistance, when able, to subordinate units, to include access to SIPR Network (SIPRNET), for unit monthly mission readiness assessments.
- 2.1.8.5. Establish and maintain DRRS training requirements and documentation.
- 2.1.8.5.1. The Wing DRRS POC and alternates must complete HAF-approved DRRS training within 90 days of appointment or at the first opportunity if a Mobile Training Team course is available. Maintain documentation for duration of appointment to position.
- 2.1.8.5.1. **(AFDW)** Coordinate and document HAF-approved training for all DRRS POCs (including subordinate units). Each primary and alternate POC must complete training within 60 days of appointment, and a copy of initial training certification

shall be sent to AFDW/A3Y within 15 duty days of completion. Individual training records shall be retained by the DRRS Program Management Office for the length of appointment to DRRS positions.

2.1.8.5.2. Ensure UCs and UAs receive HAF-approved training. Maintain documentation for duration of appointment to position.

2.1.8.5.3. **(Added-AFDW)** Develop and maintain a Wing DRRS program continuity book for supporting documentation, i.e., appointment letters, training records, current METL(s), self-inspections, SAV results, etc. Retain documentation IAW AFI 33-322, *Records Management Program*.

2.1.8.6. Be responsive to MAJCOM readiness guidance and requests.

2.1.8.7. Establish procedures to ensure subordinate units' DRRS assessments are accomplished monthly, NLT the 15th of each month. Take necessary action to correct non-compliance.

2.1.8.7. **(AFDW)** Establish procedures to ensure subordinate unit DRRS assessments are accomplished NLT the 11<sup>th</sup> of each month, or within 24 hours when a change affects the unit's overall mission, and must take necessary action to correct non-compliance.

2.1.8.8. Review subordinate unit readiness status within DRRS monthly. Review unit inputs to ensure unit level assessments and supporting comments are providing the detail and utility necessary to meet the needs of the HAF/MAJCOM.

2.1.8.8. **(AFDW)** Review subordinate unit readiness status within DRRS monthly to ensure unit level assessments and supporting comments are providing the detail and utility necessary to meet AFDW needs, and information is being reported IAW AFI 10-252 and this supplement.

2.1.8.9. If required by wing/base or MAJCOM Commander, conduct Staff Assistance Visits (SAVs) on local subordinate unit DRRS programs annually and biennially for GSUs. Contact the MAJCOM/wing gatekeeper to schedule.

2.1.8.9.1. **(Added-AFDW)** Schedule and conduct Staff Assistance Visits (SAVs) on subordinate unit DRRS programs as requested by the commander or director and provide a copy of the SAV results to AFDW/A3Y within 30 days of visit.

2.1.8.10. Conduct self-inspection on Wing DRRS program. Self-inspections should be conducted a minimum of annually or more frequently if required by wing or MAJCOM. Follow wing self-inspection schedule where applicable. Conduct self-inspections IAW AFI 90-201.

2.1.8.10.1. **(Added-AFDW)** As a minimum, conduct semi-annual self-inspections on Wing DRRS program IAW 90-201 and follow wing self-inspection schedule where applicable. Provide a copy of the schedule to AFDW/A3Y.

2.1.8.11. Disseminate all Higher Headquarters (HHQ) guidance and/or correspondence to subordinate units, as required, in a timely manner.

2.1.8.12. Ensure units have all currently assigned Named Operations and Top Priority Plans loaded as missions in DRRS.

2.1.8.13. Assist units in determining which Core METs are applicable to Named Operations and Top Priority Plans.

2.1.8.14. Prepare monthly DRRS readiness briefing providing status for Wing/CC review per paragraph 2.1.7.1. Ensure it includes, at a minimum, unit MET/mission assessments. It may be consolidated with Wing's SORTS briefing. Additionally, if required, prepare wing-level DRRS assessment and submit for CC review/approval.

2.1.8.15. Provide assistance to units that can not physically report readiness in DRRS due to deployments or other mission circumstances.

2.1.9. Measured Units will: Establish and maintain at least two unit assigned individuals in each required role (UC/UA/UU). This will ensure monthly unit MET/mission readiness assessments to provide capabilities defined in the Core, Named Operation, and/or Top Priority Plan METLs are accomplished on time during leaves, TDYs, deployments, etc. All unit personnel required to access DRRS will establish individual SIPRNET accounts. Units will maintain a continuity book consisting of (minimum): Appointment letter(s), AFI 10-252 MAJCOM supplement, AFI 10-252 local supplement, USAF/MAJCOM/locally generated checklists, and training materials (if applicable).

2.1.9. (AFDW) Measured units and those supporting METS shall have at least one primary and one alternate person assigned to each required role (UC/UA/UU). This will ensure monthly unit MET/mission readiness assessments to provide capabilities defined in the Core, Named Operation, and/or Top Priority Plan METLs are accomplished on time during leaves, TDYs, deployments, etc. A continuity book shall be maintained and consist of: Appointment letter(s), HAF-approved training certificates and related material, AFI 10-252 and this AFDW supplement, and any USAF/AFDW locally generated checklists pertaining to DRRS.

2.1.9.1. Measured Unit Commanders (UCs) will:

2.1.9.1. (AFDW) Commanders of measured units will:

2.1.9.1.1. Designate a minimum of one and a maximum of three alternates for the UC role for their unit. Only the commander or the designated alternate(s) may approve unit DRRS mission readiness assessments. Only individuals assigned to the unit may be designated as alternate UCs. Designated alternates will have their own UC account; shared DRRS accounts are not allowed and are a security violation. Commander designees will be O-1 or above or GS-7 or above. If a unit has only one O-1 or above (i.e., one officer) / GS-7 or above, then the commander designee can be an E-7 or above. UCs must complete HAF-approved DRRS training within 90 days of appointment or at the first opportunity if a Mobile Training Team course is available.

2.1.9.1.1. (AFDW) Appoint one primary and a maximum of three alternates for the UC role, one primary and a maximum of five alternates for the UA role, and one primary and a minimum of one alternate (no maximum) for the UU role. These individuals must be assigned to the unit, have at least a SECRET clearance, and obtain their own DRRS account; shared accounts are not allowed and considered a security violation. Only UCs (primary or alternate) may approve the overall unit DRRS mission readiness assessments. UCs must be at least an O-1/GS-7 or above. If a unit has only one O-1/GS-7 or above, then the UC designee can be an E-7 or above.

All assigned UCs must complete HAF-approved DRRS training within 60 days of appointment. Forward copies of signed appointment letters to DRRS Program Manager and AFDW/A3Y when UCs/UAs/UUs are assigned, removed, or replaced. Attachment 4 of this supplement provides an example of a DRRS appointment letter.

2.1.9.1.2. Appoint and ensure that a minimum of two, but no more than six, UAs are trained to perform DRRS duties to ensure continuous coverage by a trained UA while others are on leave, TDY, or deployed.

2.1.9.1.2. (AFDW) Ensure enough personnel are trained in DRRS to provide continuous coverage while others are on leave, TDY, or deployed.

2.1.9.1.3. Approve unit mission assessment(s) to include performance standard(s) monthly, NLT the 15th of each month; significant changes in the unit mission assessments will be approved within 24 hours.

2.1.9.1.3. (AFDW) Approve unit mission assessment(s) to include performance standard(s), NLT the 11<sup>th</sup> of each month or within 24 hours when a change affects the unit's overall mission.

2.1.9.1.4. Upon assumption of command, review the unit's Core METL to ensure it adequately reflects the unit's ability to undertake the mission(s) for which the unit was organized or designed, and review the unit's Named Operation(s) (if applicable) and Top Priority Plan(s) (if applicable) METL(s) to ensure they reflect the unit's assigned missions. Recommend completing this review in conjunction with the AFI 10-201, *Status of Resources and Training System* mandated DOC Statement review.

2.1.9.1.5. Review data and remarks for quality and assign a mission readiness assessment. Commanders will cross-check their SORTS and DRRS assessments. If the assessments are not aligned (e.g., C-4 in SORTS and 'Y' for a DRRS Core mission assessment), then provide an explanatory remark (IAW paragraph 3.6) in the applicable DRRS mission assessment. Explain readiness deficiencies in layman's terms capturing the operational impacts and address planned corrective actions with realistic resolution date(s).

2.1.9.1.6. Continue to report MET/mission status during unit combat operations (i.e. located in a combat zone), TDYs, exercises, and deployments.

2.1.9.1.7. Be responsive to Wing DRRS POC's guidance and requests.

2.1.9.2. DRRS Unit Administrators (UAs) will:

2.1.9.2.1. UAs must complete HAF-approved DRRS training within 90 days of appointment or at the first opportunity if a Mobile Training Team course is available.

2.1.9.2.1. (AFDW) Complete DRRS training within 60 days of appointment, and send a copy of initial training certification to the Wing or Stand-Alone Group DRRS Program Manager within 10 duty days of completion. Retain individual training records for the length of appointment to DRRS positions.

2.1.9.2.2. Ensure an appropriate number of DRRS UUs are associated with each task through the Manage Office function. UUs should be the SME for the task for which they are POC.

2.1.9.2.3. Be responsive to Wing DRRS POC's guidance and requests.

2.1.9.2.4. Ensure assigned UUs receive HAF-approved training. Maintain training documentation for duration of appointment to position. MAJCOMs may supplement the HAF-approved training as required.

2.1.9.2.5. Load the AF-standardized Core METL for their type unit/functional area as published in the AFUTL and as supplemented by the MAJCOM. Units are also responsible for creating, in coordination with the Wing DRRS POC, METL for all assigned Named Operations and Top Priority Plans.

2.1.9.2.5.1. **(Added-AFDW)** Coordinate with their AFDW 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 HQ AFDW.

2.1.9.2.6. Conduct self-inspections on unit DRRS program. Self-inspections should be conducted a minimum of annually or more frequently if required by unit, wing/base, or MAJCOM. Follow unit or wing/base self-inspection schedule if one exists. Conduct self-inspections IAW AFI 90-201.

2.1.9.2.6.1. **(Added-AFDW)** Conduct semi-annual self-inspections IAW 90-201 and follow wing self-inspection schedule where applicable.

2.1.9.2.7. Maintain unit DRRS program supporting documentation, i.e., appointment letters, training records (if applicable), current METL(s), etc., as required by MAJCOM or Wing DRRS POC. Maintain the supporting documentation IAW AFI 33-322, *Records Management Program*.

2.1.9.2.7.1. **(Added-AFDW)** Develop and maintain a Unit DRRS program continuity book for supporting documentation, i.e., appointment letters, training records, current METL(s), self-inspections, SAV results, etc.

2.1.9.2.8. Make MET assessments monthly, NLT the 15th of each month, or within 24 hours of a change that affects the units MET/mission readiness assessment. Make MET assessments informed by available resource data (i.e., SORTS) and/or observed performance. Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s). Review data and remarks for quality and accuracy.

2.1.9.2.8. **(AFDW)** Make MET assessments monthly, NLT the 11th of each month, or within 24 hours of a change that affects the units MET/mission readiness assessment. Make MET assessments informed by available resource data (i.e., SORTS) and/or observed performance. Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s). Review data and remarks for quality and accuracy.

2.1.9.3. DRRS Unit Users (UUs) will:

2.1.9.3.1. UUs must complete HAF-approved DRRS training within 90 days of appointment or at the first opportunity if a Mobile Training Team course is available.

2.1.9.3.1. (AFDW) Complete HAF-approved DRRS training within 60 days of appointment. and send a copy of initial training certification to the Wing or Stand-Alone Group DRRS Program Manager within 10 duty days of completion. Retain individual training records for the length of appointment to DRRS positions.

2.1.9.3.2. Make MET assessments monthly, NLT the 15th of each month, or within 24 hours of a change that affects the units MET readiness assessment. Make MET assessments informed by available resource data (i.e., SORTS) and/or observed performance. Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s). Review data and remarks for quality and accuracy.

2.1.9.3.2. (AFDW) Make MET assessments monthly, NLT the 11<sup>th</sup> of each month, or within 24 hours of a change that affects the units MET readiness assessment. Make MET assessments informed by available resource data (i.e., SORTS) and/or observed performance. Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s). Review data and remarks for quality and accuracy.

2.1.9.3.3. Be responsive to UA's guidance and requests.

## Chapter 3

### ASSESSMENT REQUIREMENTS

**3.1. General Rules.** Unit's MET/mission assessments will require close integration of OPLANs, Concept of Operations (CONOPS), FAM expertise, training, evaluations, inspections, exercises, and those SMEs responsible for different aspects of a unit's readiness. The MET OPRs draw on their subject matter expertise, and the unit's ability to perform the task when making MET readiness assessments. Commanders should use the MET readiness assessments and consider the results of training, evaluations, inspections, exercises, and their SORTS and Air and Space Expeditionary Force (AEF) Unit Type Code Reporting Tool (ART) reports to support their mission assessment(s). The capabilities-based approach identifies the responsibilities of individuals and organizations in the form of tasks, conditions, and performance standards. The assessment of resulting performance is captured in ESORTS in the form of MET/mission assessments to validate AF and Joint training and indicate unit task/mission readiness. Commanders will cross-check their SORTS and DRRS assessments. SORTS complements and informs MET and mission area readiness assessments in DRRS. If the assessments are not aligned (e.g., C-4 in SORTS and 'Y' for a DRRS Core mission assessment), then provide an explanatory remark in the applicable DRRS mission assessment, and explain the reason for the difference in layman's terms IAW paragraph 3.6.

**3.2. Task Readiness Assessments.** Commanders are responsible for assessing their unit's ability to accomplish the tasks (METs) to prescribed performance standards under specified conditions. This assessment should be informed by observed performance, resource availability (i.e., SORTS), and military experience and judgment. However, when observed performance is not recent, assessed performance will be used. The currency of observed performance depends on many factors: complexity of tasks, the type of exercise, size, unit personnel changeover, experience, etc. The ultimate authority is the commander.

3.2.1. All assessments will be documented in accordance with the following definitions:

3.2.1.1. "Yes" (Y/Green): Unit can accomplish task to established standard(s) and condition(s).

3.2.1.2. "Qualified Yes" (Q/Yellow): Unit can accomplish most of the task to standard(s) under most conditions. The specific standard(s) and conditions that cannot be met as well as shortfalls or issues impacting the unit's ability to accomplish the task must be clearly detailed in the MET assessment.

3.2.1.3. "No" (N/Red): Unit is unable to accomplish the task to prescribed standard(s) and condition(s) at this time.

3.2.2. Commanders will assess a current status and an anticipated status.

3.2.3. Remarks are mandatory whenever a "Qualified Yes" or "No" assessment is used, or a "Yes" assessment is used when guidelines would indicate a "Qualified Yes" or "No."

**3.3. Staff Supporting Tasks, Subordinate Unit Tasks, and Command-Linked Tasks.** As applicable, unit commanders/MAJCOMs/FAMs may use assessments of their subordinate units, internal staffs, or other pre-designated external supporting organizations to inform their own

MET assessments. This information is derived from staff supporting tasks, subordinate unit tasks, and command-linked tasks.

3.3.1. A staff supporting task is performed by the organization's internal staff elements. OPRs will work with staff elements in determining appropriate tasks, conditions, and standards. Staff supporting task OPRs are assigned. As with METs, these tasks should strongly connect to the mission – they should not be routine activities, such as keeping the facility clean, maintaining computers, conducting training (unless one of these is the organization's mission), etc.

3.3.2. A subordinate unit task is performed by organizations one level below a MET owner and in the same chain of command. The MET owner identifies subordinate unit task(s) from the linked unit's existing METL that are essential to accomplishing the MET. If the appropriate task, conditions, and standards cannot be identified, the higher headquarters coordinates with the subordinate unit headquarters to determine how to identify the required support.

3.3.3. A command-linked task is performed by organizations external to the MET owner's chain of command. The MET owners identify command-linked tasks directly from the linked unit's existing METL. If the appropriate task, conditions, and standards cannot be identified, the linking organization coordinates directly with the service component / headquarters or agency to identify the required support. Command linking is normally done across equivalent levels of command (e.g., an operational unit linking to maintenance unit MET(s)). However, by exception, command linking can be made at different levels provided both organizations agree and the linking is coordinated.

3.3.4. The MET assessment guidelines with regard to staff-supporting, subordinate-unit, and command-linked tasks, in addition to MET performance standards assessment, are as follows:

3.3.4.1. "Yes" (Y/Green): If the majority of the MET supporting tasks are assessed as "Y," and the remaining supporting tasks are assessed as "Q," then the MET assessment should be "Y."

3.3.4.2. "Qualified Yes" (Q/Yellow): If the majority of the MET supporting tasks are assessed as "Q," and the remaining supporting tasks are assessed as "Y," then the MET assessment should be "Q."

3.3.4.3. "No" (N/Red): If any of the MET supporting tasks are assessed as "No," then the commander must make a judgment as to whether the mission objectives can still be accomplished. If the commander makes a subjective upgrade for an overall mission assessment to anything other than "No," the commander will clearly explain how the mission will be accomplished despite the inability to accomplish the MET(s) and any mitigation actions that will be taken.

3.3.4.4. The above guidelines are subject to unit commander's judgment/weighting of supporting tasks.

**3.4. Mission Assessment Categories.** All measured units will accomplish a mission assessment(s) by reporting their ability to accomplish METs and their associated conditions and standards – referred to as a METL. METLs provide the means for a commander to assess the

organizations ability to conduct their designed and assigned mission(s) with a focus on the capabilities units provide to CCMDs. The assessment of resources (e.g., SORTS) informs METL assessments, and commanders (if their unit assesses in SORTS) will consider the resources they report in SORTS in the readiness assessment of their Core METL/mission. There are three categories of mission assessments that are used to reflect the unit's capabilities: Core, Named Operations, and Top Priority Plans (Level IV). The Core category relates to the "designed" mission of the unit, while the Named Operations and Top Priority Plans categories relate to the "assigned" mission(s) of the unit. Mission assessments inform both joint and Air Force organizations and provide commanders readiness information and status.

**3.4. (AFDW)Mission Assessment Categories.** All measured units and those AFDW units supporting METS will accomplish a mission assessment(s) by reporting their ability to accomplish METs and their associated conditions and standards – referred to as a METL. METLs provide the means for a commander to assess the organizations ability to conduct their designed and assigned mission(s) with a focus on the capabilities units provide to CCMDs. The assessment of resources (e.g., SORTS) informs METL assessments, and commanders (if their unit assesses in SORTS) will consider the resources they report in SORTS in the readiness assessment of their Core METL/mission. There are three categories of mission assessments that are used to reflect the unit's capabilities: Core, Named Operations, and Top Priority Plans (Level IV). The Core category relates to the—designed mission of the unit, while the Named Operations and Top Priority Plans categories relate to the —assigned mission(s) of the unit. Mission assessments inform both joint and Air Force organizations and provide commanders readiness information and status.

3.4.1. Core METL. A Core METL consists of the fundamental capabilities for which a unit was organized and designed. AF/A3O-IR maintains a standardized list of Core METL by unit type. Core METLs are part of the AFUTL document and can be accessed on SIPR ([http://www.intelink.sgov.gov/sites/afog/operational\\_readiness/default.aspx](http://www.intelink.sgov.gov/sites/afog/operational_readiness/default.aspx)). All measured units will assess a Core METL. Commanders will consider all unit-assigned resources (deployed and in-garrison) as available when assessing METs for the Core METL. For civilian personnel, use AFI 10-201 rules to determine if civilian personnel should be included in the the Core METL. If the personnel are included for SORTS, then include them for Core METL assessments.

3.4.1.1. Augmenting Core METL. Units will use the Core METL within the latest approved AFUTL.

3.4.1.1.1. In special cases, a unit with an approved Core METL may provide a specialized capability not common to this type of unit. When this is the case, the MAJCOM, in coordination with the FAM (as identified in Attachment 3), will authorize the unit to add these specific tasks and/or task performance standards to the unit's Core METL. The MAJCOM operations readiness office will keep documentation of these Core METL modifications to include original date of approval and coordination with the FAM (as identified in Attachment 3).

3.4.1.1.2. In other cases, a unit may not provide a capability that other like-type units provide. When this is the case, the MAJCOM, in coordination with the FAM (as identified in Attachment 3), will authorize the unit to delete these specific tasks and/or task performance standards from the unit's Core METL. The MAJCOM

operations readiness office will keep documentation of these Core METL modifications to include original date of approval and coordination with the FAM (as identified in Attachment 3).

3.4.1.2. If the AFUTL does not contain a Core METL for a unit, then the unit will notify the MAJCOM readiness office. The MAJCOM operations readiness office will elevate this to AF/A3O-IR who will determine the appropriate FAM (HAF or MAJCOM) to develop a Core METL.

3.4.1.3. If a unit commander believes the unit's AF-standard Core METL should be updated, then contact the MAJCOM readiness office who will elevate this to AF/A3O-IR.

3.4.2. Named Operations METL. Named Operations are those operations designated by the President, Secretary of Defense, and/or the Joint Chiefs of Staff (e.g., Operation Enduring Freedom (OEF) and Operation Noble Eagle (ONE)). Measured units will assess a Named Operation METL for a full or partial unit deployment. However, units will only report against a Named Operation(s) if 5% or more of the unit is preparing to deploy or is deployed. Reporting is required no later than 120 calendar days prior to the deployment or upon receipt of an appropriate order -- Prepare to Deploy Order (PTDO), Deployment Order (DEPOD), notification from the Installation Deployment Officer, etc. Named Operation reporting continues until redeployment or release from orders for the assigned mission. While a Named Operation normally requires a unit to deploy away from its home station, Named Operation requirements can also apply to assigned missions which can be executed by a unit from its home station (e.g., ONE). When reporting against a Named Operation, a commander will only assess resources organic to the unit, and the assessment will only consider those assets directly supporting the Named Operation. For example, a unit might have 24 aircraft and 36 crews, but only 6 aircraft and 9 crews are supporting a Named Operation. The commander's assessment would be for the 6 aircraft and 9 crews, and their ability to execute the Named Operation. If a unit uses loaned equipment, aircraft and/or personnel to complete a Named Operation, then the unit is meeting its Named Operation requirement. However, any impact to the unit's ability to meet its full-spectrum mission(s) (i.e., the situation that created the need for loaned resources) should be addressed via the Core METL assessment. If a unit has resources preparing for a specific Named Operation in addition to other resources already deployed for the same Named Operation, that unit will assess the assets that are deployed, accompanied by commander's remarks to show an assessment(s) of the resources preparing to deploy.

3.4.2.1. A Named Operation METL assessment will not necessarily correlate with a unit's Core METL assessment. Commanders must analyze the mission orders and then specify which of the METs in the unit's Core METL will be assessed as part of the Named Operation METL. The Wing DRRS POC will assist units as required. A unit can assess all of the METs in the Core METL or a portion of the METs in the Core METL as the Named Operation METL. More information regarding METL development can be found in the AFUTL document which can be accessed on SIPR ([http://www.intelink.sgov.gov/sites/afog/operational\\_readiness/default.aspx](http://www.intelink.sgov.gov/sites/afog/operational_readiness/default.aspx)).

3.4.3. Top Priority Plans METL. Top Priority Plan assessments are only required for Level IV plans as designated in the Joint Strategic Capabilities Plan. Level IV plans are those with detailed Time-Phased Force and Deployment Data (TPFDD). Any unit assigned or sourced

at execution to a Level IV plan will assess their ability to provide capabilities tasked in the plan and to execute the plan. Reporting of the Top Priority Plan continues until released from the Level IV plan.

3.4.3.1. A Top Priority Plan mission assessment will not necessarily correlate with a unit's Core mission assessment. Commanders must analyze the plan, and then specify which of the METs in the unit's Core METL will be assessed as part of the plan's METL. The Wing DRRS POC will assist units as required. A unit can assess all of the METs in the Core METL or a portion of the METs in the Core METL as the Top Priority Plan METL. More information regarding METL development can be found in the AFUTL document which can be accessed on SIPR ([http://www.intelink.sgov.gov/sites/afog/operational\\_readiness/default.aspx](http://www.intelink.sgov.gov/sites/afog/operational_readiness/default.aspx)).

3.4.3.2. When assessing Top Priority Plans, units will count deployed assets (or those already committed/engaged at home station) as unavailable (e.g., unit personnel/aircraft supporting Operation Noble Eagle from home station, would be unavailable for a Top Priority Plan assessment). If a Top Priority Plan assessment is degraded (i.e., Q or N) due in part or in full to deployed assets, then commanders will clearly annotate this in the Top Priority Plan remark. In this case, personnel can review the unit's Core METL assessment to get an overall readiness picture of the unit. Resources at exercises / training events will be counted as available.

**3.5. Mission Assessments.** Mission assessments will also be based on the "Yes," "Qualified Yes," or "No" basis, but will consider the mission as a whole. As such, this assessment should reflect the commander's military experience and judgment on all the tasks, MET assessments, and factors that affect the unit's ability to meet mission requirements.

3.5.1. The following guidelines will be used to ensure consistent mission assessments:

3.5.1.1. "Yes" (Y/Green): If the majority (51 percent) of the METs are assessed as "Yes," and the remaining METs are assessed as "Qualified Yes," then the overall assessment should be "Yes."

3.5.1.2. "Qualified Yes" (Q/Yellow): If the majority (51 percent) of the METs are assessed as "Qualified Yes," and the remaining METs are assessed as "Yes," then the overall mission assessment should be "Qualified Yes."

3.5.1.3. "No" (N/Red): If any of the METs are assessed as "No," then the commander must make a judgment as to whether the mission objectives can still be accomplished. If the commander makes a subjective upgrade for an overall mission assessment to anything other than "No," the commander will clearly explain how the mission will be accomplished despite the inability to accomplish the MET(s) and any mitigation actions that will be taken.

3.5.2. Commanders will assess current status and a projected status for each METL being assessed.

3.5.3. Remarks are mandatory whenever a "Qualified Yes" or "No" assessment is used, or a "Yes" assessment is used when guidelines would indicate a "Qualified Yes" or "No."

3.5.4. The "Yes", "Qualified Yes", and "No" guidelines should guide the mission assessment decision; however, they are not a substitute for commander judgment and experience.

**3.6. Preparing Narrative Remarks.** Remarks are a critical component of readiness assessments and are required whenever a "Qualified Yes" or "No" assessment is used, or a "Yes" assessment is used when guidelines would indicate a "Qualified Yes" or "No."

3.6.1. Commanders will use the following format whenever "Q" and "N" assessments are used, and remarks for tasks will be formatted: issue, impact, fix, and get well date. In addition, if MAJCOMs/NAFs, etc. use the "Top Concerns" tab in DRRS follow this guidance for the remarks.

3.6.1.1. Issue: Provide a thorough explanation of the issue using layman's terms. If the issue is resource-centric; e.g., lack of equipment on-hand, provide all appropriate details, such as part numbers, NSNs, nomenclature, quantity authorized, quantity on-hand, quantity on-order, expected delivery date, etc. In addition, include a remark date.

3.6.1.2. Impact: Describe the mission impact providing a risk assessment when appropriate. Provide a layman's explanation of the mission impact.

3.6.1.3. Fix: Identify those actions being taken or assistance needed to improve the unit's readiness. Identify previously requested assistance and remedial actions in progress; explain unit, wing, or MAJCOM actions taken to resolve shortfalls.

3.6.1.4. Get Well Date (GWD): Using the date from the "Anticipated Change" section of the task or mission assessment as a reference, provide a realistic GWD for each remark.

3.6.2. Use remarks to provide supporting information concerning unit assessments.

3.6.3. Remarks must be checked and verified for accuracy each time a unit readiness assessment is approved. Remarks should be clear and concise, but not at the expense of the details needed. They must contain a detailed functional explanation of the situation to provide details needed for functional management. Revise content as necessary to maintain validity. Remove remarks that no longer apply.

3.6.3.1. As DRRS is dynamic and remarks may change from assessment to assessment, do not refer to previous assessments. Do not submit remarks referencing other remarks. Each remark must stand on its own content.

3.6.3.2. To eliminate confusion by DRRS customers, abbreviations should not be used, and acronyms must be spelled out once in each remark.

3.6.3.3. Provide the classification for each remark, and ensure every paragraph is marked.

**3.7. Direction for units with a mission change.** When a unit is transitioning to another mission, the unit will continue to assess its current METL until mission change is reflected in SORTS (i.e., C-5 rules) per policy in AFI 10-201. Core METL will be developed and coordinated in advance, if possible, by the POC listed in Attachment 3 and included in the next update of the AFUTL by AF/A3O-IR. If a POC is not identified in Attachment 3, then AF/A3O-IR will assign a POC to develop the METL.

**3.8. Total Force Integration (TFI).** The TFI units are critical to Air Force operations. They are organizational constructs that functionally integrate units from the regular Air Force, Air National Guard, and Air Force Reserve.

3.8.1. Each unit in the association (host and associate) will independently assess their readiness in DRRS. The host and associate will each assess a Core METL. In some cases, a host or associate may not provide a capability that other like type units provide. In this case, MAJCOMs (IAW paragraph 3.4.1.1.) may delete that MET from that specific host or associate Core METL. The overall status of a combined host and associate TFI unit can be determined by reviewing DRRS assessments from both units and confirming this assessment through communication with the associated unit commanders.

3.8.2. Wings with Operational Control (OPCON) of associate units will monitor and ensure associate unit(s) load appropriate Core METL in the associate unit's DRRS account and assess their mission readiness.

## Chapter 4

### METL GUIDANCE

#### 4.1. NAF and MAJCOM Mission Assessments

4.1.1. MAJCOMs and NAFs will assess a Core METL that covers their organize, train, and equip (OT & E) role.

4.1.2. AF component headquarters (C-MAJCOMs and C-NAFs) will develop a Core METL, derived from CCMD JMETL(s), that includes the task(s) the AF provides in support of the CCMD JMETL. Components will have to do a mission analysis of the capabilities the AF provides to the CCMD and develop / report METL for Named Operation(s) and Top Priority Plan(s), as applicable. A component can assess all of the tasks in the Core METL or a portion of the tasks in the Core METL as the Named Operation(s) and Top Priority Plan(s) METL. Task(s) conditions and standards should be tailored to the specific Named Operation or Top Priority Plan. These METL(s) will generally consist of tasks at the Operational (OP) or Strategic Theater (ST) level, but can include tasks at other levels if necessary.

4.1.3. The AFUTL-Core METL document (on SIPR) and CJCSM 3500.03C, *Joint Training Manual for the Armed Forces of the United States* contain guidance which can be applied to AF component, NAF, and MAJCOM METL building.

#### 4.2. Installation METL.

4.2.1. The Installation METL contains five METs: Airfield Operations; Munitions Supply, Storage, and Distribution; Petroleum, Oil, and Lubricants (POL); Unaccompanied Personnel Housing to include Temporary Lodging Facilities (TLFs); and Range Operations. Installations must submit a report annually or within 72 hours of a change as outlined below:

4.2.1.1. A change in status resulting in a “No” assessment for any of the installation’s METs.

4.2.1.2. New encroachment concerns or environmental impacts.

4.2.1.3. Natural disasters affecting installation operations.

4.2.1.4. Legislative changes impacting training capability.

4.2.2. Don't assess tasks an installation does not perform. In these cases, the installation’s designated agent (see paragraph 4.2.3) will coordinate with the MAJCOM readiness office for approval to delete the non-applicable task. Once approval is received, the installation will invalidate the non-applicable task via Build METL.

4.2.3. Wing commanders will name the Mission Support Group commander, Civil Engineer Squadron commander, or the organization that supports the installation and facilities as the designated agent to assess the installation mission for the UIC/installation (unit) registered in DRRS. Commanders will assess the ability of the installation to accomplish assigned tasks to standard(s) under specified conditions as documented in the AFUTL. The AFUTL can be accessed on SIPR ([http://www.intelink.sgov.gov/sites/afog/operational\\_readiness/default.aspx](http://www.intelink.sgov.gov/sites/afog/operational_readiness/default.aspx)). These

assessments should be informed by performance measures, resource availability (i.e., SORTS), and military experience/judgment.

4.2.4. Installations with multiple MAJCOMs: Each MAJCOM will assess the capabilities they provide. The lead MAJCOM (i.e., base host) will make an overall assessment for the base.

4.2.5. For Joint Bases, AF wings/groups that are not the lead Service will only assess the capabilities they provide. Joint Bases that are hosted by the AF will be assessed by the agent as appointed by the Wing Commander (see paragraph 4.2.3.)

**4.3. METL Development.** See the AFUTL for additional information about MET/METL development. The AFUTL can be accessed on SIPR ([http://www.intelink.sgov.gov/sites/afog/operational\\_readiness/default.aspx](http://www.intelink.sgov.gov/sites/afog/operational_readiness/default.aspx)). Once on this SIPR website, click on 'Readiness Publications,' and then you can access the AFUTL. Attachment 3 of this AFI lists the POCs for the Core METL. POCs are assigned by AF/A3O-IR and are generally the FAM from the MAJCOM designated as the lead command or the appropriate HAF FAM. For multifunctional units (i.e., OSS, LRS, etc.), the FAM for the functional area with the preponderance of the unit mission (to include equipment) will serve as the OPR. The other FAMs for multifunctional units will serve as OCRs.

BURTON M. FIELD, Lt Gen, USAF  
DCS, Operations, Plans & Requirements

(AFDW)

RONALD B. BALDINGER, Colonel, USAF  
Director, Operations, Plans and Readiness

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

- EO 13526, *Classified National Security Information*, 29 Dec 09
- DoD Directive 5106.1, *Inspector General of the Department of Defense*, 21 Nov 03
- DoD Directive 7650.01, *GAO and Comptroller General Access to Records*, 27 Jan 09
- DoD Directive 7730.65, *Department of Defense Readiness Reporting System (DRRS)*, 3 Jun 02
- DoD Instruction 5400.04, *Provision of Information to the Congress*, 17 Mar 09
- DoDI 7050.3, *Access to Records and Information by the DoD IG*, 24 Apr 00
- DoD Instruction 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)*, 8 Jul 11
- DoD Instruction 7650.01, *General Accountability Office (GAO) and Comptroller General Request for Access to Records*, 24 Aug 11
- DoD Manual 5200.01, *DoD Information Security Program: Protection of Classified Information*, 21 Mar 12
- CJCS Guide 3501, *The Joint Training System*, 7 Jul 10
- CJCSI 3401.01E, *Joint Combat Capability Assessment*, 13 Apr 10
- CJCSI 3401.02B, *Force Readiness Reporting*, 31 May 11
- CJCSI 3500.02A, *UJTL Policy and Guidance for the Armed Forces of the United States*, 17 May 11
- CJCSI 5714.01D, *Policy for the Release of Joint Information*, 18 Apr 12
- CJCSM 3150.02B, *Global Status of Resources and Training System (GSORTS)*, 25 Mar 11
- CJCSM 3500.03C, *Joint Training Manual for the Armed Forces of the United States*, 15 Jan 11
- CJCSM 3500.04F, *Universal Joint Task Manual*, 1 Jun 11
- AFMAN 33-363, *Management of Records*, 1 Mar 08
- AFPD 10-2, *Readiness*, 30 Oct 06
- AFPD 38-1, *Organization and Unit Designations*, 24 Aug 11
- AFI 10-101, *Format and Content of Mission Directives*, 12 Feb 03
- AFI 10-201, *Status of Resources and Training System*, 13 Apr 06
- AFI 10-209, *RED HORSE Program*, 8 May 12
- AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 15 Nov 10
- AFI 10-214, *Air Force Prime RIBS Program*, 27 Feb 06
- AFI 10-403, *Deployment Planning and Execution*, 13 Jan 08

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 Jan 07

AFI 15-128, *Air Force Weather Roles and Responsibilities*, 7 Feb 11

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 10

AFI 21-201, *Conventional Munitions Maintenance Management*, 10 Dec 09

AFI 23-226, *Chemical Warfare Defense Equipment (CWDE) Consolidated Mobility Bag Management*, 1 May 97

AFI 24-301, *Vehicle Operation*, 1 Aug 08

AFI 31-101, *Integrated Defense (FOUO)*, 8 Oct 09

AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, 2 Jun 11

AFI 33-115 V1, *Network Operations (NETOPS)*, 24 May 06

AFI 34-242, *Mortuary Affairs Program*, 2 Apr 08

AFI 35-111, *Public Affairs Contingency Operations and Wartime Readiness*, 28 Oct 09

AFI 36-2134, *Air Force Duty Status Program*, 8 Oct 04

AFI 38-101, *Air Force Organization*, 16 Mar 11

AFI 41-106, *Medical Readiness Program Management*, 1 Jul 11

AFMAN 33-326, *Preparing Official Communications*, 25 Nov 11

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 09

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 94

AFI 84-102, *Historical Operations in Contingencies and War*, 1 Aug 05

AFI 90-201, *The Air Force Inspection System*, 23 Mar 12

### ***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

### ***Abbreviations and Acronyms***

**AEF**—Air and Space Expeditionary Force

**AF**—Air Force

**AFFOR**—Air Force Forces

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSCN**—Air Force Satellite Control Network

**AFUTL**—Air Force Universal Task List

**ANG**—Air National Guard

**ART**—Air and Space Expeditionary Force UTC Status Reporting Tool  
**BEEF**—Base Engineer Emergency Force  
**BIDE**—Basic Identity Data Element  
**CC**—Commander  
**CCDR**—Combatant Commander  
**CCMD**—Combatant Command  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CMS**—Component Maintenance Squadron  
**CONOP**—Concept of Operation  
**CRO**—Command Reporting Organization  
**CSAF**—Chief of Staff Air Force  
**CUS**—Current Unit Status Tool  
**CWDE**—Chemical Warfare Defense Equipment  
**DCAPES**—Deliberate and Crisis Action Planning and Execution Segment  
**DEPORD**—Deployment Order  
**DIO**—Defense Readiness Reporting System Implementation Office  
**DMSP**—Defense Meteorological Satellite Program  
**DoDD**—Department of Defense Directive  
**DRRS**—Defense Readiness Reporting System  
**DRU**—Direct Reporting Unit  
**DSC**—Defensive Space Control  
**EMS**—Equipment Maintenance Squadron  
**EOD**—Explosive Ordnance Disposal  
**ESORTS**—Enhanced Status of Resources and Training System  
**FAM**—Functional Area Manager  
**FOA**—Field Operating Agency  
**FOUO**—For Official Use Only  
**GAO**—General Accountability Office  
**GEOINT**—Geospatial Intelligence  
**GPS**—Global Positioning System  
**GSORTS**—Global Status of Resources and Training System

**GSU**—Geographically Separated Unit  
**GWD**—Get Well Date  
**HAF FAM**—Air Staff Functional Area Manager  
**HHQ**—Higher Headquarter  
**HST**—Hawaii Standard Time  
**JFRR**—Joint Force Readiness Review  
**JMETL**—Joint Mission Essential Task List  
**JNTC**—Joint National Training Capability  
**JOPEs**—Joint Operation Planning and Execution System  
**JS**—Joint Staff  
**JTTI**—Joint Training Transformation Initiative  
**MAJCOM**—Major Command  
**MASINT**—Measurement and Signature Intelligence  
**MCCC**—Mobile Consolidated Command Center  
**MET**—Mission Essential Task  
**METL**—Mission Essential Task List  
**MGS**—Mobile Ground Station  
**MILSATCOM**—Military Satellite Communications  
**MOS**—Maintenance Operations Squadron  
**MXG**—Maintenance Group  
**MXS**—Maintenance Squadron  
**NAF**—Numbered Air Force  
**NETOPS**—Network Operations  
**NMS**—National Military Strategy  
**OID**—DoD – Office of the Inspector General of the Department of Defense  
**OEF**—Operation Enduring Freedom  
**ONE**—Operation Noble Eagle  
**OPCON**—Operational Control  
**OPLAN**—Operation Plan  
**OPR**—Office of Primary Responsibility  
**OSC**—Offensive Space Control  
**OSD**—Office of the Secretary of Defense

**OSI**—Office of Special Investigations  
**OSINT**—Open Source Intelligence  
**OSS**—Operational Support Squadron  
**OUSD/P&R**—Office of the Under Secretary of Defense for Personnel and Readiness  
**OWS**—Operational Weather Squadron  
**POC**—Point of Contact  
**POL**—Petroleum, Oil, and Lubricants  
**PTDO**—Prepare to Deploy Order  
**RDS**—Records Disposition Schedule  
**SAV**—Staff Assistance Visit  
**SecDef**— Secretary of Defense  
**SIGINT**—Signals Intelligence  
**SME**—Subject Matter Expert  
**SORTS**—Status of Resources and Training System  
**TFI**—Total Force Integration  
**TLF**—Temporary Lodging Facility  
**TPFDD**—Time-Phased Force and Deployment Data  
**UA**—Unit Administrator  
**UC**—Unit Commander  
**UIC**—Unit Identification Code  
**UJTL**—Universal Joint Task List  
**UTC**—Unit Type Code  
**UU**—Unit User  
**WMP**—War and Mobilization Plan  
**WX**—Weather  
**XP**—Plans and Programs

### ***Terms***

**Air Force Universal Task List (AFUTL)**— The AFUTL incorporates AF unique tasks. The AFUTL expands on the Universal Joint Task List (UJTL) to show hierarchy, and mirrors the taxonomy of the UJTL. The AFUTL and UJTL are the resources from which to select tasks to build a unit's METL. The AFUTL is incorporated into the DRRS on the ESORTS page and is accessible when adding a task to a unit's METL. It further correlates, aligns and maps to the Universal Joint Task List and replaces the obsolete 1998 AFDD 1-1, *Air Force Task List*.

**Air and Space Expeditionary Force (AEF) UTC Status Reporting Tool (ART)**— Enables commanders to report the ability of a standard UTC to perform its mission anywhere in the world at the time of the assessment and identify capability through the next AEF pair. It highlights missing resources and helps quantify missing requirements for additional justification when submitting budgets. It also provides the ability to evaluate a UTC prior to tasking and picks the UTC with the best capability to meet the tasking. ART is the only assessment system that goes down to the UTC level. It does not measure a UTC's availability to deploy, only its ability to meet its mission.

**Combat Support Agency**— A DoD agency so designated by Congress or the Secretary of Defense that supports military combat operations.

**Commander's Assessment**— Unit commander's evaluation of data (obtained through DRRS/ESORTS measurement and/or information available to the commander outside the measurement system) and judgment as to which assessment rating best represents the actual readiness of commander's unit.

**Current Unit Status Tool (CUS)**— Allows AF users to review unit resources and assess METs / METLs.

**Deliberate and Crisis Action Planning and Execution Segment (DCAPES)**— The AF standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES), which is used by operations, logistics, and force support planners at all command levels, to develop and maintain force packages and task requirements for operation plan Time-Phased Force and Deployment Data.

**Department of Defense Readiness Reporting System (DRRS)**— The means to monitor the readiness of the DoD Components to provide capabilities to support the NMS as specified in the defense and contingency planning guidance, Theater Security Cooperation Guidance, and the Unified Command Plan.

**Enhanced Status of Resources and Training System (ESORTS)**— The capability-based readiness reporting system that provides current readiness status for operational forces and defense support organizations in terms of their ability to perform their tasks and missions.

**Functional Area Manager (FAM)**— The FAM is the individual responsible for the management and planning of all personnel and equipment within a specific functional area to support wartime and peacetime contingencies.

**Guest**— A DRRS user role that has read-only access to ESORTS information. There are no assessment or build METL editing privileges associated with this user role. It is a role the software temporarily assigns when viewing a unit's METL where there is no account set up. The DRRS Support Center normally assigns "no role" when a DRRS account is first approved. The UA then has to assign the correct role for the UU. Also known as "viewer."

**Joint Force Readiness Review (JFRR)**— The principal assessment of the Chairman's Readiness System. Combines and analyzes unit and joint C/S/A readiness assessments, pulled from DRRS and SORTS, to capture DoD's strategic readiness to execute the NMS. The JFRR assists the Chairman in providing the best military advice to the President and SecDef by informing the Chairman's Risk Assessment, Annual Report on Combatant Commander Requirements, Capability Gap Assessment, and Quarterly Readiness Report to Congress.

Addresses three primary topics; these may be supplemented by additional data and analysis as best supports the Chairman and senior leadership: a. Overall Department Readiness Assessment. The Department's overall ability to execute the NMS. b. C/S/A Readiness Data. Resource and capability readiness assessments against J/AMETs/JCAs and assigned missions. c. Readiness Metrics and Analysis. Service oriented Health of the Force metrics, force availability for contingency operations. Submitted quarterly to the DJS via JSAP, provided to Chairman's Risk Assessment, Annual Report on Combatant Commander Requirements, Capability Gap Assessment, and Quarterly Readiness Report to Congress process leaders and posted in DRRS and on designated SIPRNET web sites after approval.

**Measured Units (Reporting Units)**— Measured units are all planned and actual Joint Task Force HQs, NAFs, combat, combat support, combat services support units including Active, Air National Guard, AF Reserve and provisional units apportioned to or deployed in support of a CJCS or combatant command-directed OPLAN, Concept Plans, OPLAN 8010, or Volume 3 of the AF WMP-3, or assigned in the Forces For Unified Commands document, Global Force Management Allocation Plan. At a minimum, AF units that report SORTS will assess a DRRS METL.

**Mission Essential Task (MET)**— A task based on mission analysis and approved by the commander that is absolutely necessary, indispensable, or critical to the success of a mission.

**Mission Essential Task List (METL)**— A list of METs required to accomplish an assigned or anticipated mission that includes associated tasks, conditions, and standards, and requires the identification of command-linked and supporting tasks.

**Operational Control (OPCON)**— Command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority) and may be delegated within the command. Operational control is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and Service and/or functional component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions; it does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

**Operation Plan (OPLAN)**— A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is in the form of directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. The designation “plan” is usually used instead of “order” in preparing for operations well in advance. An operation plan may be put into effect at a prescribed time, or on signal, and then becomes an operation order. Plans are prepared by Combatant Commanders in response to requirements established by the Chairman, Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. OPLANs are prepared in either complete format of an OPLAN,

or as a CONPLAN. OPLAN is an operation plan for the conduct of joint operations that can be used as a basis for developing an OPORD. An OPLAN identifies the forces and supplies required to execute the combatant commander's Strategic Concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in TPFDD files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendices, and TPFDD files as described in the JOPES manuals containing planning policies, procedures, and formats. A CONPLAN is an operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD. A CONPLAN contains the combatant commander's strategic concept and those annexes and appendices deemed necessary by the combatant commander to complete planning. Generally, detailed support requirements are not calculated and TPFDD files are not prepared.

**Readiness (Department of Defense)**— A measure of the Department of Defense's ability to provide the capabilities needed to execute the missions specified in the National Military Strategy.

**Unit Administrator (UA)**— DRRS user role that has privileges to customize unit information and manage offices, add, build and assess METs, manage unit user accounts, and save assessment snap shots for their unit(s) of assignment. At HHQ (Group/Wing/NAF/MAJCOM), will supervise/manage subordinate units' DRRS implementation and monthly mission readiness assessments.

**Unit Commander (UC)**— DRRS user role that has privileges to approve overall mission assessments for their unit of assignment. This role also permits unit information customization, MET adding, building, and assessment, and office management.

**Unit Identification Code (UIC)**— A six-character, alpha-numeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces (CJCSM 3150.02, Global Status of Resources and Training System (GSORTS)).

**Unit Type Code (UTC)**— A five-character, alpha-numeric code that uniquely identifies each type of unit in the Armed Forces (CJCSM 3150.02B, *Global Status of Resources and Training System (GSORTS)*). A UTC is a potential capability focused upon accomplishment of a specific mission that the military Service provides.

**Unit User (UU)**— DRRS user role that can view/edit ESORTS information. A UU has privileges to assess the specific tasks assigned by their Office of Primary Responsibility.

**Universal Joint Task List (UJTL)**— Identifies what is to be performed in terms common to the Joint Staff, Services, combatant commands and components, activities, joint organizations, and agencies responsive to the Chairman of the Joint Chiefs of Staff and is a menu of tasks in a common language, which serves as the foundation for capabilities-based planning across the range of military operations.

**War and Mobilization Plan (WMP)**— The AF supporting plan to the Joint Strategic Capabilities Plan. The five volumes of the WMP extend through the FYDP to provide continuity in short and mid-range war and mobilization planning. It provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production-planning programs to support sustained contingency operations of the programmed forces. The WMP encompasses all

functions necessary to match facilities, manpower, and material with planned wartime activity (AFDD 1-2, *Air Force Glossary*).

## Attachment 2

### DRRS QUICK REFERENCE

**A2.1. Classified DRRS:** <https://drrs.ffc.navy.smil.mil/drrs>

**A2.2. Unclassified DRRS Sites:**

A2.2.1. DRRS Training Videos: <http://userguide.drrs.org>

These videos are a great tool and may also be accessed on the SIPR DRRS site.

A2.2.2. DRRS Certification: <http://certification.drrs.org>

Includes links to valuable DRRS products (e.g., DRRS user manual, OSD DRRS Guidance, DRRS Support Center contact info). Training videos are also available at this site.

A2.2.3. DRRS Educational Outreach: <http://educational-outreach.drrs.org>

This material may also be accessed on the SIPR DRRS site

**A2.3. DRRS User Assistance:**

A2.3.1. DRRS Support Center, Camp Smith, HI

A2.3.1.1. Telephone Numbers: Commercial - 808-477-8261 DSN - 315-477-8261

A2.3.1.2. Hours of Operation: 24/5 - Sunday 1400 HST to Friday 1400 HST

A2.3.1.2.1. Weekend Support On-Call

A2.3.1.3. Support Center link found on DRRS Log in and DRRS home page, includes hours, contact numbers, and email

**A2.4. DRRS User Guide on DRRS log in page:**

A2.4.1. DRRS Log in page: Frequently Asked Questions (Recommended Internet Explorer Browser Settings)

A2.4.2. Recommended computer screen resolution: 1024X768 (optimal)

A2.4.3. Additional Computer Details: Cookie support/Java Script required and pop-up windows must be allowed when using DRRS

**A2.5. DRRS Training Videos:** Located via the DRRS home page; HELP link red tool bar or the Training tab/Help

## Attachment 3

## CORE METL POC LIST

Table A3.1. Core METL POC List

Core Unit METL	HAF/MAJCOM	Office Symbol	Contact Number (DSN)
A-10	ACC	A3TOF	575-9304
AC-130	AFSOC	A3TA	579-2192
Aerial Port Squadron	AMC	A4R	779-2664
Aeromedical Evacuation Squadron	AMC	A3OE	779-4720
AFFOR	AF	A3O-CS	227-1420
Air Control Squadron	ACC	A3CG	574-8380
Air Defense	ANG	A3Y	327-2123
Air Force Weather Agency	AF	A3O-WP	260-8095
Air Mobility Operations Squadron	AMC	A3CC	779-4399
Air Mobility Squadron	AMC	A4R	779-2664
Air Operations Center	AF	A3O-CS	227-1420
Air Support Operations Center	ACC	A3FC	574-8384
Air Traffic Control Squadron	AF	A3O-BAA	754-2894
Aircraft Battle Damage Repair	AFMC	A4DE	787-2489
Aircraft Maintenance Squadron	AF	A4LF	227-9429
Airfield Operations Flight	AF	A3O-BAA	754-2900
Airlift Control Flight	AFRC	A3OM	497-1167
Aviation Foreign Internal Defense	AFSOC	A3TA	579-2192
B-1	ACC	A3TOB	575-9296
B-2	AFGSC	A3TO	781-8346
B-52	AFGSC	A3TO	781-8346
Basic Expeditionary Airfield Resources (BEAR)	ACC	A4RXB	575-5311
C-12	PACAF	A3TV	317-449-1986
C-130	AMC	A3TA	779-8554 779-4115
C-17	AMC	A3TA	779-8554 779-4115
C-21	AMC	A3TA	779-8554 779-4115
C-5	AMC	A3TA	779-8554 779-4115
Combat Communications	AFSPC	A3IN	692-3108

Combat Flight Inspections	AFRC	A3TA	497-0874
Combat Weather Squadron	AFSOC	A3TA	579-2192
Command Post	AF	A3O-AO	223-4908
Communications Squadron	SAF	A6ONX	260-2521
Component Maintenance Squadron (CMS)	AF	A4LF	227-9429
Computer Network Attack Units	AFSPC	A3Q	692-6083
Contingency Response Group	AMC	A3CM	779-3505
Contingency Response Wing	AMC	A3CM	779-3505
Contracting Squadron	SAF	AQCX	260-2391 260-2392
CV-22	AFSOC	A3TA	579-2192
Cyber Combat Communications Squadrons	AFSPC	A6X	692-3108
Cyber Engineering and Installation Squadrons	AFSPC	A6X	692-3108
Cyber Network Warfare Units	AFSPC	A3Q	692-6083
Cyber Operations Units	AFSPC	A3I	692-5995
E-3	ACC	A3CA	574-8376
E-4	ACC	A3CN	574-7985
E-8	ANG	A3XO	278-7178
EC-130H	ACC	A3IE	574-9601
EC-130J	ANG	A3XO	278-7164
Equipment Maintenance Squadron (EMS)	AF	A4LF	227-9429
F-15C/D	ACC	A3TO	575-9294
F-15E	ACC	A3TO	574-4099
F-16	ACC	A3TOF	574-8048
F-22A	ACC	A3TOF	574-4099
Financial Management	SAF	FMEX	223-3000
Force Support Squadron (Manpower, Personnel, Services, EO, Education & Training, Airman & Family Readiness, SAPR)	AF	A1XR	225-0735
Geospatial Intelligence (GEOINT)	AFISRA	A3XF	969-2103
Guardian Angel (CRO/PJ)	ACC	A3JO	575-9250
HC-130	ACC	A3JO	574-7518
HH-60	ACC	A3JO	575-9232
Installation (Air Force)	AF	A3O-IR	225-0301
Intelligence Flight/Squadron	AF	A2DF	224-8267 224-9258
KC-10/KC-135	AMC	A3TK	779-3653

Logistics Readiness Squadron	AFMC	A4RX	674-0166
Maintenance Group (MXG)	AF	A4LF	227-9429
Maintenance Operations Squadron (MOS)	AF	A4LF	227-9429
Maintenance Squadron (MXS)	AF	A4LF	227-9429
MC-130	AFSOC	A3TA	579-2192
Measurement & Signature Intelligence (MASINT)	AFISRA	A3XF	969-2103
Missile Maintenance	AFGSC	A4MI	781-0262
Missile Operations	AFGSC	A3TO	781-0317
Missile Operations Support Squadron	AFGSC	A3TO	781-0317
Mobile Consolidated Command Center (MCCC)	AFSPC	A3SF	692-4053
Mobility Support Advisory Squadron	AMC	A3CM	779-4362
Mortuary Affairs (AFRC Only)	AFRC	A1RY	497-0341
MQ-1	ACC	A3CU	574-2989
MQ-9	ACC	A3CU	574-2989
MQ-1 / MQ-9 (AFSOC Only)	AFSOC	A3V	579-4863 579-0176
Munitions Support Squadron (MUNSS)	USAFE	A10N	480-9782
Munitions Squadron	AF	A4LW	695-0780
Office of Special Investigations (OSI)	OSI	WF	240-8009 240-8657
Open Source Intelligence (OSINT)	AFISRA	A3XF	969-2103
Operational Weather Squadron (OWS)	AF	A3O-WP	260-8095
Operations Support Squadron (OSS)	AF	A3O-AYO; A3O-WP; A2DF	Comm. 703- 696-0421; 426-4393; 224-8267
Prime BEEF	AF	A7CX	225-4666
Public Affairs (Public Affairs, Combat Camera, Bands)	SAF	PAR	227-6701
Range Management - Space	AFSPC	A3SR	692-6034
Range Operations	AF	A3O-BAR	754-2928
Range Operations - Space	AFSPC	A3SR	692-6034
RC-135 Cobra Ball	ACC	A3CR	574-7935
RC-135 Combat Sent	ACC	A3CR	574-7935
RC-135 Rivet Joint	ACC	A3CR	574-7935
RC-26	ANG	A3XO	278-7178
RED HORSE (Large)	AF	A7CX	225-4666
RED HORSE (Small)	AF	A7CX	225-4667
Satellite Control Network (AFSCN)	AFSPC	A3RN	692-3448
Satellite Operations (DMSP)	AFSPC	A3SF	692-5583

Satellite Operations (GPS)	AFSPC	A3SM	692-9867
Satellite Operations (MILSATCOM)	AFSPC	A3MO	692-0369
Security Forces Squadron	AFSFC	SFXD	945-7062
Security Forces Squadron - Missile	AFGSC	A7SX	781-7576
Security Forces Squadron - Missile Support	AFGSC	A7SX	781-7576
Signals Intelligence (SIGINT)	AFISRA	A3XF	969-2103
Space Control - Defensive Space Control (DSC)	AFSPC	A3SC	692-3787 692-3105
Space Control - Offensive Space Control (OSC)	AFSPC	A3SC	692-3787
Space Launch	AFSPC	A3SR	692-9187
Space Surveillance	AFSPC	A3SC	692-3105
Space Warning - Ground	AFSPC	A3SF	692-3789
Space Warning - Mobile Ground System (MGS)	AFSPC	A3SF	692-6851
Space Warning - Space	AFSPC	A3SF	692-6851
Space Weather Squadron	AFSPC	A3SF	692-7245
Special Tactics Squadron	AFSOC	A3TA	579-2192
Strategic Communication Squadron	ACC	A6XX	574-5262
Supply Chain Management Group	AFMC	AFGLSC/XP	576-6726
Surgeon General (Medical)	AF	SGX	761-7854
TACP (Battalion)	ACC	A3FC	574-8384
TACP (Brigade)	ACC	A3FC	574-8384
TACP (Corps)	ACC	A3FC	574-8384
TACP (Division)	ACC	A3FC	574-8384
TACP (Team)	ACC	A3FC	574-8384
U-2 and RQ-4	ACC	A3CH	574-7983
U-28	AFSOC	A3TA	579-2192
UH-1 Helicopter Squadron	AFGSC	A3TH	781-6293
Weather Flight/Squadron	AF	A3O-WP	260-8095

**Attachment 4 (Added-AFDW)**

**SAMPLE DRRS APPOINTMENT LETTER FORMAT**

**A4.1. (AFDW) Sample DRRS Appointment Letter Format. DEPARTMENT OF THE AIR FORCE**

(Applicable Letterhead)

Date

MEMORANDUM FOR HQ AFDW/A3Y  
FROM:

SUBJECT: Appointment of Defense Readiness Reporting System (DRRS) Unit Commander and Unit Administrator roles.

1. The following individuals are appointed to the Unit Commander/Unit Administrator/Unit User roles and their appointment complies with the requirements outlined in Chapter 2 of AFDW\_SUP AFI 10-252; *Defense Readiness Reporting System*. Each individual has at least a Secret security clearance, and will complete HAF-approved DRRS training within 60 days of appointment.

Rank/Name	Clearance	Phone	Role	Primary (P) Alternate (A)
			Unit Commander	P
			Unit Commander	A
			Unit Administrator	P
			Unit Administrator	A
			Unit User	P
			Unit User	A

2. My POC for unit DRRS assessments is: \_\_\_\_\_, DSN XXX- XXXX.

3. This letter supersedes all previous letters of the same subject.

SIGNATURE BLOCK, Rank, USAF  
Position