COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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).

(AFSOC) Air Force Instruction 10-201, *Force Readiness Reporting***, is supplemented as follows:** This supplement applies to AFSOC active duty units, AFSOC-gained Air National Guard (ANG) on Title 10 status, and AFSOC-gained Air Force Reserve Command (AFRC) units upon mobilization. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional' s chain of command. This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR listed above for consideration and approval.   The authorities to waive wing/unit level requirement in this publication are identified with a Tier ("T-0, T-1, T-2, or T-3") number following the compliance statement. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority in accordance with AFI 33-360, *Publications and Forms Management*, Table 1.1. Requests for waivers of non-tiered items must be processed through command channels to the publication OPR for consideration.

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.

(AFSOC) This document has been substantially revised and must be completely reviewed. This document supplements AFI 10-201, dated 3 March 2016, and Air Force Guidance Memorandum 2019-01, dated 15 January 2019, and supersedes all previously published Headquarters AFSOC Status of Resources and Training System (SORTS) and/or Defense Readiness Reporting System (DRRS) policy letters and messages dated prior to this supplement.

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.

1.1.1.1. **(Added-AFSOC)** Readiness reporting is intended to inform Senior Leaders (AFSOC through National Command Authorities) of a units readiness/availability to participate during an "all in" event – informing "Ready for What", "Ready with What", and "Ready, When". Consequently, reporting a unit's readiness is an interwoven relationship between the designed mission (the CORE mission which is assessed in DRRS); the resources the unit is authorized that form the level-of-capability (the capacity) the unit is organized to provide (resources are reported in SORTS, using the Air Force Input Tool (AF-IT)) and the unit's ability to employ the unit type code (UTC) packages postured for the unit in the UTC Availability List (UTCs are reported through the Air Force Expeditionary Forces Reporting Tool (ART)). With each report having a different focus of a unit's readiness, it is important to understand the relationship between the three reports.

1.1.1.1.1. **(Added-AFSOC)** Resource readiness is reported in SORTS (using AF-IT to develop the report), which supports the Joint Chiefs of Staff (JCS) SORTS program. This report focuses on the unit's ability to generate the level-of-capability (the capacity) it is organized to provide when accomplishing the unit's designed mission (represented by the DRRS CORE Mission Essential Task List (METL). The report is expected to provide insight into "Ready with What".

1.1.1.1.2. **(Added-AFSOC)** Capability readiness is reported using DRRS, an Office of the Secretary of Defense system. This report addresses a unit's capability to execute the mission for which it was designed to capacity. The unit assesses a METL describing the unit's CORE mission and the assessment is expected to provide insight into "Ready for What".

1.1.1.1.2.1. **(Added-AFSOC)** Since the capability readiness assessment is trying to convey "Ready for What"; the assessment must consider the unit's ability to field the full level-of-capability the unit is organized to provide as well as the ability to accomplish the designed mission **(T-2)**.

1.1.1.1.2.2. **(Added-AFSOC)** The "Ready for What" aspect of the capability readiness assessment is expected to address the unit's capacity it is organized, and expected, to provide to the battlefield using performance- and threat-based measures. Do not assess the unit's capability readiness as being "Ready to accomplish all assigned taskings". The assessment needs to include the unit's ability to execute unexpected taskings to the full level of organized capability.

1.1.1.1.2.3. **(Added-AFSOC)** Assessing the unit's capability readiness as "Yes" while reporting C-3 or C-4 in the Resource Readiness report could inadvertently send the message that the unit can be expected to field the full level-of-capability, despite the resource shortfalls (people, equipment, or training).

1.1.1.1.2.3.1. **(Added-AFSOC)** A unit in this situation (reporting C-3 or C-4 and reporting "Yes" in DRRS) needs to explain in the DRRS comments why the resource shortfalls do not affect the unit's ability to meet the full level-of-capability the unit would be expected to provide. While this is certainly possible, the obvious question becomes, "why does the unit need the absent resources"; i.e., why should the deficient resources continue to be authorized and funded for the unit since they do not affect the unit's capability to operate at the expected level-of-capability.

1.1.1.1.3. **(Added-AFSOC)** UTC readiness is reported using ART, an AF system. ART reports the readiness of each UTC package a unit is postured to provide. UTCs are postured to a unit; i.e., tasked to the unit by the Major Command/Air Force Installation and Mission Support Center (MAJCOM/AFIMSC) Functional Area Manager (FAM). UTCs postured against a unit are listed in the UTC Availability List, the source document for all UTC posturing. Essentially, ART is the unit's ability to execute the CORE mission at the level-of-capability it is organized. Guidance for reporting ART is in AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*.

1.1.1.1.4. **(Added-AFSOC)** When compiling the monthly readiness reports, it is suggested that the unit use information in the Resource Readiness report (SORTS/AF-IT) to compile the UTC Readiness (ART) report. If a unit has resource shortfalls or deficiencies, some UTCs will reasonably be rated "Yellow" and some may be rated "Red"--clearly showing the mission impact of the resource shortfalls. Finally, use information in both AF-IT and ART reports to describe the unit's capability in the Capability Readiness report (DRRS); identifying where any resource shortfalls impact

the unit's ability to execute at the level-of-capability it is organized, and expected, to provide.

1.1.1.1.5. **(Added-AFSOC)** While the Resource Readiness (AF-IT) and UTC Readiness (ART) reports are objective, the Capability Readiness report (DRRS) introduces a subjective aspect that units can use advantageously to report on those readiness-affecting parameters or influences that might not be easily captured elsewhere. Preparing the three reports in the suggested order (SORTS, ART and then DRRS) and using the three reports in concert, allowing each report to concentrate on the readiness aspect it is designed to focus upon, provides the best and most complete readiness picture of the unit.

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*.

1.1.3.1. **(Added-AFSOC)** Since AFI 38-101, *Air Force Organization,* identifies Detachments (DET) and Operating Locations (OL) as non-units, the AF-IT software does not support them nor roll-up the authorized Unit Manning Document (UMD) billets or equipment authorizations into the parent unit's AF-IT report. Consequently, shortfalls at the detachments or operating locations will not be captured by current software business rules.

1.1.3.2. **(Added-AFSOC)** Squadrons with subordinate detachments or operating locations will include readiness-affecting information pertaining to detachments or operating locations in the applicable remark or remarks in both the squadron's SORTS report (potentially assessing the Overall C-Level down) and the squadron's DRRS assessment **(T-2)**.

1.1.3.3. **(Added-AFSOC)** When including detachments or operating locations information in the parent squadron's Resource (SORTS) or Capability (DRRS) Readiness reports, units will allocate a distinct portion of the appropriate remark for detachments or operating locations information. Clearly identify the "sub-paragraph" for the detachments or operating locations authorized/assigned (possessed)/available numbers--whether for personnel, equipment or training--so the remarks clearly describe the subordinate unit's shortfalls and the mission impact **(T-2)**.

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".

1.1.4.1.1. **(Added-AFSOC)** AFSOC/A3OR is responsible for ensuring the Major Unit Indicator (MAJOR) is "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)**.

1.1.4.2.1. **(Added-AFSOC)** AFSOC Wings and the Outside Contiguous United States (OCONUS) Group will submit a Capability Readiness report using the AFSOC Wing-level METL **(T-2)**.

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.

1.1.5. 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-AFSOC)** AFSOC squadrons will submit Resource Readiness and Capability Readiness between the 1st and the 7th of each month **(T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 Nov does not fulfill the unit's responsibility to submit a report between 1-7 Dec.

1.1.6.4.1. **(Added-AFSOC)** AFSOC Wings, and the OCONUS group will submit Capability Readiness reports no later than the 10th of each month **(T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 Nov does not fulfill the unit's responsibility to submit a report no later than 10 Dec.

1.1.6.4.1.1. **(Added-AFSOC)** AFSOC Wings, and the OCONUS group Readiness Point of Contact (POC) will notify AFSOC/A3OR via classified e-mail message when any out-of-cycle readiness report (including subordinate units) is submitted; send to AFSOC/A3OR SORTS Workflow (**AFSOC.A3OR@SOCOM.SMIL.MIL**) **(T-2)**.

1.1.6.4.2. **(Added-AFSOC)** AFSOC Directorates will assist in the HQ AFSOC monthly DRRS assessment **(T-2)**. Directorates will update the applicable portion of the AFSOC CORE METL, provide updates to appropriate portions of the issues in the AFSOC CORE METL comments and provide new command-level readiness issues in DRRS in accordance with instructions in the monthly SIPR TMT tasker **(T-2)**. The normal suspense for the Task Management Tool (TMT) task is the 15th of each month.

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.

1.1.7.1. **(Added-AFSOC)** AFSOC units will elevate readiness reporting concerns by contacting the appropriate wing/OCONUS group readiness Point of Contact (POC) who is required to contact AFSOC/A3OR, prior to contacting AF/A3OR **(T-2)**.

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** **(T-0)**. 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**.

1.2.4.5. **(Added-AFSOC)** Resource readiness reporting is accomplished using AF-IT. The "AF Tables for DRRS" contain the Headquarters Air Force (HAF) guidance for which personnel, equipment and training are SORTS-reported by AF units. The tables are essentially the business rules for AF-IT software, identifying the resources to be measured, and the Authoritative Data Source (ADS) for the software to search. The "AF Tables for DRRS" organizes the criteria in the appropriate tab; i.e., "Auto-populate/Auto-calculate (AP-AC) Personnel", "AP-AC Equipment", or "AP-AC Training". **Note: The "**AF Tables for DRRS" is located on the DRRS Homepage under Documents—in the references section.

1.2.4.5.1. **(Added-AFSOC)** All change requests to the "AF Tables for DRRS" will be coordinated with the appropriate AFSOC or AFIMSC Functional Area Manager (FAM.) **(T-2)**. The AFSOC/AFIMSC FAM will coordinate requests with the Headquarters Air Force Functional Area Manager (HAF FAM). The HAF FAM is responsible for forwarding to AF/A3OR. **(T-2)**. The AFSOC /FAM will provide a soft copy of the request change(s) to AFSOC/A3OR. **(T-2)**.

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)**.

1.3.1.1.1. **(Added-AFSOC)** Due to the low-density, high-demand characteristic of AFSOC units, it is important AFSOC leadership has visibility on the unit's emerging, and available capabilities. Units transitioning to a new mission will begin reporting against the new mission's METL as soon as it is approved and is displayed on the unit's DRRS homepage **(T-2)**.

1.3.1.1.1.1. **(Added-AFSOC)** Initially, the overall METL and all Mission Essential Tasks (MET) for a transitioning unit will be "Red", unable to accomplish the task to the required standard(s) under the stated conditions. As the unit's transition progresses and capability is developed for accomplishing tasks and METs, the Capability Readiness assessment will inform the AFSOC senior leadership of the emerging capability **(T-2)**.

1.3.1.2. **(Added-AFSOC)** AFSOC units normally only assess Top Priority Plans listed on the Designed Operational Capability (DOC) Statement.

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)**.

1.4.3.2. **(Added-AFSOC)** The response time listed on a unit's DOC Statement is for the entire unit's response and is used for readiness reporting. Response times associated with UTCs, Concept Plans (CONPLANS), etc., normally involve partial unit responses and will not be used as the basis for a unit's monthly readiness reporting. **(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.

FOR OFFICIAL USE ONLY			
TYPE OF INFORMATION	**SINGLE UNIT**	**SQUADRON**	**TWO OR MORE UNITS**
RPTNORG Set	U	U	U
Lose/Gain and Transfer Set	U	U	U
ORGLOCN Set	U	U	U
PERSTREN Set	U (See **Note 2**)	U (See **Note 2**)	U (See **Note 2**)
Crew Data	U	U	U
PLANSTATUS	IAW OPLAN	IAW OPLAN	IAW OPLAN
Service Unique	S* (See **Note 3**)	S* (See **Note 3**)	S (See **Note 3**)
Overall	S*	S*	S

FOR OFFICIAL USE ONLY			
TYPE OF INFORMATION	**SINGLE UNIT**	**SQUADRON**	**TWO OR MORE UNITS**
P-/S-/R-/T-/C-Level	S	S	S
Availability Number (Measured Area Numerator)	S	S	S
Availability Percentage (Measured Area Percentage)	S	S	S
Reason Code + Remark	S	S	S
Limiting Factor	S	S	S
Task Assessment	S	S	S
MET Assessment	S	S	S
Basic Identity Data Element (BIDE)	U/C/S	U/C/S	U/C/S
NOTES: 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. **FOR OFFICIAL USE ONLY**			

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)**.

2.3.1.1. **(Added-AFSOC)** The AFSOC readiness office is AFSOC/A3OR.

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-AFSOC)** AFSOC squadrons will submit Resource Readiness and Capability Readiness reports between the 1st and the 7th of each month **(T-2)**. AFSOC Wings and the OCONUS group will submit Capability Reports NLT the 10th of each month. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report in December.

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)**.

2.4. MAJCOM Readiness Office will:

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

2.4.1.1. **(Added-AFSOC)** AFSOC/A3OR may be reached via unsecure or secure DSN at 312-579-2101/2/3/4. All e-mail correspondence should be addressed to the SIPR workflow address AFSOC/A3OR SORTS Workflow (**AFSOC.A3OR@SOCOM.SMIL.MIL**).

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-AFSOC)** AFSOC units will submit Resource Readiness and Capability Readiness reports in accordance with paragraph **2.3.3.1 (T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report by between 1 - 7 December.

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.

2.4.3. 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.

2.4.5.1. **(Added-AFSOC)** Irresolvable technical issues concerning the DOC TOOL or AF-IT will be forwarded by AFSOC/A3OR to AF/A3OR **(T-2).**

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)**.

2.5.1.1. **(Added-AFSOC)** AFSOC FAMs will contact AFSOC/A1RR, the AFSOC Office of Functional Area Manager Oversight (OFAMO), in order to complete the required FAM course which covers readiness reporting as part of the training **(T-2)**.

2.5.1.1.1. **(Added-AFSOC)** Contact AFSOC/A3OR for information or assistance concerning AF-IT (SORTS) reporting, DRRS reporting, updating the "AF Tables for DRRS", or managing Designed Operational Capability (DOC) Statements.

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)**.

2.5.4.1.1. **(Added-AFSOC)** Contact AFSOC/A3OR for assistance with the "Manage DOC Statement" function. All DOC Statements will be left in DRAFT for AFSOC/A3OR review and A3OR will publish the new/updated DOC Statement.

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)**.

2.5.5.1. **(Added-AFSOC)** FAMs will ensure units are assessing the CORE METL as published in the Air Force Universal Task List (AFUTL) **(T-2)**. FAMs needing to modify the METL to accommodate AFSOC unit missions; i.e., allow units to not assess a task in the METL or develop a task (with conditions and standards) to be included in the CORE METL, first contact AFSOC/A3OR to establish a preferred staffing approach.

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)**.

2.5.9.1. **(Added-AFSOC)** Identify the authoritative data source (ADSs) to AFSOC/A3OR for coordination with AF/A3OR.

2.5.10. Coordinate HAF FAM readiness guidance with AF/A3OR to prevent conflicts with JS or AF readiness policy/guidance **(T-0)**.

2.5.10.1. **(Added-AFSOC)** Coordinate with AFSOC/A3OR (before contacting AF/A3OR) for any HAF FAM guidance causing conflicts with Joint Staff (JS) or AF readiness policy/guidance **(T-2).**

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)**.

2.5.11.2. **(Added-AFSOC)** The CORE METL standard template is controlled by the respective HAF/FAM. To change or update a CORE METL template, AFSOC/FAMs will follow the procedures in the following subparagraphs **(T-2).**

2.5.11.2.1. **(Added-AFSOC)** AFSOC FAMs for Combat Support and Combat Service Support units coordinate the change(s) with subordinate units and the lead MAJCOM or AFIMSC FAM, as applicable. After coordination, and obtaining AFSOC Directorate approval, submit the proposed update/change to the lead MAJCOM FAM, AFIMSC FAM or HAF FAM--as applicable--to submit to AF/A3OR. Provide a soft copy of the request to AFSOC/A3OR to monitor requests with AF/A3OR **(T-2).**

2.5.11.2.2. **(Added-AFSOC)** As the lead MAJCOM for Special Operations flying and Special Tactics (ST) units, AFSOC FAMs control the CORE METL template. Coordinate any changes/updates with the subordinate units and ANG/AFRC FAM, as applicable. After AFSOC/A3 or 24 SOW/CC approval, as applicable, submit the proposed update/change to HAF FAM to submit to AF/A3OR. Provide a soft copy of the request to AFSOC/A3OR to monitor requests with AF/A3OR **(T-2).**

2.5.11.3. **(Added-AFSOC)** While the CORE METL template published in the Air Force Universal Task List (AFUTL) is mandatory; the measures (also referred to as "standards") that are part of the CORE METL template are just suggestions. An AFSOC FAM (with subordinate unit(s) coordination) can develop measures more relevant and appropriate for AFSOC units. Submit updated measures to HAF FAM to submit to AF/A3OR. Provide a soft copy of the request to AFSOC/A3OR to monitor requests with AF/A3OR **(T-2).**

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)**.

2.5.12.1. **(Added-AFSOC)** Follow the same procedures to develop and staff MET/METL changes outlined in paragraph **2.5.11** and subsequent sub-paragraphs above.

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)**.

2.5.14.1. **(Added-AFSOC)** When a unit's mission changes, ensure that a HAF-approved METL is published in the AFUTL **(T-2).**

2.5.14.1.1. **(Added-AFSOC)** As the unit enters transition ensure the unit replaces the previously assessed METL with the appropriate METL for the new mission, if one exists **(T-2).**

2.5.14.1.2. **(Added-AFSOC)** If an appropriate METL does not exist in the AFUTL for the new mission, FAMs for combat service and combat service support units contact the appropriate lead command or AFIMSC FAM. Ensure AFSOC/A3OR is kept informed on the progress toward any METL development or update **(T-2).**

2.5.14.1.3. **(Added-AFSOC)** If an appropriate METL does not exist in the AFUTL for the new mission, FAMs for AFSOC flying and ST units will:

2.5.14.1.3.1. **(Added-AFSOC)** Develop or update a mission statement for AFSOC/A3 (for OPS units) or 24 SOW/CC (for Special Tactics units) approval covering the unit's new mission in bullet statement format describing the MET or tasks using a two-part bullet statement, identifying the task and the expected level of performance for the task **(T-2).**

2.5.14.1.3.2. **(Added-AFSOC)** After the mission statement is approved, develop the METL using guidance in the AFUTL **(T-2)**.

2.5.14.1.3.3. **(Added-AFSOC)** Coordinate the completed METL with the

appropriate HAF/FAM for forwarding to AF/A3OR for the new METL to be published in the AFUTL. Provide a soft copy of the new METL to AFSOC/A3OR to monitor the new METL being published in the AFUTL **(T-2).**

2.5.14.2. **(Added-AFSOC)** Notify AFSOC/A3OR when a DOC Statement needs to be updated using the DOC TOOL software. All DOC Statements will be left in DRAFT for AFSOC/A3OR review and A3OR will publish the new/updated DOC Statement **(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)**.

2.5.15.1. **(Added-AFSOC)** Notify AFSOC/A3OR which CORE METs are applicable for Top Priority Plans and Named Operations **(T-2).**

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.

2.8.1.1. **(Added-AFSOC)** AFSOC/A3OR is the command's readiness office responsible for executing 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.

2.8.3.1. **(Added-AFSOC)** AFSOC squadrons will submit Resource Readiness and Capability Readiness reports between the 1st and the 7th of each month **(T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report between 1-7 December.

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-AFSOC)** For readiness reporting purposes, the OCONUS Group is considered a wing-equivalent and will designate a readiness point of contact (POC) **(T-2)**.

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)**.

2.10. Wing Readiness POCs will:

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

2.10.1.1. **(Added-AFSOC)** Wings and wing-equivalent organizations will provide contact information to AFSOC/A3OR for the readiness POC's **(T-2)**.

2.10.1.2. **(Added-AFSOC)** When readiness POC positions are one-deep positions, send e-mail notification to AFSOC/A3OR regarding any time away from duty (i.e. leave, temporary duty, etc.). Include a temporary point of contact within the wing (OCONUS group) in the notification to include duty phone number, unclassified, and classified email addresses **(T-2)**.

2.10.1.3. **(Added-AFSOC)** All readiness POCs will provide technical assistance and expertise to all subordinate units **(T-2)**.

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.

2.10.3.1. **(Added-AFSOC)** Ensure the DRRS Unit Administrators (UAs) constantly maintain the units' DRRS accounts, provide proper roles for each user, manage the Named Missions being assessed, inactivate accounts no longer required/needed, and have the DRRS Support Center deactivate accounts for individuals no longer assigned to the unit or need access to DRRS.

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)**.

2.10.5.1.1. **(Added-AFSOC)** With the decommissioning of the Air Force Readiness Reporting (AFRR) and the Commander's Readiness Reporting (CRF)courses, maintain documentation of readiness-reporting training (initial and recurring) and load as supporting documentation in the Inspector General (IG)'s Management Internal Control Toolset (MICT) program supporting AFI 90-201, *The Air Force Inspection System* **(T-2)**.

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

2.10.6.1. **(Added-AFSOC)** With the decommissioning of the CRR and the AFRR courses, establish a program to train and mentor each person with a DRRS unit commander (UC) account, a DRRS unit administrator (UA) account, or a DRRS User (UU) account in readiness reporting, covering the following.

2.10.6.1.1. **(Added-AFSOC)** SORTS and DRRS reporting to include paragraphs **1.1.1.1** through **1.1.1.1.5 (T-2)**.

2.10.6.1.2. **(Added-AFSOC)** The unit's DOC Statement and METL **(T-2)**.

2.10.6.1.3. **(Added-AFSOC)** An introduction to the "Air Force Tables for DRRS" **(T-2)**.

2.10.6.1.4. **(Added-AFSOC)** The DRRS User Guide, and the DRRS FAQ **(T-2)**.

2.10.6.1.5. **(Added-AFSOC)** The Air Force Input Tool (AF-IT) is only a report generator searching Authoritative Data sources (ADS) and the unit is responsible for correcting unit-related errors in an ADS **(T-2)**.

2.10.6.1.6. **(Added-AFSOC)** Local readiness reporting procedures, processes, and goals, while sharing readiness-reporting lessons learned **(T-2)**.

2.10.6.2. **(Added-AFSOC)** Ensure training completion (both initial and refresher) documentation is maintained and loaded as supporting documentation in the Inspector General's MICT program supporting AFI 90-201, *The Air Force Inspection System* **(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-AFSOC)** Ensure AFSOC squadrons submit Resource and Capability Readiness reports between the 1st and the 7th of each month. **(T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report between 1-7 December.

2.10.7.2. **(Added-AFSOC)** Ensure Wing and wing-equivalent Capability Readiness reports are submitted NLT the 10th of each month **(T-2)**. The report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report no later than 10 December.

2.10.7.3. **(Added-AFSOC)** Notify AFSOC/A3OR via classified e-mail message when a out-of-cycle report is submitted, AFSOC/A3OR SORTS Workflow (**AFSOC.A3OR@SOCOM.SMIL.MIL** **(T-2)**.

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.

2.10.8.1. **(Added-AFSOC)** AFSOC Readiness POCs are the quality control for unit-level Resource Readiness and Capability Readiness reporting. They are responsible for crosschecking inputs: ensuring completeness of all remarks, all remarks are self-explanatory, Resource Readiness and Capability Readiness reports are aligned or the mis-alignment is clearly explained and have units resubmit reports if necessary for accurate readiness reporting **(T-2)**. (See **Figure 8.1** and paragraph **8.8** for additional information.)

2.10.8.1.1. **(Added-AFSOC)** Ensure abbreviations and acronyms are completely spelled out the first time appearing in each remark for SORTS and DRRS reporting. The abbreviation or acronym needs to be spelled out only once per remark, but must be spelled out in each remark in which it is used; i.e., an abbreviation or acronym may have to be spelled out multiple times in each report **(T-0)**.

2.10.8.1.2. **(Added-AFSOC)** Ensure units do not amend or delete remarks that are auto-populated by the Air Force Input Tool (AF-IT) and that additional information is added by utilizing the "edit" button for the appropriate remark labels in AF-IT creating a user-supplied portion to the remark **(T-2)**.

2.10.8.1.3. **(Added-AFSOC)** Ensure units reporting Level-4 in any resource readiness sub-area (personnel, equipment, training and overall) provide an Estimated Get Well Date to Level-3 as well as the Estimated Get Well Date to Level-2 for each measured area **(T-2)**. Additionally, ensure units reporting Overall C-4 in the Overall Reason (REASN) remark provide an Estimated Get Well Date to C-3 as well as to C-2 **(T-2)**.

2.10.8.1.3.1. **(Added-AFSOC)** Ensure units use Personnel Resource-Area Level (P-level) verbiage when providing Personnel sub-area forecasting; e.g., P-3, P-2, etc **(T-2)**.

2.10.8.1.3.2. **(Added-AFSOC)** Ensure units use Equipment and Supplies On-Hand Resource-Area Level (S-level) verbiage when providing Equipment On-Hand sub-area forecasting; e.g., S-3, S-2, etc **(T-2)**.

2.10.8.1.3.3. **(Added-AFSOC)** Ensure units use Equipment Condition Resource-Area Level (R-level) verbiage when providing Equipment Condition sub-area forecasting; e.g., R-3, R-2, etc **(T-2)**.

2.10.8.1.3.4. **(Added-AFSOC)** Ensure units use Training Resource-Area Level (T-level) verbiage when providing Training sub-area forecasting; e.g., T-3, T-2, etc **(T-2)**.

2.10.8.1.3.5. **(Added-AFSOC)** Ensure units use Category Level (C-level) verbiage when providing C-level forecasting in the REASN remark; e.g., C-3, C-2, etc **(T-2)**.

2.10.8.1.3.6. **(Added-AFSOC)** Ensure Estimated Get Well Dates (EGWDs) in the SORTS remarks agree with/support the forecast remark for the next C-Level (the CARAT field on the AF-IT Overall screen) and the forecast date for the improved C-level (the CADAT field on the AF-IT Overall screen) as well as the required 3-, 6-, 12-month forecasts; i.e., all EGWDs and forecast levels and dates should "tell the same story".

2.10.8.1.4. **(Added-AFSOC)** Ensure units are determining available personnel using the criteria of "where is the Airman expected to be when the duty day begins" in order to report available personnel covering the full spectrum of operations (in-garrison, mobility, TDY, natural disaster, etc.) Untrained personnel are available to the commander for personnel availability. The training deficiency will be reported in the Training sub-area (the T-Level) **(T-2)**. (See paragraph **4.2.1.1** for additional information.)

2.10.8.1.5. **(Added-AFSOC)** It is important to understand that the AF-IT software is simply a report generator searching Authoritative Data Sources (ADS) for information defined by the "AF Tables for DRRS". Ensure units reporting discrepancies between what is being auto-populated from an ADS and the unit's day-to-day experience/knowledge are correcting the ADS **(T-2)**.

2.10.8.1.6. **(Added-AFSOC)** Ensure units do not submit remarks stating anything along the theme of "AF-IT is reporting wrong information". Rather, units should

provide accurate information (explain the discrepancies in auto-populated data) and actions being taken to correct the applicable ADS **(T-2)**.

2.10.8.1.7. **(Added-AFSOC)** Certain Deployment Availability (DAV) codes cause the AF-IT software to show an automatic default of "not available" for an individual. Ensure the units determine whether the default value is correct and report an Airman's availability correctly **(T-2)**. In most instances, the individual will be expected to report to a duty location at the beginning of the duty day and is therefore available to support the unit's mission and should be reported as "available". (See paragraph **4.2.1.1** for additional information)

2.10.8.1.7.1. **(Added-AFSOC)** Units with a large number of personnel available only for in-garrison duties will address the unit's limitations in the REASN remark in SORTS and the overall comments of the DRRS CORE METL **(T-2)**.

2.10.8.1.7.2. **(Added-AFSOC)** On the Personnel screen in AF-IT, for most units, the total number of personnel "not available" should roughly equal the number of critical personnel "not available" and should roughly equate to the number reflected in the "Not Available" column found using the "View Personnel" button on the screen.

2.10.8.1.7.2.1. **(Added-AFSOC)** Differences between any of the personnel numbers should be explained in the appropriate personnel remark.

2.10.8.1.8. **(Added-AFSOC)** Ensure units do not use "Upgrade Training (UGT)" as the reason for a low T-Level. AF-IT will consider Airman in upgrade training as 100 percent trained if the training folder reflects the proper training status code (TSC) for UGT IAW AFI 36-2651, *Air Force Training Program*.

2.10.8.2. **(Added-AFSOC)** Ensure units with deployed forces report Percent Effective (PCTEF) focusing the PCTEF remark on only the deployed forces, and also report the appropriate "Secondary Reason" (SECRN) code **(T-2)**. (See paragraph **3.10.2.3** and **Table 3.3** for additional information.)

2.10.8.3. **(Added-AFSOC)** Ensure units' C-level forecast is to the next C-level; i.e., a C-4 unit should forecast to C-3 (in the Forecast Change Rating (CARAT)/Forecast Date of Change (CADAT) fields) **(T-0)**.

2.10.8.3.1. **(Added-AFSOC)** Ensure units submit C-level forecast dates (the CADAT field in AF-IT) that will not expire before the next required reporting date **(T-2)**.

2.10.8.3.2. **(Added-AFSOC)** If a unit's C-level forecast will expire before the next scheduled reporting date, ensure the unit submits an updated report IAW Joint Chiefs of Staff (JCS) and Headquarters Air Force (HAF) guidance; i.e., within 24 hours of the expired forecast **(T-0)**.

2.10.8.4. **(Added-AFSOC)** Ensure units do not copy remarks from one AF-IT remark to another or into any of the DRRS remarks; e.g., units should not copy the specific, detailed information in a remark pertaining to a single packet and paste the information into one of the summary remarks (PRRES, ESRES, etc.) **(T-2)**

2.10.8.4.1. **(Added-AFSOC)** The summary remarks should provide a broader view of how the resource deficiency (personnel assigned, equipment on-hand, equipment

condition or training) affects the unit's capability **(T-2)**. These remarks should be formatted in accordance with paragraph **3.9.5**. **Note:** Remarks for individual packets are not required to be in the format required by paragraph **3.9.5**.

2.10.8.4.2. **(Added-AFSOC)** The REASN remark should provide the commander's summary of how the aggregate of the resource shortfalls impacts the unit's ability to field the level-of-capability the unit is organized to provide **(T-2)**. See paragraph **3.9.9** for additional information.

2.10.8.5. **(Added-AFSOC)** The DRRS Overall CORE METL remark should focus on both the unit's ability to accomplish the designed mission and the unit's ability to field the full level-of-capability the unit is organized to provide. This remark will be formatted in accordance with paragraph **8.6.1 (T-2).**

2.10.8.6. **(Added-AFSOC)** Ensure units do not use the "remarks section" in either the Resource Readiness report or the Capability Readiness report to direct questions to the AFSOC staff or to request MAJCOM assistance **(T-2)**. While readiness reporting needs to identify assistance that is needed by the unit, readiness reporting is not a substitute for proper staffing. Unit questions/requests for assistance should be up-channeled to the appropriate staff agency through normal staffing procedures and the action(s) being taken documented in the appropriate readiness report.

2.10.8.7. **(Added-AFSOC)** Ensure units report Secondary Training and ensure the units are reporting the same number of assigned personnel for all three categories of Secondary Training **(T-2)**.

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*.

2.10.10.1. **(Added-AFSOC)** Ensure self-assessments use appropriate portions of the continuity folder as supporting documentation in the Inspector General's MICT program pertinent to requirements in AFI 90-201, *The Air Force Inspection System* **(T-2).**

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 perview **(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)**.

2.11. 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)**.

2.11.2.1. **(Added-AFSOC)** AFSOC units that do not have a Commander's Support Staff (CSS) and are supported by a servicing CSS are encouraged to designate an appropriate number of personnel to have Unit User (UU) accounts to assist the commander with preparing the monthly Capability Readiness report and to assist the Unit Administrator (UA), assigned at the servicing CSS, with preparing remarks for the readiness reports.

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)**.

2.11.3.2.1. **(Added-AFSOC)** With the decommissioning of the Commander's Readiness Reporting (CFR) and the Air Force Readiness Reporting (AFRR) courses, contact the Wing Readiness Office for initial and recurring training. (See paragraph **2.10.6.1** and subsequent sub-paragraphs this Supplement for additional information.)

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**

2.11.4.1. **(Added-AFSOC)** AFSOC squadrons are required to submit Resource Readiness and Capability Readiness reports between the 1st and the 7th of each month **(T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report between 1-7 December.

2.11.4.2. **(Added-AFSOC)** Resource Readiness (SORTS) and Capability Readiness (DRRS) reporting are intended to cover the unit's authorized level of resources (personnel, equipment and training) to accomplish the unit's Mission Essential Task List (METL) to capacity across the full spectrum of missions (in-garrison, mobility, TDY, natural disaster, etc.). (See paragraph **4.2.1.1** for information concerning determining available personnel information.)

2.11.4.3. **(Added-AFSOC)** It is important to understand that the Air Force Input tool (AF-IT) software is simply a report generator searching Authoritative Data Sources (ADS) for information defined by the "AF Tables for DRRS". If the information being auto-populated by the AF-IT software conflicts with your knowledge of your unit, ensure the ADS is updated to provide the most accurate information. Do not report anything along the theme of "AF-IT is reporting wrong information"; write a remark that provides accurate information and explains actions being taken to update the ADS **(T-2)**.

2.11.4.3.1. **(Added-AFSOC)** Since most AF Authoritative Data Sources (ADS) are unclassified systems, the information must be migrated to classified systems before it can be available to AF-IT. Incorrect information may be as simple as the update to an ADS was not part of the information moved to the SIPRNet. The AF-IT User Guide has a listing of when each ADS is updated for AF-IT.

2.11.4.4. **(Added-AFSOC)** Certain Deployment Availability (DAV) codes cause the AF-IT software to show an automatic default of "not available" for an individual. Determine whether the default value is correct and report the Airman's availability correctly. In most instances, the individual will be expected to report to a duty location at the beginning of the duty day and is therefore available to support the unit's mission and should be reported as "available". (See paragraph **4.2.1.1** for additional information.)

2.11.4.5. **(Added-AFSOC)** A unit with a large number of personnel available only for in-garrison duties will address the unit's limitations in the REASN remark in SORTS and the overall comments of the DRRS CORE Mission essential Task List (METL) **(T-2)**.

2.11.4.6. **(Added-AFSOC)** Untrained/unqualified personnel are to reported as available in the personnel section. They are to be reported as untrained in the training section.

2.11.4.6.1. **(Added-AFSOC)** Upgrade training (UGT) should not be used as the reason for a low Training Resource-Area Level (T-Level). AF-IT will consider Airman in upgrade training as 100 percent trained if the training folder reflects the proper training status code (TSC) for upgrade training in accordance with AFI 36-2651.

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)**.

2.11.5.1. **(Added-AFSOC)** The DRRS UA is responsible for recording the initial and annual Designed Operational Capability (DOC) Statement and CORE METL reviews in the Inspector General's MICT program as supporting documentation pertinent to requirements in AFI 90-201, *The Air Force Inspection System* **(T-2)**.

2.11.5.2. **(Added-AFSOC)** A unit's DOC Statement is only a summary document and, despite its' reputation, is not authoritative in any way; i.e., the DOC Statement does not task a unit in any manner (see paragraph **1.4**). A DOC Statement is only a comprehensive, informative document generated by the MAJCOM FAM using the DOC TOOL software--with most information being automatically populated by the software--and published by

the MAJCOM readiness office. Any changes to information contained on the DOC Statement must be changed in the original source document before it will be displayed on the DOC. Generally speaking, updates to the source documents used to generate a DOC Statement must be initiated by the MAJCOM; initiate changes to the DOC Statement through the MAJCOM FAM. **(T-2).**

2.11.5.3. **(Added-AFSOC)** Units are required to assess the DRRS METL as it is published in the Air Force Universal Task List (AFUTL). **(T-2)**. A commander is not authorized to unilaterally modify a unit's METL, the METs, or the measures used to assess a MET. Commanders needing an update for a measure, MET or METL must work through the MAJCOM FAM to initiate the process. **(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)**.

2.11.7.1. **(Added-AFSOC)** Readiness reporting is intended to inform Senior Leaders (AFSOC through National Command Authorities) of a units readiness/availability to participate during an "all in" event – informing "Ready for What", "Ready with What", and "Ready, When." Consequently, it is imperative that the three readiness assessments (Resource (SORTS), UTC (ART) and Capability (DRRS)) tell a consistent readiness story for every unit. The resource assessment (SORTS, prepared using AF-IT) should be the starting point. If there are any resource shortfalls, the ART report should probably have one or more UTCs assessed as "less than green"; i.e., a unit with resource deficiencies will not normally be capable of fielding all postured UTCs at 100 percent capability. Additionally, while a unit may have enough personnel, equipment and training to accomplish the unit's assigned mission (the DRRS METL), resource deficiencies would inhibit the unit's ability to provide the full level-of-capability the unit is organized to provide; i.e., a Resource Readiness (SORTS) assessment less than C-1 or C-2 (indicating resource deficiencies) should normally preclude a "Green" DRRS assessment. Submitting a "Green" DRRS assessment with resource shortfalls may indicate that the unit does not need the resources to provide the fully organized level-of-capability.

2.11.7.1.1. **(Added-AFSOC)** Quality Control (QC) each remark ensuring it has, in fact, been updated for the month (SORTS and DRRS); that each SORTS remark provides an Estimated Get Well Date (EGWD) to the next rating-level; that the EGWDs in the SORTS remarks agree with and support both the forecast to the next C-level and date, and the 3-, 6- and 12-month forecasts.

2.11.7.1.2. **(Added-AFSOC)** QC the EGWDs and forecasts in SORTS agree with the required EGWD(s) in DRRS **(T-2)**.

2.11.7.1.3. **(Added-AFSOC)** If a unit's C-level forecast will expire before the next scheduled reporting date, ensure the unit submits an updated report IAW Joint Chiefs of Staff (JCS) and Headquarters Air Force (HAF) guidance; i.e., within 24 hours of the expired forecast **(T-0)**.

2.11.7.1.4. **(Added-AFSOC)** When reporting Secondary Training, ensure the "number assigned" being reported is the same for all three categories of Secondary Training **(T-2).**

2.11.7.2. **(Added-AFSOC)** Units with deployed forces will report Percent Effective (PCTEF) focusing the PCTEF remark on only the deployed forces, and also report the appropriate "Secondary Reason" (SECRN) code **(T-0)**. Ensure PCTEF is reported starting 120 calendar days prior to the unit deploying and continues until redeployment. **(T-2)**. (See paragraphs **3.7**, and **Table 3.3** for additional information).

2.11.7.3. **(Added-AFSOC)** Consider assessing the Overall Category Level (C-level) down in AF-IT if the unit is unable to meet the requirements of the quarterly, semi-annual/annual training plan. (See paragraphs **3.3.7**, **3.5.2**, and **3.9.9.5** for additional information.)

2.11.7.3.1. **(Added-AFSOC)** Only the Overall C-level may be assessed. The sub areas (personnel, equipment, and training) will not be assessed; i.e., they will be reported objectively. **(T-0).** When assessing the C-level, provide a clear explanation why the objectively-calculated percentage band does not portray an accurate readiness rating. **(T-2).** Provide the explanation as the first sentence in a user-generated remark as part of the REASN remark (located on the AF-IT "Overall" screen) **(T-2).**

2.11.7.3.2. **(Added-AFSOC)** Consider assessing the C-level down if the business rules in AF-IT "data-mask" a mission-impacting shortfall of a resource.

2.11.7.3.2.1. **(Added-AFSOC)** For instance, the AF-IT business rules determine a "percentage available" for each Critical personnel packet (calculated as "number of personnel available" divided by "number of personnel authorized") and then uses the average percentage of all packets as the Critical Personnel P-level. This averaging may cause the Critical Personnel P-level to "data-mask" a mission impact caused by a shortage in a single AFSC.

2.11.7.3.2.2. **(Added-AFSOC)** As a specific example: If a flying unit with a crew complement of 2 pilots, 2 flight engineers and 2 loadmasters has 100% of pilots and loadmasters assigned-and-available for flight duties but only 50% of the authorized loadmasters assigned-and available, the AF-IT business rule of averaging the percentages for all critical packets will show the unit has 83% of all critical personnel (250% divided by 3 packets) which is a P-2 rating, however the unit's mission is impacted because only 50% of the required aircrew are available-and-ready.

2.11.7.4. **(Added-AFSOC)** To have an effective AF-IT report capable of communicating the unit's resource readiness, do not allow remarks to be copied from one AF-IT remark to

another; e.g., units will not copy the specific, detailed information in a remark pertaining to a single packet and paste the information into one of the summary remarks or into any of the DRRS remarks. Rather, the summary remarks (PRRES, ESRES, etc.) should provide a broader view of how the resource deficiency in the reported sub-area (personnel assigned, equipment on-hand, equipment condition, or training) affects the unit's capability **(T-2)**. See paragraph **3.9.5** for additional information concerning summary remarks.

2.11.7.4.1. **(Added-AFSOC)** The REASN remark in SORTS (prepared using AF-IT) will provide the commander's summary of how the aggregate of the resource shortfalls impacts the unit's ability to field the level-of-capability the unit is organized to provide. See paragraph **3.9.9** for additional information. **(T-2).**

2.11.7.4.2. **(Added-AFSOC)** The DRRS Overall CORE METL remark focuses on both the unit's ability to accomplish the designed mission and the unit's ability to field the full level-of-capability the unit is organized to provide. This remark should be formatted in accordance with paragraph **8.6.1**.

2.11.7.4.2.1. **(Added-AFSOC)** The remarks for the DRRS supporting tasks and the METs are intended to address the impact of the measures used to assess the various tasks; i.e., these DRRS remarks address the unit's capability to accomplish the designed mission and should consider the unit's ability to accomplish the mission to capacity.

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)**.

2.11.8.1. **(Added-AFSOC)** Ensure abbreviations and acronyms are completely spelled out the first time they appear in each remark (SORTS and DRRS). The acronym or abbreviation needs to be spelled out only once per remark, but must be spelled out in each remark in which it is used; i.e., an abbreviation or acronym may have to be spelled out multiple times in each report. **(T-0)**.

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)**.

2.11.10.1. **(Added-AFSOC)** While readiness reporting needs to identify assistance the unit needs, it is not a substitute for proper staffing. Unit questions/requests for assistance should be up-channeled to the appropriate staff agency through normal staffing procedures and the remark in the readiness report should describe the action(s) being taken.

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-AFSOC)** AFSOC Unit Administrators assigned at a wing or group level supporting subordinate units that do not have a unit-level Commanders Support Staff will maintain a continuity book for each supported unit. **(T-2)**.

2.12.1.2. **(Added-AFSOC)** Appropriate portions of the continuity book should be loaded as supporting documentation in the Inspector General's Management Internal Control Toolset (MICT) program supporting AFI 90-201, *The Air Force Inspection System.* **(T-2)**.

2.12.1.3. **(Added-AFSOC)** DRRS Unit Administrators (UAs) will maintain a unit's DRRS accounts, providing proper roles for each user, manage the Named Missions being assessed, as well as inactivating accounts no longer required/needed, including having the DRRS Support Center deactivate accounts for individuals no longer assigned to the unit or needing access to DRRS. **(T-2)**.

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)**.

2.12.2.1. **(Added-AFSOC)** With the decommissioning of the Commander's Readiness Reporting (CFR) and the Air Force Readiness Reporting (AFRR) courses, contact the Wing readiness Office for initial and recurring training. (See paragraph **2.10.6.1** this Supplement for additional information.)

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.

2.12.4.1. **(Added-AFSOC)** Discrepancies on the Designed Operational Capability (DOC) Statement will be directed to the appropriate MAJCOM FAM through the Wing Readiness POC in accordance with paragraph **2.10.4**. **(T-2).**

2.12.4.2. **(Added-AFSOC)** The DRRS UA is responsible for recording the initial and annual DOC Statement and CORE Mission Essential Task List (METL) reviews in the Inspector General's MICT program as supporting documentation pertinent to requirements in AFI 90-201, *The Air Force Inspection System.* **(T-2)**.

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)**.

2.12.5.1. **(Added-AFSOC)** Discrepancies in the Resources Readiness report between what is being auto-populated from an Authoritative Data Source (ADS) and the unit's day-to-day experience/knowledge must be corrected. **(T-2)**. It is important to understand that the Air Force Input Tool (AF-IT) is merely a report generator searching ADS sources for information defined by the "AF Tables for DRRS" (located on your DRRS Homepage under Documents, then look in the reference section). Discrepancies reported through AF-IT require correcting the appropriate ADS or getting updated information provided to the

data files supporting AF-IT. **(T-2)**. These actions must be initiated or monitored and followed up by the UA.

2.12.5.1.1. **(Added-AFSOC)** Since most AF Authoritative Data Source (ADS) systems are unclassified, the information must be migrated to classified systems before it can be available to AF-IT. Incorrect information may be as simple as the update to the ADS was not part of the information moved to the SIPRNet. Refer to the AF-IT User Guide for a listing of when each ADS is updated for AF-IT.

2.12.5.1.2. **(Added-AFSOC)** Do not report anything along the theme of "AF-IT is reporting wrong information", rather, write a remark that provides accurate information and explains actions being taken to update the ADS. **(T-2)**.

2.12.5.2. **(Added-AFSOC)** If any readiness-related resource is missing from the AF Tables for DRRS, contact the Wing Readiness POC for assistance and notify the MAJCOM/AFIMSC FAM to start the process of having the resource(s) added to the AF Tables for DRRS. **(T-2)**. Ensure AFSOC/A3OR receives a soft copy of the requested update. **(T-2)**.

2.12.5.3. **(Added-AFSOC)** If the Authoritative Data Source (ADS) has not been updated correctly, contact the appropriate unit-level POC to have the ADS corrected. If the unit-level ADS POC needs readiness-reporting assistance with the ADS, contact the Wing readiness POC for the specific assistance needed.

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)**.

2.12.6.1. **(Added-AFSOC)** Write a packet remark for each packet (personnel, equipment on-hand, equipment condition or training) less than a Level-2.

2.12.6.1.1. **(Added-AFSOC)** Ensure that abbreviations and acronyms are completely spelled out the first time appearing in each remark (SORTS and DRRS). The acronym or abbreviation needs to be spelled only one time per remark, but must be spelled out in each remark in which it is used; i.e., an abbreviation or acronym may have to be spelled out multiple times in each report. **(T-0)**.

2.12.6.2. **(Added-AFSOC)** Do not amend or delete auto-populated remarks, rather submit additional information by utilizing the "edit" button for the appropriate remark labels in AF-IT creating a user-supplied portion to the remark. **(T-2)**.

2.12.6.3. **(Added-AFSOC)** Ensure the Resource Readiness report (AF-IT) provides an Estimated Get Well Date to Level-3 as well as the Estimated Get Well Date to Level-2 for each measured area rated as Level-4, (personnel, equipment, training, and overall). **(T-2)**. (See paragraph **3.9.5.4** for additional information.)

2.12.6.3.1. **(Added-AFSOC)** To have an effective AF-IT report capable of communicating the unit's resource readiness, do not allow remarks to be copied from one AF-IT remark to another; e.g., units should not copy the specific, detailed information in a remark pertaining to a single packet and paste the information into one of the summary remarks or into any of the DRRS remarks. Rather, the summary remarks should provide a broader view of how the resource deficiency in the reported

sub-area (personnel assigned, equipment on-hand, equipment condition, or training) affects the unit's capability. **(T-2)**. The summary remarks (PRRES, ESRES, etc.) should be formatted IAW paragraph **3.9.5**.

2.12.6.3.1.1. **(Added-AFSOC)** The AF-IT remarks for individual packets are expected to provide the detailed information concerning resource shortfalls.

2.12.6.3.1.2. **(Added-AFSOC)** The AF-IT summary remarks should provide a broader view of how the resource deficiency in the reported sub-area (personnel assigned, equipment on-hand, equipment condition, or training) affects the unit's capability. **(T-2)**. These remarks should be formatted in accordance with paragraph **3.9.5**.

2.12.6.3.1.3. **(Added-AFSOC)** The REASN remark in SORTS (prepared using AF-IT) should provide the commander's summary of how the aggregate of the resource shortfalls impacts the unit's ability to field the level-of-capability the unit is organized to provide. See paragraph **3.9.9** for additional information. **(T-2)**

2.12.6.3.1.4. **(Added-AFSOC)** Ensure remarks "carrying over" from the previous report have, in fact, been updated for the month (SORTS and DRRS); that each SORTS remark provides an Estimated Get Well Date (EGWD) to the next rating-level; that the EGWDs in the SORTS remarks agree with and support both the forecast to the next C-level and date, and the 3-, 6- and 12-month forecasts.

2.12.6.3.1.5. **(Added-AFSOC)** Quality Control (QC) the EGWDs and forecasts in SORTS agree with the required EGWD(s) in DRRS. **(T-2)**.

2.12.6.4. **(Added-AFSOC)** Units are required to assess the DRRS Mission Essential Task List (METL) as it is published in the Air Force Universal Task List (AFUTL). **(T-2)**. A commander is not authorized to unilaterally modify a unit's METL, a Mission essential Task (MET), or the measures used to assess a MET. Commanders needing an update for a measure, MET or METL must work through the MAJCOM Functial Area Manager (FAM) to initiate the process. **(T-2)**.

2.12.6.4.1. **(Added-AFSOC)** The DRRS Overall CORE METL remark should focus on both the unit's ability to accomplish the designed mission and the unit's ability to field the full level-of-capability the unit is organized to provide. This remark should be formatted in accordance with paragraph **8.6.1**. **(T-2)**

2.12.6.4.2. **(Added-AFSOC)** The remarks for the DRRS supporting tasks and the METs are intended to address the impact of the measures used to assess the various tasks; i.e., these DRRS remarks should address the unit's capability to accomplish the designed mission and should consider the unit's ability to accomplish the missin to capacity.

2.12.6.5. **(Added-AFSOC)** Resource Readiness (SORTS) and Capability Readiness (DRRS) reporting cover the unit's authorized level of resources (personnel, equipment and training) to accomplish the unit's METL to capacity across the full spectrum of missions (in-garrison, mobility, TDY, natural disaster, etc.).

2.12.6.6. **(Added-AFSOC)** Certain Deployment Availability (DAV) codes cause the AF-IT software to show an automatic default of "not available" for an individual. Determine

whether the default value is correct and report the Airman's availability correctly. In most instances, the individual will be expected to report to a duty location at the beginning of the duty day and is therefore available to support the unit's mission and should be reported as "available". (See paragraph **4.2.1.1**, for additional information.)

2.12.6.6.1. **(Added-AFSOC)** On the Personnel screen in AF-IT, for most units, the total number of personnel "not available" should roughly equal the number of critical personnel "not available" and should approximately equate to the number reflected in the "Not Available" column found using the "View Personnel" button on the screen.

2.12.6.6.2. **(Added-AFSOC)** Differences between any of the personnel numbers should be explained in the appropriate personnel remark.

2.12.6.7. **(Added-AFSOC)** A unit with a large number of personnel available only for in-garrison duties will address the unit's limitations in the REASN remark in SORTS and the overall comments of the DRRS CORE METL. **(T-2)**.

2.12.6.8. **(Added-AFSOC)** Do not use "upgrade training" as the reason for a low T-Level. **(T-2)**. AF-IT will consider Airman in upgrade training as 100 percent trained if the training folder reflects the proper training status code (TSC) for upgrade training in accordance with AFI 36-2651.

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)**.

2.12.8.1. **(Added-AFSOC)** Units with deployed forces will report Percent Effective (PCTEF) starting 120 calendar days prior to the unit deploying and continue reporting the PCTEF until redeployment. **(T-2)**. (See paragraph **3.7** for additional information.)

2.12.8.1.1. **(Added-AFSOC)** Focus the PCTEF remark on only the deployed forces, report both PCTEF and the appropriate "Secondary Reason" (SECRN) code. **(T-0)**. (See paragraph **3.10.2.3** and **Table 3.3** for additional information.)

2.12.8.2. **(Added-AFSOC)** Ensure the Resource Readiness and/or the Capability Readiness reports consider the unit's ability to meet the requirements of the quarterly, semi-annual/annual training plan. If the unit is unable to meet the training, ensure the commander is aware of the situation and considers assessing downward. **(T-2)**. (See paragraphs **3.3.7**, **3.5.2**, and **3.9.9.5** for additional information.)

2.12.8.2.1. **(Added-AFSOC)** Only the Overall C-level may be assessed. The sub areas (personnel, equipment, and training) will not be assessed; i.e., they will be reported objectively. **(T-0).** When assessing the C-level, provide a clear explanation why the objectively-calculated percentage band does not portray an accurate readiness rating. **(T-2).** Provide the explanation as the first sentence in a user-generated remark as part of the REASN remark (located on the AF-IT "Overall" screen). **(T-2).**

2.12.8.2.2. **(Added-AFSOC)** Consider assessing the C-level down if the business rules in AF-IT "data-mask" a mission-impacting shortfall of a resource.

2.12.8.2.2.1. **(Added-AFSOC)** For instance, the AF-IT business rules determine a "percentage available" for each Critical personnel packet (calculated as "number of personnel available" divided by "number of personnel authorized") and then uses the average percentage of all packets as the Critical Personnel P-level. This averaging may cause the Critical Personnel P-level to "data-mask" a mission impact caused by a shortage in a single AFSC.

2.12.8.2.2.2. **(Added-AFSOC)** As a specific example: If a flying unit with a crew complement of 2 pilots, 2 flight engineers and 2 loadmasters has 100% of pilots and loadmasters assigned-and-available for flight duties but only 50% of the authorized loadmasters assigned-and available, the AF-IT business rule of averaging the percentages for all critical packets will show the unit has 83% of all critical personnel (250% divided by 3 packets) which is a P-2 rating, however the unit's mission is impacted because only 50% of the required aircrew are available-and-ready.

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)**.

2.12.9.1. **(Added-AFSOC)** AFSOC squadrons are required to submit Resource Readiness and Capability Readiness reports between the 1st and the 7th of each month. **(T-2)**. Each report pertains to the month during which it is submitted; i.e., a report submitted on 29 November does not fulfill the unit's responsibility to submit a report between 1-7 December.

2.12.9.2. **(Added-AFSOC)** Notify the Wing Readiness POC when an out-of-cycle report is submitted. **(T-2)**.

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

2.12.10.1. **(Added-AFSOC)** Ensure Unit Commanders perform validation of AF-IT reports prior to approval. **(T-2)**.

2.12.10.2. **(Added-AFSOC)** Ensure the unit's Category Level (C-level) forecast is to the next C-level; i.e., a C-4 unit should forecast to C-3 (in the CARAT/CADAT fields). **(T-0)**.

2.12.10.3. **(Added-AFSOC)** In SORTS (prepared using AF-IT), provide an Estimated Get Well Date (EGWD) to Level-3 as well as the EGWD to Level-2 for each measured area rated as Level-4, (personnel, equipment, and training) **(T-2)**. Additionally, units reporting Overall C-4 in the REASN remark will provide an EGWD to C-3 as well as to C-2. **(T-2)**. (See paragraph **3.9.5.4** for additional information.)

2.12.10.3.1. **(Added-AFSOC)** If the unit's C-level forecast will expire before the next scheduled reporting date, ensure a new report is submitted IAW Joint Chiefs of Staff (JCS) and Headquarters Air Force (HAF) guidance; i.e., within 24 hours of the expired forecast. **(T-0)**. Notify the Wing Readiness Office of an out-of-cycle report. **(T-2)**

2.12.10.3.2. **(Added-AFSOC)** Use Personnel resource-Area Level (P-level) verbiage when providing Personnel sub-area forecasting; e.g., P-3, P-2, etc. **(T-2)**.

2.12.10.3.3. **(Added-AFSOC)** Use Equipment and Supplies On-Hand Resource-Area Level (S-level) verbiage when providing Equipment On-Hand sub-area forecasting; e.g., S-3, S-2, etc. **(T-2)**.

2.12.10.3.4. **(Added-AFSOC)** Use Equipment Condition Resource-Area Level (R-level) verbiage when providing Equipment Condition sub-area forecasting; e.g., R-3, R-2, etc. **(T-2)**.

2.12.10.3.5. **(Added-AFSOC)** Use Training Resource-Area Level (T-level) when providing Training sub-area forecasting; e.g., T-3, T-4, etc. **(T-2)**.

2.12.10.3.6. **(Added-AFSOC)** Use Category Level (C-level) when providing C-level forecasting in the REASN remark; e.g., C-3, C-2, etc. **(T-2)**.

2.12.10.3.7. **(Added-AFSOC)** When reporting Secondary Training, the "number assigned" will the same for all three categories of Secondary Training. **(T-2).**

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)**.

2.12.12.1. **(Added-AFSOC)** Maintain training information (both initial and recurring) / documentation in the Inspector General's MICT program pertinent to requirements in AFI 90-201, *The Air Force Inspection System.* **(T-2)**.

2.12.13. Load the Core METL for unit/functional areas within DRRS and assign mision 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)**.

2.13.2.1. **(Added-AFSOC)** In addition to the specific information below, UU in units being supported by CSS should be familiar with the information in paragraph **2.12**, "Unit Administrators will", pertaining to Resource Readiness (SORTS) and Capability Readiness (DRRS) reporting. **(T-2)**.

2.13.2.1.1. **(Added-AFSOC)** With the decommissioning of the Commander's Readiness Reporting (CFR) and the Air Force Readiness Reporting (AFRR) courses, contact the Wing readiness Office for initial and recurring training. (See paragraph **2.10.6.1** this Supplement for additional information.)

2.13.2.1.2. **(Added-AFSOC)** To have an effective SORTS report (prepared using the Air Force Input Tool (AF-IT)) capable of communicating the unit's resource readiness, do not copy remarks from one AF-IT remark to another; e.g., do not copy the specific, detailed information in a remark pertaining to a single packet and paste the information into one of the summary remarks or into any of the DRRS remarks. Rather, the summary remarks should provide a broader view of how the resource deficiency in the reported sub-area (personnel assigned, equipment on-hand, equipment condition, or training) affects the unit's capability. **(T-2)**. The summary reamrks remarks (PRRES, ESRES, etc.) should be formatted IAW paragraph **3.9.5**.

2.13.3. **(Added-AFSOC)** Write a packet remark for each packet (personnel, equipment on-hand, equipment condition, or training) less than a Level-2. The remarks for individual packets in SORTS are expected to provide the detailed information concerning resource shortfalls.

2.13.3.1. **(Added-AFSOC)** The summary remarks in SORTS (PRRES, ESRES, etc.) should provide a broader view of how the resource deficiency in the reported sub-area (personnel assigned, equipment on-hand, equipment condition, or training) affects the unit's capability. **(T-2)**. These remarks should be formatted in accordance with paragraph **3.9.5**.

2.13.3.2. **(Added-AFSOC)** Ensure abbreviations and acronyms are completely spelled out (SORTS and DRRS) the first time appearing in each remark. The acronym or abbreviation needs to be spelled only one time per remark, but must be spelled out in each remark in which it is used; i.e., an abbreviation or acronym may have to be spelled out multiple times in each report. **(T-0)**.

2.13.4. **(Added-AFSOC)** Do not amend or delete auto-populated remarks, rather submit additional information by utilizing the "edit" button for the appropriate remark labels in AF-IT creating a user-supplied portion to the remark. **(T-2)**.

2.13.5. **(Added-AFSOC)** In each SORTS remark (prepared using AF-IT), provide an Estimated Get Well Date (EGWD) to Level-3 as well as the EGWD to Level-2 for each measured area rated as Level-4, (personnel, equipment, training and overall). **(T-2)**. Additionally, units reporting Overall C-4 in the Overall Reason (REASN) remark will provide an EGWD to C-3 as well as to C-2. **(T-2)**. (See paragraph **3.9.5.4** for additional information.)

2.13.5.1. **(Added-AFSOC)** Use Personnel Resource-Area Level (P-level) verbiage when providing Personnel sub-area forecasting; e.g., P-3, P-2, etc. **(T-2)**.

2.13.5.2. **(Added-AFSOC)** Use Equipment and Supplies On-Hand Resource-Area Level (S-level) verbiage when providing Equipment On-Hand sub-area forecasting; e.g., S-3, S-2, etc. **(T-2)**.

2.13.5.3. **(Added-AFSOC)** Use Equipment Condition Resource-Area Level (R-level) verbiage when providing Equipment Condition sub-area forecasting; e.g., R-3, R-2, etc. **(T-2)**.

2.13.5.4. **(Added-AFSOC)** Use Training Resource-Area Level (T-level) verbiage when providing Training sub-area forecasting; e.g., T-3, T-4, etc. **(T-2)**.

2.13.5.5. **(Added-AFSOC)** Use Category Level (C-level) verbiage when providing C-level forecasting in the REASN remark; e.g., C-3, C-2, etc. **(T-2)**.

2.13.5.6. **(Added-AFSOC)** If the unit's C-level forecast will expire before the next scheduled reporting date, ensure a new report is submitted IAW Joint Chiefs of Staff (JCS) and Headquarters Air Force (HAF) guidance; i.e., within 24 hours of the expired forecast. **(T-0)**. Notify the Wing Readiness Office of an out-of-cycle report. **(T-2)**

2.13.6. **(Added-AFSOC)** When reporting Secondary Training, the "number assigned" will the same for all three categories of Secondary Training. **(T-2).**

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)**.

3.5.1.1.1. **(Added-AFSOC)** If preparing or assisting the preparation of a complete SORTS report, submit a C-level forecast (Forecast Change Rating (CARAT) field) to the next C-level; i.e., a C-4 unit should forecast to C-3 (in the CARAT/ Forecast Date of Change (CADAT) fields). **(T-0)**.

3.5.1.1.2. **(Added-AFSOC)** If a unit's C-level forecast will expire before the next scheduled reporting date, ensure a new report is submitted in accordance with JCS and HAF guidance; i.e., within 24 hours of the expired forecast. **(T-0)**.

Figure 3.1. Forecast Remark.

```
3-MONTH FORECAST/C-4 DUE TO SCHEDULED EQUIPMENT MAINTENANCE
6-MONTH FORECAST/C-1
12-MONTH FORECAST/C-2 DUE TO OUTBOUND PERSONNEL
```

Figure 3.1. (AFSOC) PCTEF Ratings.

PCTEF 3, Operation NEW WAY; deployed XX percent of resources (aircrews, personnel, equipment, etc.), 01JUN11-30NOV11; status reflects (provide reason for reduced effectiveness and provide summary of missions unable to support), expecting A-X on DDMMMYY (insert the expected A-level and the EGWD).

PCTEF 1, SOUTHCOM; 3 aircrews (30 percent of force), 01MAY11-PERSISTENT DEPLOYMENT, Swapping out 1 crew on 01JUN21; two crews will be rotated on 15SEP21. One aircraft expected to Return to Base (RTB) beginning 01JUN21, replacement aircraft ETA is 29MAY21.

PCTEF 4, SOUTHCOM; Preparing to establish second (or additional) deployed location (insert the assigned mission's name, if available) supported by 3 aircrews (30 percent force), estimated departure (the PCTEF reporting is required to start 120 days prior), Crews require specialized training prior to deployment with training scheduled for 30NOV21. Estimate A-3 on DDMMMYY.

Note: As the unit trains aircrew for this new mission and prepares for the deployment, the PCTEF will improve to A-3, A-2, A-1 in subsequent reports.

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 (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 (DEPORD), 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.

3.7.1.1. **(Added-AFSOC)** When developing the Percent Effective (PCTEF) portion of the Resource Readiness report (for either yet-to-deploy or already deployed assets) evaluate the tasked assets as a complete entity, focusing on whether the assets being deployed fully satisfy the tasking or if there might be some shortfalls for supporting the tasking.

3.7.1.1.1. **(Added-AFSOC)** A unit reporting C-4 for resources can easily report A-1 for PCTEF if the unit is only tasked for resources possessed by the unit. For example: A unit reporting P-4 for having 200 personnel authorized but only having 100 personnel assigned can easily report PCTEF as A-1 if 25 personnel are tasked for deployment. The unit would still report Overall C-4 for personnel shortages but report A-1 for PCTEF because the unit is able to support all of the tasked positions.

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)**.

3.7.2.1. **(Added-AFSOC)** Units reporting PCTEF will also report the appropriate "Secondary Reason Measured Unit is Not C-1" (SECRN) code. **(T-0)**. (See paragraph **3.10.2.3** and **Table 3.3** for additional information.)

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.

3.7.3.6. **(Added-AFSOC)** Since units are required to begin reporting PCTEF 120 days prior to the assigned mission, it is reasonable the unit might begin the reporting as A-4, (*needing additional resources or training*) and gradually report an improving Assigned Level (A-Level) through the months by reporting A-3, A-2 or A-1 as the deployment date approaches and the unit completes deployment preparations. This would reflect the normal progression as a unit begins preparing for deployment as unit members complete the required deployment preparation/ training.

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."

3.7.4.2. **(Added-AFSOC)** Deployed units supporting missions that are not named will identify the Theater Special Operations Command (TSOC) mission or Combatant Command (CCMD) being supported; e.g., Special Operations Command, Pacific (SOCPAC), U.S. Southern Command (SOUTHCOM), etc. **(T-2)**.

3.7.4.3. **(Added-AFSOC)** When reporting an A-level of 2, 3, or 4, describe the reduced readiness conditions affecting or degrading performance for the assigned mission; what actions are being taken to improve capability/performance or what assistance is needed. Focus the remark on only the deployed forces.

3.7.4.4. **(Added-AFSOC)** For the PCTEF remark, units supporting more than one assigned mission will report the lowest PCTEF first. The last item in the PCTEF remark will address any new missions being prepared for; format the remark in accordance with the following. **(T-2)**. This example is for a single squadron supporting multiple taskings and the reported PCTEF; i.e., the PCTEF field would be P-3 (the lowest PCTEF for already-deployed forces) (see **Figure 3.1**).

3.7.4.5. **(Added-AFSOC)** Units deployed-in-place supporting assigned missions will report PCTEF and the appropriate SECRN code of D,E,F,G. **(T-2)**. Use the format provided in paragraph **3.7.4.1**, adding the phrase "deployed-in-place" before the Named Operation (or before the name of the supported TSOC or CCMD if the operation is not named). **(T-2)**.

3.7.4.5.1. **(Added-AFSOC)** The intent is to have deployed-in-place units, such as Remotely Piloted Aircraft (RPA) and Intel units, that are supporting taskings for Combatant Commanders from their home station follow the same reporting methodology AF has directed for deployed forces. **(T-2)**.

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.

3.8.1.1. **(Added-AFSOC)** It is important to understand that the AF-IT software is simply a report generator searching an Authoritative Data Source (ADS) for information defined by the "AF Tables for DRRS". If the information being auto-populated by the AF-IT software conflicts with your knowledge of your unit, ensure the ADS is updated to provide the most accurate information. Do not report anything along the theme of "AF-IT is reporting wrong information"; rather, write a remark that provides accurate information and explains actions being taken to update the ADS. **(T-2)**.

3.8.1.2. **(Added-AFSOC)** A unit's Deployment Identifier-9 (DEPID-9) UTC can be found in the first portion of the DOC Statement.

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.

3.8.2.1. **(Added-AFSOC)** Units will not use the packets titled "Other Officer Training – Manual Entry" or Other Enlisted – Manual Entry" without MAJCOM specific approval. **(T-2)**. These entries are meant as temporary solutions while HAF gets needed packets developed in the AF-IT software. They will not be used by AFSOC units to provide training data/information that is not covered by a designated packet. **(T-2)**. Units needing additional packets added to the AF-IT software, will start the staffing process by working through the Wing POC to contact the appropriate AFSOC/AFIMSC FAM. **(T-2)**. Provide a soft copy of the request to AFSOC/A3OR in order to monitor requests with AF/A3OR.

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 **Tables 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)**.

3.8.5.1. **(Added-AFSOC)** A unit with readiness-related resources; e.g. equipment, that are not included in the Resource Readiness report should coordinate through the Wing POC to contact the AFSOC/AFIMSC FAM, as applicable, for assistance having the AF Tables for DRRS updated to include the missing resources. Provide a soft copy of the requested update to AFSOC/A3OR in order to monitor the request with AF/A3OR. **(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.

3.9.2.1. **(Added-AFSOC)** Ensure that abbreviations and acronyms are completely spelled out the first time appearing in each remark (SORTS and DRRS). The acronym or abbreviation needs to be spelled only one time per remark, but must be spelled out in each remark in which it is used; i.e., an abbreviation or acronym may have to be spelled out multiple times in each report. **(T-0).**

3.9.2.2. **(Added-AFSOC)** For the Resource Readiness report (SORTS, prepared using AF-IT), units will provide an Estimated Get Well Date (EGWD) to Level-3 as well as the EGWD to Level-2 for each measured area rated as Level-4, (personnel, equipment, training, and overall). **(T-2).** (See paragraph **3.9.5.4** for additional information.)

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.

3.9.3.1. **(Added-AFSOC)** When authoring remarks for the SORTS report (prepared using AF-IT), put the specific, detailed information concerning a measured item in the appropriate remark pertaining to the deficiency/shortfall; e.g., in the specific packet remark or Critical Personnel Percentage (PERTC) remark. Do not repeat the exact same information in the next higher-level remark; e.g., PRRES remark. **(T-2)**. Do not cut and paste the same information in multiple remarks. **(T-2)**.

3.9.3.2. **(Added-AFSOC)** The summary remarks (PRRES, ESRES, ERRES, TRRES, and REASN) should present a "bigger picture" of the impact or effect of the resource shortfall. The specific information of number authorized, number on-hand, National Stock

Numbers (NSN), delivery date, etc., should only be in the specific packet remark; i.e., the lowest level remark, specifically documenting the shortfall. The higher-level summary remarks should focus on how the deficiency affects the unit's performance or ability to provide the full level-of-capability the unit is organized--and expected--to contribute. These summary remarks should be formatted in accordance with paragraph **3.9.5**. For example: Information in the PERTC remark should identify the numbers of an Air Force Specialty Code (AFSC) the unit is authorized, assigned, and has available. When summarizing the critical personnel shortages in the PRRES remark, provide the impact of not having the critical AFSCs rather than repeating numbers already present in the PERTC remark. The numbers in the lower-level remarks, such as PERTC, are important but, to communicate the unit's readiness, it is just as important that the impact/effect on the unit's readiness be communicated in the higher-level remarks.

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.

3.9.4.1.1. **(Added-AFSOC)** Do not amend or delete auto-populated remarks, rather submit additional information by utilizing the "edit" button for the appropriate remark labels in AF-IT creating a user-supplied portion to the remark. **(T-2)**.

3.9.4.2. **(Added-AFSOC)** All acronyms referenced (Total Personnel Percentage (PERTP), PERTC, Training Percentage (TRUTC), etc.) are the labels for specific fields within the JCS-required SORTS report.

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.

3.9.5.1.1. **(Added-AFSOC)** For the summary remarks in the Resource Readiness report (submitted via AF-IT) (PRRES, ESRES, ERRES, TRRES and REASN), describe the issue in broad terms.

3.9.5.1.1.1. **(Added-AFSOC)** Do not amend or delete auto-populated remarks, rather submit additional information by utilizing the "edit" button for the appropriate remark labels in AF-IT creating a user-supplied portion to the remark. **(T-2)**.

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.

3.9.5.4.1. **(Added-AFSOC)** For each measured sub-area (personnel, equipment, training and overall) rated as Level-4, units will provide an Estimated Get Well Date to Level-3 as well as the Estimated Get Well Date to Level-2. **(T-2)**.

3.9.5.4.2. **(Added-AFSOC)** Units will use P-level verbiage when providing Personnel sub-area forecasting; e.g., P-3, P-2, etc.; use S-level verbiage when providing Equipment On-Hand sub-area forecasting; R-level verbiage when providing Equipment Condition sub-area forecasting and T-level verbiage when providing Training sub-area forecasting, **(T-2)**.

3.9.5.4.3. **(Added-AFSOC)** Units will use C-level verbiage when providing C-level forecasting in the REASN remark; e.g., C-3, C-2, etc. **(T-2)**.

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 then P-1 **(T-0)**.

3.9.6.1.1. **(Added-AFSOC)** In addition to writing the summary remark (PRRES), units will write a remark for each critical personnel packet below the P-2 level explaining any "not available" personnel. **(T-2)**.

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).

3.9.6.2.1. **(Added-AFSOC)** Units will ensure the remark for a specific packet addresses number authorized, number assigned, and number available and explain why personnel are not available (see **Figure 3.2**) **(T-2)**.

3.9.6.2.2. **(Added-AFSOC)** If the unit does not have the fully authorized number of personnel assigned for a packet less-than Level-2 and there is a known inbound(s)/outbounds, units will include that information (see **Figure 3.3**) **(T-2)**.

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.

3.9.6.3.1. **(Added-AFSOC)** While substituting AFSCs within a UTC to "make it deployable" is a common method of operating, it is not done when developing the Resource Readiness report. The Resource Readiness report is expected to report the

unit's status with respect to its' authorized resources…not to report on ways certain shortfalls might be mitigated during a real-world readiness event; address these topics/issues in the Capability Readiness report.

3.9.6.4. **(Added-AFSOC)** Flying squadrons will provide user-supplied information in the PERTC remark accounting for each critical personnel packet (crew position) rated P-3/P-4 explaining the reason(s) for unavailable crewmembers. This will be a user-provided section of the auto-populated PERTC remark. **(T-2)**.

3.9.6.4.1. **(Added-AFSOC)** Do not confuse training issues, such as "not mission capable" (NMC) with "personnel availability". For the personnel-reporting portion of the Resource Readiness report, an "NMC" crewmember is often "available" since the individual is available to the commander to use supporting many unit-level requirements. (See paragraph **4.2.1.1** for additional information.)

3.9.6.4.1.1. **(Added-AFSOC)** The NMC designation is a training issue and is reported under the training portion of the Resource Readiness report. A unit with a number of NMC crewmembers affecting the unit's mission effectiveness (beyond that reported in the training section) should consider assessing the Overall C-Level down, explaining the impact of the NMC crewmembers and provide an Estimated Get Well Date.

3.9.6.4.1.2. **(Added-AFSOC)** The Duty Not Including Flying (DNIF) duty code is another instance that, for the personnel portion of the Resource Readiness report, needs to be understood that the individual is often available to the commander to use supporting many unit-level requirements and needs to be reported as "available". A unit with a number of DNIF Airman (crewmembers, combat controllers, etc.) affecting the unit's mission effectiveness should assess the Overall C-Level down, explaining the impact of the DNIF members and provide an Estimated Get Well Date. (See paragraph **4.2.1.1** for additional information.)

3.9.6.4.1.3. **(Added-AFSOC)** When a packet covers multiple crew positions; e.g., the 1A9XX AFSC, units will submit user-provided information in the PERTC breaking out the different crew positions. **(T-2)**. For example, a unit with the 1A9XX AFSC manning the loadmaster, sensor and gunner crew positions will, regardless of the packet P-level, provide a breakout of the crew positions using the following format (see **Figure 3.4**) **(T-2)**.

3.9.6.4.2. **(Added-AFSOC)** Units will not include personnel attached for flying in any of the personnel reporting. **(T-2)**. For resource readiness reporting, determining whether an individual is a primary crewmember or is an attached crewmember is solely dependent upon the UMD position number the individual is assigned to. For example: An aircrew member assigned to the flying unit's UMD but "on loan" to a group- or wing-level office for career broadening is reported in SORTS (using AF-IT to prepare the report) as a primary crew member for the flying unit.

3.9.6.4.3. **(Added-AFSOC)** Attached crew members (personnel assigned to another unit, such as the Wing Safety office, but flying with the unit for currency/proficiency) are not reported because doing so would, in essence, be double counting this individual

and masking a need for personnel. Attached crew members are normally associated with HQ-level UTCs, such as the 9Axxx series.

3.9.6.5. **(Added-AFSOC)** Special Tactics units will provide user-supplied information in the PERTC remark providing information for each critical personnel packet (AFSC) rated less than P-2 explaining the reason(s) for unavailable members; e.g., "Combat Controller (CCT)/1C2x1: 20 Authorized; 18 Assigned; 7 Available (11 DAV codes listed in AFI 10-201). **(T-2)**.

3.9.6.5.1. **(Added-AFSOC)** When Special Tactics teams are organized (Global Access (GA), Precision Strike (PS) and Personnel Recovery (PR)), Special Tactics units will, in addition to other personnel-related information necessary in the PERTC remark, provide a breakdown of the teams with shortfalls; simply identify each type team required, assigned and available and provide information on the limiting AFSCs per team type. **(T-2)**.

3.9.6.5.2. **(Added-AFSOC)** This reporting will begin with the global access and precision strike teams and will be a user-provided section of the auto-populated PERTC remark. Do not report on any team (GA, PS or PR) until the entire team's authorizations have been added to the UMD. **(T-2)**.

3.9.6.5.3. **(Added-AFSOC)** Since it is expected PR team manning will lag the other teams' manning, reporting PR teams will begin when an entire team's authorizations have been added to the UMD. **(T-2)**.

3.9.6.5.4. **(Added-AFSOC)** Units will provide information about the teams and the limiting team-position(s) (see **Figure 3.5**) **(T-2)**.

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)**.

3.9.7.1.2. **(Added-AFSOC)** The ESRES remark is intended to provide the commander's assessment of how equipment shortages or shortfalls may impact mission accomplishment, therefore, do not copy the same detailed information presented in the remarks for a packet and paste it into the ESRES remark. **(T-2)**. Rather, describe how the lack of equipment affects/impacts/limits the unit's performance or how the lack of the particular piece of equipment affects the unit's overall equipment effectiveness. This remark should be formatted in accordance with paragraph **3.9.5**. **(T-2).**

3.9.7.1.3. **(Added-AFSOC)** In addition to writing the summary remark (ESRES label), write a remark for each equipment packet below the Level-2. **(T-2)**. Units may include a remark for any packet rated as Level-2, especially if it has mission impact. (see **Figure 3.6**).

3.9.7.1.4. **(Added-AFSOC)** Write a separate (Packet Label) remark for any packet less than Level-2, list the amount of equipment authorized (required), equipment possessed (on-hand) for the applicable packet and actions underway (or planned) to obtain additional equipment. **(T-2)**. Provide an Estimated Get Well Date (EGWD) using S-level verbiage. **(T-2)**.

3.9.7.1.4.1. **(Added-AFSOC)** The remark for a specific packet should address number authorized, number possessed and actions underway (or planned) to obtain additional equipment (see **Figure 3.6**).

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)**.

3.9.7.2.1. **(Added-AFSOC)** The ERRES remark is intended to provide the commander's assessment of how equipment condition deficiencies or shortfalls may impact mission accomplishment, therefore, do not copy the same detailed information presented in the remarks for a packet and paste it into the ERRES remark. **(T-2)**. Rather, describe how the lack of serviceable equipment in any packet affects/impacts/limits the unit's performance. This remark should be formatted in accordance with paragraph **3.9.5**.

3.9.7.2.2. **(Added-AFSOC)** In addition to writing the summary remark (ERRES label), write a remark for each equipment packet below the Level-2. **(T-2)**. Units may include a remark for any packet rated as Level-2, especially if it has mission impact. (see **Figure 3.7**).

3.9.7.2.3. **(Added-AFSOC)** Write a separate (Packet Label) remark for any packet with less than Level-2, list the amount of equipment possessed, equipment available for the applicable packet and an explanation of actions to improve condition of unavailable equipment **(T-2)**. Provide an Estimated Get Well Date using R-level verbiage. **(T-2)**.

3.9.7.2.3.1. **(Added-AFSOC)** The remark for a specific packet should address number on-hand (possessed), number available and explain why equipment is not available (see **Figure 3.7**).

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.

3.9.8.1.1. **(Added-AFSOC)** In addition to writing the summary remark (TRRES label), write a separate (Packet Label) remark for each training packet below the Level-2. **(T-2).** Units may include a remark for any packet rated as T-2, especially if it has

mission impact (see **Figure 3.8**). Units will list the number of personnel assigned and personnel trained for the applicable packet. **(T-2).** Units will describe the training shortfall and provide an estimated get well date using T-level verbiage **Note:** Upgrade Training (UGT) should not be used as the reason for a training shortfall. In the Resource Readiness report, the focus is on currently-trained for the present job. Properly administered/maintained training folders for personnel in upgrade training will have a TSC in accordance with AFI 36-2651. Using one of the appropriate TSCs will help the AF-IT software recognize that the Airman is fully-qualified for purposes of the Resource Readiness report and also in upgrade training. Training managers simply need to administer and maintain the training record properly.

3.9.8.1.1.1. **(Added-AFSOC)** The remark for a specific packet should address number of personnel assigned, number trained and explain the training deficiency or shortfall (see **Figure 3.8**).

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**:

3.9.8.4. **(Added-AFSOC)** When preparing the training portion of the Resource Readiness report, determine whether the unit is expected to or will be able to meet the quarterly/semiannual/annual training plan. If there is any doubt on being able to achieve the training plan, see paragraphs **3.3.7**, **3.5.2**, and **3.9.9.5** for additional information/guidance.

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

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

Figure 3.2. (AFSOC) Packet Remarks.

```
AFSC xxxxx: 20 Authorized; 18 Assigned; 10 Available (8 DAV codes listed in AFI 10-201).
Note: Untrained personnel are reported as available in personnel and explained during the T-level remarks.
```

Figure 3.3. (Added-AFSOC) Packet Remarks with Inbound.

AFSC xxxxx: 20 Authorized; 18 Assigned; 10 Available (8 DAV codes listed in AFI 10-201); 1 Inbound Jul 2020.

Figure 3.4. (Added-AFSOC) PERTC Breakout of Multiple Crew Positions

Loadmaster: 10 Authorized; 8 Assigned; 2 Available (6 DAV codes listed in AFI 10-201).

Sensor: 36 Authorized; 38 Assigned; 24 Available (14 DAV codes listed in AFI 10-201).

Gunner: 72 Authorized; 60 Assigned; 40 Available (20 DAV codes listed in AFI 10-201).

Figure 3.5. (Added-AFSOC) Team Reporting.

Global Access Team: 2 Required; 2 Assigned; 1 Available.

Limiting Factors (LIMFACS) for unavailable team:

  STO (13CX): 1 Authorized; 1 Assigned; 0 Available (1 DAV code listed in AFI 10-201)

  CCT (1C2X1): 8 Authorized; 7 Assigned; 4 Available (3 DAV codes listed in AFI 10-201); 1 inbound Mar 2020

AND/OR

PS Team: 3 Required; 2 Assigned; 2 Available.

Limiting Factors (LIMFACS) for unavailable team(s):

  STO (13CX): 1 Authorized; 0 Assigned 0; 0 Available (No inbound).

  Joint Terminal Area Controller (JTAC): 8 Authorized; 4 Assigned; 2 Available (2 DAV codes listed in AFI 10-201); 3 inbound Mar 2020)

Figure 3.6. (Added-AFSOC) Equipment On-Hand Packet Remark.

Packet A01: Radio; NSN 4235-6512-7798: Authorized 20; Possessed 12 (8 on order) Estimated Delivery Date/S-2: 18 Mar 2020; Packet A23: Motorcycle; NSN 2534-7492-1468: Authorized 25; Possess 2 (Contract was challenged; awaiting contract resolution and approval to order remaining items) EGWD S-3: 23 Apr 2022. EGWD S-2: 28 Sep 2023.

Note: If necessary, units should add a narrative to further describe the shortages. The packet remark is intended to convey the specifics of any equipment shortfalls while the ESRES should focus on the mission impact and follow the format in paragraph **3.9.5.**

Figure 3.7. (Added-AFSOC) Equipment Condition Packet Remark.

Packet A01: Radio; NSN 4235-6512-7798: On-Hand 18; Available 10 (8 returned to manufacturer for routine maintenance) EGWD R-3: 18 Mar 2020; EGWD R-2: 30 May 2020; Packet A23: Motorcycle; NSN 2534-7492-1468: Possess 25; Available 17 (8 in periodic maintenance with parts on order) EGWD R-2: 23 Apr 2021.

Note: If necessary, units should add a narrative to further describe the shortages. The packet remark is intended to convey the specifics of any equipment condition shortfalls while the summary remark (ERRES) should focus on the mission impact and follow the format in paragraph **3.9.5**.

Figure 3.8. (Added-AFSOC) Training Packet Remark.

Packet A01: Traffic Management (2T0x1); Assigned 18; Trained 10 (8 completing new Career Field Education and Training Plain (CFETP)). EGWD T-3: 22 Mar 2020; T-2: 15 May 2020.

Packet A27: Medical Service, Independent Duty Medical Technician (IDMT) (4N0x1): Assigned 10; Trained 2 (8 newly assigned completing UTC training). EGWD T-3: 22 Mar 2020; T-2: 15 May 2020.

Note: If necessary, units should add a narrative to further describe the shortages. The packet remark is intended to convey the specifics of any training shortfalls while the summary remark (TRRES) should focus on the mission impact and follow the format in paragraph **3.9.5**.

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.

3.9.9.1.1. **(Added-AFSOC)** The REASN remark will auto-populate with the already provided, PRRES, ESRES, ERRES, TRRES remarks. Commanders may provide a user-generated portion to further explain or clarify the units readiness or readiness issues. This remark is intended to be a commander's summarized view point, not the detailed individual sub-area remarks. Do not copy the sub-area remarks into the REASN remark. **(T-2)**.

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.

3.9.9.2.1. **(Added-AFSOC)** If a commander assesses the overall C-level down, the reason for assessing down will be the first comment in the user-generated portion of the REASN remark. **(T-2)**. As long as all areas less than Level-1 are listed in the REASN remark, the order of those areas is up to discretion of the unit commander.

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).**

3.10.1.1.1. **(Added-AFSOC)** Units reporting an expanded reason code in SECRN will also report the PCTEF label. **(T-0)**. (See paragraph **3.7** for additional information.)

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

Table 3.2. Standard Reason Codes for Air Force Units.

Rule	A	B
	If the Overall C-Level is	**then the REASN code is**
1	less than C-1 and the area most affecting the C-Level is personnel	P
2	less than C-1 and the area most affecting the C-Level is equipment and supplies O/H	S
3	less than C-1 and the area most affecting the C-Level is equipment condition	R
4	less than C-1 and the area most affecting the C-Level is training	T

5	subjectively assessed downward by the commander	X
6	C-5 and a resource area is C-4 for service-directed resource action	N
7	C-1 and one or more of the resource areas are not measured	6

Table 3.3. Expanded Reason Codes for Partially Deployed Units.

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

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

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

RULE	A	B
	If the lowest of the Combat Essential and Support Equipment percentages is in the range from	then the Equipment and Supplies S-Level is
1	90 to 100	S-1
2	80 to 89	S-2
3	65 to 79	S-3
4	0 to 64	S-4

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

RULE	A	B
	If the Combat Essential Equipment percentage is in the range from	then the Combat Essential S-Level is
1	90 to 100	S-1
2	80 to 89	S-2
3	60 to 79	S-3
4	0 to 59	S-4

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

RU	A	B
	If the Support Equipment percentage	then the Support Equipment S-Level is

L E	is in the range from	
1	90 to 100	S-1
2	80 to 89	S-2
3	65 to 79	S-3
4	0 to 64	S-4

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

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

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

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

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

R U L E	A	B
	If the Training percentage is in the range from	**then the Training T-Level is**
1	90-100	T-1
2	80-89	T-2
3	65-79	T-3
4	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.

4.1.1.1.1. **(Added-AFSOC)** Total personnel authorized does not included unfunded billets on the UMD or billets with the Resource Identification Codes (RIC), for more information about RIC codes see paragraphs **4.2.3.4** and **4.2.3.4.1**.

4.1.1.1.1.1. **(Added-AFSOC)** Excluding RIC coded positions from authorized personnel calculations prevents overstating the unit's authorized manpower.

4.1.1.1.1.1.1. **(Added-AFSOC)** Since Individual Mobilization Augmentees (IMA) are assigned to the unit in Military Personnel Data system (MILPDS), the individuals are counted towards "assigned personnel" but will not be shown as "not available" unless mobilized or otherwise on AD orders.

4.1.1.1.1.1.2. **(Added-AFSOC)** The unit's P-level is not "skewed" due to assigned IMAs because the P-Level is determined by dividing number of personnel available by the number of personnel authorized billets (determined by the Manpower Programming Execution System (MPES) which does not include the RIC-coded positions).

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.

4.1.1.3.1. **(Added-AFSOC)** The Deployment Availability (DAV) Program and the Deploy-to-Dwell (DTD) Program are essentially personnel management programs that are very useful during peacetime. However, they do not have a one-to-one relationship with readiness reporting. During an "All In" event many aspects of these two programs will be stopped or deferred.

4.1.1.3.2. **(Added-AFSOC)** The response time listed on a unit's DOC Statement is for the entire unit's response and is used for readiness reporting. Response times associated with UTCs, CONPLANS, etc., normally involve partial unit responses and will not be used as the basis for a unit's monthly readiness reporting. **(T-2)**.

4.1.1.3.3. **(Added-AFSOC)** Medical units update critical personnel availability in accordance with guidance from AF/SG FAM.

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.

4.1.1.4.1.1. **(Added-AFSOC)** The AF-IT software business rules reports availability of civilians with Reserve or Guard commitments; i.e., individuals listed in both the Defense Civilian Personnel Data System (DCPDS) and MILPDS, under the military unit of assignment (MILPDS unit).

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.

4.2.1.1. **(Added-AFSOC)** A criteria for determining an Airman's availability is: Where is the Airman expected to be when the duty day begins. **(T-2)**. If an Airman is expected to report to the in-garrison duty station, a TDY location, is on authorized leave, and does not

have one of the DAV codes listed in paragraph **4.2.2** the Airman should be reported as "available". **Note:** For the unique situation that an Airman on leave cannot return to a duty location within the DOC response time, report the Airman as "not available".

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.

4.2.2.1. **(Added-AFSOC)** The listed DAV codes cause the AF-IT software to show an automatic default of "not available", however, it is the unit's responsibility to determine whether the default value is correct. In most instances, the individual will be expected to report to a duty location at the beginning of the duty day and is therefore available to support the unit's mission and should be reported as "available".

4.2.2.2. **(Added-AFSOC)** While the listed DAV codes can restrict an Airman from deploying, most Airmen are capable of supporting the in-garrison mission, perform non-deployed TDY duties, or be allowed leave and should be reported as "available". **Note:** For the situation that an Airman capable of supporting the unit's non-deployed mission is on leave and cannot return to a duty location within the DOC response time, report the Airman as "not available".

4.2.2.3. **(Added-AFSOC)** To report the total number of available personnel in AF-IT, count all available Airman and update the "Available Personnel" number for "Total Personnel" section in AF-IT.

4.2.2.4. **(Added-AFSOC)** A unit with a large number of personnel available only for in-garrison duties can consider assessing the Overall C-level down and will address the unit's limitations in the SORTS REASN remark and the overall comments of the DRRS CORE METL. **(T-2).**

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.

4.2.3.1.1. **(Added-AFSOC)** As with DAV codes, the Individual Medical Readiness (IMR) status may be misleading about whether an Airman should be reported as "available" or "not available" and it is the unit's responsibility to validate and report personnel availability accurately. **(T-2).**

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.

RULE	A If the personnel measured resource area is not P-1 and the primary reason is	B then in the field PRRES report
1	Casualties	P01
2	organization activating	P05
3	organization inactivating	P06
4	organization recently activated/reorganized	P08
5	personnel shortage	P11
6	personnel shortage deployable personnel	P17
7	personnel shortage enlisted	P19
8	personnel shortage maintenance	P26
9	personnel shortage navigator/observer	P27
10	personnel shortage officer	P32
11	personnel shortage pilot	P36
12	subordinate organization detached	P40
13	personnel shortage vehicle maintenance	P42
14	personnel shortage aircraft systems maintenance	P43
15	personnel shortage avionics systems maintenance	P44
16	personnel shortage comm/electronics maintenance	P45
17	skill shortage weapon system conversion	P48

R U L E	A If the personnel measured resource area is not P-1 and the primary reason is	B then in the field PRRES report
18	personnel shortage aerial port	P49
19	personnel shortage fire fighters	P50
20	personnel shortage civil engineer	P51
21	personnel shortage medical	P52
22	personnel shortage civilian	P53
23	personnel shortage enlisted aircrew	P54
24	personnel shortage weapon system officer	P55
25	personnel shortage electronic warfare officer	P56
26	personnel shortage loadmaster	P57
27	personnel shortage controllers	P58
28	personnel shortage missile maintenance	P59
29	personnel shortage aircraft maintenance	P60
30	personnel shortage computer operator	P61
31	personnel shortage munitions support	P62
32	personnel shortage fuels support	P63
33	personnel shortage supply support	P79
34	personnel shortage supply and fuels support	P80
35	personnel shortage forwarded to Force Support Squadron (FSS) for action	P82
36	personnel shortage forwarded to MAJCOM for action	P83
37	personnel shortage forwarded to AFPC service center for action	P84
38	personnel shortage security forces	P85
39	personnel shortage no action required	P86
40	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)**.

5.1.1. **(Added-AFSOC)** Unit's having difficulty with the equipment portion of the AF-IT report should ensure that the unit's account with the Authoritative Data Source submitting the information to AF-IT is accurate and up-to-date before contacting the Wing Readiness POC.

5.1.2. **(Added-AFSOC)** Unit's acquiring new equipment that is not reflected in the AF Tables will notify the Wing Readiness POC and work with the AFSOC/AFIMSC FAM, as appropriate, to coordinate with the HAF FAM for the equipment to be added to the "AF Tables for DRRS" **(T-2).**

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

Rule	A	B
	If the equipment and supplies On-hand measured area is not S-1 and the primary reason is	**then in the field ESRES report**
31	shortage off-loaded anti-submarine warfare weapons	S49
32	shortage off-loaded fuel	S50
33	shortage off-loaded missile (SAM)	S51
34	aircraft combat loss	S54
35	missiles unserviceable	S55
36	insufficient fuel	S56
37	shortage support equipment	S57
38	shortage spare engines	S58
39	insufficient funds	S66
40	aircraft deployed separate tasking	S67
41	shortage individual tool kit	S68
42	shortage mobility bag	S69
43	shortage fire fighter protective clothing	S70
44	shortage 463L material handling equipment	S71
45	shortage material handling equipment, other	S72
46	shortage mobility gear (except material handling equipment)	S73
47	shortage A/E kits	S74
48	shortage shelters	S75
49	shortage operating room equipment	S76
50	shortage generators	S77
51	shortage laboratory equipment	S78
52	shortage hospital beds	S79
53	shortage weapons	S80
54	shortage protective equipment	S81
55	shortage intrusion protection equipment	S82
56	shortage equipment on loan	S83
57	equipment deployed (mission support)	S84
58	major equipment in depot modification	S85
59	major equipment in local modification	S86
60	shortage In-Place Readiness Spares Package	S87
61	major equipment in programmed depot maintenance	S88

Rule	A	B
	If the equipment and supplies On-hand measured area is not S-1 and the primary reason is	**then in the field ESRES report**
62	shortage refueling vehicles	S96
63	shortage refueling dispensing equipment	S97
64	shortage cryogenic production equipment	S98
65	area not measured by parent Service direction	SNM
*******The following Reason Codes are for CBRNE reporting only*******		
67	area not measured by parent Service direction	SNM
68	shortage Category 1 individual protective equipment (IPE)	SRA
69	shortage Category 2 detection equipment (DET)	SRB
70	shortage Category 3 decontamination equipment (DEC)	SRC
71	shortage Category 4 IPE	SRD
72	shortage Category 5 radiac equipment (RAD)	SRE
73	shortage Category 6 (MED)	SRF
74	unserviceable/expired Category 1 equipment (mask)	SRG
75	unserviceable/expired Category 2 DET	SRH
76	unserviceable/expired Category 3 DEC	SRI
77	unserviceable/expired Category 4 IPE	SRJ
78	unserviceable/expired Category 5 MED	SRK
79	unserviceable/expired Category 6 CPS	SRL
80	equipment/supplies awaiting critical modification	SRM
81	shortage of support equipment (DECON site support material)	SRN
82	shortage of general supply equipment	SRO
83	shortage of repair parts	SRP
84	NBC equipment incomplete or obsolete	SRQ
85	non-mission capable during recent NBC exercise/evaluation	SRS

Table 5.2. Reporting Equipment Condition Reason Codes.

RULE	A	B
	If the equipment condition measured area is not R-1 and the primary reason is	**then in the field ERRES report**
1	equipment condition degradation fuel shortage	R00
2	aircraft grounded flight safety	R01
3	aircraft do not meet mobilization requirement	R02

R U L E	A If the equipment condition measured area is not R-1 and the primary reason is	B then in the field ERRES report
4	not mission capable depot rapid area maintenance	R04
5	not mission capable depot programmed depot maintenance	R05
6	Conversion	R07
7	damage battle/combat	R09
8	damaged/inoperative aircraft	R11
9	damaged/inoperative countermeasures (electrical/mechanical)	R17
10	damaged/inoperative electronic countermeasures	R18
11	damaged/inoperative electrical power, auxiliary	R19
12	damaged/inoperative electrical power, primary	R20
13	damaged/inoperative equipment	R21
14	damaged/inoperative equipment, communications	R22
15	damaged/inoperative equipment, electrical power or generators	R23
16	damaged/inoperative equipment, engineering	R24
17	damaged/inoperative equipment, fire control	R25
18	damaged/inoperative radar	R31
19	damaged/inoperative system, navigation	R40
20	damaged/inoperative vehicle(s)	R45
21	damaged/inoperative weapon(s)	R46
22	damaged/inoperative RPA ground control system	R47
23	equipment, inspection or checkout	R48
24	equipment, obsolete	R51
25	equipment removal	R52
26	unit re-equipping	R53
27	equipment shortage	R54
28	inspect and repair as necessary aircraft	R55
29	inspection, failed	R56
30	damaged/inoperative RPA long-haul SATCOM	R57
31	insufficient funding	R58
32	maintenance scheduled	R62
33	maintenance unscheduled	R63
34	modification aircraft	R64
35	organization decommissioning/inactivation	R80
36	organization in rotational deployment	R81
37	repair electrical power generating equipment	R88
38	repair lack of tools	R92
39	repair weapons	R94
40	NBC equipment incomplete or obsolete	R95
41	inspect and repair as necessary missile	R96
42	modification missile	R97
43	not mission capable supply missile	R98
44	overhaul missile	R99

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

6.1.1. **(Added-AFSOC)** AFSOC aircraft units are considered Combat Air Force aviation units and will report using Training Method C. **(T-2)**.

6.1.1.1. **(Added-AFSOC)** Report CMR training by crew. Assess the training by crew postion with the lowest trained crew position will drive the T-Level. Address each crew position trained below a T-3 level in an appropriate training remark with an EGWD for each of these crew positions and an Overall EGWD for the unit's T-level; i.e., to T-3, T-2 and T-2 as necessary.

6.1.1.1.1. **(Added-AFSOC)** Do not include the commander (CC) or director of operations (DO) when determining trained crews. Although they are normally fully qualified, they are not considered primary crew members and should not be reported in the T-level.

6.1.1.2. **(Added-AFSOC)** For example, a unit has 10 assigned crews (not considering the CC or DO) with 20 pilots, 20 flight engineers (FE) and 10 sensor operators (SO). With 18 trained pilots, 15 trained FEs and 5 trained SOs, the pilots 90% trained **(T-2)**; the FEs are 75% trained **(T-3)** and the SOs are 50% trained (T-4). The unit would report 5 trained crews of 10 assigned (50% trained for T-4). The training remark would address the FEs and SOs with an EGWD for each crew position. Additionally, include EGWDs for the Overall T-level; i.e., T-3, T-2, etc.

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.

6.2.1.1. **(Added-AFSOC)** Upgrade Training: AF-IT will consider Airman in upgrade training as 100 percent trained if the training folder reflects the proper Training Status Code for Upgrade Training in accordance with AFI 36-2651.

6.2.1.2. **(Added-AFSOC)** Units reporting upgrade training as a reason for decreased T-Level will have the training manager(s) audit and update all training folders to reflect the correct TSC, in accordance with AFI 36-2651 **(T-2)**. **Note:** IAW AFI 36-2651, 3-levels are entered into UGT on date arrived station, unless the CFETP directs otherwise.

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 for the training plan shortfall, overall remarks will be prefaced with "TRNG PLAN REQMT" **(T-1)**.

6.4.3.1. **(Added-AFSOC)** See paragraphs **3.3.7**, **3.5.2**, and **3.9.9.5** for additional information.

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.

6.5.2. **(Added-AFSOC)** On the training screen in AF-IT, report, as non-graded secondary training, number personnel assigned and number of personnel trained for Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE), Combat Arms Training and Maintenance (CATM), Self-Aid, Buddy Care (SABC). The number of personnel assigned being reported should reflect the number-assigned reported as part of the P-level.

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
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

Rule	A	B
	If the primary reason that the training measured resource area is not T-1 is:	**then in the field TRRES report:**
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
*******The following Reason Codes are for CBRNE reporting only*******		
44	insufficient individual protective/survival measures training	TNA
45	insufficient unit mission oriented task training	TNB
46	insufficient NBC team training	TNC
47	insufficient NBC officer/specialist training	TND
48	insufficient MOPP condition training	TNE
49	insufficient personnel completing the mask confidence exercise	TNF
50	shortage of training devices/assets	TNG
51	shortage of trained NBC team members	TNH
52	personnel shortage - NBC defense officer	TNI
53	personnel shortage - NBC defense specialist	TNJ
54	non-mission capable during recent NBC exercise/evaluation	TNK

Rule	A	B
	If the primary reason that the training measured resource area is not T-1 is:	**then in the field TRRES report:**
55	environmental restrictions on training	TNL
56	area not measured by parent Service direction	TNM
57	high temperature training restrictions	TNN
58	inadequate training ammunition - CS capsules/grenades	TNO
59	inadequate school quotas	TNP
60	new equipment - training not received	TNQ
61	CBRNE defense training not received	TNR
62	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 If the lowest of the CBDRT Equipment and Supplies percentage is in the range from	B then CBDESRAT will be
1	90 to 100	S-1
2	80 to 89	S-2
3	65 to 79	S-3
4	0 to 64	S-4

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

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

Table 7.3. REASN Codes for CBDRT.

RULE	A If the overall CBRNE C level is	B then the REASN code is
1	Less than C-1 and the reason most effecting C level is CBRNE Equipment and Supplies	S
2	Less than C-1 and the reason most effecting C level is CBRNE Individual or Unit Training	T
3	C-5 and a resource area is reported as P-/S-/R-/T-6	N
4	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.

8.1.1. **(Added-AFSOC)** Capability readiness reporting (DRRS) was implemented by OSD to answer the question "Ready for What". Consequently, the Capability readiness assessment should address two issues: can the unit accomplish the designed mission under the conditions and to the standards specified in the DRRS METL and can the unit accomplish the designed mission to the full level-of-capability it is organized and expected to provide to the battlefield; i.e., accomplish the METL to capacity.

8.1.2. **(Added-AFSOC)** To provide readiness reporting greater clarity and greater insight into "Ready for What", the Secretary of the Air Force directed Capability Readiness (DRRS) address the threat environment or threat level units are capable of operating against.

8.1.2.1. **(Added-AFSOC)** HAF identified five threat environments/threat levels. Since the threat levels are essentially for fighter units, AFSOC units will only assess against the various threat environments and the appropriate threat environments have been added as measures to all AFSOC METLs. (Environment/Level 1 is the most friendly environment and level 5 is the most hostile.)

8.1.2.2. **(Added-AFSOC)** Initial HAF guidance directs units assess each supporting task and/or MET according to the unit's ability to accomplish a mission-related task independently; e.g., a flying unit expected to operate up to threat level 4 may assess operating successfully in environments 1, 2 and 3 but not able to operate successfully in environment 4 due to needing support from other weapon systems—perhaps electronic countermeasures.

8.1.3. **(Added-AFSOC)** Unit commanders reporting Resource Readiness of C-3 or C-4 and "Yes" for Capability Readiness may send an inadvertent message that the deficient resources are not necessary to accomplish the designed mission at the full level-of-capability the unit is organized to provide. (See paragraph **8.8** for additional information.)

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.

8.2.1.2.1. **(Added-AFSOC)** Units with resource shortfalls/deficiencies (personnel, equipment or training) as seen in the Resource Readiness report (SORTS) or the ART report will normally report "Qualified Yes" for Capability Readiness and explain the impact of the shortfalls/deficiencies found in the other readiness reports. **(T-2)**. (See paragraph **8.8** for additional information.)

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)**.

8.4.3.1.1. **(Added-AFSOC)** AFSOC units will normally only assess Top Priority Plans listed on the DOC Statement. **(T-2)**.

8.4.3.1.1.1. **(Added-AFSOC)** METs assessed for a Top Priority Plan must be part of the CORE METL.

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.

8.4.4.1.1. **(Added-AFSOC)** AFSOC units will assess a Named Operation METL for each operation in concert with PCTEF reporting; i.e., units supporting more than one Named Operation will assess an equal number of METLs. Begin and end assessing the METL(s) at the same time.

8.4.4.1.1.1. **(Added-AFSOC)** METs assessed for a Named Operation must be part of the CORE METL.

8.4.4.1.2. **(Added-AFSOC)** In DRRS, add the Named Operation METL using the Mission Management module located in the dropdown ESORTS menu item. Only unit-level DRRS UA or CC accounts have permissions for the Mission Management module.

8.4.4.1.3. **(Added-AFSOC)** Units needing assistance determining tasks or METs of the CORE METL to assess for a Named Operation should refer to the WARNORD/DEPORD for insight. Units requiring additional assistance should contact the MAJCOM FAM.

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

	Core	Named Op	Top Priority
MET 1	X		X
MET 2	X	X	
MET 3	X	X	
MET 4	X		
MET 5	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).**

8.5.1.2.1. **(Added-AFSOC)** Units with resource shortfalls/deficiencies (personnel, equipment, or training) as seen in the Resource Readiness report or the ART report will

normally report "Qualified Yes" for Capability Readiness and explain the impact of the shortfalls/deficiencies reported in the other readiness reports. **(T-2)**. (See paragraph **8.8** for additional information.)

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.

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

8.6.2.1. **(Added-AFSOC)** Do not copy comments used in the Resource Readiness report (SORTS report, prepared using AF-IT) and paste into the Capability Readiness report (DRRS). The reports have different objectives and the issues need to be presented/described with a different focus. **(T-2)**.

8.6.2.2. **(Added-AFSOC)** To provide Senior Leaders with information answering "Ready with What", there is a need for readiness reporting to identify the amount of combat capability that is committed and the capability that still remains with individual units. AFSOC flying units will label a paragraph in the DRRS Overall CORE METL comments as "CAPABILITY" and provide the following: Number of Authorized/ Assigned/ Combat Mission Ready (CMR)/Enduring- Surged Deployed Crews/ Remaining Available Crews/ Limiting Crew Factors, and Summary (see **Figure 8.1**) **(T-2)**.

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

Figure 8.1. (AFSOC) METL Remarks.

CAPABILITY:

Authorized Crews: 14 Crews.

Assigned Crews: 12 Crews

CMR Crews: 11 Crews

Enduring/Surged Deployed Crews: Enduring 3 Crews / Surged to 4 Crews until November

Remaining Available Crews (at homestation): 7 Crews

Limiting Crew Factor(s): Aircraft Commander; on schedule to upgrade 2 within next 60 days

Summary: 3 Loadmasters outbound within 90 days; no inbounds

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

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Abbreviations and Acronyms

AAMS—Automated Aircrew Management System

(Added-AFSOC) AC—Auto calculate

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

(Added-AFSOC) AFSOAWC—Air Force Special Operations Air Warfare Center

(Added-AFSOC) AFSOC——Air Force Special Operations Command

(Added-AFSOC) AP—Auto-populate

ART—AEF Reporting Tool

(Added-AFSOC) ART——Air Force Expeditionary Forces 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

(Added-AFSOC) CCT—Combat Controller

(Added-AFSOC) CFETP—Career Field Education and Training Plan

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

(Added-AFSOC) CRR—Commander's Readiness Reporting Course

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

(Added-AFSOC) DEPID-9—Deployment Identifier-9

DEPORD—Deployment Order

DET—Detachment

DISA—Defense Information Systems Agency

DLC—Duty Limiting Condition

(Added-AFSOC) DNIF—Duty Not Including Flying

DOC—Designed Operational Capability

DoD—Department of Defense

DRRS—Defense Readiness Reporting System

DRU—Direct Reporting Unit

EAE—Equipment Accountability Element

(Added-AFSOC) EGWD—Estimated Get Well Date

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

(Added-AFSOC) ERSA—Remark Required For Each Subarea below R-1

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

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

(Added-AFSOC) ESSA—Remark Required For Each Subarea below S-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

(Added-AFSOC) HQ—Headquarters

IAW—In Accordance With

(Added-AFSOC) IDMT—Independent Duty Medical Technician

IDRC—Installation Deployment Readiness Cell

IG—Inspector General

ILS-S—Integrated Logistics System-Supply

(Added-AFSOC) IMA—Individual Mobilization Augmentee

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

(Added-AFSOC) JTAC—Joint Terminal Area Controller

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

(Added-AFSOC) MICT—Management Internal Control Toolset

MilPDS—Military Personnel Data System

MOPP—Mission Oriented Protective Posture

MPES—Manpower Programming And Execution System

MRA—Mission Ready And Available

(Added-AFSOC) MRC——Mission Ready Crew

MRDSS—Medical Readiness Decision Support System

MRSP—Mobility Readiness Spares Package

MTF—Medical Treatment Facility

NAF—Numbered Air Force

NBC—Nuclear, Biological, and Chemical

(Added-AFSOC) NMC—Not Mission Capable

NMCC—National Military Command Center

(Added-AFSOC) NMR—Not Medically Ready

NSI—Nuclear Surety Inspection

NSN—National Stock Number

OCC—Occupational Classification Code

(Added-AFSOC) OCONUS—Outside Contiguous United States

(Added-AFSOC) OFAMO——AFSOC Office of FAM Oversight

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

(Added-AFSOC) PR—Personnel Recovery

PRC—Primary Reason Code Or Personnel Reason Code

PRRES—Primary Reason Measured Resource Area Level For Personnel Not C-1

(Added-AFSOC) PS—Precision Strike

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

(Added-AFSOC) RTB—Return to Base

SATCOM—Satellite Communication

SECAF—Secretary of the Air Force

SECDEF——Secretary of Defense

SECRN—Secondary Reason Organization Not C-1

(Added-AFSOC) SIPR—Secret Internet Protocol Router

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

(Added-AFSOC) SOCPAC—Special Operations Command, Pacific

SORTS—Status of Resources and Training System

(Added-AFSOC) SOUTHCOM—U.S. Southern Command

SPECAP—Special Capability

(Added-AFSOC) STO—Special Tactics Officer

(Added-AFSOC) TAI——Training Aircraft Inventory

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

(Added-AFSOC) TRSA—Remark Required For Each Subarea below T-2

TRUTC—Training Measured Area Percentage

(Added-AFSOC) TSC—Training Status Code

(Added-AFSOC) TSOC—Theater Special Operations Command

UA—Unit Administrator

UC—Unit Commander

UDC—Unit Descriptor Code

UEI—Unit Effectiveness Inspection

(Added-AFSOC) UGT—Upgrade Training

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

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 ordinance 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 forma, 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.