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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. This document provides Air Force procedures for those areas listed in the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3401.02, *Force Readiness Reporting*, and Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.02, *Global Status of Resources and Training System (GSORTS)* as requiring Service direction. This Instruction applies to all Major Commands (MAJCOM), including Field Operating Agencies (FOA), and Direct Reporting Units (DRU). This publication applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units with some exceptions noted within this publication, or in the ANG or AFRC supplement. The reporting requirement in Chapter 3 of this publication is exempt from licensing in accordance with Air Force Instruction (AFI) 33-324, *The Air Force Information Collections and Reports Management Program*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the

authorities associated with the Tier numbers. Submit supplements and change requests to the Air Force Operational Readiness and Exercises Division (AF/A3OR), 1480 Air Force Pentagon, Washington, DC 20330-1480, Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication may be supplemented at any level, but all direct supplements must be routed to the Publication OPR for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

**(USAFE)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-201, *Force Readiness Reporting*, 3 March 2016. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Requests for waivers must be submitted through the chain of command to the appropriate tier waiver approval authority, or if a non-tiered requirement, to the publication OPR for consideration. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate Functional Area Manager’s (FAM) chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include the redefining of resource readiness reporting and mission assessments; combination of guidance previously found in AFI 10-252, *Defense Readiness Reporting System*; changing the AFI 10-201 name from *Status of Resources and Training System* to *Force Readiness Reporting*; clarification on readiness nomenclature; changes to Combat Air Force (CAF) training calculations, incorporation of the Air Force Installation & Mission Support Center (AFIMSC) and their respective duties and responsibilities; updating guidance on the Air Force Input Tool (AF-IT) in the Defense Readiness Reporting System (DRRS); changes to Chemical Biological Defense Readiness Training (CBDRT) guidance; and changes to data fields in Resource readiness.

**(USAFE)** This document has been substantially revised and must be completely reviewed. Major changes include additional guidance for major command (MAJCOM) force readiness reporting procedures applicable to all United States Air Forces in Europe (USAFE) measured units. It identifies additional agencies required to report capability and resource readiness and

the timeline for measured units and MAJCOM FAMs/SMEs to submit Resource and Capability Readiness assessments via DRRS. The supplement delineates the elevation levels to bring proper attention for units that do not meet the prescribed timelines for assessment reporting. It identifies the electronic continuity book content requirements that must be maintained and submitted to the Wing Readiness POC for upload on the USAFE-AFAFRICA Readiness Sharepoint site. The Sharepoint site also lists the template letters units are required to use.

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## Chapter 1

### READINESS REPORTING GENERAL OVERVIEW/BACKGROUND

**1.1. Readiness reporting.** Air Force readiness reporting is comprised of three distinct, but closely aligned assessments: Resource Readiness, Capability Readiness, and Unit Type Code (UTC) Readiness. Resource readiness (formerly the Status of Resources and Training System or SORTS) is a commander's **objective** assessment of the unit's ability to execute the full spectrum mission for which the unit was organized. In addition, it measures the effectiveness in meeting Title 10, United States Code (USC) responsibilities to organize, train, and equip forces for combatant commands. Capability readiness (formerly the Defense Readiness Reporting System or DRRS) is a commander's **subjective** assessment of the unit's ability to accomplish tasks based on the mission for which the unit was organized or designed. In addition, it provides an assessment of the unit's ability to perform assigned missions (i.e., Named Operations and Top Priority Plans). Resource and Capability readiness are reported via DRRS. UTC readiness is contained in the Air Expeditionary Force (AEF) Reporting Tool (ART). ART is the Air Force system used to **employ** the force to fulfill global requirements across the range of military operations which can be executed from individual to multiple units. Refer to AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*, and AFI 10-401, *Air Force Operations Planning and Execution*, for further information on ART.

1.1.1. Resource readiness is the ability of a unit to provide trained personnel and required equipment for the entire range of missions the unit is organized for. Capability readiness is the ability of the trained personnel coupled with the equipment to accomplish discrete mission essential tasks (METs) to support designed and assigned missions. Regarding Capability readiness, commanders must ensure the capability can be accomplished to the appropriate level (i.e., capacity). Capacity is inherent in all tasks. Commanders need to determine the maximum level of capacity required for each task then assess whether the unit can provide the capability to the required level of capacity.

1.1.2. Readiness reporting will not be used as input for the performance appraisal of a unit or a unit commander. Unit commanders, however, are ultimately responsible for all unit data and readiness assessments.

1.1.3. All units with a United States Air Force (USAF) Personnel Accounting Symbol (PAS) alpha numeric code are automatically registered in DRRS using their PAS code. A unit is defined in accordance with (IAW) Chapter 2 of AFI 38-101, *Air Force Organization*.

1.1.4. Measured Units. Units with a Unit Descriptor Code (UDC) of combat, combat support, or combat service support within the PAS code table, and that fulfill the AFI 38-101, *Air Force Organization*, description of a unit are considered measured units. Measured units report readiness assessments in DRRS and are required to have a current Designed Operational Capability (DOC) Statement in DRRS, on the DOC Statement tab within the Current Unit Status (CUS) page (**T-1**).

1.1.4.1. Measured units are identified in DRRS with a Major Unit Indicator (MAJOR) of "Y".

1.1.4.2. In addition to measured units, MAJCOMs and Numbered Air Forces (NAFs) will make a Capability assessment (**T-0**). Wings and Groups may submit a Capability Readiness Assessment based on its subordinate unit's capabilities. Composite/aggregate unit reports must be received within 96 hours of the oldest individual unit's assessment date (**T-1**).

1.1.4.3. In order to support a uniform readiness picture of medical forces across the Department of Defense (DoD), Regular Air Force (RegAF) medical units typically report at the medical treatment facility (MTF) level.

1.1.4.4. (**Added-USAFE**) USAFE Wing Staff Agencies (WSA) will be included as a Measured Unit. This provides a twofold purpose: To ensure the critical command and control nodes (typically the Command Post) and other significant and critical wing staff agencies (such as wing plans, inspector general, wing safety, etc.) for each wing are captured for trend analysis of resources and capability readiness and; to ensure that the Wing Readiness POCs are familiar with conducting both resource and capability readiness assessments which will improve the accuracy of the assessments.

1.1.4.5. (**Added-USAFE**) Wing commanders may delegate assessment responsibility down to the wing Director of Staff and two other senior leaders assigned within the WSA as UCs. The Wing Readiness POCs will be assigned as UAs. It is recommended that each WSA agency have at least one UU designated to assist in assessing their specific capabilities and provide input into resource readiness assessment.

1.1.5. DRRS. In accordance with Title 10 USC §117 requirements, the Secretary of Defense (SECDEF) established DRRS as the sole readiness reporting system for the Department of Defense. 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. It is a single automated reporting system within the DoD functioning as the central registry of all operational units in the US Armed Forces and designated foreign organizations. It provides objective data critical to crisis planning, the contingency and peacetime planning processes, while also establishing a subjective 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 SECDEF. It is used by the Chief of Staff United States Air Force (CSAF) and subordinate commanders in assessing their effectiveness in meeting Title 10 USC responsibilities to organize, train, and equip forces for CCMDs. In addition, DRRS data is used by other joint automated systems. Examples are the Integrated Development Environment (IDE) / Global Transportation Network (GTN), Joint Operation Planning and Execution System (JOPES), National Military Command Center (NMCC) Command and Control System, and the Nuclear Planning and Execution System.

1.1.5.1. The USAF uses DRRS information in assessing readiness, determining budgetary allocation and management actions impacts on unit level readiness, answering congressional inquiries, analyzing readiness trends, and supporting readiness decisions. DRRS also provides indications of efficacy of resource allocation decisions and the impacts of budgetary constraints on resourcing unit requirements.

1.1.6. Frequency of Reporting. Submit the Resource Readiness Assessment and Capability Readiness Assessment via DRRS between the 1st and 15th of each month (**T-1**). AF units

will report both Resource and Capability Readiness Assessments monthly (**T-0**). Units will continuously monitor changes in their Category Level (C-Level), overall reason code, measured area levels, measured area reason codes, Percent Effective (PCTEF) data, Get Well Dates (GWD), unit location, and Mission Essential Tasks (METs). When the unit commander identifies a change, units will report these changes to any of the aforementioned areas within 24 hours of the event necessitating the change (**T-0**). Units must verify that the report arrives in the DRRS database within 24 hours of submission (**T-0**). See **Chapter 3** for Resource Readiness and **Chapter 8** for Capability Readiness.

1.1.6.1. If unit status has not changed since the last report, a full report will still be submitted along with any remarks in the database to reflect an updated reporting date (**T-0**).

1.1.6.2. A unit is required to maintain its reporting frequency even if completely or partially deployed/employed, temporary duty (TDY), undergoing service directed resource actions, and exercises or inspections (**T-0**).

1.1.6.3. The Chairman, in coordination with the Service Chiefs and the affected Combatant Commanders (CCDRs), as well as the Chief of Staff of the Air Force and the Deputy Chief of Staff Operations, may require units to report more frequently.

1.1.6.4. (**Added-USAFE**) USAFE measured units will submit Resource Readiness Assessment and Capability Readiness Assessment via DRRS between 0001Z on the 1st and 2359Z on the 7th of each month.

1.1.6.5. (**Added-USAFE**) USAFE-AFAFRICA FAM/SMEs will submit Mission Essential Task (MET) assessments between the 0001Z on the 1<sup>st</sup> and 2359Z on the 11th of each month.

1.1.6.6. (**Added-USAFE**) USAFE-AFAFRICA Readiness Office will complete overall USAFE and AFAFRICA Capability Readiness Assessment for COMUSAFE approval by the 15th of each month.

1.1.6.7. (**Added-USAFE**) If USAFE unit or USAFE-AFAFRICA FAM/SME cannot complete an assessment within prescribed timeline, USAFE-AFAFRICA Readiness Office must be notified immediately via email and provide the issue and estimated completion time.

1.1.7. In the event of conflict between this AFI and MAJCOM supplements and/or Functional Area Manager (FAM) Guidance, AFI 10-201 guidance will take precedence. Concerned parties will contact AF/A3OR for resolution. OSD and CJCS guidance takes precedence over AFI 10-201.

**1.2. Resource Readiness.** Resource Readiness provides an objective assessment of unit status, based on the full mission set it was organized for (to include Named Operations and OPLANS). Resource Readiness communicates readiness information, specifically a unit's resources, through category-levels and four measured resource areas that are derived directly from authoritative data sources (ADS). Reference CJCSM 3150.02B for all mandatory data fields and formats. Reference the **Registration Table**, in the AF Tables on the DRRS Homepage, under Documents, for the ADSs populating the data fields and the applicable coordination office for resolving discrepancies.

1.2.1. Resource readiness measurement criteria is designed and developed by Headquarters Air Force (HAF) FAMs, with MAJCOM/AFIMSC FAM(s) assistance as necessary, to provide valid assessments regarding unit readiness.

1.2.2. Commanders, or their designated alternates, assess measurements against their authorized, possessed, and assigned resources to determine if they provide a realistic indication of the unit's readiness. It is critical that commanders identify the measured resource areas rated lower than Level 1 in order to promote and justify corrective action (including funding, personnel, and equipment allocations). To ensure reports are accurate to facilitate appropriate sourcing and employment, commanders must not mask deficiencies. Effective management of unit resources requires correct information at all levels. A fundamental premise of Resource Readiness reporting is integrity.

1.2.3. When deployed/employed in response to a crisis or operations order (OPORD), report the unit's resource readiness to support the mission(s) via the PCTEF field, reference [Paragraph 3.7](#). If reporting PCTEF, the unit will report on a corresponding Named Operation mission(s) in the Capability Readiness Assessment (T-0).

1.2.4. Measurements are based on the unit's full mission set for which it is organized. Units are required to measure and report on all resource readiness measurement criteria referenced in the AF Tables for DRRS, specifically from any of the unit's authorizations documents, such as the Unit Manning Document (UMD), Allowance Standard (AS), and authorizations from AF-approved ADSs. Units must report on these resources even if not yet delivered (e.g., equipment for a newly activated unit). In Resource Readiness Assessments, units must report solely on their own resources (T-0).

1.2.4.1. Personnel Measurement Baseline. The baseline for measuring personnel is the UMD funded authorizations. Units will no longer use UTCs as the baseline for measuring personnel. Reduced readiness in the personnel measured area will signify at a minimum the need for additional/critical personnel. If the UMD does not accurately reflect the unit's designed mission requirement, action must be taken to correct the source UMD. See [Chapter 4](#).

1.2.4.2. Equipment and Supplies On-hand Measurement Baseline. The baseline for measuring equipment and supplies is the unit's authorizations within the designated ADS for any resource. Examples of equipment ADSs for authorizations, possession and/or condition include Air Force Equipment Management System (AFEMS), Integrated Logistics System-Supply (ILS-S), Medical Readiness Decision Support System (MRDSS), Automated Civil Engineer System (ACES) and Logistics, Installations, Mission Support System – Enterprise View (LIMS-EV). Units will no longer use UTCs as the baseline for measuring resources in resource reporting. MAJCOM A4s, respective FAMs, to include AFIMSC, and units must ensure all equipment requirements associated with the postured UTCs are included in the ADS or AS. Reduced readiness in this measured area will signify the need for additional equipment. A unit possessing equipment that is not mission ready will report the not-mission-ready status in the equipment condition measured area (T-1). If the AS or ADS does not accurately reflect the unit's requirement, action must be taken to correct the source AS or ADS. See [Chapter 5](#).

1.2.4.3. Equipment Condition Measurement Baseline. The Equipment Condition area measures the condition of possessed equipment and supplies. Units assess the condition of possessed equipment by determining if it is mission ready or safe to use as originally designed. Examples of ADSs for equipment authorizations, possession and/or condition will be derived from the same ADS as equipment and supplies on-hand measurement. See **Chapter 5**.

1.2.4.4. Training Measurement Baseline. Training is based on the number of assigned personnel to the unit. Attached personnel are not to be counted in the training measured resource area (**T-1**). Assigned personnel are measured using one of the following method types: Qualification Training, Crew/Team Training, or CAF Training. The training methods are measured IAW operational Flying Operations AFI Volume (Vol) 1s, Ready Aircrew Program (RAP) Tasking Messages, Special Mission Capability Codes (SMCC), and training databases such as Air Force Training Record (AFTR), Training Business Area (TBA), ACES, MRDSS, and Aviation Resource Management System (ARMS). See **Chapter 6**.

**1.3. Capability Readiness.** Capability readiness reflects the unit's ability to accomplish the designed mission by assessing the METs, while also considering the unit's ability to provide the level-of-capability it is organized for (i.e., the unit's available resources). While Resource Readiness Assessments captures the unit's resource deficiencies and ART reporting reflects the impact of the resource shortfalls on unit deployment capability of the UTCs, Capability Readiness Assessments "tie it all together" describing "what the unit is ready for." Standard measurement criteria are necessary to provide similarly capable units globally. Where units present unique capabilities above the standard measurement criterion, MAJCOMs/AFIMSC 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, in coordination and under advisement from AFIMSC (when applicable), may delete those non-applicable METs and/or performance standards 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. Commanders must "tell it like it is" and not allow capability assessments to mask resources deficiencies (C-Levels). Risk must be balanced with responsibility.

1.3.1. Measured units will assess their designed (Core) capabilities readiness IAW their AF standardized unit/functional area Core METL provided in the Air Force Universal Task List (AFUTL) (**T-1**). The Core METLs are located on SIPR at the Headquarters Air Force Readiness website—contact a MAJCOM Readiness Office for access instructions. MAJCOMs/AFIMSC /NAFs can select tasks from the AFUTL or Universal Joint Task List (UJTL) for their Core METL. Measured units will assess readiness against Core METL, Named Operations (if applicable), and Top Priority Plans (identified by Parent MAJCOM) (**T-0**). Unit capability assessments begin as soon as possible after a unit activates and continue until the 30 days prior to inactivation or there are no longer personnel assigned/available to assess unit capability (**T-0**). See **Chapter 8**.

1.3.1.1. Units converting to a new mission will continue to report on their current METL until removal from C-5 status (see para **3.3.8.1**) (**T-2**). Reporting will begin on the new METL upon completion of transition (**T-2**).

**1.4. DOC Statement.** The purpose and function of the DOC Statement and the way it was developed have changed significantly with the introduction of two pieces of software embedded within DRRS: AF-IT and DOC Tool. The DOC Statement is now a convenient single document that compiles Core METL, War and Mobilization Plan (WMP), UTC Availability (UTA), and specific resources units are required to report. The DOC Statement, itself, is not a source or authoritative document. The DOC Statement does not establish, organize, design, equip, or task a unit. The DOC Statement is simply a MAJCOM-generated document that consolidates reporting criteria and information based on ADS requirements and FAM inputs. Its purpose is to ensure standards of reporting and to assist the units and commanders with gathering and reporting readiness data.

1.4.1. Measured units will have only one DOC Statement that will be located in DRRS with an effective date no more than two years old (**T-1**). Much of the information on the DOC Statement is received directly from ADSs. Although automatically populated data on the DOC Statement comes from ADSs, additional staffing might be required for the MAJCOM Readiness Point of Contact (POC) prior to publishing. In cases where the ADS supplies inaccurate data, action must be taken to resolve the issue with the ADS. Once the issue is resolved, the MAJCOM Readiness Office will publish the DOC. Units will continue resources assessments during ADS resolution efforts and the issue will be corrected in the next scheduled DOC Statement review (**T-1**). AF/A3OR will mediate disagreements during the resolution efforts (**T-1**).

1.4.1.1. Reference the DOC Statement Table, in AF Tables on the DRRS Homepage, under Documents, for the ADSs and corresponding offices to resolve discrepancies. Once resolved, a new DOC Statement will be published (**T-1**). All added notes/remarks must include the authoritative source reference.

1.4.2. No two DOC Statements will reference the same resources (**T-0**). Additional information on how to draft, edit, submit, and publish the DOC Statement can be found in the DOC Statement Users Guide on the DRRS Homepage, under Documents.

1.4.3. Measuring Unit Resources using Unit Response Time. Unit response time is defined as AF units ready (manned, equipped, and trained) for deployment and/or employment within a specified time. AF units use the forecast option, IAW CJCSM 3150.02 Series, meaning units report on whether their resources can be mission ready and available within their response time. All reporting requirements referenced in the AF Tables for DRRS, located on the DRRS Homepage, must be reported regardless of whether the unit is currently provided the resources or tasked for the capability (**T-1**). The ADS for AF unit response times is the **Unit Response Time Table**, developed by AF FAMs, in coordination with MAJCOM POCs and AF/A3OR, found on the DRRS homepage, under Documents. Most unit response times are standardized for like-type units within a MAJCOM. This response time must not be confused with UTC-type response times specified in operation/contingency plans (this approach can result in assigning a unit multiple response times for multiple plans). The DOC Statement management tool in DRRS automatically populates the standardized response times.

1.4.3.1. Measured units will count deployed resources as available if they can be available within the unit response time (**T-1**). Reference **Paragraph 4.2** for information on counting available personnel.

1.4.3.1.1. Response times for units may be changed by the MAJCOM FAM when OPLANs/functional guidance require specific units meet a unique response time. The MAJCOM FAM must coordinate the change with the MAJCOM Readiness Office in order for the update to be included in the AF Tables (T-1). This variance will be included in the DOC Statement's Amplifying Notes with the reference directing the variance (T-2).

**1.5. Total Force Integration (TFI).** TFI Associations (TFIAs) are critical to Air Force operations. TFIAs are organizational constructs that functionally integrate collocated organizations from the RegAF and Air Reserve Component (ARC). Classic Associations are when a RegAF organization is host. Active Associations are when an ARC organization is host. Hybrid Associations are when one component host shares a mission with two or more associates from the other components. The host organization is the organization with primary responsibility for mission accomplishment and is normally assigned the preponderance of the primary physical resources (e.g., aircraft, weapon systems equipment, weapon system support, and production facilities). See AFI 90-1001, *Responsibilities for Total Force Integration*, for more details.

1.5.1. Each unit in the association (host and associate) will independently assess their Resource readiness and Capability readiness (T-0). The host and associate will each assess a Core METL (T-0). Host organizations will link their METL to the readiness assessments of their respective associate organization(s) (T-1).

1.5.2. The host and associate(s) will each have their own, separate DOC Statement (T-0). However, certain elements will be the same on the host and associate DOC Statements. Both the host and associate MAJCOMs (FAM and Readiness Office) will coordinate on TFI DOC Statements to ensure consistency and efficiency between the host and associate unit(s) (T-1). DOC Statement entries common to the host and associate(s) are: Unit UTC and Core METL (T-0).

1.5.2.1. The DOC Statements, in the amplifying notes, will identify the relationship between the host and associate unit using the following format: Host: Wing/Sq/Unit Identification Code (UIC) Associate: Wing/Sq/UIC (T-2). The notes will include the type of aircraft flown by the Host and Associate unit (T-1). Additionally, notes will include the crew complement and crew ratio IAW AFI 65-503, *US Air Force Cost and Planning Factors* (T-1).

1.5.3. The parent Wing with Administrative Control (ADCON) of the associate unit will monitor and ensure the associate unit is resourced appropriately to fulfill the TFI construct (T-2).

1.5.4. The overall status of TFIA organizations can be depicted by reviewing the Resource assessment from all associated organizations and confirming this assessment through communication with the TFIA unit commander.

**1.6. Data Classification.** Resource and Capability readiness information is classified SECRET when filled in the report. 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 (T-0). Individual pieces of readiness information are classified IAW [Table 1.1](#)

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 readiness report may be unclassified, once compiled and associated with readiness ratings, it becomes classified at the highest level associated with the data (**T-0**).

1.6.2. Composite or aggregate data will be classified at the same or higher level as the highest classified component of data (**T-0**).

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. Individuals applying derivative classification markings must carry forward to any newly created document the classification markings from the original source (Reference AFI 31-401, *Information Security Program Management*).

1.6.4. Classification Authority. The OSD DRRS database is classified SECRET//US ONLY. Information extracted from this database is classified by CJCSI 3401.02B, *Force Readiness Reporting*, CJCSM 3150.02B, *GSORTS*, or by the United States Air Force. Information extracted from the database must contain derivative classification markings consistent with DoDM 5200.01 v2, *DoD Information Security Program: Marking 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, *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. Unit and wing security managers and the Chief Information Protection Officer (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 the highest overall classification, be destroyed when no longer needed, and if kept more than 180 days, be marked as a finished document (**T-0**). Working papers are documents and material accumulated or created in the preparation of finished documents and material 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, Director of Operations. AF/A3 will review classified readiness data and ascertain whether the classification level still applies and will determine the downgrading of classified material on a case-by-case basis.

Table 1.1. Classification Guidance.

<b>FOR OFFICIAL USE ONLY</b>			
<b>TYPE OF INFORMATION</b>	<b>SINGLE UNIT</b>	<b>SQUADRON</b>	<b>TWO OR MORE UNITS</b>
<b>RPTNORG Set</b>	U	U	U
<b>Lose/Gain and Transfer Set</b>	U	U	U
<b>ORGLOCN Set</b>	U	U	U
<b>PERSTREN Set</b>	U (See Note 2)	U (See Note 2)	U (See Note 2)
<b>Crew Data</b>	U	U	U
<b>PLANSTATUS</b>	IAW OPLAN	IAW OPLAN	IAW OPLAN
<b>Service Unique</b>	S* (See Note 3)	S* (See Note 3)	S (See Note 3)
<b>Overall</b>	S*	S*	S
<b>P-/S-/R-/T-/C-Level</b>	S	S	S
<b>Availability Number (Measured Area Numerator)</b>	S	S	S
<b>Availability Percentage (Measured Area Percentage)</b>	S	S	S
<b>Reason Code + Remark</b>	S	S	S
<b>Limiting Factor</b>	S	S	S
<b>Task Assessment</b>	S	S	S
<b>MET Assessment</b>	S	S	S
<b>Basic Identity Data Element (BIDE)</b>	U/C/S	U/C/S	U/C/S
<b>NOTES:</b>			
1. The above guidance applies if no other classification authority requires a higher classification.			
2. Unit identification information considered classified may require same classification for personnel data.			
3. Entries constitute Air Force classification guidance.			
*Higher classification than that listed in CJCSM 3150.02 Series.			
<b>FOR OFFICIAL USE ONLY</b>			

**1.7. Releasing Readiness Data to Outside Agencies.** CJCSI 5714.01D, *Policy for the Release of Joint Information*, governs the release of readiness information. To protect against unauthorized disclosure of sensitive information, requests for DRRS access from non-DoD agencies will be forwarded to AF/A3OR for submission to the Joint Staff (JS) (T-1). Authorized holders of AF readiness 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/A3OR.

1.7.1. Specific policies for auditors, Congress, and the general public: Auditors and inspectors of the Government Accountability Office (GAO) and the Office of the Inspector

General of the Department of Defense (OIG-DoD) possess legal authority under Title 31 USC, §716, Availability of Information and Inspection of Records, and Public Law 95-452, Inspector General Act of 1978, codified at 5 USC App § 3, to access DRRS data for specified purposes. Release data to GAO and OIG-DoD auditors and inspectors in accordance with DoDI 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/A3OR 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/A3OR, 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 Readiness Reporting Agency Responsibilities.

##### 2.1.1. HAF Operational Readiness and Exercises Division (AF/A3OR) will:

2.1.1.1. Serve as the AF subject matter expert on all Joint and AF readiness reporting policy and procedures. Monitor and assist AF units, as required, in understanding and implementing AF and Joint readiness policy and instruction. Act as a liaison with the JS, OSD, and Congress for readiness reporting issues. Develop and propose readiness reporting policy for the CSAF. Assist MAJCOM, AFIMSC, DRU, FOA, NAF, Wing, and Unit readiness reporting offices in completion of specified duties.

2.1.1.2. Coordinate on MAJCOM supplements, waiver requests between HAF FAMs and JS (as required), METLs, Service and Joint tasks. AF/A3OR must complete coordination within 30 days of submission.

2.1.1.3. Maintain a current roster of all AF MAJCOM readiness reporting personnel by submitting the current roster quarterly for MAJCOM verification.

2.1.1.4. Act as liaison between MAJCOM Readiness Offices and the Joint Operation Planning and Execution System (JOPES)/Defense Information Systems Agency (DISA) office for resolving database inaccuracies (irresolvable at the unit or MAJCOM level) and user input tool issues.

2.1.1.5. Provide assistance to HAF FAMs for the accomplishment of their readiness reporting responsibilities and duties.

2.1.1.6. Publish and maintain AF Tables to include coordinating additions, deletions, and changes and coordinating periodic reviews with Air Staff and MAJCOM/AFIMSC FAMs. Notify affected organizations once a Table update has been approved and loaded into DRRS. AF/A3OR is the approval authority for AF Table updates. Additionally, AF/A3OR will preserve all previous tables in an archived folder that is available for historical and analytical purposes.

2.1.1.7. 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/AFIMSC FAMs. 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/A3OR is the approval authority for MET/METL updates.

2.1.1.8. Submit tasks IAW CJCSM 3500.04F, *Universal Joint Task Manual*, for inclusion in the UJTL. Coordinate UJTL tasks as necessary with MAJCOMs, FOAs, and/or DRUs.

2.1.1.9. Designate to the Office of the Secretary of Defense for Personnel and Readiness (OSD/P&R) the authoritative sources for AF DRRS data and address any currency or other issues.

2.1.1.10. Develop/maintain the HAF Core Communicator IAW AFI 90-201, *The Air Force Inspection System*.

2.1.1.10.1. Ensure identified deficiencies are corrected, to include facilitation of non-compliance problems to the level necessary for corrective action.

2.1.1.11. Provide the USAF Inputs to the Quarterly Readiness Report to Congress (QRRC) to OSD and the USAF Inputs to the Joint Force Readiness Review (JFFR) to the JS on a quarterly basis.

2.1.1.12. Process and distribute data, current and/or historical, in usable form to requesting Air Staff and MAJCOM Readiness Offices.

2.1.1.13. Ensure a consistent, recurring process to update the ADS files supporting the DOC Statement tool. Notify all MAJCOMs each time the files are updated.

2.1.1.14. Accomplish Air Force Readiness Reporting (AFRR) Course and Commanders Course biennially (CRR) (i.e., every two years). This applies to all military, civilian, and contractor personnel (as applicable) within the office.

## **2.2. HAF FAM will:**

2.2.1. Develop and staff measured area criteria, Core METL, MET(s), supporting task(s) and their associated tables (as applicable). Ensure tables, mission conditions, and task performance standards for measured units accurately reflect the functional area's mission. Review on an annual basis or when there is a change in requirement.

2.2.1.1. Coordinate fully on proposed MET/METL changes with any/all commands utilizing the MET/METL, including HQ AFRC and ANG, to ensure the MET/METL meets all user requirements. If a coordinated position cannot be reached, the HAF FAM is the deciding authority.

2.2.2. Monitor and advise, as necessary, on functional area readiness information to identify problems, determine causes, provide solutions, analyze data for developing trends, and direct appropriate actions in response to degraded readiness assessments.

2.2.3. Provide oversight of readiness reporting policy and guidance and coordinate changes affecting readiness reporting through applicable MAJCOM POCs, FAMs, and AF/A3OR.

2.2.4. Coordinate functional readiness guidance with AF/A3OR to prevent conflicts with JS or AF force readiness policy/guidance.

2.2.5. Periodically (at a minimum, annually) review AF Tables found on the DRRS homepage, under Documents, for accuracy. Coordinate updates to the Tables with AF/A3OR.

2.2.6. Ensure no tasks exists in the UJTL before developing AFUTL tasks that align with and correlate to CJCSM 3500.04F, *Universal Joint Task Manual*, IAW JS directives.

2.2.7. Ensure all functional areas and unit types defined in AFI 38-101 are reported in AF-IT and the Capability Readiness Assessment tools of DRRS, as required.

2.2.8. Solicit, staff, and submit AF Tables, MET, and METL changes to AF/A3OR. After receiving coordination from AF/A3OR, HAF FAMs will reply to the agency requesting change within 45 days on approval/disapproval of requested changes.

2.2.9. For centrally managed functional areas (as approved by, or coordinated with AF/A3OD), the HAF FAM will be responsible for some or all of the MAJCOM FAM functions with regard to readiness reporting.

### **2.3. MAJCOM/DRU/FOA/NAF Commanders will:**

2.3.1. Establish an adequately manned readiness office and coordinate MAJCOM specific FAM and AFIMSC FAM responsibilities for each measured unit type reporting readiness (T-2).

2.3.2. Appoint and ensure that an appropriate number of personnel are trained to allow continuous readiness reporting coverage by trained personnel while others are not available (T-2).

2.3.3. Establish a process to ensure readiness assessments are accomplished monthly via DRRS between the 1st and 15th of each month or within 24 hours of a change that affects the MAJCOM/DRU/FOA/NAF readiness assessment (T-0).

2.3.3.1. (Added-USAFE) USAFE measured units will submit Resource Readiness Assessment and Capability Readiness Assessment via DRRS between 0001Z on the 1st and 2359Z on the 7th of each month.

2.3.3.2. (Added-USAFE) USAFE-AFAFRICA FAM/SMEs will submit Mission Essential Task (MET) assessments between the 0001Z on the 1st and 2359Z on the 11th of each month.

2.3.3.3. (Added-USAFE) USAFE-AFAFRICA Readiness Office will complete overall USAFE and AFAFRICA Capability Readiness Assessment for COMUSAFE approval by the 15th of each month.

2.3.3.4. (Added-USAFE) If USAFE-AFAFRICA unit or USAFE-AFAFRICA FAM/SME cannot complete an assessment within prescribed timeline, USAFE-AFAFRICA Readiness Office must be notified immediately via email and provide the issue and estimated completion time.

2.3.3.5. (Added-USAFE) USAFE-AFAFRICA Commander has delegated approval of USAFE and AFAFRICA Capability Assessment to USAFE-AFAFRICA A3/10 Director and deputy directors.

2.3.4. Coordinate with other headquarters, AFIMSC, and wings on readiness related issues to include Air Staff taskings (T-2).

2.3.5. Ensure units under their control are properly trained in readiness reporting procedures (T-1).

2.3.6. (Added-USAFE) Each measured USAFE-AFAFRICA directorate will identify a primary and alternate DRRS unit users. These users will represent their specific functional areas when reviewing OPLANs/CONPLANs, assessing USAFE's and AFAFRICA's individual capability readiness, and assisting with determining Mission Essential Tasks for USAFE-AFAFRICA and units when building core/OPLAN/CONPLAN/Named Operation Mission Essential Task Lists.

### **2.4. MAJCOM Readiness Office will:**

2.4.1. Maintain a list of Wing Readiness POCs for the MAJCOM.

2.4.2. Ensure wing/base reporting units submit readiness assessments and take necessary action to correct non-compliance.

2.4.2.1. Establish procedures to ensure readiness assessments are submitted monthly via DRRS between the 1st and 15th of each month.

2.4.2.1.1. **(Added-USAFE)** USAFE measured units will submit Resource Readiness Assessment and Capability Readiness Assessment via DRRS between 0001Z on the 1st and 2359Z on the 7th of each month.

2.4.2.1.2. **(Added-USAFE)** USAFE-AFAFRICA FAM/SMEs will submit Mission Essential Task (MET) assessments between the 0001Z on the 1st and 2359Z on the 11th of each month.

2.4.2.1.3. **(Added-USAFE)** USAFE-AFAFRICA Readiness Office will complete overall USAFE and AFAFRICA Capability Readiness Assessment for COMUSAFE approval by the 15th of each month.

2.4.2.1.4. **(Added-USAFE)** If USAFE unit or USAFE-AFAFRICA FAM/SME cannot complete an assessment within prescribed timeline, USAFE-AFAFRICA Readiness Office must be notified immediately via email and provide the issue and estimated completion time.

2.4.2.2. Monitor the accuracy of the current readiness reporting database within DRRS for the command to include: ensuring the Air Force Dashboard in DRRS includes the appropriate units in the Service Core Function groups; validating readiness assessments from the database within 30 days of inactivation, and transferring units to other commands and ensuring the gaining command is notified; coordinating with MAJCOM/A1M to determine new units and inactivated units.

2.4.2.3. Sample, review, and assess adequacy of unit remarks. Work in conjunction with the MAJCOM FAM to challenge and notify the Wing Readiness POC to have the unit correct remarks that are inadequate.

2.4.2.3.1. **(Added-USAFE)** USAFE-AFAFRICA Readiness Office will use a Readiness Assessment Review Checklist as a guide to assessing the accuracy and adequacy of unit Capability Readiness Assessments and Resource Readiness Assessments. The results of these reviews will be provided to the Wing Readiness Offices. The guide will also be available on SIPR SharePoint for Wing Readiness POC use when assessing unit assessments.

2.4.3. Approve and notify units to report C-5. Provide a copy of the authorization to AF/A3OR, if requested.

2.4.4. Monitor readiness reporting information by reviewing the AF/A3OR SIPR Web Page and the Air Force Dashboard in DRRS.

2.4.5. 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), and specific problems encountered.

2.4.6. Supplement this Instruction as required (see AFI 33-360 for guidance). Send proposed supplement to AF/A3OR for review, and AFIMSC and HAF FAM coordination prior to publishing.

2.4.6.1. To prevent conflicts with Joint or AF readiness reporting policy or guidance, coordinate MAJCOM/AFIMSC interim guidance with AF/A3OR.

2.4.7. Complete AFRR and CRR Courses biennially (i.e., every two years). This applies to all military, civilian, and contractor personnel (as applicable) within the office.

2.4.8. Supplement HAF-approved training as appropriate.

2.4.9. Ensure units have all currently assigned Named Operations and Top Priority Plans (as identified by respective MAJCOM) loaded as missions in DRRS.

2.4.10. Maintain a list of FAMs responsible for Core METL of pertinent unit types (communities), and upon request, provide AF/A3OR with the list to include contact phone numbers. Obtain information from MAJCOM/A3 CAF and Mobility Air Forces (MAF) responsible offices, Plans or AEF offices.

2.4.11. Act as DOC Statement publication/release authority. Assist in the preparation and coordination of DOC Statements ensuring the accuracy and currency IAW referenced ADS, CJCS and DoD policies.

2.4.11.1. Both the host and associate MAJCOMs will coordinate on TFI DOC statements to ensure consistency and efficiency between the host and associate unit(s) **(T-1)**.

2.4.12. Track DOC Statement review dates and notify FAMs when annual reviews are due.

2.4.13. Ensure MAJCOM or AFIMSC FAMs review DOC Statements annually and take appropriate action to correct inaccuracies.

2.4.14. Publish or reject the DOC Statement via the DRRS “Approve DOC Statement” function under Admin/Air Force Administrative Interfaces, on the DRRS Homepage, within 10 duty days after the MAJCOM or AFIMSC FAM submits it. If rejected, the MAJCOM Readiness Office will provide notes, explaining to the MAJCOM or AFIMSC FAM what needs to be changed for approval. ADS discrepancies will not delay publication of DOC Statements, as long as the MAJCOM or AFIMSC FAM annotates resolution efforts in the Notes section. The MAJCOM Readiness Office assists the MAJCOM or AFIMSC FAM coordinate resolution efforts, along with the unit administrator.

## **2.5. MAJCOM/AFIMSC FAM will:**

2.5.1. Monitor functional area reporting. Challenge unclear or misunderstood remarks from subordinate units **(T-2)**.

2.5.2. Resolve unit requirements/authorization mismatches **(T-1)**.

2.5.3. Coordinate with the MAJCOM Readiness Office. Nominate units eligible for C-5 authorization to the MAJCOM Readiness Office **(T-0)**.

2.5.4. Develop and submit new DOC Statements via the DRRS “Manage DOC Statement” function under Admin/Air Force Administrative Interfaces, on the DRRS Homepage. In cases where the ADS supplies inaccurate data, the FAM will take action, in coordination with the MAJCOM Readiness Office and unit monitor, to resolve the issue with the ADS **(T-1)**.

- 2.5.4.1. Reference the DOC Statement Table, in AF Tables on the DRRS Homepage, under Documents, for a list of corresponding offices to help resolve discrepancies. This will not delay publication of the DOC Statement. The FAM will annotate resolution efforts in the Notes section. Once ADS discrepancies are resolved, the FAM will submit a new DOC Statement **(T-2)**.
- 2.5.4.2. Ensure all Notes/Remarks added to the DOC Statement, using the Manage UTC Template function, will be prefaced with the applicable MAJCOM(s), as well as the authoritative source reference for the information **(T-2)**.
- 2.5.4.3. Ensure the accuracy of all applicable approved/published DOC Statements, in DRRS, and all have an effective date no more than two years old. If inaccurate, the FAM will coordinate with the unit to correct the DOC Statement. The FAM will create and submit a new DOC Statement, if the two year limit is exceeded **(T-2)**.
- 2.5.4.4. For TFIAs, both the host and associate MAJCOM FAMs will coordinate on TFI DOC statements to ensure consistency and efficiency between the host and associate unit(s) **(T-1)**.
- 2.5.5. Ensure the DOC Statement accurately reflects the Core METL, based on that unit type's Core METL standard template, as modified by MAJCOM, if applicable. If inaccurate, coordinate with the unit to correct the Core METL **(T-2)**.
- 2.5.6. When designated as lead FAM and no HAF FAM is identified, coordinate updates to AF Tables on the DRRS Homepage, under Documents, with all other MAJCOMs/FOAs/AFIMSC/DRUs with equity. Lead FAMs are designated with Service Core Functions. The list of lead FAMs is maintained on Functional Area Manager Community of Practice (CoP).
- 2.5.7. The FAM creating the DOC statement must obtain official approval within their functional area (HAF FAM or Core Function Lead FAM, if there is no HAF FAM) prior to sending it to the MAJCOM Readiness Office for release/publication **(T-2)**.
- 2.5.8. Analyze information for trends and direct appropriate actions in response to lowered readiness assessments **(T-1)**.
- 2.5.9. Identify ADSs to be used to measure resource readiness **(T-1)**.
- 2.5.10. Coordinate HAF FAM readiness guidance with AF/A3OR to prevent conflicts with JS or AF readiness policy/guidance **(T-0)**.
- 2.5.11. Develop and staff Core METLs, as assigned in FAM POC listing, that contain mission conditions and task performance standards for measured units. Further information is contained in the AFUTL – Core METL document located at AF/A3OR SIPR website **(T-1)**.
- 2.5.11.1. Ensure no task exists in the UJTL before developing AFUTL tasks that align with and correlate to CJCSM 3500.04F, IAW JS directives **(T-0)**.
- 2.5.12. Solicit MET/METL changes from subordinate units and submit to the lead FAM identified in the FAM POC listing at the Functional Area Manager CoP **(T-1)**.

2.5.13. Develop METs/METLs for subordinate units with unique capabilities (e.g., special forces, space and cyberspace forces). Coordinate with the lead FAM per **Paragraph 2.5.11 (T-1)**.

2.5.14. Coordinate with the UC/UA of appropriate unit(s) to conduct annual reviews of unit DOC statements and METLs. Update the DOC statement and METL when the unit mission changes **(T-2)**.

2.5.15. Assist Wing Readiness POCs/units in determining which Core METs are applicable to Top Priority Plans and Named Operations **(T-1)**.

2.5.16. Review respective functional area units' readiness assessments monthly, at a minimum, and have a working knowledge of readiness assessment requirements as specified by this AFI. This will ensure MAJCOM attention or action to help resolve readiness issues at the unit level **(T-1)**.

2.5.17. Review and challenge inadequate remarks noted during the monthly review. Work in conjunction with the MAJCOM Readiness Office to remedy discrepancies. Notify the Unit Commander and/or Unit Admin when discrepancies exist in order to initiate corrective actions.

## **2.6. MAJCOM/FOA/DRU Manpower Office will:**

2.6.1. Assist FAMs in resolving manpower authorization issues and provide corrective action recommendations as well as expected GWDs.

2.6.2. Provide products to the MAJCOM Readiness Offices and MAJCOM or AFIMSC FAMs, upon request, for a manpower assessment of Air Force Speciality Code (AFSC) shortages to include validating authorizations and requirements.

2.6.3. Coordinate with MAJCOM Readiness Offices and MAJCOM or AFIMSC FAMs on any updates to Manpower Programming and Execution System (MPES).

## **2.7. MAJCOM/FOA/DRU Personnel Office will:**

2.7.1. Provide MAJCOM Readiness Offices and FAMs, upon request, a personnel assessment of each AFSC personnel shortage to include validating manning levels (authorized, assigned, available), duty status codes, Duty Availability Code (DAV), as well as corrective actions to address the shortages and expected GWD.

2.7.2. Review reports of units reporting P-3 or below in concert with the FAMs. Assist FAMs in resolving manning/distribution shortfalls.

2.7.3. Coordinate with MAJCOM Readiness Offices and MAJCOM or AFIMSC FAMs on any updates to Military Personnel Data System (MilPDS).

## **2.8. Air Force Component Commanders will:**

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

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

2.8.3. Establish a process to ensure Air Component readiness assessments are accomplished monthly via DRRS between the 1st and 15th of each month and within 24 hours of a change that affects the component readiness assessment.

2.8.4. Coordinate with other headquarters including AFIMSC on readiness related issues to include Air Staff taskings.

## **2.9. Wing Commanders (WG/CC) will:**

2.9.1. Establish a readiness office to include designation of a primary and alternate Wing Readiness POC who will manage responsibilities for readiness reporting contained within this Instruction on the Wing Commander's behalf **(T-2)**. The office must be equipped with ready access to SIPR **(T-1)**. The Wing Readiness POC should be located in the Command Post, Plans Office, or the Installation Deployment Readiness Cell (IDRC). For AFRC, the Wing Readiness POC will be located in the Command Post or equivalent **(T-2)**.

2.9.1.1. **(Added-USAFE)** For wings with an assigned Wing Command Post, the Wing Readiness POC will be located in and managed by the Command Post.

2.9.2. Review unit readiness assessments to ensure they are timely and valid **(T-1)**. This includes ensuring remarks explain actions, circumstances, situations impacting unit capabilities/mission, and that all measured units report in DRRS. Cross reference unit ART data with unit Resource and Capability assessments **(T-2)**.

2.9.3. Ensure readiness assessments reflecting changes in unit data are approved by the Unit Commander (UC), or Commander's designee, and submitted within 24 hours of the event necessitating the change **(T-0)**.

2.9.4. Coordinate with MAJCOM/NAF and subordinate units on readiness related issues **(T-1)**.

2.9.5. Ensure subordinate UCs and Unit Administrators (UAs) at subordinate measured units, to include geographically separated units (GSUs), attend the AFRR course **(T-3)**.

2.9.6. Ensure SIPR access is available for the monthly submission of readiness assessments (RegAF and ARC) **(T-2)**.

2.9.7. **(Added-USAFE)** Wing commanders may delegate WSA assessment responsibility down to the wing Director of Staff and two other senior leaders assigned within the WSA as UCs. All other measured unit requirements must be met IAW paragraphs 2.11 – 2.13. The Wing Readiness POCs will be assigned as UAs for WSA assessments. It is recommended that each WSA agency have at least one UU designated to assist in assessing their specific capabilities and provide input into the resource readiness assessment.

## **2.10. Wing Readiness POCs will:**

2.10.1. Be the wing subject matter experts (SMEs) for unit level readiness reporting **(T-1)**.

2.10.2. Disseminate all Higher Headquarters (HHQ) guidance and/or correspondence to subordinate and geographically separated units, as required, in a timely manner **(T-1)**.

2.10.3. Ensure units, assigned to the wing, register a sufficient number of assigned individuals in the required roles (UC and UA) so that monthly readiness assessments are

accomplished on time **(T-2)**. Register the wing UIC as the primary unit in UA role **(T-2)**. Wing Readiness POCs normally hold the Unit Viewer role.

2.10.4. Resolve readiness issues at the lowest level **(T-2)**. Forward wing issues or questions to the MAJCOM Readiness Office **(T-2)**.

2.10.5. Provide assistance, when able, to subordinate units, to include access to SIPR for unit monthly readiness assessments (ART, Resource, and Capablity) **(T-2)**.

2.10.5.1. Complete AFRR training within 90 days of appointment and biennially afterwards. This also applies to Wing Readiness POC alternates **(T-2)**.

2.10.6. Ensure UCs attend the CRR course and UAs attend the AFRR course in the prescribed timeframe **(T-2)**.

2.10.7. Establish procedures to ensure subordinate units' readiness assessments are accomplished monthly **(T-0)**, between the 1st and the 15th of each month **(T-1)**. Take necessary action to correct non-compliance.

2.10.7.1. **(Added-USAFE)** USAFE measured units will submit Resource Readiness Assessment and Capability Readiness Assessment via DRRS between 0001Z on the 1st and 2359Z on the 7th of each month.

2.10.7.2. **(Added-USAFE)** If USAFE unit or USAFE-AFAFRICA FAM/SME cannot complete an assessment within prescribed timeline, USAFE-AFAFRICA Readiness Office must be notified immediately via email and provide the issue and estimated completion time.

2.10.7.3. **(Added-USAFE)** On the first day overdue, USAFE-AFAFRICA Readiness Office will contact Wing Readiness Office via e-mail to obtain status of unit.

2.10.7.4. **(Added-USAFE)** On the second day overdue, USAFE-AFAFRICA Readiness Office will contact Wing Readiness Office and Wing Readiness Office OIC or Superintendent to obtain status of unit.

2.10.7.5. **(Added-USAFE)** On the third day overdue, Chief, USAFE-AFAFRICA Readiness Office will contact Wing Readiness Office OIC/Superintendent and/or unit's squadron commander to obtain status of unit.

2.10.7.6. **(Added-USAFE)** On the fourth day overdue, the Chief, USAFE-AFAFRICA Readiness and Support Branch will contact the group commander of overdue unit.

2.10.8. Review monthly subordinate unit readiness assessments within DRRS **(T-1)**. Review unit inputs to ensure readiness assessments and supporting remarks are clear, concise, and explain the issue/shortfall and fix/mitigation **(T-3)**. Contact units if discrepancies are found and provide assistance as necessary.

2.10.9. If required by wing/base or MAJCOM Commander, inspections are accomplished IAW AFI 90-201, *The Air Force Inspection System*. Contact the MAJCOM/wing gatekeeper to schedule.

2.10.10. Accomplish self-assessments IAW AFI 90-201, *The Air Force Inspection System*.

2.10.11. Assist the MAJCOM FAM and UAs in determining the applicable Named Operations and Top Priority Plans to be loaded in DRRS **(T-2)**. As well as determining the

Core METs applicable to the Named Operations and Top Priority Plans to ensure consistency across reporting units under their purview (T-2).

2.10.12. Prepare monthly readiness briefing providing status for WG/CC review per **Paragraph 2.9.1. (T-3)**. Ensure it includes, at a minimum, Resource and Capability Readiness Assessments (T-3). Additionally, if required, prepare wing-level Capability Readiness Assessments and submit for WG/CC review/approval (T-3).

2.10.13. Provide assistance to units that can not physically report readiness due to deployments or other mission circumstances (T-1). The Wing Readiness POCs providing assistance must ensure they are assigned proper user roles in order to assist units that are unable to submit their reports (T-1).

2.10.14. **(Added-USAFA)** Review and manage all documentation submitted by units to the Wing Readiness POC office and upload to USAFA-AFAFRICA Readiness Office SharePoint site IAW with rules of engagement posted there.

2.10.15. **(Added-USAFA)** Complete and document annual local training with measured unit commander's and unit administrators. Wing Readiness POCs are encouraged to supplement training tools provided by USAFA-AFAFRICA Readiness Office with local products covering specific wing issues, processes, etc.

2.10.16. **(Added-USAFA)** The Wing Readiness POCs will be assigned as UAs for WSA assessments. It is recommended that each WSA agency have at least one UU designated to assist in assessing their specific capabilities and provide input into resource readiness assessment.

## **2.11. Measured Unit Commanders (UCs) will:**

2.11.1. Ensure individual SIPRNET accounts and valid email addresses for all unit personnel required to access DRRS are established (T-1).

2.11.2. Designate up to six but no less than two UA roles for their respective unit (T-1). Ensure UAs complete AFRR training to perform readiness reporting duties and have active DRRS user accounts to ensure continuous coverage while others are on leave, TDY, or deployed (T-1). UUs are optional, but greatly increase the accuracy of the report as they are the SMEs for the individual sections (T-2).

2.11.3. Designate two additional individuals who are the top two senior leaders within the unit to also hold the UC role (for a total of 3 UC roles) (T-1). Individuals with the UC role are required to review and submit the monthly readiness assessments following the guidance in **paras 2.11.4 – 2.11.10**.

2.11.3.1. Ensure only individuals assigned to the unit are designated as additional UCs (T-2).

2.11.3.2. Attend and ensure designees attend CRR course within 90 days of appointment (T-2). UCs may be dual hatted as UAs. If dual hatted, they must complete the training for each role (T-2).

2.11.4. Approve unit Resource and Capability Readiness Assessments, to include performance standard(s) monthly (T-0), between the 1st and 15th of each month (T-1);

significant changes in the unit Resource and Capability Assessments must be submitted within 24 hours (T-0). See **Para 1.1.6**

2.11.5. Upon assumption of command and annually thereafter, review the unit's DOC Statement and Core METL to ensure they reflect the unit's core mission(s) for which the unit was designed and to the level-of-capability it was organized (T-2). Document review of the DOC Statement and Core METL via a Memorandum For Record (MFR) and maintain the documentation in a continuity book (T-2). Verify that any assessments associated with Named Operations or Top Priority Plan(s) (if applicable) reflect the unit's assigned core missions (T-2).

2.11.6. Ensure military personnel duty status (e.g., medical, leave, TDY, administrative action) availability is monitored monthly by designated support staff and changes are reported IAW AFI 36-2134, *Air Force Duty Status Program*, as they occur (T-2). Ensure civilian status and/or contractor availability status is also monitored IAW Office of Personnel Management (OPM) guidance found in Title 5 USC (**Chapter 63**, Leave) and Title 5 of the Code of Federal Regulations (CFR) (Part 630, Absence and Leave) (T-2).

2.11.7. Review data and remarks for quality and assign a readiness assessment (T-1). Commanders will cross-check their Resource and Capability Assessments with their ART Assessments, and add comments to the Overall Commander's Comments section of the Capability Readiness report (T-1). If the Resource and Capability Assessments are not aligned (per **Paragraph 8.8**), provide an explanatory remark in the Capability Readiness Assessment (T-1).

2.11.8. Explain readiness deficiencies in layman's terms capturing the operational impacts and address planned corrective actions with realistic resolution date(s) (T-0). Acronyms will be spelled out in each area/remark (T-1).

2.11.9. Continue to report readiness status during unit combat operations (i.e., located in a combat zone), TDYs, exercises, and deployments (T-0).

2.11.10. When reporting Resource Readiness less than C-1 or Capability Readiness less than "Y", whether commander assessed down or not, describe in a reason remark the mission(s) or portions of the mission(s) the unit is not performing, not capable of performing, and, if applicable, the reason for assessing down (T-0).

## **2.12. Unit Administrators (UAs) will:**

2.12.1. Maintain a continuity book (electronic preferred) consisting of (at a minimum): Appointment letter(s), MAJCOM supplement, local supplement, USAF/MAJCOM/locally generated checklists, unit commander DOC Statement and Core METL reviews, and training materials (if applicable) (T-2).

2.12.1.1. (**Added-USAFE**) Electronic continuity book will be maintained on USAFE-AFAFRICA Readiness Office SharePoint site. Required documentation will be kept purely electronic to the fullest extent possible (electronic signatures are preferred over wet ink/scanned signatures) and submitted to Wing Readiness POC for review and then be uploaded to share point site by the Wing Readiness POC. Documents will be filed in accordance with rules of engagement document located on the SharePoint site. Units will use template letters also found on USAFE-AFAFRICA SharePoint as well.

2.12.1.2. **(Added-USAFE)** The following documents will be uploaded and maintained: Appointment letters, any unclassified memorandums for record (MFRs), Commander Readiness Reporting training certificates, and AF Readiness Reporting training certificates.

2.12.2. Obtain a valid classified (SIPRNET) email address **(T-0)**. Complete AFRR training within 60 days of appointment and biennially afterwards **(T-2)**.

2.12.3. Ensure an appropriate number of UUs (as applicable) are associated with each task through the Manage Office function **(T-3)**. UUs must be the SME for the task for which they are the POC **(T-3)**.

2.12.4. Advise the commander of discrepancies reflected on the DOC Statement and notify the Wing Readiness POC for assistance, IAW paragraph **2.10.3**. **(T-1)**. The ADSs for unit registration and the DOC Statement are identified in the AF Tables.

2.12.5. Validate unit data each time data is processed into DRRS **(T-1)**. Annotate discrepancies in assessment remarks and coordinate with the applicable ADS POC (e.g., Unit Training Manager, Unit Deployment Manager, Equipment Custodian, etc.) to fix the discrepancy **(T-1)**. Add comments to the Overall Commander's Comments section (REASN remark) of the Resource Readiness Assessment if discrepancies exist **(T-1)**.

2.12.6. Ensure resource assessment remarks contain all appropriate details such as AFSCs, part numbers, GWDs, defined acronyms, etc **(T-0)**. The reporting unit is responsible for deleting remarks that are no longer required **(T-0)**.

2.12.7. Verify personnel duty status accuracy against the applicable ADS **(T-3)**. Refer to AFI 36-2134, *Air Force Duty Status Program*, for duty status reporting and program management guidance.

2.12.8. Ensure the unit commander is thoroughly briefed on the content of the Resource Readiness Assessment, advising of any discrepancies noted in previous reports and actions being taken to correct them, prior to the unit commander submitting the report **(T-0)**.

2.12.9. Ensure the commander submits Resource and Capability Readiness Assessments monthly **(T-0)** via DRRS between the 1st and 15th of each month **(T-1)**.

2.12.10. Ensure the report passes validation and all data fields are completed appropriately prior to UC submission **(T-0)**.

2.12.11. Review and provide the commander with the readiness assessment(s) of any unit providing critical mission support (e.g., maintenance units supporting an aviation unit) to determine if a lower overall rating should be assessed in the Capability Readiness Assessment due to any degraded capability of supporting unit(s) **(T-1)**.

2.12.11.1. Command link tasks when the capabilities of a unit depend largely on the capabilities of a supporting unit (e.g., an operational unit linking to maintenance, logistics, and operational support) reference **Paragraph 8.3.3**. **(T-1)**.

2.12.12. Ensure assigned UUs receive AFRR training within timelines (as applicable) **(T-2)**.

2.12.13. Load the Core METL for unit/functional areas within DRRS and assign mission essential tasks as published in the AFUTL and supplemented by the MAJCOM **(T-2)**. Units

are also responsible for linking METs to all assigned Named Operations and Top Priority Plans (as applicable) (T-2).

2.12.14. Inspections and/or self-assessments are accomplished IAW AFI 90-201, *The Air Force Inspection System*.

2.12.15. Ensure MET assessments are informed by available resource data and/or unit performance (T-0). Performance may either be Assessed or Observed. Assessed refers to the assessment made each month when no Observed performance exists. Observed refers to a time when the unit was acutally observed conducting the MET. Observed ratings may "stand" as long as the CC believes the performance rating to be current.

2.12.15.1. Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s) (T-0). Review data and remarks for quality and accuracy (T-0).

**2.13. DRRS UUs (as applicable) will:**

2.13.1. Complete AFRR course within 90 days of appointment and biennially afterwards (T-2).

2.13.2. Assist UA in MET assessments by providing available resource data and/or observed performance (T-0). Provide supporting remarks explaining deficiencies in layman's terms capturing the operational impacts and addressing planned corrective actions with realistic resolution date(s) (T-0). Review data and remarks for quality and accuracy (T-0).

## Chapter 3

### RESOURCE READINESS

**3.1. General Resource Relationship to Unit Combat Preparedness.** Category-levels (C-Levels) provide clarity of resource status to advise the SECDEF, Combatant Commanders (CCDRs), and the Services on current force readiness. Category-levels are defined by the JS and derived through quantitative criteria to define in qualitative terms the degree to which a measured unit is resourced to provide the level-of-capability for which it is organized. C-Levels collectively represent, via a five point scale (see [Paragraph 3.3.](#) for description/definition), the degree to which a unit meets resourced based standards established within four measured resource areas: Personnel (P), Equipment and Supplies On-Hand (S), Equipment Condition (R), and Training of assigned personnel (T).

**3.2. Air Force Specific Requirements.** While Joint policy requires only the Overall C-Level and measured area P-/S-/R-/T-Levels, the Air Force requires units to report actual raw data percentages in each measured area. This gives a crisis decision-maker and resource or training manager more detailed status than the C-Levels alone indicate. For a complete list of Air Force specific data elements, reference CJCSM 3150.02B, *Global Status of Resources and Training System (GSORTS)*.

**3.3. C-Levels and Associated Remarks.** C-Levels reflect the degree to which unit resources meet prescribed levels of P, S, R, and T.

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

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

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

3.3.4. C-4. The unit *requires additional manpower, resources or training to undertake its mission(s)*, but it may be directed to undertake portions of its mission(s) with resources on-hand.

3.3.5. C-5. The unit is undergoing a Service-directed resource action and is not prepared, at this time, to undertake the mission set for which it is organized or designed.

3.3.6. P-/S-/R-/T-6. The unit is not required to measure in a specified area.

3.3.7. Assigning the Overall C-Level. Based on unit resource readiness, unit commanders or designated alternates, assign the Overall C-Level each time it is reported (**T-0**). Normally, the lowest level of the four measured resource areas is reported as the Overall C-Level provided it is a realistic indication of the unit's readiness (based on the C-Level definitions). The measured area data cannot be arbitrarily changed from calculated values (i.e., must be reported per the specified formulas and tables). If the lowest measured area level is not a realistic indication of the unit's resource readiness, commanders may only lower the overall C-Level and must provide a complete and detailed explanation of why it is being lowered in the REASN remark (**T-1**). Commanders will not assess up (**T-1**). When assigning the overall C-Level, commanders will consider assessing downward if unable to meet the requirements of their quarterly, semi-annual/annual training plan (e.g., Ready Aircrew Program (RAP)) (**T-1**). The commander should consider the following factors when determining the overall unit C-Level: inspection results, assistance team results, and program readiness reviews. Units receiving a Unit Effectiveness Inspection (UEI) overall rating of "INEFFECTIVE" or a Nuclear Surety Inspection (NSI) overall rating of "UNSATISFACTORY," should lower their C-Level to a C-4 and provide remarks outlining deficiencies and resource improvement timetables. The remarks should reflect training requirements and/or fix actions, as deemed necessary from the inspection report, with expected completion dates. The commander will provide rationale using the Overall Reason (REASN) remark label, when the unit is less than C-1 (**T-1**). The following factors should also be considered:

3.3.7.1. Personnel subjective factors include (but are not limited to):

3.3.7.1.1. Availability of personnel who do not have the required critical AFSC.

3.3.7.1.2. Personnel turnover rates that impact mission accomplishment.

3.3.7.1.3. Unusually high number of personnel with Deployment Availability (DAV) codes, Deployment Limiting codes (DLCs) or otherwise not available for deployment, aiding in unit deployment or in-garrison mission within the response time.

3.3.7.2. Equipment and Supplies On-hand subjective factors include (but are not limited to):

3.3.7.2.1. Item shortages having a larger effect than indicated by equipment fill rate.

3.3.7.2.2. Status of plans to move resources from temporary peacetime locations to wartime locations.

3.3.7.2.3. Differences between standard fill rates and various assessment tools.

3.3.7.2.4. Individual protective equipment items availability; e.g., mobility bags.

3.3.7.3. Equipment Condition subjective factors include (but are not limited to):

3.3.7.3.1. Depot programmed and unscheduled maintenance status probability.

3.3.7.3.2. Status of modification programs and their impact on daily operations.

3.3.7.3.3. Mission Ready rates.

3.3.7.4. Training subjective factors include (but are not limited to):

3.3.7.4.1. Unavailability of qualified training personnel (rated and non-rated), of equipment and/or facilities, and of areas, ranges, or flying hours.

3.3.7.4.2. Major training event time lapses or a high turnover of key personnel.

3.3.7.4.3. Lack of sufficient number of assigned personnel with the AFSC skill levels authorized by the UMD (e.g., unit has cross-trainees assigned that are 3-levels but the UMD authorizes 5-levels). Lacking AFSC skill levels is an indication of training shortfalls, not personnel availability. Do not report skill-level shortages as non-available personnel. If the unit has the correct AFSC assigned but needs to get personnel trained as required by the skill-level authorized (UMD), the lack of required skill-levels may not be reflected in the training sub-area with the same weighted-negative impact it will cause to unit capability. As a result, the commander should assess the Overall C-Level downward.

3.3.7.4.4. Lack of training funds projected for current fiscal year.

3.3.7.5. Other subjective factors for assessing down include (but are not limited to):

3.3.7.5.1. The unit's inability to operate in a chemical, biological, radiological and nuclear environment, see **Chapter 7**.

3.3.7.5.2. Ability of contractors to provide contingency or wartime services.

3.3.7.5.3. Ability of unit assigned foreign nationals to perform assigned tasks during contingencies or wartime.

3.3.8. Assigning C-5 as the Overall C-Level. A parent MAJCOM may authorize use of C-5 for units undergoing a Service-directed resource action and not prepared to undertake any portion of the mission set for which they are organized or designed. Units authorized to report C-5 will continue to compute and report measured area P-, S-, R-, T-Levels at least monthly unless directed to do so more frequently by the parent MAJCOM (**T-0**). C-5 status will not exceed 18 months for RegAF units or 36 months for ARC units (**T-1**). C-5 cannot be reported in any measured resource area. C-5 is only used when authorized by the parent MAJCOM and one of the following conditions exists:

3.3.8.1. Unit Transition. Unit transitions include modernization/conversion of major equipment (e.g., F-15s to F-22s), modernization/upgrade of software in major equipment (i.e., extensive equipment testing/personnel user training), a change in a unit's mission (which can be accomplished without changing the major equipment involved), and/or a change in a unit's home station location (higher headquarters approval may be required). When a unit is undergoing transition, C-5 may be authorized when the first measured area level would require an overall C-4. Note: If reporting C-5, units will continue to report current measured area P-, S-, R-, T-Levels (**T-0**). Units undergoing transition will report C-5 as the Overall C-Level until the new DOC Statement is approved and all measured areas (except areas authorized to report S-/R-/T-6) have improved to C-3, and considering timelines in **Paragraph 3.3.8**. The FAM must notify the MAJCOM Readiness Office when a unit begins and completes a transition or major conversion.

3.3.8.2. Unit Activation or Re-activation. Activating units may be authorized to report C-5 as their Overall C-Level until all measured areas have reached a maintainable C-3 (except measured areas authorized to be reported as S-/R-/T-6) or the end of the

designated activation period, whichever occurs first. The unit's MAJOR data field will be changed to "Y" (T-0).

3.3.8.3. Unit Inactivation. Units may be authorized to report C-5 after the first measured area requires an overall C-4 and must continue to report resource readiness until unit inactivation is authorized by the publication of a command order (G-Series) and the DOC Statement is rescinded, normally 30 days prior to inactivation (T-0). Unit will be archived in the database when G-series orders are cut and the PAS is updated (T-1). The unit's MAJOR data field will be changed to "N" (T-0).

### 3.4. General Policy for C-Level Calculations.

3.4.1. The following policy guidelines apply to all measured units required to report:

3.4.1.1. Two units will not count the same resource(s) as available (T-1).

3.4.1.2. A unit's Overall C-Level will be based solely on the resources and training organic to it (T-0).

3.4.1.3. Units calculate and report area levels for all four measured resource areas (P, S, R, and T) unless exempted for specific areas (T-0). Use only published objective criteria for measurement (T-0). Do not subjectively raise or lower measured resource area levels (T-0).

3.4.1.4. Only measured unit commanders, or their designated alternates, can assign the unit's Overall C-Level (T-0). Commanders report the lowest of the four measured levels as the Overall C-Level, unless factors like those listed in [Paragraph 3.3.7](#) warrant a downward change (T-0).

3.4.1.5. Units reporting less than Level 1 in any area must clearly indicate the reason(s) (T-0). Refer to [Paragraph 3.9](#), for specific remark content requirements.

**3.5. Forecasting Overall C-Level Changes.** Use these data elements whenever the Overall C-Level is not a "1"; an assessed downward Overall C-Level (C-2/3/4X); a C-Level change is predicted; or when the Forecast Date of Change (CADAT) expires.

3.5.1. When a unit forecasts a change in its C-Level, the unit must report the forecasted level in the Forecast Change Rating (CARAT) field (T-0). Units must also report the forecasted date of change in the CADAT field (T-0). When a unit reports degraded C-Levels and it is unable to forecast a change date, the responsible MAJCOM/AFIMSC FAM must provide the unit assistance to determine a best estimate forecast for insertion into the resource assessment. For units reporting C-1 that expect no change, the CARAT and CADAT data fields may be left blank. The CARAT and CADAT remark fields must be updated every time a resource assessment is submitted (T-0).

3.5.1.1. The 3/6/12 month forecast remark (labeled as CADAT in AF-IT) is required regardless of the current C-Level (T-1). The remark will include the forecasted C-Level and a brief explanation at the 3, 6, and 12-month intervals (see [Figure 3.1](#)) (T-1).

#### Figure 3.1. Forecast Remark.

3-MONTH FORECAST/C-4 DUE TO SCHEDULED EQUIPMENT MAINTENANCE 6-MONTH FORECAST/C-1
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12-MONTH FORECAST/C-2 DUE TO OUTBOUND PERSONNEL
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3.5.2. When the forecasted C-Level change is due to the forecasted inability to meet quarterly/semi-annual/annual training plan requirements (e.g., RAP), units will preface forecast remarks with “TRNG PLAN RQMT” and include the issues, impacts and fix actions in the forecast remarks IAW **Paragraph 3.9**.ictect(**T-1**).

**3.6. Limiting Factor(s) (LIMFACs).** A LIMFAC is a problem, deficiency, or condition that decreases or prevents a unit from accomplishing its full-spectrum mission(s) for which it is organized or designed, and which usually requires assistance from higher headquarters to resolve. Within the scope of resource reporting, remarks must be created to address any LIMFAC. Overall LIMFAC remarks will be reported under the Current Overall Category Level (READY) label (**T-0**). More detailed LIMFAC remarks may be reported in the four measured resource areas. Examples of LIMFACs include critical AFSC or equipment shortages, problems with aircrew training, personnel experience levels, Mobility Readiness Spares Package (MRSP) and In-place Readiness Spares Package (IRSP) packing item shortages, etc.

**3.7. Use of the PCTEF Field.** PCTEF provides a subjective assessment of the unit’s ability to execute its currently assigned mission(s), also known as its “A-Level”, where “A” means “assigned.” Assigned missions include a Named Operation, AEF deployment, OPLAN execution, etc. PCTEF reporting is required for units preparing to deploy or currently deployed and will be reported for full or partial unit deployments (**T-0**). However, units will only report PCTEF if 5% or more of the unit is deploying or deployed (assigned personnel and/or on-hand equipment) (**T-1**). PCTEF reporting is required no later than 120 calendar days prior to the deployment or upon receipt of an appropriate order (**T-0**). Generally, a unit commander receives assigned missions through a higher headquarters order or directive (e.g., Execute Order (EXORD), Prepare to Deploy Order (PTDO), Deployment Order (DEPOD), or notification from Installation Deployment Officer). PCTEF reporting continues until redeployment or release from the orders for the assigned mission (**T-0**). While an assigned mission normally requires a unit to deploy away from its home station, PCTEF reporting requirements can also apply to assigned missions executed by a unit from its home station location (e.g., Operation NOBLE EAGLE). PCTEF reporting is not required for training exercises. When reporting PCTEF, a commander will only assess resources organic to the unit, and the assessment will only consider those assets directly supporting the assigned mission (**T-1**). For example, a unit might have 24 aircraft and 36 crews, but only 6 aircraft and 9 crews are supporting an assigned mission. The commander’s PCTEF assessment would be for the 6 aircraft and 9 crews, and their ability to execute the assigned mission. If a unit uses loaned equipment, aircraft, and/or personnel to complete an assigned mission, then the unit is meeting its assigned mission requirement. However, any impacts to the unit’s ability to meet its full-spectrum mission(s) (i.e., the situation that created the need for loaned resources) will be addressed via the C-Level (**T-2**).

3.7.1. While reporting PCTEF, units will continue reporting overall C-Level (**T-0**). PCTEF, or “A-Level”, will not necessarily correlate with a unit’s overall C-Level. For example, if the unit has an assigned mission, PCTEF will capture the commander’s assessment against the current assigned mission, while the overall C-Level will continue to assess the unit’s ability to execute its full-spectrum mission(s) for which it is organized or designed.

3.7.2. For units with multiple assigned missions, the value (1-4) in the PCTEF field will reflect the lowest A-level rating for the assigned missions (e.g., a unit with an Operation

NEW DAWN and an Operation ENDURING FREEDOM tasking) (T-0). However, the unit commander will include a PCTEF remark for each assigned mission (T-0). If a unit has resources preparing for an assigned mission, in addition to other resources already deployed for an assigned mission, that unit will use the PCTEF field to assess its already deployed assets, accompanied by commander's remarks to show an assessment(s) of the other resources preparing to deploy (T-1).

3.7.3. Use the following definitions to report the commander's subjective estimate of unit's ability to undertake assigned mission(s):

3.7.3.1. Report a PCTEF A-level of 1 ('1' in PCTEF field) if the unit possesses the required resources and is trained to undertake the assigned mission(s).

3.7.3.2. Report a PCTEF A-level of 2 ('2' in PCTEF field) if the unit possesses the required resources and is trained to undertake *most* of the assigned mission(s).

3.7.3.3. Report a PCTEF A-level of 3 ('3' in PCTEF field) if the unit possesses the required resources and is trained to undertake *many, but not all, portions* of the assigned mission(s).

3.7.3.4. Report a PCTEF A-level of 4 ('4' in PCTEF field) if the unit *requires additional resources or training* to undertake the assigned mission(s); however, the unit may be directed to undertake portions of the mission(s) with the resources on-hand.

3.7.3.5. When no other requirement exists to report data in this field, select the blank space from the drop-down menu.

3.7.4. Commander's remarks are mandatory when reporting in the PCTEF field (T-1). Using plain text under the PCTEF label, identify the assigned mission (e.g., Operation NEW DAWN, Operation ENDURING FREEDOM); current status (deployed or preparing to deploy); percent of resources (personnel and equipment) tasked to deploy or deployed; deployment dates; description of any reduced readiness condition(s) for the assigned mission; and any action(s) underway or planned to remedy the reduced readiness condition(s) to include a GWD, if determinable. Format the PCTEF remark according to the example below:

3.7.4.1. "PCTEF 3, Operation ENDURING FREEDOM, deployed (50% percent of resources), 01JUN11 – 30NOV11; status reflects reduced effectiveness due to a shortage of spare engines at our deployed location; spare engines enroute; GWD is based on estimated arrival of engines, expecting A-2 by 01AUG11."

3.7.5. MAJCOM/FOA/DRU MAJCOM Readiness Offices, in coordination with Plans offices, and Air Force Personnel Center (AFPC)/DPW will, upon request from AF/A3OR, provide deployment data to include units/UTCs that are deployed and those that are preparing to deploy. AF/A3OR will specify the data required and date ranges for the data.

3.7.6. In addition to supplying PCTEF assessment, commanders will assess against the applicable Named Operation (if applicable) in their Capability Assessment IAW **Paragraph 8.4.2**

**3.8. The Air Force Input Tool (AF-IT).** The medium AF measured units input, validate, and submit their Resource Readiness Assessments. It, to the maximum extent possible,

automatically populates and calculates readiness data from an ADS to the respective measured resource area.

3.8.1. General guidelines. AF-IT uses a respective unit's MilPDS Deployable Indicator Code (DEPID-9) UTC to apply a given rule set to retrieve data. The tool takes the DEPID-9 UTC and applies the specific rule-set for the measured area. All alike DEPID-9 coded units are treated similarly, regardless of parent MAJCOM. The rule-sets for each individual type of unit can be found in the AF Tables in DRRS. Information is packetized in each measured area in order to discern specific resource deficiencies. Additionally, each packet of data usually has a minimum threshold number so that singular deficiencies do not adversely affect overall resource reporting by eliminating them from consideration in the overall C-Level determination.

3.8.2. Packets. AF-IT groups data into packets to determine overall criticality. Packets are a grouping of like items (e.g., AFSCs, pieces of equipment) that are used to establish minimum criterion for readiness. It is used to facilitate the measurement of a specific resource item, made up either by individual line items or a grouping of line items as determined by the functional community. The content of each packet is based upon the specific table the packet supports (i.e., personnel, training, or equipment). For example: A unit has five trucks. All five may be different types, but all five can carry boxes. The trucks would be grouped in a packet and count against each other. Conversely, if a unit has five officers consisting of two pilots, one navigator, and two Intel, not all five can fly a jet; therefore, only the pilots would be together in a packet to identify any LIMFACs in readiness.

3.8.3. AF-IT Calculations. When data involved in calculations is less than nine, AF-IT will use [Table 3.5](#) to calculate associated percentage. For personnel, equipment and supplies on-hand and condition, and training, AF-IT will use [Table 3.6 through 3.11](#) to convert percentages into associated C-Levels.

3.8.4. The Air Force Tables, located on DRRS homepage under Documents, contain the current information on items considered in the calculation of C-Level data. The Tables provide an avenue to identify specific information in individual ADSs to populate AF-IT.

3.8.5. ADS Information. Units should become familiar with applicable ADSs, their corresponding coordination offices, and the information available for their unit. In cases where the data is inaccurate within the ADS, units will fix the ADS (vice having incorrect information in DRRS) (T-1). Units may have to contact their MAJCOM FAM for further assistance in correcting ADSs, and if necessary, provide a remark to identify the error in the report. Personnel ADSs include PAS, MPES, MilPDS, Defense Civilian Personnel Data System (DCPDS), and Individual Medical Readiness (IMR). Equipment ADSs include LIMS-EV (weapons systems, engines, pods, and vehicles), AFEMS, ILS-S, MRDSS (medical units), and ACES (civil engineer units). Training ADSs include TBA, AFTR, AAMS (Automated Aircrew Management System), PEX (Patriot Excalibur), ARMS (all aviation units), MRDSS (medical units), and ACES (civil engineering units). If a unit's resources are not tracked in an ADS, the unit will notify their MAJCOM or AFIMSC FAM who will work with AF/A3OR to capture its resources in an ADS to populate AF-IT (T-2).

**3.9. Preparing Narrative Remarks.** Remarks are a critical component of resource assessments and are required when a measured resource subarea percentage drives a measured area level less than 1. See [Table 3.2](#), Standard Reason Codes for Air Force Units. Remarks will highlight

problem areas for each individual label regardless of whether the reported percentage is the actual driver of the overall C-Level. Remarks will be written IAW with the following guidance:

3.9.1. Use remarks to give supplemental information concerning unit Overall C-Level, or measured area level, and LIMFACs. Remarks must be checked and verified for accuracy each time any portion of a report is submitted (**T-1**). Revise content and remark date as necessary to maintain validity. Remove remarks that no longer apply. If the same remarks from the previous report remain valid, resubmit the remarks and update the remark date (**T-1**).

3.9.2. As described in [Paragraph 3.9](#), progressively report on each label requiring a remark. DRRS information consumers often selectively retrieve specific pieces of data from the database and need to know the location of the remark that explains the data they retrieve. Write remarks in plain English. Acronyms must be spelled out in each remark area it is used (**T-0**). Additional uses of a defined acronym in the same remark field may reflect only the acronym. As readiness assessments are dynamic and remarks may change from report to report, do not refer to previous Resource Readiness Assessments. Do not submit remarks referencing other remarks (e.g., See REASN remark), each remark must stand on its own content (**T-0**). In general, list resource types with their problems. State numbers required, assigned, and available; explain the cause of the problem, if known; identify previously requested assistance and remedial actions in progress; highlight further actions required; and supply a GWD for when a unit will be at least C-2, able to accomplish most of its full-spectrum mission(s). See [Paragraph 3.9.5.4](#) for GWD specifics.

3.9.3. Remarks should be clear and concise, but not at the expense of the details needed. All remarks remain in the database until changed or deleted.

3.9.4. The auto-populated data in the Remarks (i.e., PERTP, PERTC, TRUTC, EQSEE, EQSSE, EQREE, and EQRED) contains the top five deficient packets (PERTP will auto-populate with the top five deficient AFSCs). This information is mandatory and may not be deleted. The REASN remark auto-populates with the PRRES, ESRES, ERRES, and TRRES if the measured areas are less than 1. Reference [Attachment 1](#) for the definitions of the aforementioned acronyms.

3.9.4.1. Units may include additional information to the auto-populated remarks to supplement or explain disagreements with the auto-populated data.

3.9.5. The PRRES, ESRES, ERRES, and TRRES remarks must contain the following information when the overall measured area is less than 1:

3.9.5.1. Issue (Concern/Shortfall): Provide a thorough explanation of the issue using layman's terms (**T-1**). If the issue is resource centric (e.g., lack of equipment on-hand) units may provide appropriate information, such as overall assemblage details, part numbers, National Stock Numbers (NSN), nomenclature, quantity authorized, quantity on-hand, quantity on-order, and expected delivery date.

3.9.5.2. Impact: Describe the mission impact providing a risk assessment (**T-1**). Provide a layman's explanation of the mission impact.

3.9.5.3. Fix Action (Mitigation/Solution, Way Ahead, Recommendation): Identify actions being taken or assistance needed to improve the unit's readiness (**T-1**). Identify

previously requested assistance and remedial actions in progress; explain unit, wing, or MAJCOM actions taken to resolve shortfalls.

3.9.5.4. GWD: Provide a realistic GWD for each remark. Use the day, month and year (DDMMYY) date format (e.g., 010615). If GWD is unknown, contact the applicable MAJCOM/AFIMSC FAM for assistance in establishing a GWD. Determine the GWD as to when the unit will reach at least a Level-2 in the measured area(s) affected. If GWD is still unknown, after MAJCOM FAM and higher headquarter coordination, then it can be considered undeterminable.

3.9.5.4. (USAFE) 1 (Added) Remark will specify to what level the GWD refers (for example: “GWD: C-2 on 010615”, or “GWD: T-3 on 011217”).

3.9.6. For the Personnel area, explain the following:

3.9.6.1. Write a remark using the PRRES label (Primary Reason Measured Resource Area Level for Personnel not P-1) to discuss the personnel area when less than P-1 (**T-0**).

3.9.6.2. Remarks should specify the main driver(s) of why the unit is less than P-1 (e.g., AFSC shortages, skill-level shortages, civilian shortages by Occupational Classification Code (OCC), critical shortages by AFSC, skill-level and/or OCC, and/or availability issues like duty status or DAV codes).

3.9.6.3. The PERTP remark auto-populates if total personnel drives the P-Level below a “1”. The PERTC remark auto-populates if critical personnel drives the P-Level below a 1.

3.9.7. For the Equipment and Supplies On-hand and Equipment Condition area, explain the following:

3.9.7.1. Write a remark using the ESRES label (Primary Reason Measured Resource Area Level for Equipment and Supplies not S-1) when Equipment and Supplies On-hand is less than S-1. Ensure remarks accurately reflect the specified reason code (**Table 5.1**) and contain all pertinent details such as readiness driver overall assemblage details, NSN, item data, GWD, kit serial number (as applicable), on-hand versus authorized quantities, POC, etc.

3.9.7.1.1. For units that centrally store equipment or supplies for multiple units and are responsible for reporting inventory and status of the equipment or supplies, those units will note that they centrally manage the equipment and will also list the stock-level percentage required to maintain, by regulation, within the remarks (**T-1**).

3.9.7.2. For units providing rationale for the Equipment Condition area, write a remark using the ERRES label (Primary Reason Measured Resource Area Level for Equipment Condition not R-1) when Equipment and Supplies Condition is less than R-1. Ensure remarks accurately reflect the specified reason code (see **Table 5.2**) and contain all pertinent details. (**T-0**).

3.9.8. For the Training area, explain the following:

3.9.8.1. Write a remark using the TRRES label (Primary Reason Measured Resource Area Level for Training not T-1) when the training condition is less than T-1.

3.9.8.2. Regardless of training method, when multiple subareas are less than T-1, summarize problems in a remark using the TRRES label.

3.9.8.3. When current or forecasted Air Education and Training Command (AETC) formal training school allocation deficiencies exist, write a remark using the Training Measured Resource Area (TRRAT) label. Begin the narrative remark with “AETC:” followed by the deficiency short title, and continue with a detailed summary of current or future deficiency, the current status or action taken to resolve the deficiency, additional actions required, and the impact on the unit’s ability to undertake its wartime mission. Format the TRRAT remark in accordance with **Figure 3.2**:

**Figure 3.2. TRRAT Remark for AETC Formal Training School Allocation Deficiencies.**

<p>AETC: (list short title deficiency or future requirement)  CURRENT STATUS/ACTION  ADDITIONAL ACTIONS  IMPACT ON UNIT  FUTURE REQUIREMENT(S)</p>
--

3.9.9. Overall C-Level data must be explained in a REASN label remark (i.e., reason unit is not C-1) (**T-0**). The remark should summarize problems in sufficient detail to ascertain unit readiness and prompt review of specific measured area remarks. Commanders may not amend remarks that are auto-populated via AF-IT, but can add further explanatory comments to amplify unit specifics. Examples of further explanatory remarks are:

3.9.9.1. Mission(s) the unit cannot fully support or undertake when its C-Level is worse than C-1.

3.9.9.2. The commander’s rationale, supporting a subjectively assessed downward C-Level and area(s) where the commander disagrees with the measured area C-Level.

3.9.9.3. The programmed or estimated date the unit will again be able to undertake its full spectrum mission(s), if less than C-1 or after undergoing a major equipment conversion or transition (C-5).

3.9.9.4. Units receiving a Unit Effectiveness Inspection (UEI) overall rating of “INEFFECTIVE” or a Nuclear Surety Inspection (NSI) overall rating of “UNSATISFACTORY” should lower their Overall C-Level and provide remarks outlining deficiencies and resource improvement timetables until the deficiency causing the unsatisfactory rating is resolved. Units may assume successful re-inspection, when it is required and the inspection team provides applicable dates. Provide remarks to explain the condition in the REASN label (**T-1**).

3.9.9.5. When a unit is unable to meet the requirement of its quarterly/semi-annual/annual training plan (e.g., RAP), units will consider assessing downward in the overall C-Level. When the commander assesses downward for the training plan shortfall, overall REASN remarks will be prefaced with “TRNG PLAN RQMT” (**T-1**).

### 3.10. Overall Reason Codes.

3.10.1. Assigning a Primary Reason Code (PRC). Units must report a reason code against the Overall C-Level using the reason codes in [Table 3.2](#), unless reporting C-1 (**T-0**). When partially deployed, use D/E/F/G (**T-0**). See [Table 3.4](#) for additional clarification on use of PRCs.

3.10.1.1. Expanded reason codes D, E, F, or G (DEFG) will be used to reflect the commander's assessment of the percent of unit deployable capability that is currently deployed. This information is used to assess risk of resources not being made available to redeploy (**T-0**).

3.10.2. Reporting a PRC. The PRC will be entered in the REASN field (**T-0**).

3.10.2.1. When the Overall C-Level is less than C-1, determine the resource area having the greatest impact on the lowered C-Level. Use "P" for personnel, "S" for equipment and supplies on hand (O/H), "R" for equipment condition, and "T" for training.

3.10.2.2. If the Overall C-Level is changed to a lower level by the commander's assessment, the X reason code will be used (**T-0**). See [Table 3.2](#) for reason codes.

3.10.2.3. If the Overall C-Level is based solely on measured area calculations (REASN not X and not C-1) and the unit is partially deployed, P, S, R, or T will be placed in REASN and the D/E/F/G as described below will be placed in the Secondary Reason Organization Not C-1 (SECRN) field (**T-0**). For PCTEF guidance, reference [Paragraph 3.7](#)

3.10.2.4. If the Overall C-Level is C-1, and there is no partial deployment reflected (no D/E/F/G needed), with one or more of the resource areas not measured, a 6 reason code will be used (**T-0**). No remarks are required for a 6 reason code.

3.10.2.5. If the Overall C-Level is capped by AF FAMS, (e.g., due to resource allocation) below C-1, enter the maximum level possible in the Category Level Limitation (LIM) label for primary missions. Enter a "P", "S", "R", or "T" in the Reason for Category Level Limitation (RLIM) label for the area most affected by the resource allocation (**T-1**).

**3.11. Assigning a Secondary or Tertiary Reason Code.** If the Overall C-Level is changed to a lower level by the commander, enter X in REASN field and assign a secondary code to explain the primary reason for the change of C-Level (**T-0**). See [Table 3.4](#) for additional clarification on use of secondary and tertiary reason codes.

3.11.1. When downgrading, use the applicable reason codes in [Chapter 4](#), [Chapter 5](#), [Chapter 6](#), and [Chapter 7](#) (**T-0**).

3.11.2. SECRN and Tertiary Reason Organization Not C-1 (TERRN) are mandatory if REASN equals X, Overall C-Level is less than 1, and assets are deployed. D, E, F, or G is used in SECRN field, and proper reason code in TERRN (**T-0**).

**3.12. Special Capabilities (SPECAP) Data.** SPECAP are special capabilities listed in the SMCC Table in AF Tables on the DRRS Homepage, under Documents. The ADS for SPECAP Data is the WMP-3 Part 1, Appendix C. The applicable codes are entered in the SMCC 1 through 4 data fields.

3.12.1. MAJCOM FAMs coordinate with the parent MAJCOM Readiness Office to notify AF/A3OR of approved changes to the SMCC Table.

3.12.2. SMCCs entered in the Overall Tab provide informational data but do not drive C-Level calculations. These capabilities are measured in CAF Training under Method C (see Para 6.4).

**Table 3.1. Air Force Instruction References for C-Level Data.**

AFI 10-209, <i>RED HORSE Program</i>
AFI 10-210, <i>Prime Base Engineer Emergency Force (BEEF) Program</i>
AFI 10-2501, <i>Air Force Emergency Management (EM) Program Planning and Operations</i>
AFI 10-2912, <i>Aeromedical Evacuation Readiness Program</i>
AFI 23-101, <i>AF Materiel Management</i>
AFI 23-201, <i>Fuels Management</i>
AFPAM 23-221, <i>Fuels Logistics Planning</i>
AFMAN 24-204(I), <i>Preparing Hazardous Materials for Military Air Shipments</i>
AFI 24-301, <i>Vehicle Operations</i>
AFI 24-302, <i>Vehicle Management</i>
AFI 25-201, <i>Intra-Service, Intra-Agency and Inter-Agency Support Agreements Procedures</i>
AFMAN 32-1007, <i>Readiness and Emergency Management (R&amp;EM) Flight Operations</i>
AFI 32-3001, <i>Explosive Ordnance Disposal (EOD) Program</i>
AFI 41-106, <i>Medical Readiness Program Management</i>
AFI 65-503, <i>US Air Force Cost and Planning Factors (aircraft)</i>

**Table 3.2. Standard Reason Codes for Air Force Units.**

<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If the Overall C-Level is</b>	<b>then the REASN code is</b>
<b>1</b>	less than C-1 and the area most affecting the C-Level is personnel	P
<b>2</b>	less than C-1 and the area most affecting the C-Level is equipment and supplies O/H	S
<b>3</b>	less than C-1 and the area most affecting the C-Level is equipment condition	R
<b>4</b>	less than C-1 and the area most affecting the C-Level is training	T
<b>5</b>	subjectively assessed downward by the commander	X
<b>6</b>	C-5 and a resource area is C-4 for service-directed resource action	N
<b>7</b>	C-1 and one or more of the resource areas are not measured	6

**Table 3.3. Expanded Reason Codes for Partially Deployed Units.**

<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If the Commander's Assessment of the Unit Resources deployed is in the range</b>	<b>then the REASN code reflecting potential risk if resources are not released to re-deploy is</b>
<b>1</b>	less than 5%	not applicable
<b>2</b>	5 to 15%	D
<b>3</b>	16 to 25%	E

4	26 to 35%	F
5	36 to 75%	G
6	76 to 100%	not applicable

Table 3.4. Use of Primary, Secondary, and Tertiary Reason Codes.

Rule	Overall C-Level (READY) is	and Primary Reason Code (REASN) is	report Secondary Reason Code (SECRN) as	and report Tertiary Reason Code (TERRN) as
1	C-1		not used	
2	C-1	D, E, F, G for deployment assessment	optional	not used
3	C-1	6	optional	
4	less than C-1	P, S, R, or T	D, E, F, G when assets are deployed	applicable reason code
			optional when assets are not deployed	optional
5	less than C-1	X	D, E, F, G when assets are deployed	applicable reason code
			applicable reason code when assets are not deployed	optional
6	C-5	N	not used	

Table 3.5. AF-IT Matrix for Nine or Less Items.

Rule	A	B	C	D	E	F	G	H	I	J
	Find # available	find column with number authorized or required								
		9	8	7	6	5	4	3	2	1
1	9	100								
2	8	90	100							
3	7	86	90	100						
4	6	80	86	86	100					
5	5	76	80	80	86	100				
6	4	70	76	76	80	80	100			
7	3	44	70	70	70	70	80	100		
8	2	33	45	55	59	60	70	80	100	
9	1	22	27	33	37	40	50	60	70	100
10	0	0	0	0	0	0	0	0	0	0

Table 3.6. AF-IT Rules for Total Personnel Percent into a P-Level.

Rule	A	B
	If the Total Personnel percentage is in the range of	then the Total Personnel P-Level is
1	90 to 100	P-1
2	80 to 89	P-2
3	70 to 79	P-3
4	0 to 69	P-4

**Table 3.7. AF-IT Rules for Changing Critical Personnel into a P-Level.**

<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If Critical Personnel percentage is in the range of</b>	<b>then the Critical Personnel P-Level is</b>
<b>1</b>	85 to 100	P-1
<b>2</b>	75 to 84	P-2
<b>3</b>	65 to 74	P-3
<b>4</b>	0 to 64	P-4

**Table 3.8. AF-IT Rules for Non-AMXS Units-Changing On-hand Percentage into an S-Level.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the lowest of the Combat Essential and Support Equipment percentages is in the range from</b>	<b>then the Equipment and Supplies S-Level is</b>
<b>1</b>	90 to 100	S-1
<b>2</b>	80 to 89	S-2
<b>3</b>	65 to 79	S-3
<b>4</b>	0 to 64	S-4

**Table 3.9. AF-IT Rules for AMXS Calculating Combat Essential (Aircraft) S-Levels.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the Combat Essential Equipment percentage is in the range from</b>	<b>then the Combat Essential S-Level is</b>
<b>1</b>	90 to 100	S-1
<b>2</b>	80 to 89	S-2
<b>3</b>	60 to 79	S-3
<b>4</b>	0 to 59	S-4

**Table 3.10. AMXS Calculating Combat Support S-Levels Table (other than War Reserve Engine (WRE)).**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the Support Equipment percentage is in the range from</b>	<b>then the Support Equipment S-Level is</b>
<b>1</b>	90 to 100	S-1
<b>2</b>	80 to 89	S-2
<b>3</b>	65 to 79	S-3
<b>4</b>	0 to 64	S-4

**Table 3.11. AF-IT Rules for Changing Equipment Condition Area Percentage into an R Level.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the lowest of the Combat Essential and Support Equipment Condition percentage is in the range from</b>	<b>then the Equipment Condition R-Level is</b>
<b>1</b>	90 to 100	R-1
<b>2</b>	70 to 89	R-2
<b>3</b>	60 to 69	R-3
<b>4</b>	0 to 59	R-4

**Table 3.12. AF-IT Rules for Method A, B Training Percentage T-Level.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the Training percentage is in the range from</b>	<b>then the Training T-Level is</b>
<b>1</b>	85 to 100	T-1
<b>2</b>	70 to 84	T-2
<b>3</b>	55 to 69	T-3
<b>4</b>	0 to 54	T-4

**Table 3.13. AF-IT Rules for Method C Training Percentage T-Level.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the Training percentage is in the range from</b>	<b>then the Training T-Level is</b>
<b>1</b>	90-100	T-1
<b>2</b>	80-89	T-2
<b>3</b>	65-79	T-3
<b>4</b>	0 to 64	T-4

## Chapter 4

### PERSONNEL MEASURED AREA DATA

**4.1. Personnel.** Personnel measurements are based on a unit's authorized and funded positions in its UMD. Units compute the personnel P-Level, based on the percentages of total and critical personnel authorized, assigned, and available to accomplish the unit's full spectrum mission(s). The following systems are used for personnel availability: MPES (funded authorizations), MilPDS (assigned individuals to include overages), DoD Civilian Personnel Data System (DCPDS) and IMR (medical availability). Total personnel (PERTP) will measure all individuals on the unit's UMD to include military, civilians, and foreign nationals. Critical personnel (PERTC) will measure only individuals by AFSC or OCC as identified on the AF Tables in DRRS.

#### 4.1.1. Total Personnel.

4.1.1.1. Total Personnel Authorized (TPAUTH) for all units is based on authorized/funded billets in the UMD which is auto-populated from MPES to AF-IT.

4.1.1.2. Total Personnel Assigned (TPASG) is determined by counting all personnel in a unit from the time they arrive at the unit until they depart on a Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), or separate from the Air Force. All personnel are counted for TPASG regardless of AFSC, skill level, or grade and may exceed the TPAUTH number. MilPDS and DCPDS are the ADSs for TPASG.

4.1.1.3. Total Personnel Available (TPAVL) is determined by calculating the number of TPASG available to the unit within the DOC Statement response time. See [Paragraph 4.2.](#) for specific availability guidance. Both TPAVL and Critical Personnel Available (CPAVL) are "editable" fields in AF-IT to allow CCs to make adjustments based on their determination if an individual is 'available' for duty. If a UA/UC disagrees with TPAUTH and TPASG, they will address the discrepancy with the applicable ADS POC. CCs should review personnel statuses to ensure accurate TPAVL are counted regardless of current deployed/employed location, AFSC, skill level, or grade, and may exceed the TPAUTH number.

4.1.1.4. DoD civilians are included in calculations in the personnel area.

4.1.1.4.1. Do not count civilian personnel as available if they have Reserve or Guard commitments during crisis or wartime that can make them subject to recall.

4.1.1.4.2. The AF Tables will indicate if DoD civilians are counted towards PERTC.

4.1.1.5. Positions filled by foreign local nationals will be counted as authorizations, if part of the unit's UMD; as such, they are considered DoD civilians.

#### 4.1.2. Critical Personnel.

4.1.2.1. The reporting of critical personnel is based on AFSCs identified by the HAF FAM in conjunction with MAJCOM/AFIMSC FAM coordination (as applicable) and detailed in the AF Tables in DRRS – **Auto Populate-Auto Calculate (APAC) Personnel Table** found on the DRRS homepage, under Documents. Critical personnel

are those identified as essential to the launch, recovery, or turnaround of a unit's weapon system, or direct accomplishment of the unit's full-spectrum mission. They are critical because their absence would materially affect the mission. Personnel are considered "critical" if they meet one or more of the following criteria:

- 4.1.2.1.1. Personnel with AFSC(s) essential to fulfilling the unit's mission tasks based on authorized/funded billets.
  - 4.1.2.1.2. Absence of personnel possessing AFSC(s) and/or OCC(s) that would render the unit severely deficient or totally unable to execute its mission.
  - 4.1.2.1.3. AFSC is part of a critically manned career field subject to special monitoring.
  - 4.1.2.2. Applicable critical AFSCs for officers are identified first by their duty then their primary AFSC. Applicable critical AFSCs for enlisted are identified first by their control, then their primary, then their duty AFSC.
  - 4.1.2.3. Civilians, to include Foreign Local Nationals, can be counted as critical by listing their OCC in the AF Tables – **APAC Personnel Table** found on the DRRS homepage, under Documents.
  - 4.1.2.4. Critical Personnel Authorized (CPAUR) is determined by counting the number of TPAUTH positions that match the AFSC/skill levels/OCC(s) listed in the AF Tables – **APAC Personnel Table** as described in **Paragraph 4.1.2.3**.
  - 4.1.2.5. Critical Personnel Assigned (CPASG) is determined by counting the number of critical personnel assigned to authorized positions on the UMD within a given packet. In order for APAC to work correctly, an officer must have a matching duty and/or primary AFSC and enlisted personnel must have a matching control and/or primary AFSC compared to the critical positions requirement on the UMD (**T-1**).
  - 4.1.2.6. CPAVL is determined by calculating the number of CPASG available to the unit within the unit's mission response time (see **Paragraph 4.2** for specific availability guidance).
  - 4.1.2.7. Critical personnel overages (percentages exceeding 100), not APAC reported in the CPASG and CPAVL data fields, must be reported by using a remark under the applicable label (CPASG or CPAVL). AF-IT will allow for overages to be placed in packet information, but will only display a maximum of 100%.
  - 4.1.2.8. Skill level substitutions are not authorized.
- 4.1.3. **Special Provisions for Personnel Counting.**
- 4.1.3.1. Personnel TDY or temporarily attached to a measured unit will not be included in the gaining unit's assigned and available numbers (**T-1**).
  - 4.1.3.2. Units with a joint mission that have multiple service personnel assigned, attached, or a combination of active and reserve component personnel will use their respective service or component UMD to determine total personnel requirements (**T-1**). For example, a total force unit requires support from the Army, Navy, and Air National Guard; the Army operating location (OL) has a UMD of 20 personnel, the Navy OL 20 personnel, the ANG unit 100 personnel, and the RegAF unit 150 personnel, resulting in a

total requirement of 290. Critical personnel will be assessed using the same guidelines based on specific AFSC requirements listed in the UMD (T-1).

4.1.3.3. AFRC and ANG personnel attached to an RegAF unit, for training purposes, will not be included in RegAF personnel numbers (T-1). Likewise, RegAF personnel attached to AFRC and ANG units will not be included in the AFRC and ANG personnel numbers (T-1).

**4.2. Determining Personnel Availability.** Unit personnel may be considered available if they are assigned to the unit and meet one of the following requirements:

4.2.1. Can be utilized within the prescribed unit response time, regardless of current deployed/employed location.

4.2.2. Not restricted from deploying or employing with the unit. Personnel with a DAV code or Duty Limiting Condition (DLC) may be restricted from deploying; however, they may still be counted as available if used to support the in-place mission. A US military member on leave could be recalled; a person close to retirement or separation could be retained via stop-loss program.

4.2.3. Their duty status/DAV code(s) in AF-IT Personnel Availability Roster and the Duty Status Roster match those from AFI 10-403, *Deployment Planning and Execution*, and the commander determines them available where appropriate.

4.2.3.1. Commanders will use IMR when determining personnel availability (T-1). Personnel having a duty limiting code restricting them from deployment (IAW AFI 10-203, *Duty Limiting Conditions*) may be considered available for in-garrison mission tasks, as determined by the commander.

4.2.3.2. When a unit temporarily transfers (lends) personnel to another unit, the supplying measured unit will continue to measure and report the personnel unless otherwise directed by the MAJCOM(s) involved. Likewise, a unit receiving personnel from another unit will not measure or count those personnel unless otherwise directed (T-1). All MAJCOMs involved must ensure no two units report on the same resources.

4.2.3.3. Do not count non-appropriated funds positions (civilians with reported pay plans of NA, NL, NS, NF, AS, PS, or CC) and where DCPDS reports an invalid pay plan.

4.2.3.4. To ensure that an authorization, sourced from the UMD, is not counted twice or that medical students are not counted, do not count billets with a Resource Identification Code (RIC) of 0018 (Reserve Air Force Off-24 Drill), 0019 (Reserve Air Force Off-48 Drill), 0022 (Reserve Air Force Off-Other), 0044 (Act Air Force Off Students), 0118 (Reserve Air Force Enl-24 Drill), 0122 (Reserve Air Force Enl-Other), 0123 (Reserve Air Force Enl-48 Drill), 0134 (Act Air Force Enl Students), 0163 (Reserve Civilian Technicians, and 0170 (Natl Grd Civ Technicians). AF-IT will exclude the aforementioned RICs from APAC.

4.2.3.4.1. RIC billets may be found in the unit's account in MPES.

4.2.3.4.2. Medical units will not count assigned patients (normally assigned AFSC 93P0 or 9P000) in personnel calculations.

**4.3. Personnel Reason Codes.**

4.3.1. Select the most specific reason code from [Table 4.1](#), when P-Level is less than P-1.

4.3.2. If the reason code has changed from the last reported, enter the new reason code in the PRRES data field.

4.3.2.1. **Chapter 4 Reference Tables.** See, also, the AF Tables - **APAC Personnel** found on the DRRS homepage, under Documents.

**Table 4.1. Reporting Personnel Reason Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the personnel measured resource area is not P-1 and the primary reason is</b>	<b>then in the field PRRES report</b>
<b>1</b>	Casualties	P01
<b>2</b>	organization activating	P05
<b>3</b>	organization inactivating	P06
<b>4</b>	organization recently activated/reorganized	P08
<b>5</b>	personnel shortage	P11
<b>6</b>	personnel shortage deployable personnel	P17
<b>7</b>	personnel shortage enlisted	P19
<b>8</b>	personnel shortage maintenance	P26
<b>9</b>	personnel shortage navigator/observer	P27
<b>10</b>	personnel shortage officer	P32
<b>11</b>	personnel shortage pilot	P36
<b>12</b>	subordinate organization detached	P40
<b>13</b>	personnel shortage vehicle maintenance	P42
<b>14</b>	personnel shortage aircraft systems maintenance	P43
<b>15</b>	personnel shortage avionics systems maintenance	P44
<b>16</b>	personnel shortage comm/electronics maintenance	P45
<b>17</b>	skill shortage weapon system conversion	P48
<b>18</b>	personnel shortage aerial port	P49
<b>19</b>	personnel shortage fire fighters	P50
<b>20</b>	personnel shortage civil engineer	P51
<b>21</b>	personnel shortage medical	P52
<b>22</b>	personnel shortage civilian	P53
<b>23</b>	personnel shortage enlisted aircrew	P54
<b>24</b>	personnel shortage weapon system officer	P55
<b>25</b>	personnel shortage electronic warfare officer	P56
<b>26</b>	personnel shortage loadmaster	P57
<b>27</b>	personnel shortage controllers	P58
<b>28</b>	personnel shortage missile maintenance	P59
<b>29</b>	personnel shortage aircraft maintenance	P60
<b>30</b>	personnel shortage computer operator	P61
<b>31</b>	personnel shortage munitions support	P62
<b>32</b>	personnel shortage fuels support	P63
<b>33</b>	personnel shortage supply support	P79

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the personnel measured resource area is not P-1 and the primary reason is</b>	<b>then in the field PRRES report</b>
<b>34</b>	personnel shortage supply and fuels support	P80
<b>35</b>	personnel shortage forwarded to Force Support Squadron (FSS) for action	P82
<b>36</b>	personnel shortage forwarded to MAJCOM for action	P83
<b>37</b>	personnel shortage forwarded to AFPC service center for action	P84
<b>38</b>	personnel shortage security forces	P85
<b>39</b>	personnel shortage no action required	P86
<b>40</b>	area not measured by parent Service direction	PNM

## Chapter 5

### EQUIPMENT AND SUPPLIES ON-HAND AND CONDITION MEASURED AREA DATA

**5.1. Equipment and Supplies On-hand Reporting.** Equipment and supplies on-hand measurement is used to indicate the equipment and supplies the unit possesses, on-hand, to support its full spectrum mission(s), as designed and organized. Equipment and supplies on-hand reporting is based on a unit's authorizations, through an AF approved ADS (e.g., AFEMS, ACES and ILS-S) listing all authorized and funded equipment and supplies. If a piece of equipment is not autopopulated in AF-IT, units will work with Wing Readiness POCs to notify MAJCOM Readiness Offices to ensure it is captured in the AF Tables (**T-1**).

**5.2. Equipment and Supplies Packets.** This measured area allows an unlimited number of packets annotated in the AF Tables. Consider the following:

5.2.1. Item Possession. To determine the number of items a unit will possess within its response time, the unit must have actual responsibility for the items according to applicable supply regulations. The following items are not considered possessed:

5.2.1.1. Additional and/or backup inventory in excess of the number authorized.

5.2.1.2. In most cases, items in Programmed Depot-Level Maintenance (PDM) or Time Compliance Technical Order (TCTO) depot modification.

5.2.1.3. Items temporarily in the hands of another unit due to long term maintenance (lasting more than seven days, or for crash or battle damage repair) are not considered possessed by the receiving unit.

5.2.1.4. Items loaned to another unit to augment their resources will be counted as possessed by the owning unit. The receiving unit will not use these resources for readiness reporting. Items will not be double-counted (**T-1**).

**5.3. Combat Essential and Support Equipment On-hand.**

5.3.1. Determine unit combat essential versus support specification using the **APAC Equipment Table** found on the DRRS homepage, under Documents.

**5.4. Equipment and Supplies On-hand S-Level Calculations.** AF-IT divides the Equipment Possessed by the Equipment Authorized to arrive at a given percentage. AF-IT then calculates the given S-Level per **Table 3.8**

5.4.1. Report S-6 in ESRAT and S-6 in ESRES if specifically authorized by MAJCOM/AFIMSC.

**5.5. Equipment and Supplies on-hand Reason Codes.** Select the most specific reason code from **Table 5.1** when the Equipment and Supplies On-hand S-Level is less than S-1. Note the selected reason code. If the reason code has changed since the last report, ensure the new code is populated.

**5.6. Non-Returnable Deployed Equipment.** Occasionally, a unit may own equipment that is required to be left in the contingency Area of Responsibility (AOR) when the unit redeploys to its home station. The deployed RegAF equipment custodian will coordinate the transfer of

equipment with the owning Equipment Accountability Element (EAE). The Reserve and Guard equipment custodians will coordinate with their MAJCOM Command Equipment Management Office prior to leaving/transferring any equipment/supplies IAW DoDI 1225.06, *Equipping the Reserve Forces*. Upon notification of deployment termination, the Expeditionary Logistics Readiness Squadron will assist custodians with inventorying equipment and forward all pertinent shipping information to the home station owning custodian and EAE IAW AFMAN 23-122, *Materiel Management Procedures*. Once re-deployed, the unit will no longer count that equipment as on-hand because that equipment has been removed from the supply account. Once the unit reaches home station and the equipment has been added back to their supply account and re-supplied, the unit will resume counting the equipment as on-hand (T-1).

**5.7. Equipment Condition Reporting.** The Equipment Condition measured area is used to measure the combat essential and support equipment that can be made ready within the unit's response time to undertake the unit's full mission set. This measure is also used to indicate maintenance and equipment reliability, serviceability, and operational status of assets. Units compute the equipment condition R-Level for combat essential and support equipment based on the availability of wartime required equipment. Equipment items are considered available if they are possessed by the unit and are, or can be, made mission ready within the prescribed unit response time.

5.7.1. Some ADSs do not track equipment condition (e.g., AFEMS). AF-IT will default the condition to available; therefore, units must input whether said piece of equipment is available.

**5.8. Equipment Condition R-Level Calculations.** AF-IT divides the equipment available by the equipment possessed to arrive at a given percentage. AF-IT calculates the R-Level per [Table 3.8](#)

5.8.1. Report R-6 in ERRAT and R-6 in ERRES if specifically authorized by MAJCOM/AFIMSC.

**5.9. Equipment Condition Reason Codes.**

5.9.1. Select the most specific reason code from [Table 5.2](#), when the Equipment Condition R-Level is less than R-1.

5.9.2. Note the selected reason code. If the reason code has changed since the last report, ensure that the new reason code is added in the ERRES label.

**5.10. Equipment Considered Mission Ready and Available (MRA).** Most equipment is considered mission ready if the equipment is safe to use and in the condition to perform the functions for which it was designed.

5.10.1. **Chapter 5 Reference Tables.** See the following tables and those listed in the **APAC Equipment Table** in the AF Tables found on the DRRS homepage, under Documents.

**Table 5.1. Reporting Reason Codes.**

Rule	A	B
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	<b>If the equipment and supplies On-hand measured area is not S-1 and the primary reason is</b>	<b>then in the field ESRES report</b>
<b>1</b>	aircraft in storage	S03
<b>2</b>	aircraft not fully equipped	S04
<b>3</b>	aircraft on loan	S05
<b>4</b>	aircraft operational loss	S06
<b>5</b>	allowed equipment away for repairs	S07
<b>6</b>	allowed equipment away on loan	S08
<b>7</b>	allowed equipment never received	S09
<b>8</b>	awaiting critical modification	S11
<b>9</b>	equipment removed	S14
<b>10</b>	missiles inoperative	S15
<b>11</b>	obsolete equipment	S16
<b>12</b>	organization decommissioning/inactivating	S17
<b>13</b>	organization recently activated/reorganized	S18
<b>14</b>	radar equipment unavailable	S19
<b>15</b>	subordinate organization detached	S21
<b>16</b>	shortage ammunition	S22
<b>17</b>	shortage attached element	S24
<b>18</b>	shortage communications equipment	S25
<b>19</b>	shortage major end item	S27
<b>20</b>	shortage engineering equipment	S28
<b>21</b>	shortage repair parts, spares (allowance list items)	S31
<b>22</b>	shortage repair parts, spares (not allowance list items)	S32
<b>23</b>	shortage special supply equipment	S36
<b>24</b>	shortage stock supply	S37
<b>25</b>	shortage supporting equipment	S40
<b>26</b>	shortage test equipment	S41
<b>27</b>	shortage authorized equipment	S42
<b>28</b>	shortage vehicle(s)	S43
<b>29</b>	shortage Mobility Readiness Spares Package	S44
<b>30</b>	shortage off-loaded aircraft	S45
<b>31</b>	shortage off-loaded anti-submarine warfare weapons	S49
<b>32</b>	shortage off-loaded fuel	S50

<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If the equipment and supplies On-hand measured area is not S-1 and the primary reason is</b>	<b>then in the field ESRES report</b>
<b>33</b>	shortage off-loaded missile (SAM)	S51
<b>34</b>	aircraft combat loss	S54
<b>35</b>	missiles unserviceable	S55
<b>36</b>	insufficient fuel	S56
<b>37</b>	shortage support equipment	S57
<b>38</b>	shortage spare engines	S58
<b>39</b>	insufficient funds	S66
<b>40</b>	aircraft deployed separate tasking	S67
<b>41</b>	shortage individual tool kit	S68
<b>42</b>	shortage mobility bag	S69
<b>43</b>	shortage fire fighter protective clothing	S70
<b>44</b>	shortage 463L material handling equipment	S71
<b>45</b>	shortage material handling equipment, other	S72
<b>46</b>	shortage mobility gear (except material handling equipment)	S73
<b>47</b>	shortage A/E kits	S74
<b>48</b>	shortage shelters	S75
<b>49</b>	shortage operating room equipment	S76
<b>50</b>	shortage generators	S77
<b>51</b>	shortage laboratory equipment	S78
<b>52</b>	shortage hospital beds	S79
<b>53</b>	shortage weapons	S80
<b>54</b>	shortage protective equipment	S81
<b>55</b>	shortage intrusion protection equipment	S82
<b>56</b>	shortage equipment on loan	S83
<b>57</b>	equipment deployed (mission support)	S84
<b>58</b>	major equipment in depot modification	S85
<b>59</b>	major equipment in local modification	S86
<b>60</b>	shortage In-Place Readiness Spares Package	S87
<b>61</b>	major equipment in programmed depot maintenance	S88
<b>62</b>	shortage refueling vehicles	S96
<b>63</b>	shortage refueling dispensing equipment	S97

<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If the equipment and supplies On-hand measured area is not S-1 and the primary reason is</b>	<b>then in the field ESRES report</b>
<b>64</b>	shortage cryogenic production equipment	S98
<b>65</b>	area not measured by parent Service direction	SNM
<b>*****The following Reason Codes are for CBRNE reporting only*****</b>		
<b>67</b>	area not measured by parent Service direction	SNM
<b>68</b>	shortage Category 1 individual protective equipment (IPE)	SRA
<b>69</b>	shortage Category 2 detection equipment (DET)	SRB
<b>70</b>	shortage Category 3 decontamination equipment (DEC)	SRC
<b>71</b>	shortage Category 4 IPE	SRD
<b>72</b>	shortage Category 5 radiac equipment (RAD)	SRE
<b>73</b>	shortage Category 6 (MED)	SRF
<b>74</b>	unserviceable/expired Category 1 equipment (mask)	SRG
<b>75</b>	unserviceable/expired Category 2 DET	SRH
<b>76</b>	unserviceable/expired Category 3 DEC	SRI
<b>77</b>	unserviceable/expired Category 4 IPE	SRJ
<b>78</b>	unserviceable/expired Category 5 MED	SRK
<b>79</b>	unserviceable/expired Category 6 CPS	SRL
<b>80</b>	equipment/supplies awaiting critical modification	SRM
<b>81</b>	shortage of support equipment (DECON site support material)	SRN
<b>82</b>	shortage of general supply equipment	SRO
<b>83</b>	shortage of repair parts	SRP
<b>84</b>	NBC equipment incomplete or obsolete	SRQ
<b>85</b>	non-mission capable during recent NBC exercise/evaluation	SRS

**Table 5.2. Reporting Equipment Condition Reason Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the equipment condition measured area is not R-1 and the primary reason is</b>	<b>then in the field ERRES report</b>
<b>1</b>	equipment condition degradation fuel shortage	R00
<b>2</b>	aircraft grounded flight safety	R01
<b>3</b>	aircraft do not meet mobilization requirement	R02
<b>4</b>	not mission capable depot rapid area maintenance	R04
<b>5</b>	not mission capable depot programmed depot maintenance	R05
<b>6</b>	Conversion	R07

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the equipment condition measured area is not R-1 and the primary reason is</b>	<b>then in the field ERRES report</b>
<b>7</b>	damage battle/combat	R09
<b>8</b>	damaged/inoperative aircraft	R11
<b>9</b>	damaged/inoperative countermeasures (electrical/mechanical)	R17
<b>10</b>	damaged/inoperative electronic countermeasures	R18
<b>11</b>	damaged/inoperative electrical power, auxiliary	R19
<b>12</b>	damaged/inoperative electrical power, primary	R20
<b>13</b>	damaged/inoperative equipment	R21
<b>14</b>	damaged/inoperative equipment, communications	R22
<b>15</b>	damaged/inoperative equipment, electrical power or generators	R23
<b>16</b>	damaged/inoperative equipment, engineering	R24
<b>17</b>	damaged/inoperative equipment, fire control	R25
<b>18</b>	damaged/inoperative radar	R31
<b>19</b>	damaged/inoperative system, navigation	R40
<b>20</b>	damaged/inoperative vehicle(s)	R45
<b>21</b>	damaged/inoperative weapon(s)	R46
<b>22</b>	damaged/inoperative RPA ground control system	R47
<b>23</b>	equipment, inspection or checkout	R48
<b>24</b>	equipment, obsolete	R51
<b>25</b>	equipment removal	R52
<b>26</b>	unit re-equipping	R53
<b>27</b>	equipment shortage	R54
<b>28</b>	inspect and repair as necessary aircraft	R55
<b>29</b>	inspection, failed	R56
<b>30</b>	damaged/inoperative RPA long-haul SATCOM	R57
<b>31</b>	insufficient funding	R58
<b>32</b>	maintenance scheduled	R62
<b>33</b>	maintenance unscheduled	R63
<b>34</b>	modification aircraft	R64
<b>35</b>	organization decommissioning/inactivation	R80
<b>36</b>	organization in rotational deployment	R81
<b>37</b>	repair electrical power generating equipment	R88
<b>38</b>	repair lack of tools	R92
<b>39</b>	repair weapons	R94
<b>40</b>	NBC equipment incomplete or obsolete	R95
<b>41</b>	inspect and repair as necessary missile	R96
<b>42</b>	modification missile	R97
<b>43</b>	not mission capable supply missile	R98
<b>44</b>	overhaul missile	R99
<b>45</b>	not mission capable maintenance or supply unscheduled	RAA
<b>46</b>	not mission capable maintenance or supply scheduled	RAB
<b>47</b>	not mission capable maintenance, unscheduled	RAC

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the equipment condition measured area is not R-1 and the primary reason is</b>	<b>then in the field ERRES report</b>
<b>48</b>	not mission capable maintenance, scheduled	RAD
<b>49</b>	not mission capable supply	RAE
<b>50</b>	partial mission capable maintenance or supply	RAF
<b>51</b>	partial mission capable maintenance	RAG
<b>52</b>	partial mission capable supply	RAH
<b>53</b>	shortage suspension equipment	RAL
<b>54</b>	shortage aircraft loaned/bailed	RAN
<b>55</b>	aircraft in storage	RAP
<b>56</b>	aircraft operational loss	RAQ
<b>57</b>	aircraft combat loss	RAR
<b>58</b>	aircraft unable to meet required turnarounds	RAS
<b>59</b>	not mission capable depot major modifications required	RAT
<b>60</b>	shortage aircraft deployed	RAU
<b>61</b>	shortage aircraft possessed versa authorized use	RAV
<b>62</b>	operating below designed specifications	RAW
<b>63</b>	shortage spare engines	RAX
<b>64</b>	aircraft deployed separate Tasking	RAY
<b>65</b>	maintenance in progress, ETIC less than 24 hours	RBA
<b>66</b>	maintenance in progress, ETIC more than 24 hours	RBB
<b>67</b>	awaiting parts ETIC less than 48 hours	RBC
<b>68</b>	awaiting parts ETIC more than 48 hours	RBD
<b>69</b>	area not measured by parent Service direction	RNM

## Chapter 6

### TRAINING MEASURED AREA DATA

**6.1. Training.** Training requirements for assigned personnel will be measured using Method A, Method B (Crew/Team Training), and/or Method C (CAF Training). For all reportable training by unit type, reference the **APAC Training Table** in the AF Tables on the DRRS Homepage, under Documents. ARC units will not count newly assigned personnel toward training calculations until they have completed either technical school (for AFRC units), or Basic Military Training (BMT) plus 12 weeks of federal military service (for ANG units). Regardless of method, if less than T-1, **Table 6.1** is used to determine the reason code entered in TRRES (**T-1**).

**6.2. Method A.** Method A computes training via an aggregated percentage of qualification tasks, or via specific training qualification(s) or event(s). Units may use multiple, different ADSs to calculate their T-Level.

6.2.1. For AFSCs that utilize AFTR or TBA, AF-IT identifies the specified AFSC skill level, then takes the total qualification tasks completed and divides by the total qualification tasks enrolled. This provides an aggregated “percent qualified” for the specific AFSC skill level.

6.2.2. For AFSCs or units tracking training via specific training qualification(s) or event(s) requirement(s) within a sub-area, determine the percentage of assigned personnel trained by: dividing the number trained by the number assigned with that requirement.

6.2.3. For units using an ADS that has specific training events or are tracking manually inputted training events in AF-IT, the following rules will be used:

6.2.3.1. If a single type of training is listed, determine if everyone is required to have it.

6.2.3.1.1. If everyone is required to have the training, use the number of total personnel assigned, up to the number of personnel authorized to the unit, as the number required to be trained.

6.2.3.1.2. If everyone is not required to have the training, use the number of total personnel assigned that require the training.

6.2.4. If a MAJCOM or AFIMSC FAM has a specific manual training requirement, the MAJCOM/AFIMSC FAM will annotate specific requirements in the AF tables on the **APAC Training Table** and submit these changes to the HAF FAM, or lead FAM if there is no HAF FAM, for approval/addition to the tables.

**6.3. Method B: Non-CAF Aircrew Training.**

6.3.1. AF-IT will calculate the number of crews trained and assigned based on data from the Automated Aircrew Management System (AAMS).

6.3.2. For units that do not use AAMS for APAC:

6.3.2.1. Find the number of crews assigned.

6.3.2.1.1. Use AFI 65-503, *Air Force Cost and Planning Factors*, for crew composition unless modified by the MAJCOM because of unique mission requirements.

6.3.2.1.2. To count a crew as assigned, each position must have an assigned crewmember.

6.3.2.2. AFRC units will not count 1-levels (officers and enlisted) toward training calculations (T-1). Those AFRC members will not be counted towards training calculations until they have completed technical school (T-1). Those enlisted members will not be counted until they have been awarded their 3-level (T-1).

6.3.2.3. Aeromedical Evacuation crew authorizations are determined by adding together the number of crews tasked to the unit .

**6.4. Method C: CAF Aviation Training.** Reference **APAC Training Table** in the AF Tables on the DRRS homepage, under Documents, for units using this method and what to report for each packet. Units will use the lowest percentage for the following categories: Basic Mission Capable (BMC), Combat Mission Ready (CMR), SPECAP requirements, and Percent of Mission-Essential Tasks Trained to Standard (T-1).

6.4.1. If RAP is the primary means of articulating the annual training program, CMR will be based on sorties counted towards RAP completion (T-1). For resource reporting purposes, aircrew on probation are not counted as trained. This approach will best capture/tell the story of the health of aircrew training, when aircrew are not consistently flying the minimum sorties, missions, and/or events as directed by their Mission Design Series (MDS) Vol 1s and/or RAP Tasking Memos. If number assigned exceeds number authorized (i.e., identified in the UMD based on PMAI multiplied by crew ratio and by crew complement, if applicable) or other-than-aircrew AFSC training requirements exist, status of training for overages and/or other-than-aircrew AFSCs may be reported by AFSC in another sub-area.

6.4.1.1. Personnel will be considered assigned for CMR training when occupying a CMR billet on the unit's UMD (T-1).

6.4.2. For units that do not use RAP as their training program, CMR will be based on applicable training directives, such as the operational Flying Operations AFI Volume 1s, or as directed by their MAJCOM (T-1).

6.4.3. Units will subjectively assess its progress in completing quarterly/semi-annual/annual training plan requirements (e.g., RAP) and apply the progress assessment toward their overall C-Level (T-1). Units will determine their C-Level rating based on the lowest percentage completion of either RAP primary or secondary mission. If unable to meet the requirements of the training plan, commanders will assess downward the overall C-Level (T-1). When the commander assesses downward the overall C-Level, overall remarks will be prefaced with "TRNG PLAN REQMT" (T-1).

6.4.4. Percent of Mission-Essential Tasks Trained to Standard Method will be calculated by first determining the total number of mission-essential tasks that must be trained to standard. Then for each assigned individual, determine the number of mission-essential tasks with a currency requirement through initial or recurring training as identified in the training directive; the plan identified by the authoritative organization or required by tasked CJCS- or

CCDR-directed OPLANs, Concept Plans (CONPLANs); or Service war planning documents to which the unit is apportioned. This will be based on the RAP tasking message.

6.4.4.1. Add the numbers for each assigned individual to get the total number of mission-essential tasks requiring training.

6.4.4.2. Determine the total number of mission-essential tasks for which assigned individuals are currently qualified, according to authoritative organization training directives and/or plans.

6.4.4.2.1. Add the numbers for each assigned individual to get the total number of mission-essential tasks currently trained.

6.4.4.3. Calculate a Training Percentage. Divide the number of mission-essential tasks currently trained by the number required, multiply the result by 100, and round to the next whole number.

**6.5. Just in Time (JIT) Training.** JIT training (such as CBRNE training, Group B airmen weapons training IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*, and Self Aid Buddy Care) will not be measured in T-Levels. The reasons are as follows: this type of training is usually not scheduled until the unit is either in its AEF window or tasked to deploy. It also typically takes longer than a unit's response time to train the entire unit, which results in a cyclic false negative trend in T-Level. JIT cannot be maintained as typical currency items. Air Force has accepted that risk by implementing waiver guidance within the training AFI(s). CBRNE training will still be measured in the CBDRT IAW **Chapter 7**.

6.5.1. **Chapter 6 Reference Tables** (see next page). Also, see the **APAC Training Table** in the AF Tables found on the DRRS homepage, under Documents.

**Table 6.1. Reporting Training Reason Codes.**

Rule	A	B
	If the primary reason that the training measured resource area is not T-1 is:	then in the field TRRES report:
1	inadequate - school quotas	T05
2	inadequate - training ammunition	T07
3	inadequate - training areas	T08
4	incomplete - exercise/inspections	T09
5	incomplete - firing/proficiency tests	T10
6	insufficient - crews not category 1	T11
7	insufficient – funding	T15
8	insufficient - pilots not category 1	T17
9	insufficient - type training time	T18
10	inspection - failed initial certification	T19
11	inspection - failed re-certification	T20
12	operational commitments	T23

Rule	A	B
	<b>If the primary reason that the training measured resource area is not T-1 is:</b>	<b>then in the field TRRES report:</b>
13	organization activating	T24
14	organization decommissioning/inactivating	T25
15	organization in rotational deployment	T26
16	personnel turnover excessive	T28
17	shortage - equipment	T31
18	shortage - instructor	T32
19	shortage - instructor pilot/aircrew	T33
20	shortage - personnel	T37
21	tests - unsatisfactory C-Level	T40
22	training incomplete	T41
23	training incomplete - mobility	T50
24	training incomplete - teams	T56
25	training incomplete - fuel shortage	T57
26	insufficient - flight hours	T68
27	crews deployed separate tasking	T69
28	training incomplete - lack of aerial combat tactics	T70
29	insufficient crews not category 1: enlisted aircrew members, loadmasters, flight engineers	T71
30	degraded on-the-job training progression	T72
31	training incomplete - hazardous cargo certifiers	T73
32	training incomplete - material handling equipment operators	T74
33	shortage - forward air controllers on aircrew duty	T75
34	shortage - terminal attack controllers on tactical air control party duty	T76
35	shortage - weapons controllers	T77
36	shortage - weapons technicians	T78
37	training degraded - inadequate special use airspace, warning areas	T79
38	training degraded - inadequate special use airspace, restricted areas	T80
39	training degraded - inadequate military training routes	T81
40	training degraded - inadequate special use airspace, military operations	T82
41	training degraded - inadequate supersonic airspace	T83
42	area not measured by parent Service direction	TNM
<b>*****The following Reason Codes are for CBRNE reporting only*****</b>		

<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If the primary reason that the training measured resource area is not T-1 is:</b>	<b>then in the field TRRES report:</b>
<b>44</b>	insufficient individual protective/survival measures training	TNA
<b>45</b>	insufficient unit mission oriented task training	TNB
<b>46</b>	insufficient NBC team training	TNC
<b>47</b>	insufficient NBC officer/specialist training	TND
<b>48</b>	insufficient MOPP condition training	TNE
<b>49</b>	insufficient personnel completing the mask confidence exercise	TNF
<b>50</b>	shortage of training devices/assets	TNG
<b>51</b>	shortage of trained NBC team members	TNH
<b>52</b>	personnel shortage - NBC defense officer	TNI
<b>53</b>	personnel shortage - NBC defense specialist	TNJ
<b>54</b>	non-mission capable during recent NBC exercise/evaluation	TNK
<b>55</b>	environmental restrictions on training	TNL
<b>56</b>	area not measured by parent Service direction	TNM
<b>57</b>	high temperature training restrictions	TNN
<b>58</b>	inadequate training ammunition - CS capsules/grenades	TNO
<b>59</b>	inadequate school quotas	TNP
<b>60</b>	new equipment - training not received	TNQ
<b>61</b>	CBRNE defense training not received	TNR
<b>62</b>	CBRNE Defense task qualification training (TQT) not received	TNS

## Chapter 7

### CHEMICAL BIOLOGICAL DEFENSE READINESS TRAINING (CBDRT) REPORT

**7.1. CBDRT C-Level.** AF measured units who have personnel required to maintain currency in CBDRT (e.g., Strike, Mobility, and Command and Control Intelligence Surveillance and Reconnaissance (C2ISR) AEF teams) or who maintain CBDRT equipment (e.g., Logistics Readiness Squadron (LRS) and Operational Support Squadron (OSS)) will report the status of CBDRT (**T-0**). The CBDRT is used to assess the unit's ability to perform the mission(s) for which the unit was organized or designed under chemical or biological conditions. The CBDRT includes an overall CBDRT C-Level, based on the worse of two measured areas: CBDRT Equipment and Supplies On-hand (**S-Level**) and CBDRT (T-Level). The CBDRT C-Level is listed in AF-IT, and if less than C-1, a reason is listed in the CBDREASN remark field. The applicable reason code from **Table 7.3** will be listed in the CBDREASN field.

**7.2. CBDRT S-Level.** Reportable CBRNE defense/response equipment and supplies are listed in the CBDRT Equipment Table found in AF Tables on the DRRS homepage, under Documents. The applicable reason code from **Table 7.3** is listed in the CBDREASN field. If a unit has no requirement for equipment within a subarea, then "0" is entered.

**7.3. CBDRT T-Level.** Reportable CBRNE defense/response training is listed in the **CBDRT Table** found in AF Tables on the DRRS homepage, under Documents. The T-Level is entered in the CBDTRRAT field, and if less than T-1, a reason is listed in the CBDTRRES remark field. The applicable reason code from **Table 7.3** is listed in CBDREASN field.

**Table 7.1. Changing CBDRT Equipment and Supplies Percentage into S-Level.**

R U L E	A	B
	<b>If the lowest of the CBDRT Equipment and Supplies percentage is in the range from</b>	<b>then CBDESRA will be</b>
<b>1</b>	90 to 100	S-1
<b>2</b>	80 to 89	S-2
<b>3</b>	65 to 79	S-3
<b>4</b>	0 to 64	S-4

**Table 7.2. Changing CBDRT Training Percentage into T-Level.**

R U L E	A	B
	<b>If the Training percentage is in the range from</b>	<b>then CBDTRRAT will be</b>
<b>1</b>	85 to 100	T-1
<b>2</b>	70 to 84	T-2
<b>3</b>	55 to 69	T-3
<b>4</b>	0 to 54	T-4

**Table 7.3. REASN Codes for CBDRT.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the overall CBRNE C level is</b>	<b>then the REASN code is</b>
<b>1</b>	Less than C-1 and the reason most effecting C level is CBRNE Equipment and Supplies	S
<b>2</b>	Less than C-1 and the reason most effecting C level is CBRNE Individual or Unit Training	T
<b>3</b>	C-5 and a resource area is reported as P-/S-/R-/T-6	N
<b>4</b>	Not Reported by the Unit	N

## Chapter 8

### CAPABILITY READINESS

**8.1. General Rules.** Capability Readiness reporting assesses the unit's ability to execute the unit's designed mission. It is coupled with information gleaned from the Resource Readiness Assessment to provide a complete assessment of the unit's capability and capacity to perform. Capability Readiness Assessments require close integration of OPLANs, Concept of Operations (CONOPS), training, evaluations, inspections, exercises, and SMEs responsible for different aspects of a unit's readiness. The MET OPRs draw on their expertise, and the unit's ability to perform the task when making mission assessments. Commanders will use the mission assessments along with the results of training, evaluations, inspections, exercises, their Resource Readiness Assessment, and ART reports to support their Capability Readiness Assessment **(T-1)**. 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 DRRS with Capability Readiness Assessments to validate Air Force and Joint training, and indicate unit task/mission readiness.

**8.2. Task Readiness Assessments.** Commanders are responsible for assessing their unit's ability to accomplish the tasks to prescribed performance standards under specified conditions. This assessment should be based upon observed performance, resource availability, 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, type of exercise, size, unit personnel changeover, experience, etc. The ultimate authority is the unit commander **(T-1)**.

8.2.1. All assessments will be documented in accordance with the following definitions **(T-0)**:

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

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

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

8.2.1.4. Anticipated change date in DRRS defaults to 30 days into the future. Units will change the default date to the date they anticipate a change in their rating **(T-0)**.

8.2.1.4.1. If a unit is reporting "Y" and there is no anticipated change over the next 12-month period, the anticipated change date will be 12 months from the current report date **(T-1)**.

8.2.2. Commanders will assess a current status and an anticipated status **(T-1)**.

8.2.3. Remarks are mandatory whenever a "Qualified Yes" or "No" assessment is used, or a "Yes" assessment on any task is used when guidelines would indicate a "Qualified Yes" or

"No" (T-0). A remark is also required when the unit's Resource assessment and Capability assessment do not align per **Paragraph 8.8 (T-1)**.

**8.3. Staff Supporting Tasks, Subordinate Unit Tasks, and Command-Linked Tasks.** 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.

8.3.1. 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 (T-0). 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).

8.3.2. A subordinate unit task is performed by organizations below the linking task owner and in the same chain of command. The task 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, then higher headquarters coordinates with the subordinate unit's headquarters to determine how to identify the required support.

8.3.3. A command-linked task is performed by organizations external to the task owner's chain of command. The task 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/agency to identify the required support.

8.3.3.1. Command linking will be performed when the capabilities of a unit depend largely on the capabilities of a supporting unit (e.g., an operational unit linking to maintenance, logistics, and operational support) (T-1). Command linking can be made at different levels provided both organizations agree and the linking is coordinated.

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

8.3.4.1. "Yes" (Y/Green): If the majority (51 percent) 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."

8.3.4.2. "Qualified Yes" (Q/Yellow): If the majority (51 percent) 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."

8.3.4.3. "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 Capability Readiness Assessment to 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 taken (T-1).

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

**8.4. Mission Assessment Categories.** All measured units will assess a Core METL to include associated tasks, standards, and conditions as written in the AFUTL METL template, unless the MAJCOM or AFIMSC FAM approves deviation (**T-0**). METLs provide the means for a commander to assess the organization's ability to conduct their designed and assigned mission(s). The assessment of resources informs Capability Readiness Assessments; commanders will consider their Resource assessment in their assessment of their Core METL and mission(s) (**T-1**). Additionally, assessments will be directly informed by the readiness assessments of supporting units whose assistance is needed to provide the unit's capability (**T-1**). For example, an aviation operations unit could base their core capability assessment on their own resources and the resources of their associated aircraft maintenance squadron, operations support squadron, etc. There are three categories of mission assessments that are used to reflect the unit's capabilities: Core, Named Operations, and Top Priority Plans (Level 4). The Core category relates to the unit's designed mission, while the Named Operations and Top Priority Plans categories relate to the assigned missions of the unit. Capability Readiness Assessments inform both Joint and Air Force organizations, and provide commanders readiness information and status.

8.4.1. Core METL. A Core METL consists of the fundamental capabilities for which a unit was organized and designed. AF/A3OR maintains a standardized list of Core METL by unit type. Core METLs are part of the AFUTL document and can be accessed on the AF/A3OR SIPR website. All measured units will assess a Core METL (**T-0**). Commanders will consider the unit's assigned resources as reported in the Resource Readiness Assessment when assessing the METs for the Core METL (**T-0**).

8.4.1.1. Augmenting Core METL. Use the Core METL within the latest approved AFUTL (**T-0**).

8.4.1.1.1. Special cases: units with excess capabilities from the Core METL and units with fewer capabilities than the Core METL. In these cases, the MAJCOM, in coordination with the MAJCOM/AFIMSC FAM, will authorize the unit to add or delete specific tasks and/or task performance standards to the unit's Core METL (**T-0**). The MAJCOM Readiness Office will keep documentation of the Core METL modifications, to include original date of approval and coordination with the appropriate FAM (HAF, MAJCOM, or AFIMSC) (**T-1**).

8.4.1.2. If the AFUTL does not contain a Core METL for a unit, then the unit will notify its MAJCOM Readiness Office (**T-0**). The MAJCOM Readiness Office will notify AF/A3OR, who will determine the appropriate FAM (HAF, MAJCOM, or AFIMSC) to develop a Core METL (**T-0**).

8.4.1.3. If a unit commander believes the unit's AF standard Core METL should be updated, the commander will contact the Wing Readiness POC to notify the MAJCOM Readiness Office who will coordinate with AF/A3OR (**T-0**).

8.4.2. Named Operations METL. Named Operations are designated by the President, Secretary of Defense, and/or Joint Chiefs of Staff (e.g., Operation ENDURING FREEDOM and Operation NOBLE EAGLE (ONE)). Measured units will assess a Named Operation

METL for a full or partial unit deployment (**T-0**). However, units will only report against a Named Operation(s) if 5% or more of the unit is preparing to deploy or is deployed (**T-1**). Reporting is required no later than 120 calendar days prior to the deployment or upon receipt of an appropriate order (e.g., PTDO, DEPORD) (**T-1**). Named Operation reporting continues until redeployment or release from orders for the assigned mission (**T-1**). While a Named Operation normally requires a unit to deploy away from its home station, Named Operation requirements can also apply to assigned missions executed at 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 (**T-1**). 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 Mission Assessment. If a unit has resources preparing for a specific Named Operation in addition to other resources already deployed for the same Named Operation, the unit will assess the deployed assets, accompanied by commander's remarks to show an assessment(s) of the resources preparing to deploy (**T-1**).

8.4.2.1. Named Operation assessments will include a description of the level of effort the unit is providing in support of the Named Operation tasking (**T-1**). Commanders should consider describing the deployment location, deployment duration, number of personnel and equipment deployed, and any special requirements associated with the deployment.

8.4.3. Top Priority Plans METs. Top Priority Plan assessments are only required for Level 4 plans, designated in the Joint Strategic Capabilities Plan. Any unit assigned or sourced to a Level 4 plan will assess their ability to provide capabilities tasked in the plan, and to execute the plan (**T-0**). Reporting of the Top Priority Plan continues until released from the Level 4 plan (**T-1**).

8.4.3.1. When assessing Top Priority Plans, units will assess deployed assets (or those already committed/engaged at home station) as unavailable (e.g., unit personnel and aircraft supporting ONE from home station would be unavailable for a Top Priority Plan mission assessment) (**T-1**). If a Top Priority Plan mission assessment is degraded (i.e., "Q" or "N") due in part or in full to deployed assets, then commanders will clearly annotate the degradation reason in the Top Priority Plan remark (**T-0**). The remark allows personnel to review the unit's Core mission assessment to understand its overall readiness picture. Resources at exercises or training events will be counted as available (**T-0**).

8.4.3.2. Top Priority Plans readiness reporting will be based on "Planning factors" only (**T-1**). Per CJCSM 3130.03, *Adaptive Planning and Execution (APEX) Planning Formats and Guidance*, contingency sourced forces (in Level 4 Plans) are specific forces identified by actual unit name and UIC by the Joint Force Providers, which are assisted by their Service components and parent Services that meet the planning requirement at a specified time. There should be no expectation that the contingency sourced forces will be the actual forces sourced for execution, since the forces identified are based on planning guidance and assumptions.

8.4.3.3. In addition, if the Level 4 plan is sourced through “Preferred Force,” per CJCSM 3130.03, the preferred force identification is used in the entire planning process from strategic guidance through plan assessment. Preferred forces are specific forces identified by the supported combatant commander in order to assess risk, sustainment and transportation planning, and continued employment. Mission assessments will be based on “Planning factors” only.

8.4.4. A Named Operation or Top Priority Plan mission assessment will not necessarily correlate with a unit’s Core mission assessment (reference [Table 8.1](#)). Commanders must analyze the mission orders, or OPLAN tasking requirements, then specify the METs in the unit’s Core METL that will be assessed as part of the Named Operation or Top Priority Plan METL (**T-0**). The Wing Readiness POC will assist units, as required (**T-3**). 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 or Top Priority Plan METL. More information regarding METL development can be found in the AFUTL document.

8.4.4.1. Table 8.1 shows how Core METs are associated with capabilities supporting the CCDR. A MET can be assessed differently in each instance.

**Table 8.1. Core, Named Op, and Top Priority Plan METL Correlation**

	Core	Named Op	Top Priority
<b>MET 1</b>	X		X
<b>MET 2</b>	X	X	
<b>MET 3</b>	X	X	
<b>MET 4</b>	X		
<b>MET 5</b>	X	X	X

**8.5. Capability Readiness Assessments.** Capability Readiness Assessments will be based on the "Yes," "Qualified Yes," or "No" definitions, but will also consider the mission as a whole to include Resource Readiness Assessments. As such, Capability Readiness Assessments will reflect the commander’s military experience and judgment on all the tasks, MET assessments, and factors affecting the unit’s ability to meet mission requirements. Comments will be written to allow for ease of understanding by all consumers of AF Readiness data (e.g., OSD, Joint Staff, Combatant Commands) (**T-0**).

8.5.1. The following guidelines will be used to ensure consistent Capability Readiness Assessments:

8.5.1.1. “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” (**T-0**).

8.5.1.2. “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 Capability Readiness Assessment should be “Qualified Yes” (**T-0**).

8.5.1.3. “No” (N/Red): If any of the METs are assessed as “No,” then the commander must make a judgment if the mission objectives can still be accomplished. If the commander makes a subjective upgrade for an overall Capability Readiness Assessment to 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 taken (T-0).

8.5.2. Commanders will assess current status, and a projected status (include forecasted change, date, and Mission Assessment levels) for each METL assessed (T-0).

8.5.3. Remarks are mandatory whenever a "Qualified Yes" or "No" assessment is used (T-0). Remarks are also mandatory when a "Yes" assessment is made when the unit's ART and/or Resource Readiness Assessment indicates degraded readiness due to lack of resources or training (T-0).

8.5.4. The "Yes", "Qualified Yes", and "No" guidelines should guide the Capability Readiness Assessment decision; however, they are not a substitute for commander judgment and experience.

**8.6. Preparing Narrative Comments.** Comments 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."

8.6.1. When "Q" or "N" assessments are made, comments for tasks will be formatted to include: Issue, Impact, Fix, and GWD (T-1). In addition, if MAJCOMs/NAFs, etc. use the "Top Concerns" tab in DRRS follow this guidance for the comments (T-2):

8.6.1.1. Issue (Concern/Shortfall): Provide a thorough explanation of the issue using layman's terms. If the issue is resource-centric (e.g., lack of equipment on-hand), include the comment date and provide appropriate details, such as part numbers, NSNs, nomenclature, quantity authorized, quantity on-hand, quantity on-order, and expected delivery date.

8.6.1.2. Impact: Describe the mission impact using layman's terms, providing a risk assessment when appropriate.

8.6.1.3. Fix (Mitigation/Solution, Way Ahead, Recommendation): Identify 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/AFIMSC actions taken to resolve shortfalls.

8.6.1.4. GWD: Using the date from the "Anticipated Change" section of the task or Mission Assessment as a reference, provide a realistic GWD for each comment.

8.6.1.4. (USAFE) 1 (Added) Remark will specify to what rating the GWD refers (for example: "GWD: 'Yes' on 010615", or "GWD: 'Qualified Yes' on 011217").

8.6.2. Use comments to provide supporting information concerning unit assessments.

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

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

8.6.3.2. To eliminate confusion by DRRS customers, abbreviations will not be used, and acronyms must be spelled out once in each comment.

8.6.3.3. Provide the classification for each comment, and ensure every paragraph is marked.

**8.7. Direction For Units With A Mission Change.** When a unit is transitioning to another mission, the MAJCOM/AFIMSC FAM/Readiness Office will direct when the unit may load the new Core METL, but no later than the unit being removed from C-5 status in their Resource assessment (**T-0**). Core METL will be developed and coordinated in advance, if possible, by the POC listed in FAM POC listing in Functional Area Manager CoP and included in the AFUTL by AF/A3OR (**T-0**). If a POC is not identified in the FAM POC listing, then AF/A3OR will assign a POC to develop the METL.

**8.8. Alignment.** Unit commanders will provide an explanatory remark, under Mission Assessment, in their Capability Readiness Assessment if their Core mission assessment and overall C-Level rating do not align per **Figure 8.1 (T-1)**. **Figure 8.1** will be used to determine when remarks are required in a Capability Readiness Assessments; it does not dictate mandatory ratings for Capability or Resource Readiness Assessments (**T-1**).

**Figure 8.1. Alignment of Resource and Capability Assessment Ratings**

C-1	C-2	C-3	C-4	C-5
Y	Q		N	

8.8.1. The commander will determine if the unit can accomplish the Core METL with the available resources (**T-1**).

8.8.1.1. If the unit cannot accomplish the Core METL, the Capability assessment should be “No” and the commander will provide detailed remarks explaining why the unit cannot accomplish the designed mission—specifically addressing why possessed resources are insufficient to accomplish the Core METL (**T-1**).

8.8.1.2. If the unit can accomplish the CORE METL, the commander will decide if the unit is capable of executing the METL to the level-of-capability the unit is organized to provide (**T-1**).

8.8.1.2.1. If the unit can provide the full organized capability, the Capability assessment should be “Yes.”

8.8.1.2.2. If the unit cannot provide the full organized capability, but it can provide the majority of the organized capability, “Qualified Yes” should be reported explaining the impact of resource shortfalls. Commanders will specifically address how the resource shortfalls impact the unit’s Capability assessment and address actions that are underway to correct the shortfalls or actions that are required to resolve shortfalls (**T-1**).

## Chapter 9

### METL GUIDANCE

#### 9.1. NAF and MAJCOM Capability Readiness Assessments.

9.1.1. MAJCOMs and NAFs (with support from AFIMSC, as applicable) will assess a Core METL that covers their organize, train, and equip (OT&E) role (**T-0**).

9.1.2. AF Component Headquarters and/or AF Forces (AFFOR) assigned as the Component MAJCOM or Component Numbered AF (C-MAJCOMs and C-NAFs) will develop a Core METL, derived from CCMD Joint Mission Essential Task Lists (JMETLs), that includes the task(s) the Air Force provides in support of the CCMD JMETL (**T-0**). Components will conduct a mission analysis of the capabilities the Air Force provides to the CCMD and develop/report a mission assessment for Named Operation(s) and Top Priority Plan(s) (**T-0**). A component may use all or a portion of the tasks in the Core METL as a basis for the Named Operation(s) or Top Priority Plan(s) mission assessments. Task(s) conditions and standards should be tailored to the specific Named Operation or Top Priority Plan. These METLs generally consist of tasks at the Operational or Strategic Theater level, but can include tasks at other levels if necessary.

9.1.3. The AFUTL Core METL document (on AF/A3OR SIPR website) and CJCSM 3500.03, *Joint Training Manual for the Armed Forces of the United States*, contain guidance which can be applied to AF component and/or AFFOR, NAF, and MAJCOM METL building.

#### 9.2. Installation METL.

9.2.1. The Installation METL contains five METs: Airfield Operations; Munitions Supply, Storage, and Distribution; Petroleum, Oil, and Lubricants (POL); Provide Contingency Billeting; and Range Operations. Installations must submit a report annually or within 72 hours of a change as outlined below:

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

9.2.1.2. New encroachment concerns or environmental impacts.

9.2.1.3. Natural disasters affecting installation operations.

9.2.1.4. Legislative changes impacting training capability.

9.2.2. Do not assess tasks an installation does not perform. In these cases, the installation’s designated agent (see **Paragraph 9.2.3**) 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 (**T-0**).

9.2.3. 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 under the installation’s UIC (i.e., do not use the host wing’s UIC) registered in DRRS, listed in the AF Tables under the Installation UIC tab (**T-1**).

9.2.3.1. Commanders will assess the ability of the installation to accomplish assigned tasks to standard(s) under specified conditions as documented in the AFUTL (T-0). The AFUTL can be accessed on the AF/A3OR SIPR website. These assessments should be informed by performance measures, resource availability, and military experience/judgment.

9.2.4. Installations with organizations assigned to multiple MAJCOMs: Each organization will assess the capabilities they provide (T-1). The lead organization (i.e., base host) with assistance from AFIMSC will make an overall assessment for the base (T-1).

9.2.5. For Joint Bases, AF wings/groups that are not the lead Service will only assess the capabilities they provide (T-1). Joint Bases that are hosted by the Air Force will be assessed by the agent as appointed by the Wing Commander (see **Paragraph 9.2.3**) (T-1).

**9.3. METL Development.** See the AFUTL for additional information about MET/METL development. The AFUTL can be accessed on the AF/A3OR SIPR website. The METL will be developed and coordinated in advance, if possible, by the POC listed in FAM POC listing in Functional Area Manager CoP and included in the AFUTL by AF/A3OR (T-0). If a POC is not identified in the FAM POC listing, then AF/A3OR will assign a POC to develop the METL. POCs are usually the FAM from the MAJCOM or AFIMSC, designated as the lead command or the appropriate HAF FAM. For multifunctional units (e.g., OSS, LRS), 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.

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

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AFI 65-503, *US Air Force Cost and Planning Factors*, 4 February 1994

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AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

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### ***Adopted Forms***

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

**AAMS**—Automated Aircrew Management System

**ACC**—Air Combat Command

**ACES**—Automated Civil Engineer System

**AD**—Active Duty

**ADCON**—Administrative Control

**ADS**—Authoritative Data Source

**A/E**—Air Evacuation

**AEF**—Air Expeditionary Force

**ART**—AEF Reporting Tool

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFEMS**—Air Force Equipment Management System  
**AFFOR**—Air Force Forces  
**AFGSC**—Air Force Global Strike Command  
**AFI**—Air Force Instruction  
**AFIMSC**—Air Force Installation & Mission Support Center  
**AF-IT**—Air Force Input Tool  
**AFMAN**—Air Force Manual  
**AFOSI**—Air Force Office of Special Investigations  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFRR**—Air Force Readiness Reporting course  
**AFSC**—Air Force specialty code  
**AFSPC**—Air Force Space Command  
**AFTR**—Air Force Training Record  
**AFUTL**—Air Force Universal Task List  
**A-Level**—Assigned Level  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOR**—Area of Responsibility  
**APAC**—Auto Populate-Auto Calculate  
**ARC**—Air Force Reserve Component  
**ARMS**—Aviation Resource Management System  
**AS**—Allowance Standard  
**BMC**—Basic Mission Capable  
**BMT**—Basic Military Training  
**C-1X**—Assessed Overall C-Level  
**C2ISR**—Command and Control Intelligence Surveillance and Reconnaissance  
**CADAT**—Forecast Date of Change  
**CAF**—Combat Air Force  
**CARAT**—Forecast Change Rating

**CBDRT**—Chemical, Biological, Defense Readiness Training  
**CBRNE**—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive  
**CCDR**—Combatant Commander  
**CCMD**—Combatant Command  
**CFR**—Code of Federal Regulations  
**CFL**—Core Function Lead  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CJCSM**—Chairman of the Joint Chiefs of Staff Manual  
**C-Level**—Category Level  
**CMR**—Combat Mission Ready  
**CONOPS**—Concept Operations  
**CONPLAN**—Concept Plan  
**COP**—Community of Practice  
**CPASG**—Critical Personnel Assigned  
**CPAUR**—Critical Personnel Authorized  
**CPAVL**—Critical Personnel Available  
**CPS**—Collection Protection  
**CSAF**—Chief of Staff, United States Air Force  
**CUS**—Current Unit Status  
**DAV**—Deployment Availability  
**DCPDS**—Defense Civilian Personnel Data System  
**DDMMYY**—Day, Month And Year  
**DECON**—Decontamination  
**DEPORD**—Deployment Order  
**DET**—Detachment  
**DISA**—Defense Information Systems Agency  
**DLC**—Duty Limiting Condition  
**DOC**—Designed Operational Capability  
**DoD**—Department of Defense  
**DRRS**—Defense Readiness Reporting System  
**DRU**—Direct Reporting Unit

**EAE**—Equipment Accountability Element

**EOD**—Explosive Ordnance Disposal

**EQRED**—Equipment Condition Support Equipment Percentage

**EQREE**—Equipment Condition Combat Essential Equipment Percentage

**EQSEE**—Equipment And Supplies On-Hand Resource Area For Combat Essential Equipment Percentage

**EQSSE**—Equipment And Supplies On-Hand Resource Area For Support Equipment Percentage

**ERRAT**—Equipment Condition Resource Area Category Level

**ERRC**—Expendability, Recoverability, Reparability Code

**ERREF**—Primary Reason Equipment Condition Category Subarea Not C-1

**ERRES**—Primary Reason Equipment Condition Category Level Not C-1

**ESRAT**—Equipment And Supplies On-Hand Resource Area Category Level

**ESRES**—Primary Reason Equipment And Supplies On-Hand Not C-1

**ETIC**—Estimated Time In Commission

**EXORD**—Execute Order

**FAM**—Functional Area Manager

**FOA**—Field Operating Agency

**FSS**—Force Support Squadron

**GAO**—Government Accountability Office

**G-Series**—Command Order

**GSORTS**—Global Status of Resource and Training System

**GSU**—Geographically Separated Unit

**GTU**—Global Transportation Unit

**GWD**—Get-Well Date

**HAF**—Headquarters Air Force

**HHQ**—Higher Headquarters

**IAW**—In Accordance With

**IDRC**—Installation Deployment Readiness Cell

**IG**—Inspector General

**ILS-S**—Integrated Logistics System-Supply

**IMR**—Individual Medical Readiness

**IPE**—Individual Protective Equipment

**IRSP**—In-Place Readiness Spares Package

**JCS**—Joint Chiefs of Staff

**JIT**—Just In Time

**JOPEs**—Joint Operation Planning and Execution System

**JFRR**—Joint Force Readiness Review

**JMETL**—Joint Mission Essential Task List

**JS**—Joint Staff

**LIM**—Category Level Limitation

**LIMFAC**—Limiting Factor

**LIMS-EV**—Logistics Installations and Mission Support – Enterprise View

**LRS**—Logistics Readiness Squadron

**MAF**—Mobility Air Forces

**MAJCOM**—Major Command

**MAJOR**—Major Unit Indicator

**MDS**—Mission-Design-Series

**MED**—Medical Countermeasures

**MET**—Mission Essential Task

**METL**—Mission Essential Task List

**MilPDS**—Military Personnel Data System

**MOPP**—Mission Oriented Protective Posture

**MPES**—Manpower Programming And Execution System

**MRA**—Mission Ready And Available

**MRDSS**—Medical Readiness Decision Support System

**MRSP**—Mobility Readiness Spares Package

**MTF**—Medical Treatment Facility

**NAF**—Numbered Air Force

**NBC**—Nuclear, Biological, and Chemical

**NMCC**—National Military Command Center

**NSI**—Nuclear Surety Inspection

**NSN**—National Stock Number

**OCC**—Occupational Classification Code

**OIG-DOD**—Office of the Inspector General of the Department of Defense

**O/H**—On-Hand

**OL**—Operating Location  
**OPCON**—Operational Control  
**OPLAN**—Operation Plan  
**OPM**—Office of Personnel Management  
**OPORD**—Operation Order  
**OPR**—Office Of Primary Responsibility  
**ORGLOCN**—General Status Organization and Location  
**OSD**—Office of the Secretary of Defense  
**OSS**—Operations Support Squadron  
**PACAF**—Pacific Air Forces  
**PAI**—Primary Aircraft Inventory  
**PAS**—Personnel Accounting Symbol  
**PCA**—Permanent Change Of Assignment  
**PCS**—Permanent Change of Station  
**PCTEF**—Percent Effective  
**PDM**—Programmed Depot Maintenance  
**PERSTREN**—Personnel Strength Status  
**PERTP**—Total Personnel Percentage  
**PERTC**—Critical Personnel Percentage  
**PEX**—Patriot Excalibur  
**P-Level**—Personnel Category Level  
**PLANSTATUS**—Status of Plans  
**POC**—Point of Contact  
**POL**—Petroleum, Oil and Lubricants  
**PRC**—Primary Reason Code Or Personnel Reason Code  
**PRRES**—Primary Reason Measured Resource Area Level For Personnel Not C-1  
**PTDO**—Prepare To Deploy Order  
**QRRC**—Quarterly Readiness Report To Congress  
**RADIAC**—Radiation, Detection, Indication And Computation  
**RAP**—Ready Aircrew Program  
**READY**—Current Overall Category Level  
**REASN**—Overall Reason Organization Is Not C-1

**RegAF**—Regular Air Force  
**RIC**—Resource Identification Code  
**R-Level**—Equipment Condition Level  
**RLIM**—Reason For Category Level Limitation  
**RPA**—Remotely Piloted Aircraft  
**RPTNORG**—Reporting Organization  
**SATCOM**—Satellite Communication  
**SECAF**—Secretary of the Air Force  
**SECDEF**—Secretary of Defense  
**SECRN**—Secondary Reason Organization Not C-1  
**SIPR/SIPRNET**—SECRET Internet Protocol Router Network  
**S-Level**—Equipment And Supplies On-Hand Category Level  
**SME**—Subject Matter Expert  
**SMCC**—Special Mission Capability Code  
**SORTS**—Status of Resources and Training System  
**SPECAP**—Special Capability  
**TBA**—Training Business Area  
**TCRAS**—Trained Personnel Assigned  
**TCRAV**—Trained Personnel Available  
**TCTO**—Time Compliance Technical Order  
**TDY**—Temporary Duty  
**TERRN**—Tertiary Reason Organization Not C-1  
**TFI**—Total Force Integration  
**TFIA**—Total Force Integration Association  
**T-Level**—Training Category Level  
**TPASG**—Total Personnel Assigned  
**TPAUTH**—Total Personnel Authorized  
**TPAVL**—Total Personnel Available  
**TQT**—Time Qualification Training  
**TRRAT**—Training Measured Resource Area  
**TRRES**—Primary Reason Training Resource Area Not C-1  
**TRUTC**—Training Measured Area Percentage

**UA**—Unit Administrator  
**UC**—Unit Commander  
**UDC**—Unit Descriptor Code  
**UEI**—Unit Effectiveness Inspection  
**UIC**—Unit Identification Code  
**UJTL**—Universal Joint Task List  
**UMD**—Unit Manning Document  
**US**—United States  
**USAF**—United States Air Force  
**USAFE**—United States Air Forces in Europe  
**USC**—United States Code  
**UTA**—UTC Availability  
**UTC**—Unit Type Code  
**UU**—Unit User  
**WMP**—War and Mobilization Plan  
**WRM**—War Reserve Materiel  
**WRE**—War Reserve Engine  
**(Added-USAFE) WSA**—Wing Staff Agency  
**WX**—Weather

### *Terms*

**Administrative Control (ADCON)**—Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services, and other matters not included in operational missions of the subordinate or other organizations.

**Air Force Equipment Management System (AFEMS)**— A system used to manage equipment across the Air Force.

**Allowance Standard (AS)**—An equipment allowance document that prescribes basic allowances for organizational equipment, and provides the control to develop, revise, or change equipment authorization inventory data.

**Assigned Aircraft**—Aircraft allocated to a unit by serial number on an assignment order according to aerospace vehicle distribution directives.

**Assigned Crews**—The number of personnel who have signed into the measured unit, and who are or who will become part of a primary duty crew. The squadron commander and operations officer can be counted as assigned for C-Level reporting.

**Assigned Personnel**—All US military, DoD civilian, and Foreign National personnel are considered available to a unit regardless of AFSC, skill level or grade as long as they are not in excess to the requirements of AFSC, skill level, grade, or authorized personnel restrictions.

**Authorized Personnel**—Personnel authorized to a measured unit based on the funded authorizations in MPES.

**Available Equipment**—Equipment availability depends on unit mission according to the following:

**Available Equipment 1**—Units with a generation mission may count possessed equipment on temporary deployment as available if the equipment can be returned to the measured unit and prepared for employment within the unit's response time.

**Available Equipment 2**—Units with a mobility mission may count possessed equipment as available regardless of location if it can be configured and packaged for deployment within the unit's response time.

**Authoritative Data Source (ADS)**—Databases that provide unit resource (personnel and equipment) authorizations, personnel assignment and duty status data, equipment possession and condition data, and training data for the unit.

**Available Personnel**—Personnel who can be physically present and ready to accomplish the mission(s) within the unit response time. Additionally, the unit commander determines availability if DAV codes apply, reference AFI 10-403, *Deployment Planning*.

**Basic Mission Capable (BMC)**—The status of a crew who has satisfactorily completed Initial Qualification Training (IQT) prescribed to be fully qualified to perform the basic unit operational missions, but does not maintain CMR status.

**Category Levels (C-Levels)**—A five-point scale showing the degree to which a unit meets standards within the four measured areas.

**Combat Air Forces (CAF)**—Air Force units designed to and usually tasked to employ ordnance on targets. These units include: Fighter, Bomber, Missile (ICBM), and Special Operations. Commands that are members of the CAF are ACC, AETC, AFGSC, AFRC, AFSOC, AFSPC, ANG, PACAF, and USAFE.

**Combat Essential Equipment**—One of two major categories of equipment in Resource assessments. It includes the primary weapon systems or service-designated items of equipment assigned to a unit to undertake its specified wartime mission.

**Combat Mission Ready (CMR)**—The status of a crewmember, who has satisfactorily completed Mission Qualification Training (MQT), prescribed to be fully qualified to perform the basic unit operational missions, and maintains qualification and proficiency in these missions.

**Combat Service Support Units**—Forces whose primary mission is to provide essential capabilities, functions, activities, and tasks necessary to sustain all elements of combat and combat support forces at all levels of war. Includes, but not limited to, Mission Support, Force Support, Contracting, Wing Staff Agencies, Comptroller, and select FOAs providing reach back support (e.g., AF Flight Standards Agency (AFFSA) and AF Operations Group (AFOG)).

**Combat Support Units**—Forces whose primary mission is to provide combat support to combat forces, and is a part or prepared to become a part of a theater, command, or task force, formed

for combat operations (e.g., munitions, maintenance, intelligence, weather, medical, and communications). Includes, but not limited to, Airlift, Refueling, Aircraft Maintenance, Munitions, Security Forces, Rescue (Aviation), Numbered AF, Air Operations, Air Control, Weather, Space (Operations, Communications, Reconnaissance, etc.), Cyberspace Operations (DoD Information Network (DoDIN) Operations), Communications, Logistics Readiness, Aerial Port, Aerospace Evacuation, RED HORSE, Prime BEEF (includes engineer, fire emergency services (FES), EOD, and Civil Engineering (CE) emergency management personnel), Intelligence, Medical, and any FOA that has consolidated all of their resources and deploys them into theater (e.g., AF Office of Special Investigations (AFOSI)).

**Combat Units**—Forces expected to fire weapons, conduct reconnaissance, or engage in other activities directly related to combat operations. Includes, but not limited to, Fighter, Bomber, Reconnaissance, Special Tactics, Rescue (Guardian Angel), Special Ops, Missile, and Airborne Command and Control squadrons, regardless of MAJCOM.

**Commander's Assessment**—Unit commander's evaluation of data (obtained through Resource assessment and/or information available to the commander outside the measurement system that impacts the unit's ability to undertake the designed mission) and judgment on which C-Level best represents the actual readiness of the unit. Commanders are only authorized to assess down.

**Contingency Sourced Forces**—Per CJCSM 3130.03, specific forces in Level IV plans identified by actual name and UIC by the Joint Force Providers, assisted by their Service Component and parent Service, that meet the planning requirement at a specified point in time. These units may be included in the OPLAN's Time Phased Force Deployment Data (TPFDD). Because these forces are identified based on planning assumptions/guidance provided for the sourcing effort, there should be little expectation that forces sourced via contingency sourcing will be the actual forces sourced during execution sourcing.—**Control Air Force Specialty Code (CAFSC)**—Used as a management tool to make Airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Critical Air Force Specialty Code**—An AFSC identified as essential to the launch, recovery, or turnaround of a unit's weapon system or the direct accomplishment of the unit's specified wartime mission.

**Critical Personnel**—Officers who have a critical Air Force specialty code (AFSC) as their duty or primary AFSC, and Enlisted who have a critical AFSC as their control, primary, or secondary AFSC.

**Deploy/Deployment**—To relocate a unit, or an element thereof, to a desired area of operations or to a staging area. Deployment will be accomplished with all required personnel and equipment. Deployment begins when the first aircraft, personnel, or item of equipment leaves the home base. The force is deployed when the last component of the unit has arrived.

**Deployed (for Resource Assessment)**—Resources not currently at home station due to execution of a properly authorized movement order or Joint deployment order. Additionally, not recallable by a commander's Leave or TDY recall message. Normally, deployment in support of training exercises or Joint exercises would not preclude recall or release of forces by the exercising commander.

**Detachment**—1) A part of a unit separated from its main organization for duty elsewhere and 2) A temporary military unit formed from other units or parts of units.

**Element**—Nomenclature used to account for manpower authorizations, and to identify Air Force personnel on duty with agencies outside the Air Force. Although not a unit for organizational purposes, an element may function as a unit if so designated, and a commissioned officer eligible to command either assumes command or is appointed on orders as commander.

**Employment**—Involves the tactical use of aircraft in a desired area of operation. In airlift operations, it is the movement of forces into or within a combat zone or objective area, usually in the assault phase. It is the strategic, operational, or tactical use of forces and materiel in an area or theater of operations.

**Equipment**—All non-expendable items needed to outfit or equip an individual or organization, with regards to logistics.

**Equipment and Supplies On-hand**—Equipment that is possessed by the unit. When measured in the Equipment and Supplies On-hand measured resource area and equipment condition is not measured for that asset, it must be operationally ready to deploy/employ for the unit assigned mission.

**Equipment Condition**—The status of an equipment item in the possession of an operating unit that indicates it is capable of fulfilling its intended mission and in a system configuration that offers a high assurance of an effective, reliable, and safe performance.

**Full Mission Capable**—Material condition of an aircraft or training device indicating that it can perform all of its missions.

**Full Spectrum Mission**—A unit's home-station tasks combined, simultaneously, with mobility/deployed tasks from assigned missions.

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

**Get Well Date (GWD)**—The date a measured resource area or overall C-Level reaches a "2" and/or "1". In most Joint forums, a C-Level of "1" or "2" is considered "ready".

**In-garrison Generation**—Performing all mission functions (employment) from the Home location, including aircraft generation and launch, and security forces units. Does not include the OPERATIONS PLAN 8010-FY mission.

**In-place Readiness Spares Package (IRSP)**—Spares and repair parts intended for use as base support for units that plan to operate in-garrison during wartime considering the available maintenance capability. IRSP represents the difference between the primary operating stock levels expected to be available to the unit in wartime, and its total wartime requirement.

**Just-In-Time Training (JIT Training)**—A training frequency created to identify highly perishable, deployment-centric tasks warranting review and refresher training immediately prior to deployment.

**Measured Units**— Units with a Unit Descriptor Code (UDC) of combat, combat support, or combat service support within the PAS code table, and that fulfill the AFI 38-101, Air Force Organization, description of a unit are considered measured units. Measured units

report readiness assessments in DRRS and are required to have a current **Designed Operational Capability (DOC) Statement in DRRS, on the DOC Statement tab within the Current Unit Status (CUS) page.—Mission Qualification Training (MQT)**—Training required to achieve a basic level of competence in a unit's primary tasked mission; a prerequisite for CMR and BMC status.

**Mission Ready and Available (MRA) Aircraft**—Aircraft that have operational full system list (FSL) or basic system list (BSL) items for the stated mission, and are available within the response time. The aircraft are configured with required suspension equipment, weapons are uploaded, servicing is completed, and pre-flights done. The major command determines the list to be used, items required, and the aircraft configuration.

**Mission Ready and Available Crews**—Primary duty crews who are mission ready, and available to undertake the unit's specified wartime tasking. The unit commander determines crew availability.

**Mission Ready and Available Equipment**—Equipment that is available, and in condition to perform the functions it was designed for, within the response time.

**Mission Set**—A grouping of missions (*EXAMPLE*: All missions an organization is organized or designed; chemical biological defense; conventional, nuclear; engagement, peace-keeping/peace-making).

**Mobility Air Forces (MAF)**—Air components and Service components that are assigned and/or routinely exercise command authority over mobility operations. Air mobility is the rapid movement of personnel, materiel, and forces to and from, or within, a theater by air. The air mobility network combines airlift, air refueling, aeromedical evacuation, and air mobility support assets, processes, and procedures to support the transport of personnel and materiel.

**Mobility Mission**—A wartime mission the measured unit will normally mobilize and deploy to another area of operation prior to employment.

**Mobility Readiness Spares Package (MRSP)**—An air transportable package of war reserve materiel spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending re-supply. MRSP may support aircraft, vehicles, communications systems, and other systems.

**Notional Task**—The condition of being prepared to execute a mission set against a planned requirement that is not tasked, but representative of a probable task in contingency or deliberate planning actions. Units sourced to the Air Force War and Mobilization Plan (AF WMP) against apportioned requirements, which are not currently tasked to any OPLAN, CONPLAN, or OPERATIONS PLAN 8010-FY, are notionally tasked to be able to deliver their Designed Operational Capability within their response time if allocated to a crisis or sourced to a Time Phased Force and Deployment Data (TPFDD).

**Operational Control (OPCON)**—Transferable command authority exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in Combatant Command (command authority) and is the authority to perform 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.

**Operating Location (OL)**—Part of a unit geographically separated from its parent unit. It is used to account for personnel by location. Personnel remain assigned to the parent unit for command supervision and other services provided by a detachment are not needed. An OL has none of the administrative attributes of a unit.

**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 a 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 form, or as a concept plan (CONPLAN).

**Organic Equipment**—Equipment authorized, required, and under the direct control of the unit.

**Other**— Any organization not designated as Combat, Combat Support, or Combat Service Support.

**Overhead Crew**—A person or a group of people assigned or attached to the organization in a status other than primary duty crew (e.g., wing training officers, safety officers, maintenance officers, missile squadron commanders) who maintain mission ready status. Overhead crewmembers WILL NOT be counted in the Personnel or Training C-Level calculations.

**Overall C-Level**—Commanders of measured units and Operations Officers who maintain mission ready status may be counted in the Personnel and Training C-Level calculations.

**Possessed Aircraft**—Given aircraft that is the actual responsibility of a measured unit for operational use. Aircraft temporarily absent but remaining under the operational control (OPCON) of the measured unit are considered possessed aircraft. This includes aircraft possessed by a unit’s supporting maintenance facilities until the aircraft are lost from the unit, according to AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*.

**Possessed Equipment**—Given equipment that is the actual responsibility of a measured unit, according to applicable supply regulations for operational use.

**Preferred Force Sourcing**— Per CJCSM 3130.03, the preferred force identification is used in the entire planning process from strategic guidance through plan assessment. Preferred forces are specific forces assigned/allocated that are identified by the supported combatant commander in order to continue employment, sustainment and transportation planning and assess risk. These forces are planning assumptions only, are not considered sourced units and may not be contingency or execution sourced.

**Primary Air Force Specialty Code**—The awarded AFSC an Airman is most highly qualified to perform duty.

**Primary Aircraft Authorization**—Aircraft authorized to a unit for performance of its operational mission. The primary authorization forms the basis for the allocation of operating resources to include manpower, support equipment, and flying hour funds.

**Primary Mission**—The wartime mission that is most resource demanding. The only exception is when a unit has a less resource demanding mission of higher priority, such as a specific OPLAN.

**Registered Units**—Units that have the potential to support, by deployment or otherwise, a CJCS or CCMD-directed contingency plan, Single Integrated Operations Plan, or contingency operation.

**Reporting Units**—Units with a Unit Descriptor Code (UDC) of combat, combat support, or combat service support required to report on their resources.

**Special Mission Capability**—An enhancement to mission accomplishment. It provides opportunities for accomplishment in various situational scenarios, adds tactical flexibility to mission accomplishment, and normally requires additional training and/or specialized equipment.

**Subarea**—A class of equipment or supply within a resource major category of equipment. The major categories are combat essential equipment, and support equipment and supplies.

**Subordinate Mission**—Missions that stand by themselves as directed sub-elements within the primary mission. Subordinate missions are not secondary missions, but integral elements of the primary mission.

**Supplies**—All material and items used in the equipment, support and maintenance of military forces, with regards to logistics.

**Support Equipment**—All equipment required to perform the support function except those integral to the mission equipment. Does not include any equipment required to perform mission operation functions (AFDD 1.2, *Air Force Glossary*).

**Suspension Equipment**—All aircraft devices, such as racks, adapters, missile launchers, and pylons, used for carriage, employment and jettison of aircraft stores.

**Tasked**—Assignment to perform a specific mission or task allotted by higher component.

**Total Personnel**—The total number of personnel authorized or required by the measured unit.

**Unit Descriptor Code (UDC)**—A one character, alphanumeric code indicating the component, general status, and primary mission for which the organization was established; stored in the Joint database as a 3 character code.

**Unit Identification Code (UIC)**—A six-character, alpha-numeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

**Unit Type Code (UTC)**—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "like-type" unit, or units with common distinguishing characteristics. The first character is established IAW CJCSM 3150.02B.

**War and Mobilization Plan (WMP)**—Consists of five volumes, and is the Air Force's supporting document to the Joint Strategic Capabilities Plan. The five WMP volumes provide the Air Staff, Air Force planners, and Air Force commanders with current policies, planning

factors, and CJCS apportioned forces for conducting and supporting operations. The WMP establishes requirements for developing mobilization and planning programs to support and sustain contingency operations of the programmed forces. It encompasses all basic functions necessary to match facilities, personnel, and materiel resources with planned wartime activity.

**War Reserve Materiel (WRM)**—Material required, in addition to mobility equipment, Readiness Spares Package (RSP), and primary operating stocks needed to support wartime activities reflected in the Air Force War and Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption.

**Wartime Mission**—A task or group of tasks assigned to a unit in an approved Operations Plan and expected to be executed during some level of armed conflict.

**Wartime Resources**—Personnel, equipment, and organic supply assets required to accomplish a unit's wartime mission.