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*SPACE FORCE INSTRUCTION 10-201*

*17 AUGUST 2026*

***Operations***

***READINESS REPORTING***

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*. This document provides Office of the Deputy Chief of Space Operations (S3/4/7) procedures for those areas listed in the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3401.02B, *Force Readiness Reporting* as requiring Service direction. This instruction applies to the United States Space Force (USSF). This publication applies to all civilian employees and uniformed members of the United States Space Force and those with a contractual obligation to abide by the terms of Department of the Air Force (DAF) issuances, except where otherwise noted. This publication does not apply to the United States Air Force (USAF). If this publication conflicts with Department of War (DoW) or Chairman of the Joint Chiefs of Staff (CJCS) guidance and policy, then those DoW and/or CJCS publications will take precedence.

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## *SUMMARY OF CHANGES*

This document has been substantially revised and must be completely reviewed. This document replaces the Space Force Guidance Memorandum (SPFGM) 25-01 to Space Force Instruction (SPFI) 10-201, Force Readiness Reporting, dated 31 July 2025. Major changes include but are not limited to: addition of Functional Area Managers (FAM) Roles and Responsibilities at the USSF HQ and Field Command (FLDCOM) level; addition of Defense Readiness Reporting System (DRRS) Audits (**Attachment 3**); revisions to Top Concerns reporting requirements, process, and procedures; addition of Space Launch Delta Readiness Officer roles and responsibilities; addition of National Space Intelligence Center readiness reporting; inclusion of System Deltas in all instructions; and updates to the roles of Measured Unit Administrator and Measured Unit User.

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# Chapter 1

## OVERVIEW AND BASIC POLICY

**1.1. Readiness Reporting.** The Defense Readiness Reporting System (DRRS) is the single DoW readiness system that implements Title 10, United States Code § 117. All unit capabilities must be identified, and their readiness status reported in DRRS readiness reports. Other reporting systems are not a substitute for readiness reporting in DRRS. **(T-0)** The baseline for all readiness reporting is each unit's designed mission(s), which is documented in the unit's Mission Directive. USSF readiness reporting is comprised of three distinct, but closely aligned assessments: (1) Resource Report, (2) Capability Assessment, and (3) Top Concerns (TCs).

1.1.1. Resource Report. This report measures the USSF's effectiveness in meeting Title 10 U.S. Code § 9081, Title 10 U.S. Code § 9082, and Title 10 U.S. Code § 162 responsibilities to organize, train, and equip forces for combatant commands (CCMDs). It is also a measured unit commander's objective assessment of the unit's ability to provide operational equipment and trained personnel to execute the full spectrum missions for which the unit was designed (core mission). This report is the primary readiness report used to inform the program objective memorandum. Resource Reports are comprised of four measured areas: (1) personnel, (2) equipment and supplies on-hand, (3) equipment condition, and (4) training. Additionally, this report provides an assessment of a unit's ability to accomplish its mission in chemical, biological, and nuclear environments **(see chapter 7)**.

1.1.2. Capability Assessment. This report is a commander's subjective assessment of the unit's ability to accomplish tasks based on the full-spectrum missions for which the unit was designed (Core mission). In addition, it provides an assessment of the unit's ability to perform assigned missions [i.e., named operations and war plans (global campaign plans and global concept plans)]. This report is based on Mission Essential Task List (METL) and/or Mission Essential Tasks (METs), which define the unit's capability. Commanders must ensure the capability can be accomplished to the appropriate level (e.g., capacity). For example, can each task be accomplished at the required frequency, duration, output, etc.? Capacity is informed by the resources available (personnel, equipment, and training) reported in the resource readiness report. Commanders need to determine the maximum level of capacity required for each task, then assess if the unit can provide the capability to the required level of capacity. Units at all echelons of command can be identified to report capability readiness.

1.1.3. Top Concerns (TC). A TC is any shortfall that affects a unit's ability to accomplish its mission and requires higher headquarters (HHQ) action for resolution. All readiness reporting units are required to report TCs. TCs provide the USSF a single source to inform senior leadership of TC across the Service.

1.1.3.1. Only DRRS accounts with Unit Commander (UC) or Unit Administrator (UA) type privileges may submit a TC. To submit a TC utilize the guidance provided in **Figure A2.2**.

1.1.3.2. TCs are not limited to capability or resource readiness reporting shortfalls.

1.1.3.3. Submitting Top Concerns via DRRS is not intended to replace the intent for units to work directly with their Delta Readiness Office (DRO) to identify and resolve issues. Units should always work with their DRO or appropriate agencies to resolve issues at the lowest level possible.

1.1.3.4. Do not submit Top Concerns that request changes to DRRS or identify that the data quality in DRRS is incorrect. All DRRS change requests should be routed through the DRO to the applicable FLDCOM Functional Area Manager (FAM) for resolution. All data quality issues should be resolved by the unit within the Authoritative Data System (ADS) used to manage the data, e.g., the Military Personnel Data System (MilPDS). Contact the FLDCOM Command Readiness Office (CRO) for assistance when all other avenues have been exhausted without adequate resolution.

**1.2. Upper Echelon Reviews.** Commanders at a level above a reporting unit will review the reports of subordinates and provide any assistance needed. Upper echelon commanders are not authorized to delay or change unit reports. **(T-1)**

**1.3. Appraisals.** Do not use readiness reporting as input for a UC's performance appraisal. However, unit commanders are ultimately responsible for the accuracy and currency of unit readiness data and assessments. **(T-1)** Commanders must report the honest state of their unit's readiness to ensure accurate information is available for senior leadership to make data-informed decisions. **(T-1)**

**1.4. Measured Units.** Units with a unit descriptor code (UDC) of combat, combat support, and combat service support are identified as measured units and are required to report resource readiness in DRRS. **(T-0)** Unit reporting must be accomplished at, or below, an organization in which forces are employed in support of global force management, day-to-day operations, and wartime planning. **(T-0)** This requires separately organized detachments and operating locations to report their own readiness under their unique Unit Identification Codes (UICs). Field Commands (FLDCOM) or HQ SF/S3/4/7 may require units with UDC of "Other" to report readiness in DRRS. In this case, the UDC for these units must remain "Other". **(T-0)** NOTE: Delta 5 and Delta 15 are considered measured units, as they are assigned personnel and equipment to achieve their designed mission, and are required to report resource readiness in DRRS.

**1.5. Authoritative Data Sources (ADS).** DoW policy requires unit personnel, equipment, and training data to be auto-populated from service and joint ADSs to the units' accounts in DRRS. **(T-0)** Commercial systems cannot be used to provide this data to DRRS. To implement this policy, each unit location (squadron, detachment, and operating location) must have their own accounts in the ADSs that are used to manage unit personnel, equipment and training at those locations. **(T-0)**

**1.6. Reporting Frequency.** Data currency and accuracy are of paramount importance for successful outcomes of the decisions made using the data.

1.6.1. 24-Hour Requirement. Commanders must continually monitor and assess if events such as combat operations, natural disasters, HHQ resourcing shortfalls, maintenance issues, training issues, etc., will affect their unit's readiness status. When the unit commander identifies a change in status, units will report the changes in the unit's overall category levels (C-levels), including supporting personnel, equipment, and/or training data; Percent Effectiveness (PCTEF) (when applicable); and/or mission assessments (Core/named operations/war plans), within 24 hours of the event causing the change. **(T-0)**

1.6.2. Monthly Requirement. All measured units will update all data in their DRRS resource readiness and capability readiness reports monthly. **(T-0)** Each update will be accomplished between the 1st and 12th of each month unless otherwise identified in this Instruction. **(T-1)** It is important to limit the time span for producing and approving reports to as few days as possible. This ensures the reports submitted reflect current data from the ADSs used to manage unit resources (personnel and equipment) and training. Any changes in the ADSs that feed into the report will not be reflected in the report once a unit member has created a draft report. To capture these data changes, unit members must delete the draft report and create a new draft report.

1.6.3. Increased Frequency. The CJCS, in coordination with the Service Chiefs and the affected combatant commanders, and the Chief of Space Operations (CSO) independently, may require units to report more frequently.

1.6.4. Unit Activities. All units are required to maintain the reporting frequency even if they are completely or partially deployed/employed responding to a crisis or executing an operation order, on temporary duty (TDY), undergoing service-directed resource actions (reporting C-5), and/or participating in exercises or inspections. **(T-0)**

**1.7. Precedence in Guidance.** For a conflict between this Instruction and subordinate guidance, this Instruction guidance takes precedence over subordinate guidance. Similarly, Office of the Secretary of War (OSW) and CJCS guidance takes precedence.

**1.8. Classification.** Classification in DRRS is guided by the USSF DRRS Security Classification Guide (SCG), and can be referenced from the DRRS Portal, Help & Support tab, Documents section. All readiness data (percentages, ratings, remarks, MET/METL assessments, comments, etc.) is classified no lower than Secret. Care must be taken to ensure the appropriate classification portion markings are used when including DRRS readiness data into briefing products. When applicable, refer to weapon/mission system SCGs before entering data into DRRS. The default classification of DRRS is "Secret No Foreign". DRRS should never include data or information about weapons systems that are above the secret classification. When applicable, refer to weapon/mission system SCGs before entering data into DRRS.

**1.9. Waivers.** Waivers for DoW reporting requirements must be approved by the Undersecretary of War for Personnel and Readiness (USW/P&R). Waivers for CJCS reporting requirements require coordination with interested Services and CCMDs before submission to the CJCS for approval. Submit all waivers for reporting requirements via the Chain of Command to the level provided in **Table 1.1**.

**Table 1.1. Waiver Authorities and Required Coordination.**

| TIER | WAIVER AUTHORITY | REQUIRED COORDINATION |
|---|---|---|
| T-0 | CJCS or DoW | CSO, CCMDs, Services, and DoW, as applicable |
| T-1 | Field Command/CC | HQ SF/S3/4/7 |
| T-2 | Field Command/CC | Internal Coordination |
| T-3 | Delta/CC | Internal Coordination |

## Chapter 2

## ROLES AND RESPONSIBILITIES

### 2.1. Office of the Deputy Chief of Space Operations (S3/4/7), Readiness, Training, and Exercise Division Branch (HQ SF/S73).

2.1.1. CSO Duties. Accomplishes CSO responsibilities defined in Department of Defense Directive (DoDD) 7730.65, *Department of Defense Readiness Reporting System (DRRS)*, Department of Defense Instruction (DoDI) 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)* and CJCSI 3401.02B. Assists and executes OSW and CJCS assigned CSO duties, as needed.

2.1.2. Readiness Subject Matter Expert (SME). Serves as the Space Staff SME on all joint and service readiness reporting policies and procedures. Acts as a liaison with the Joint Staff (JS), OSW, and Congress for readiness reporting issues. Develops and proposes readiness reporting policy for the CSO. Assist and advise CRO to complete specified duties.

2.1.2.1. Joint Operation Planning and Execution System. Acts as liaison between the Joint Staff Joint Operation Planning and Execution System/Defense Information Systems Agency Offices to resolve database inaccuracies.

2.1.2.2. ADSs. Designates the authoritative sources for USSF DRRS data to the Office of the Secretary of War for Personnel and Readiness OSW/(P&R). Addresses any issues, such as data currency and accuracy.

2.1.3. HHQ Reports. Provides the USSF inputs to the SRRC to OSW and the USSF inputs to the Joint Force Readiness Review (JFRR) to the JS. Aggregates readiness against approved joint capability areas per JS direction.

2.1.4. Universal Joint Task List. Coordinates Universal Joint Task List (UJTL) with Space Staff FAMs and FLDCOMs. Guidance for submitting tasks is found in CJCSM 3500.04F, *Universal Joint Task Manual*, to include in the universal joint task list.

2.1.5. Staff Support. Provides readiness products and other assistance to the Space Staff and FLDCOM staffs.

2.1.6. Assist FAMs. Aids FAMs in the accomplishment of their readiness reporting responsibilities.

2.1.7. DRRS Tools. Submits program objective memorandum inputs to develop and sustain USSF tools in DRRS, such as the Space Force Input Tool. Develops software specifications to modify and improve USSF tools in DRRS.

2.1.8. Space Force Universal Task List (SFUTL), METs, METLs. Approves and implements MET/METL updates and publishes the SFUTL. Assists FAMs and FLDCOMs to prepare METLs. Notifies affected organizations when a MET/METL update has been loaded into DRRS. Documents all SFUTL changes to correlate changes in METs with changes in units' assessments, support trend analysis, etc.

2.1.9. METL Template Management. DRRS contains an administrative module for MET and METL management. HQ SF/S73R will manage and maintain METL templates of prebuilt tasks along with performance measures associated for FLDCOM FAMs to apply to functional units. These templates contain the METs common to a specific type of unit. When developing task lists, the UJTL will be the first reference to look for a task. (T-2) If the task does not exist in the UJTL the HQ SF/S73R reviews the SFUTL for a suitable task. If the task does not exist in either task listing, HQ SF/S73R coordinates with the FLDCOM FAM to create a new SFUTL task. Any concerns with METs within a METL template are coordinated via the FLDCOM FAM, CRO, to the HQ SF/S73R.

2.1.10. Resource Readiness Metrics. Approves and implements personnel, equipment, and training metrics (also known as packets) for unit resource readiness reports, including publishing and maintaining the USSF Tables. Assists FAMs and FLDCOMs with preparing packets and notifying affected organizations when a table update has been loaded into DRRS. Archives previous tables for historical and analytical purposes. Assists users with user input tool issues.

2.1.11. Unit Registry. Maintains the unit registry in DRRS for USSF HQ. Assists FLDCOMs with managing their unit registry in DRRS. This data is provided to Joint Operation Planning and Execution System.

2.1.12. Data Quality. Ensures identified errors and deficiencies are corrected.

2.1.13. Supplements. Coordinates FLDCOM supplements within 60 days.

2.1.14. Waivers. Coordinates waiver requests with FAMs and Joint Staff within 30 days.

2.1.15. Formal Training. Develops, maintains, and conducts formal training courses for DRRS reporting.

**2.2. USSF Headquarters Functional Area Managers (USSF HQ FAM).**

2.2.1. Overview. A Function Area Manager (FAM) is the subject matter expert appointed by a senior leader to be responsible for the management, oversight, development, and analysis of a specific functional community’s ability to support operational planning and execution. FAMs play a significant role in achieving readiness and are essential to ensuring Guardians are ready to conduct global space operations, to secure the nation's interests in, from, and to space. HQ SF/S73 directs the appointment of FAMs at the USSF HQ and FLDCOM level. FAMs at all echelons (USSF HQ and FLDCOM) analyze and review readiness reports from measured units to identify developing trends in readiness, determine causes, recommend solutions, and direct appropriate actions in response to degraded readiness assessments. A FAM is focused on functional management and does not fill the role of a Career Field Manager, such as assignment management or professional military education.

2.2.2. USSF HQ FAM Role. USSF HQ FAMs are the principal advisors to their respective functional director or Deputy Chiefs of Staff. USSF HQ FAMs coordinate with HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs to ensure force structure and readiness guidance are aligned with their functional community. USSF HQ FAMs analyze and review measured unit readiness reports to identify developing trends in readiness, determine causes, and provide feedback to FLDCOM FAMs, CROs, and measured units. USSF HQ FAMs are expected to be aware of the challenges that units within their functional community have in achieving readiness, and provide recommendations to mediate those challenges.

2.2.3. USSF HQ FAM Functional Communities. There are three primary functional communities in USSF; Intel, Cyber, and Space Operations. HQ SF/S73 Readiness, Training, and Exercise Division directs the appointment of FAMs for each of these primary functional communities at the USSF HQ level. HQ SF/S73R coordinates with the FAM Functional Communities, on behalf of HQ SF/S73.

2.2.3.1. USSF HQ Intel FAM. Act as the principal advisor of the USSF intel functional community to HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs. USSF HQ Intel FAMs monitor the readiness of the USSF intel functional community in order to identify developing trends, determine causes, recommend solutions, and direct appropriate actions in response to degraded readiness assessments. USSF HQ Intel FAMs coordinate with HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs to ensure force structure and readiness guidance are aligned with the USSF intel functional community.

2.2.3.2. USSF HQ Cyber FAM. Act as the principal advisor of the USSF cyber functional community to HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs. USSF HQ Cyber FAMs monitor the readiness of the USSF cyber functional community in order to identify developing trends, determine causes, recommend solutions, and direct appropriate actions in response to degraded readiness assessments. USSF HQ Cyber FAMs coordinate with HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs to ensure force structure and readiness guidance are aligned with the USSF cyber functional community.

2.2.3.3. USSF HQ Space Operations FAM. Act as the principal advisor of the USSF space operations functional community to HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs. USSF HQ Space Operations FAMs monitor the readiness of the USSF space operations functional community in order to identify developing trends, determine causes, recommend solutions, and direct appropriate actions in response to degraded readiness assessments. USSF HQ Space FAMs coordinate with HQ Space Staff, HQ SF/S73R Readiness Branch, and CRO to ensure force structure and readiness guidance are aligned with the USSF space operations functional community.

2.2.4. USSF HQ FAM Responsibility. The responsibilities of a USSF HQ FAM include, but are not limited to:

2.2.4.1. Develop Functional Guidance. Coordinate with HQ Space Staff, HQ SF/S73R, FLDCOM FAMs, and CROs to develop functional readiness guidance prior to publication to prevent conflicts with law and DoW, CJCS, or OCSO force readiness policy and guidance. Coordinate proposed changes affecting readiness reporting with applicable HQ Space Staff, HQ SF/S73R Readiness Branch, FLDCOM FASs, and CROs. HQ SF/S73R has final approval of all functional readiness guidance products prior to publication.

2.2.4.2. Analyze and Review Readiness Reports. USSF HQ FAMs analyze and review unit level readiness reports monthly to determine readiness shortfalls and ensure the quality of the reports.

2.2.4.2.1. Analyze measured units' monthly readiness Resource Reports, Capability Assessments, and Top Concerns in DRRS to determine resource shortfalls that require Space Staff action to resolve. Determine causes, identify trends, and develop proposed solutions. Work with applicable HQ Space Staff Divisions, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs to determine feasible resolution actions and timelines. Provide feedback to applicable HQ Space Staff Divisions, HQ SF/S73R Readiness Branch, FLDCOM FAMs, and CROs on resolutions with recommended actions and timelines.

2.2.4.2.2. Review measured units' monthly readiness Resource Reports, Capability Assessments, and Top Concerns in DRRS for quality and timeliness of reports. Ensure measured units’ reports comply with format and guidelines outlined in this instruction. Provide feedback to FLDCOM FAMs, CROs, DROs, and measured units to improve quality of reporting.

2.2.4.3. Coordinate MET/METL Development.

2.2.4.3.1. Coordinate with HQ SF/S73R, FLDCOM FAMs, and CROs to develop new and/or updated METs and Core METLs, including supporting tasks. Submit new and/or updated METs and Core METL to HQ SF/S73R for final approval.

2.2.4.3.2. Determine the capabilities to be reported in the unit’s METL, METs, and supporting tasks, to accurately reflect the unit’s mission.

2.2.4.3.3. Annually review the UJTL and SFUTL with HQ SF/S73R to ensure tasks support missions assigned to USSF units. Coordinate any changes with FLDCOM FAMs and CROs.

2.2.4.4. Coordinate Critical Personnel Packets.

2.2.4.4.1. Coordinate with HQ SF/S73R, FLDCOM FAMs, and CROs to identify which Space Force Specialty Codes (SFSC) are critical to specific units, for accomplishing the unit’s assigned mission. These SFSCs will be organized in DRRS as Critical Packets and specific to a unit. If a coordinated position cannot be reached, the HQ SF/S73R is the deciding authority.

2.2.4.4.2. Coordinate with HQ SF/S73R, FLDCOM FAMs, and CROs to develop new and/or updated measured area criteria (Critical Packets) and associated tables. Strive to ensure the computed percentages of the Critical Packets provide realistic readiness ratings for the units. If a coordinated position cannot be reached, HQ SF/S73R is the deciding authority.

2.2.4.4.3. Submit the new and/or updated Critical Packets to HQ SF/S73R Readiness Branch for approval.

2.2.4.5. DRRS Accounts. USSF HQ FAMs are expected to have a DRRS account in order to maintain an awareness of the readiness levels of their functional community.

2.2.5. USSF HQ FAM Appointment Process. A USSF Deputy Chief of Staff must appoint two USSF HQ FAM for each functional community under their purview, a primary and an alternate. The appointing Deputy Chief of Staff will provide a copy of the appointment letter to HQ SF/S73R. Commanders, managers, and supervisors at all levels must ensure the qualified personnel are appointed to be FAMs based upon knowledge and experience.

2.2.5.1. The appointing Deputy Chief of Staff will ensure only the most highly knowledgeable and experienced people in the grade of E-7 and above, or civilian equivalent, are appointed to be a USSF HQ FAM. (T-1) Contractor personnel, who are US citizens, may be alternate FAMs, subject to the applicable terms of the contract's provisions.

2.2.5.2. The appointing Deputy Chief of Staff may appoint more than two USSF HQ FAM for large and complex functional communities.

**2.3. Field Command Commanders (FLDCOM CDR).**

2.3.1. Readiness Office. All FLDCOMs and Component FLDCOMs must establish a readiness office to manage their unit registry in DRRS, manage the reporting process for subordinate measured units (**paragraph 1.4**) and respond to USSF HQ requests for readiness information (JFRR, SRRC, etc.). Maintain awareness of the duties and responsibilities of the CRO and conduct command readiness responsibilities with CRO, as applicable; see **paragraph 2.5** for CRO roles and responsibilities. The readiness office must be adequately manned, trained, and equipped to provide uninterrupted reporting coverage during peacetime, crisis, and wartime operations while members are on leave, TDY, deployed, or otherwise unavailable.

2.3.2. Core METL. Field Commands with subordinate Deltas and units that are required to report readiness will establish a process to ensure field command mission essential task list (METL) assessments are accomplished monthly via DRRS-S between the 15th and 23rd of each month.

2.3.3. USSF Component FLDCOMs report on the operation plans (OPLANs) and named operations, applicable to their CCMD, via DRRS between the 15th and 23rd of each month and within 24 hours of a change that affects readiness assessments.

2.3.4. Policy & Guidance. Coordinate FLDCOM readiness reporting policy and guidance with the Space Staff readiness office to ensure they comply with law and DoW, CJCS, DAF, and OCSO policy and guidance.

2.3.5. Readiness Training. Ensure CRO personnel, FAMs, and subordinate units are trained on readiness reporting policy and procedures.

2.3.6. Top Concerns. FLDCOMs with measured units will report Top Concerns in DRRS at least quarterly, but no later than the last day of March, June, September and December. See **paragraph 1.1.3** for reporting TC.

2.3.7. Readiness Weapons Systems. When assessing readiness, be sure to identify any maintenance or support issues for all weapons systems. It is critical to identify any negative trends in maintenance or support in DRRS. Joint Staff and USSF HQ use this data to inform Weapons System Sustainment (WSS) resourcing decisions. Reporting outages in DRRS within 24 hours is crucial to support this use of the data (reference **paragraph 5.2.5**.).

**2.4. Field Command Directorate Chiefs (L2).**

2.4.1. Mission area divisions manage units that are organized to perform or support wartime missions. Units with wartime missions are required to report readiness in DRRS. These divisions will appoint at least two subject matter experts (SMEs) as FAMs for each mission area they manage, a primary and an alternate. An example mission area is space-based warning. The primary FAM must be a US military or DoW civilian. Subject to the applicable contract's provisions, contractor personnel, who are US citizens, can be alternate FAMs. Divisions will provide a copy of their appointment letters to the CRO. FLDCOM FAM readiness responsibilities are outlined in **paragraph 2.6**.

2.4.2. Policy and Guidance. Coordinate all readiness reporting policy and guidance with the CRO to ensure compliance with law, DoW, CJCS, and/or DAF or OCSO policy and guidance.

**2.5. Field Command Readiness Office (CRO).**

2.5.1. Unit Registry. Maintain the unit registry in DRRS for all subordinate units.

2.5.2. DRRS Accounts. Assist FAMs and units to establish and maintain active DRRS accounts.

2.5.3. Training. Conduct training for FLDCOM FAMs and DROs.

2.5.4. Assist FAMs. Aid FLDCOM FAMs in the accomplishment of their readiness reporting responsibilities. Maintain a list of FAMs for all unit types reporting readiness.

2.5.5. MET Development. Assist FAMs and Deltas with developing METs. Coordinate new and/or changed METs/METLs with all commands utilizing the MET/METL. Submit the new and/or updated METs to the HQ SF/S73R Readiness Branch for final approval and update the unit's METL. HQ SF/S73R will document all changes to the SFUTL to correlate changes in METs with changes in units' assessments to support trend analysis, etc. HQ SF/S73R will notify affected organizations when an approved METL/MET update has been loaded into DRRS.

2.5.6. Packets. Assist FAMs with developing personnel, equipment, and training metrics (also known as packets) for unit resource readiness reports. Coordinate new and/or changed packets with all commands utilizing the packets. Submit the new and/or updated packets to the HQ SF/S73R Readiness Branch for approval. Upon approval, publish packets in the USSF Tables. Archive previous tables for historical and analytical purposes. Notify affected organizations when a table update has been loaded into DRRS.

2.5.7. Assist Units. Assist subordinate reporting units in accomplishing their readiness reporting responsibilities. Ensure units have currently assigned named operations and war plans loaded and assessed as missions in DRRS. Maintain a list of local DROs readiness points of contact for the command.

2.5.8. Performs Reviews/Inspections. On behalf of the commander, conduct monthly reviews, quarterly audits, and annual inspections of each subordinate unit's readiness reports IAW **Attachment 3** and audit template. Ensure DROs are reviewing and inspecting the readiness reports of subordinate units.

2.5.9. Field Command Readiness Assessments. On behalf of the FLDCOM Commander, ensure readiness assessments are accomplished monthly and within 24 hours of a change that affects command readiness. Monthly, draft an overall assessment and staff to the commander or designated alternate for approval.

2.5.10. C-5 Rating. The CRO approves or denies nominations for C-5 ratings from the FLDCOM FAM. A measured unit that is undergoing a service-directed resource action, i.e. activation or inactivation, major equipment or mission conversion, move/change in home station; may be nominated to report C-5 as their overall C-Level by the FLDCOM FAM. The CRO notifies applicable FAM and DRO of C-5 decision(s). CRO provides reporting instructions for measured units authorized to report C-5.

2.5.11. Field Command Policy and Guidance. On behalf of the FLDCOM Commander, coordinate FLDCOM readiness reporting policy and guidance, proposed by FLDCOM Staff and subordinate Deltas, with HQ SF/S73R Readiness Branch, to ensure it complies with law, DoW, CJCS, and/or DAF or OCSO policy and guidance.

2.5.12. Supplements. Coordinate on supplements within 60 days.

2.5.13. Waivers. Coordinate on waiver requests within 30 days. Forward to HQ SF/S73R Readiness Branch.

2.5.14. Mission Statements Tab. Ensure the information in the Mission Statement tab is accurate for each subordinate unit. Copy and paste unclassified or secret mission narratives from the officially published mission directive, found on the Department of the Air Force ePubs site. Enter the mission design and series (MDS) and nomenclature for each applicable unit. Manage the subordinate units and associated units section of the Mission Statement tab per current policy. The rest of the information on the Mission Statement tab is auto-populated with information resident in DRRS.

**2.6. Field Command Functional Area Managers (FLDCOM FAM).**

2.6.1. Role. A FLDCOM FAM is the individual appointed by a FLDCOM general officer to be the principal advisor of a functional community's ability to support operations within their FLDCOM. As the SME for an assigned mission area, the FLDCOM FAMs are responsible for the management, oversight, development, and analysis of a functional community within their FLDCOM. The FLDCOM FAMs operate at the FLDCOM headquarters level and are unique in that they coordinate from the FLDCOM level with HQ SF/S73R, subordinate Deltas, and supported Combatant Command Staffs to support operational planning, deployment, training, and modernization of their functional community. FLDCOM FAMs play a significant role in assessing readiness and are essential to operational planning, training, development, and modernization of USSF units within their FLDCOM. FLDCOM FAMs are expected to be aware of the challenges that units within their FLDCOM have in achieving readiness, and provide recommendations to mediate those challenges.

2.6.2. FLDCOM FAM Responsibility. The responsibilities of the FLDCOM FAM include, but are not limited to:

2.6.2.1. DRRS Account. Maintain an active DRRS account to ensure continuous coverage while other members are on leave, TDY, deployed, or unavailable.

2.6.2.2. DRRS Training. Accomplish FAM readiness reporting training required to support FAM responsibilities in this instruction, within 30 days of appointment as a FAM.

2.6.2.3. Mission Directives. The mission directive formally documents a unit's mission, subordinate units, UTC, weapons system(s), threat environment(s), future requirement(s), command relationships, and responsibilities. The mission directive completely identifies and accurately describes the full spectrum of approved, unfunded, and full spectrum wartime requirements needed to compete with near peer competitors.

2.6.2.3.1. The FLDCOM FAM coordinates with the CRO to write and publishes a unit's mission directive, for approval by the FLDCOM CDR.

2.6.2.3.2. A unit's mission directive is the primary source for developing Mission Essential Tasks (METs) and the unit's mission narrative. As such, the mission directive requires rigorous mission analysis and risk assessment. The unit's mission narrative is found within the Mission Statement tab.

2.6.2.3.3. By default, mission directives are unclassified and must be published on the Department of the Air Force E-publishing website. If parts of a unit's mission directive require a higher classification, those portions may be referenced in a separate classified supplement, and stored by the FLDCOM in a secure location, IAW the USSF DRRS SCG.

2.6.2.4. METL/MET Development. The CRO and FLDCOM FAM are responsible for coordinating to develop a unit's METL. The METL is a collection of all the unit's METs. All of a unit's METs are focused on achieving the unit's mission, which is codified in the unit's mission directive.

2.6.2.4.1. When developing new METL/METs, the FLDCOM FAM must reference the SFUTL to ensure new mission tasks are aligned with SFUTL. If a task does not exist in the SFUTL or UJTL, propose new tasks to CRO for coordination with HQ SF/S73R and USSF HQ FAM. HQ SF/S73R has final approval for all changes to SFUTL.

2.6.2.4.2. HQ SF/S73R is the final approval for all new or changed METL/METs. If the FLDCOM or its subordinate units require changes to their METL/METs, submit recommended changes to CRO and HQ SF/S73R for coordination and approval.

2.6.2.4.3. Annually review the METL/METs, Measured Areas, and Amplifying Notes of the FLDCOM and subordinate units, to ensure current METL/METs are supported by the SFUTL and accurately assessed in DRRS. Solicit USSF table and METL changes from subordinate units, as required.

2.6.2.4.4. Delta MET Development. Assist Deltas with developing and revising Delta METL/METs. Submit new Delta tasks to the CRO for coordination and submission to HQ SF/S73R for approval. HQ SF/S73R has final approval for all METL changes.

2.6.2.4.5. Measured Unit MET Development. Assist measured units with developing and revising measured unit tasks. Submit proposed changes to measured units' METL to the CRO and HQ SF/S73R for coordination and approval. HQ SF/S73R has final approval for all METL changes.

2.6.2.5. Capability Assessment. Complete the FLDCOM's monthly Capability Assessment NLT the 18th calendar day of each month. Use space base Delta, space Delta, and measured units' readiness reports in DRRS to inform the FLDCOM's Capability Assessment.

2.6.2.6. Resource Packets. Develop new and/or updated measured area packets. Strive to ensure the computed percentages for the units' packets provide realistically measured area ratings. Forward packets to the CRO for coordination. The CRO will forward the packets to HQ SF/S73R for approval.

2.6.2.7. Unit Readiness Reports. Review unit readiness reports monthly for accuracy and completeness, including forecasts and remarks. Assist units with correcting reports.

2.6.2.7.1. Unit Readiness Shortfalls. Identify factors causing unit readiness degradations. Work with applicable FLDCOM staff offices to determine feasible resolution actions and timelines for issues requiring FLDCOM HQ's assistance to resolve. Provide guidance to Deltas and units for local mitigation actions for deficiencies, if feasible. Inform Deltas and units of FLDCOM HQ's actions to resolve shortfalls. Provide timelines for fix actions, including progressive anticipated change dates for each expected rating. Provide an explanation when get-well dates are unknown.

2.6.2.7.2. Unit Readiness Forecasts. Work unit forecasted issues with the intent to prevent predicted mission impacts from becoming reality.

2.6.2.8. Unit Top Concerns. FLDCOM FAMs will review the Top Concerns reported by the measured units they manage, and the Top Concerns reported by the applicable Delta. **(T-1)** Determine which Top Concerns can be resolved within the FLDCOM HQ and work to resolve those issues. Develop FLDCOM Top Concerns for their functional area, as needed. Enumerate their functional area Top Concerns by priority. Submit all Top Concerns for their functional area (measured unit, Delta, and FLDCOM HQ) that require FLDCOM HQ and/or USSF HQ action to resolve to the CRO via secret internet protocol router network (SIPRNET) email. FLDCOM FAMs will provide monthly updates on the status of each Top Concern to the unit (if applicable), DRO, and CRO via SIPRNET email. **(T-1)** CROs and HQ SF/S73R may establish additional requirements.

2.6.2.9. Identify Funding Deficiencies. Identify deficiencies that may require funding and notify the program element manager. Provide any assistance needed for unfunded requests and program objective memorandum inputs.

2.6.2.10. C-5 Rating. A measured unit that is undergoing a service-directed resource action, i.e. activation or inactivation, major equipment or mission conversion, move/change in home station; may be nominated to report C-5 as their overall C-Level by the FLDCOM FAM. FLDCOM FAMs nominate units to report C-5 to the CRO for approval.

2.6.2.11. Readiness Briefings. Provide inputs for readiness briefings as required by the CRO.

2.6.2.12. HHQ Reports. Use FLDCOM, Delta, and measured unit readiness reports to inform the input for the JFRR, the SRRC, and other HHQ reports as tasked.

2.6.2.12.1. Joint Force Readiness Review (JFRR). USSF HQ tasks FLDCOMs to provide input to the JFRR. FAMs develop Top Concerns and other information required for the JFRR. HQ SF/S3/4/7 combines FLDCOM inputs for the Service input to the CJCS's JFRR. The JFRR is part of the Joint Combat Capability Assessment (JCCA), which is designed to support the CJCS in his execution of Title 10 responsibilities. The JCCA process, within the CJCS's Readiness System, combines and analyzes readiness assessments to provide the CJCS with a snapshot of DoW's strategic readiness to execute the National Military Strategy (NMS).

2.6.2.12.2. Semiannual Readiness Report to Congress (SRRC). USSF HQ tasks FLDCOMs to provide input to the SRRC. FLDCOM FAMs analyze Top Concerns and other information required for the SRRC. HQ SF/S3/4/7 combines FLDCOM inputs for the Service input to OSW. The SRRC includes a list of COCOM and Combat Support Agency deficiencies and summarizes an overall readiness assessment level for the Department of War to execute the NMS, in accordance with Section 482 of Title 10, USC.

2.6.2.13. Policy and Guidance. Review new and/or proposed changes for readiness reporting policy and guidance from Deltas. Coordinate all policy and guidance with the CRO before implementing it to prevent conflicts with law and DoW, CJCS, and DAF or OCSO implementing policy and guidance.

2.6.2.14. Activating Units. FLDCOM/S1M must notify the CRO and FLDCOM FAM as soon as a new unit and/or a new capability is being established. CJCS policy requires units to begin readiness reporting as soon as the unit has an established PAS Code (see **paragraph 3.5.5.1** for Unit Activation). The CRO has unit registry actions to complete the unit's registry in DRRS. The FAM and the CRO must develop the equipment condition matrix as soon as possible. The matrix must be programmed into the Space Force Input Tool (SFIT) software for the unit to report accurate equipment condition information.

2.6.2.15. Equipment Sites. FLDCOM FAMs must notify the CRO when establishing equipment sites that will not have US government personnel authorized or assigned to those locations. FLDCOM/S1 won't automatically create PAS Codes for these locations. Therefore, the CRO must ensure these sites are registered in DRRS.

2.6.2.16. Document Coordination. All documents that mention or need to mention readiness reporting must be coordinated with the CRO. Examples are instructions, manuals, transition plans, programming plans, etc. All unit activations or deactivations, major equipment or mission changes, changes in a unit's home station, fielding of new capabilities, early use (before ops acceptance) of a unit's equipment, etc., must be coordinated with the CRO. All these activities are required to report readiness in DRRS per CJCS policy. Mission area SME involvement is required to develop personnel, equipment and training metrics and METs. This work must begin when work on these unit activities begins (related **paragraph 3.5.5**. C-5 reporting).

2.6.3. FLDCOM FAM Appointment Process. The FLDCOM FAM appointing authority is the first general officer in the FAM's chain of command. A FLDCOM must appoint a FAM via appointment letter for each functional community under its purview. The FLDCOM will provide a copy of the appointment letter to HQ SF/S73R. The FLDCOM CDR may provide additional guidance to their FAMs to supplement this instruction but must not conflict with SPFI 10-201. **(T-1)**

2.6.3.1. The FLDCOM FAM appointing authority will ensure only the most highly knowledgeable and experienced people in the grade of E-7 and above, or civilian equivalent, are appointed to be FLDCOM FAMs. **(T-3)**

2.6.3.2. The FLDCOM FAM appointing authority may delegate the FLDCOM FAM appointment to the Delta level, but no lower.

2.6.3.3. The FLDCOM FAM appointing authority may appoint more than one FLDCOM FAM for large and complex functional communities.

## 2.7. Space Base Delta Commander.

2.7.1. Readiness Office. Support a readiness office with a minimum of two personnel to manage readiness reporting of the Garrison units.

2.7.1.1. Air Force Garrison units. Those Air Force units on USSF installations, who report their readiness per AFI 10-201, *Force Readiness Reporting*. Respond to readiness reporting direction from HQ Air Force Materiel Command (AFMC), the AF servicing MAJCOM for the Air Force Garrison units. Appoint DRRS readiness managers IAW AFI 10-201.

2.7.1.2. USSF units. These units report per SPFI 10-201, *Force Readiness Reporting*.

2.7.2. Installation METL. The Installation METL for USSF bases is managed by the applicable FLDCOM. Ensure the Air Force support unit personnel are appointed to assess applicable METs under the installation METL per this Instruction. **See paragraph 8.10** of this instruction.

2.7.3. Equipment Accountability. Support the Mission Delta Commander(s) and Space Delta Commander(s) as needed with unit equipment accountability per **paragraph 1.5** of this instruction. The subordinate logistics readiness squadron supports this process. Equipment data from the applicable ADSs are transferred to DRRS for unit equipment reporting.

2.7.4. C-Level waivers. Submit subordinate units' waiver requests for subjectively changing their Overall C-Levels to a General Officer in the Chain of Command with a courtesy copy to the CRO and AFMC Readiness office. This coordination should be completed within 24 hours (see **paragraph 3.4.1**.).

2.7.5. Top Concerns. If applicable, submit TCs in DRRS between the 12th and 15th of each month. See **paragraph 1.1.3** for reporting TCs.

## 2.8. Space Base Delta Readiness Office (DRO).

2.8.1. Responsibilities. On behalf of the commander, manage the readiness reporting of USSF reporting units. Assist the Commander in responding to HQ Air Force Materiel Command (AFMC) direction for supporting readiness of Air Force Garrison units and coordination of waivers.

2.8.2. Subject Matter Experts (SMEs). Be the SME for Delta and measured unit readiness reporting.

2.8.3. Training. Ensure all unit commanders (DRRS role UC) and their DRRS unit administrators (UA) and unit users (UU) complete specified training.

2.8.4. Installation METL. Provide support for reporting the USSF Installation METL.

2.8.5. Performs Reviews/Audits. On behalf of the commander, conduct monthly reviews, quarterly audits, and annual inspections of each subordinate unit's readiness reports IAW **Attachment 3** and audit template.

2.8.6. Delta Capability Readiness reports. Prepare Delta reports for the commander's approval.

2.8.7. Unit Administrator (UA). DRO readiness managers will have a DRRS UA role for the Delta and perform applicable duties. DRO readiness managers will also have a UA role for each subordinate measured unit, including geographically separated units, in order to assist with unit DRRS management and reporting as needed. DRO readiness managers will not have a persistent UC role for the subordinate measured units.

2.8.8. Assistance. Provide training for measured unit UCs, UAs, and UUs on reporting policy and procedures, as needed. Provide assistance to measured units that cannot physically report readiness due to deployments, equipment issues, natural disasters (e.g., hurricanes), man-made disasters, etc.

2.8.9. Resolve readiness issues at the lowest level. As needed, forward Delta issues or questions to the CRO.

2.8.10. Continuity Book. Maintain a continuity book consisting of, at a minimum, UC/UA appointment letters and training documentation for the Delta and DRO offices.

2.8.11. HHQ Guidance. Disseminate guidance and/or correspondence to subordinate and geographically separated units in a timely manner

**2.9. Space Launch Delta Commander.**

2.9.1. Readiness Office. Support a readiness office with a minimum of two personnel to manage readiness reporting of the Air Force Garrison units and USSF reporting units.

2.9.1.1. Air Force Garrison units. Those Air Force units on USSF installations, who report their readiness per AFI 10-201, *Force Readiness Reporting*. Respond to readiness reporting direction from HQ Air Force Materiel Command (AFMC), the AF servicing major command for the Air Force Garrison units. Appoint DRRS readiness managers (DRO) by letter and provide a copy to the HQ AFMC and the CRO.

2.9.1.2. USSF units. These units report per SPFI 10-201, *Force Readiness Reporting.*

2.9.2. Installation METL. The Installation METL for USSF bases is managed by the applicable FLDCOM. Ensure the Air Force support unit personnel are appointed to assess applicable METs under the installation METL per this instruction. (see **paragraph 8.10**.)

2.9.3. Equipment Accountability. Support the Space Delta Commander(s) as needed with unit equipment accountability per **paragraph 1.5** of this Instruction. The subordinate logistics readiness squadron supports this process. Equipment data from the applicable ADSs are transferred to DRRS for unit equipment reporting.

2.9.4. C-Level waivers. Submit subordinate units' waiver requests for subjectively changing their Overall C-Levels to a General Officer in Chain of Command with a courtesy copy to the FLDCOM readiness office and AFMC Readiness office. This coordination should be completed within 24 hours. (see **paragraph 3.4.1**.)

2.9.5. Top Concerns. If applicable, submit TCs in DRRS between the 12th and 15th of each month. See **paragraph 1.1.3** for reporting TCs.

**2.10. Space Launch Delta Readiness Office (DRO).**

2.10.1. Responsibilities. On behalf of the commander, manage the readiness reporting of USSF reporting units. Assist the Commander in responding to HQ Air Force Materiel Command (AFMC) direction for supporting readiness of Air Force Garrison units and coordination of waivers.

2.10.2. Subject Matter Experts (SMEs). Be the SME for Delta and measured unit readiness reporting.

2.10.3. Training. Ensure all unit commanders (DRRS role UC) and their DRRS unit administrators (UAs) and unit users (UUs) complete specified training.

2.10.4. Installation METL. Provide support for reporting the USSF Installation METL.

2.10.5. Performs Reviews/Audits. On behalf of the commander, conduct monthly reviews, quarterly audits, and annual inspections of each subordinate unit's readiness reports IAW **Attachment 3** and audit template.

2.10.6. Delta Capability Readiness reports. Prepare Delta reports for the commander's approval.

2.10.7. Unit Administrator (UA). DRO will have a DRRS UA role for the Delta and perform applicable duties. DRO will also have a UA role for each subordinate measured unit, including geographically separated units, in order to assist with unit DRRS management and reporting as needed. DRO will not have a persistent UC role for the subordinate measured units.

2.10.8. Assistance. Provide training for measured unit UCs, UAs, and UUs on reporting policy and procedures, as needed. Provide assistance to measured units that cannot physically report readiness due to deployments, equipment issues, natural disasters (e.g., hurricanes), man-made disasters, etc.

2.10.9. Resolve readiness issues at the lowest level. As needed, forward Delta issues or questions to the CRO.

2.10.10. Continuity Book. Maintain a continuity book consisting of, at a minimum, UC/UA appointment letters and training documentation for the Delta and DRO offices.

2.10.11. HHQ Guidance. Disseminate guidance and/or correspondence to subordinate and geographically separated units in a timely manner

## 2.11. National Space Intelligence Center (NSIC).

2.11.1. Background. A Field Operating Agency (FOA) is a specific subdivision of a military branch that conducts a specific function supporting that military branch. The National Space Intelligence Center (NSIC) is a Field Operating Agency (FOA) that is directly subordinate to HQ SF/S2. NSIC is the USSF service intelligence center and provides foundational military intelligence, and scientific and technical intelligence on foreign space and counterspace capabilities to inform senior policy makers, service and national acquisitions, and military operations.

2.11.2. Requirement. As a USSF unit, NSIC reports readiness in compliance with this instruction, but through a Readiness Office internal to NSIC staff. NSIC will establish a Readiness Office with a minimum of two readiness managers to manage readiness reporting of its subordinate units.

2.11.3. Readiness Office. NSIC Readiness Office requires two readiness managers to ensure continued support during illnesses, leaves, TDYs, and natural and man-made emergencies and conflicts. Readiness managers must be appointed through an appointment letter, and a copy of the appointment letter must be provided to the HQ SF/S73R Readiness Branch. If one readiness manager is ever tasked to deploy in support of a USSF operational requirement, a replacement readiness manager must be appointed. The NSIC readiness office must be equipped with ready access to the secret internet protocol router network (SIPRNET) to support DRRS reporting.

2.11.4. Subject Matter Experts (SMEs).The Readiness Managers are the SME for subordinate measured unit readiness reporting. Their responsibilities include, but are not limited to the following:

2.11.4.1. Monitor Readiness Reporting. Ensure subordinate measured units comply with this instruction. (see **paragraph 1.2**.)

2.11.4.2. C-Level waivers. Submit subordinate units' waiver requests for subjectively changing their Overall C-Levels to HQ SF/S2 (must be a General Officer in Chain of Command) with a courtesy copy to HQ SF/S73R Readiness Branch. This coordination should be completed within 24 hours. (see **paragraph 3.4.1**.)

2.11.4.3. Capability Assessments. On behalf of the NSIC Commander, submit the NSIC Capability Assessment via DRRS, no later than on the 15th of each month. Ensure subordinate measured units submit their Capability Assessments, no later than on the 15th of each month.

2.11.4.4. Top Concerns. On behalf of the NSIC Commander, submit the NSIC level TCs via DRRS between the 12th - 15th of each month. Ensure subordinate measured units submit their TCs between the 12th - 15th of each month. (see **paragraph 1.1.3**.)

2.11.4.5. Metrics. Coordinate proposed metric changes in resource readiness packets and METs with HQ SF/S73R Readiness Branch.

2.11.4.6. Training. Ensure all subordinate unit commanders (UC) and their respective Unit Administrators (UA) and Unit Users (UUs) complete specified DRRS training.

2.11.4.7. Performs Reviews/Audits. On behalf of the commander, conduct monthly reviews, quarterly audits, and annual inspections of each subordinate unit's readiness reports IAW **Attachment 3** and audit template.

**2.12. Mission Delta, Space Delta and System Delta Commanders.**

2.12.1. Readiness Office. Deltas with subordinate readiness reporting units [including Space Deltas that have C2 Authority (currently Delta 5 and Delta 15) of combat units] will establish a DRO with a minimum of two readiness managers to manage readiness reporting. Two readiness managers are required to ensure continued support during illnesses, leaves, TDYs, and natural and man-made emergencies and conflicts. If one readiness manager is deployed to support a CCMD, another one must be appointed. This office must be equipped with ready access to the secret internet protocol router network (SIPRNET). Appoint readiness managers by letter and provide a copy to the CRO.

2.12.2. Monitor Readiness Reporting. Ensure the Delta and subordinate units submit required readiness reports into DRRS no later than the 15th of each month, in compliance with this instruction. (see **paragraph 1.2**.)

2.12.3. C-Level waivers. Submit subordinate units' waiver requests for subjectively changing their Overall C-Levels to a General Officer in Chain of Command with a courtesy copy to the CRO. This coordination should be completed within 24 hours. (see **paragraph 3.4.1**.)

2.12.4. Policy and Guidance. Coordinate all readiness reporting policy and guidance with the CRO prior to implementation to prevent conflicts with law and DoW, CJCS, and/or DAF or OCSO force readiness policy and guidance.

2.12.5. Metrics. Coordinate proposed changes in resource readiness packets and METs with applicable FLDCOM FAM and readiness offices.

2.12.6. Equipment Accountability. Ensure subordinate units account for their possessed equipment per **paragraph 1.5** of this Instruction. Equipment data from the applicable ADSs are transferred to measured units in DRRS for automated reporting.

**2.13. Mission, Space and System Delta Readiness Office (DRO).**

2.13.1. DRRS SME. As the DRRS SME for a Delta, the DRO will have a DRRS UA account for the Delta and perform applicable duties. DRO will also have a UA account for each subordinate unit, including deployed or geographically separated subordinate units, to assist with DRRS management and reporting. DRO will not have a persistent UC role for the subordinate measured units.

2.13.2. DRO Readiness Reporting. DRO will manage the following readiness reports in DRRS on behalf of the Delta Commander:

2.13.2.1. Capability Assessment. Prepare Capability Assessments for the Delta Commander's approval and submit on the Delta Commander's behalf, no later than on the 15th of each month.

2.13.2.2. Top Concerns. Prepare TC for the Delta Commander's approval and submit on the Delta Commander's behalf, between the 12th - 15th of each month. (see **paragraph 1.1.3**.)

2.13.3. DRO Administrative. As the DRRS SME for the Delta perform administrative functions to ensure timely and accurate readiness reporting.

2.13.3.1. DRRS Roles. Designate enough Delta leadership personnel (maximum of eight) with DRRS Unit Commander (UC) roles to approve readiness reporting from the Delta level, to mitigate absences (e.g., leaves, TDYs, deployments, etc.). UC roles can be assigned to unit senior officers, enlisted personnel, and DoW civilians.

2.13.3.2. Perform Reviews/Audits. On behalf of the Delta Commander, conduct monthly reviews, quarterly audits, and annual inspections of all subordinate unit readiness reports IAW **Attachment 3** and audit template.

2.13.3.3. Resolve readiness issues at the lowest level. As needed, forward Delta issues or questions to the CRO.

2.13.3.4. Maintain a continuity book consisting of, at a minimum, UC/UA appointment letters and training documentation for the Delta and DRO offices.

2.13.3.5. Disseminate DRRS policy and guidance and/or correspondence to subordinate and geographically separated units in a timely manner.

2.13.4. DRO Assist Subordinate Units. Provide DRRS training and assistance for subordinate units, including training, technical assistance, reporting procedures, and policy guidance, as needed. Provide assistance to measured units that cannot physically report readiness due to technical difficulties, deployments, equipment issues, natural disasters (e.g., hurricanes), man-made disasters, etc.

2.13.4.1. DRRS Training. Ensure all subordinate units have completed DRRS training, commensurate with their duties DRRS Roles.

2.13.4.2. DRRS Roles. Ensure all subordinate units have DRRS roles commensurate with their duties. All subordinate units will have the following DRRS roles: Unit Commander (UC), Unit Administrators (UA), Unit Users (UU)

**2.14. Measured Unit Commander Role and Responsibilities.**

2.14.1. Role. The unit commander is the authoritative figure to measure, assess, and approve the readiness of the unit. The unit commander decides which personnel billets and equipment will be considered critical in measuring the unit's resources. The unit commander decides the tasks and measures, for which the unit's capability (mission) will be assessed. The unit commander has visibility of all readiness metrics. The unit commander may submit their own subjective readiness ratings, in conjunction with the ratings calculated by DRRS.

2.14.2. Responsibility. The commander is responsible for the management, timeliness, and accuracy of all readiness reporting. The commander must approve and submit their readiness reports (Resource Report, Capability Assessment, Top Concerns) NLT the 12$^{th}$ of each month. The unit commander is responsible for reviewing all readiness reports for quality and accuracy, prior to approving and submitting via DRRS. The unit commander may submit a subjective rating to the unit's readiness ratings, in conjunction with ratings calculated by DRRS. USSF readiness reporting is comprised of three distinct, but closely aligned assessments: (1) Resource Report, (2) Capability Assessment, and (3) Top Concerns (TCs). **(see chapter 1)**

2.14.2.1. Resource Report. The Resource Report is the rating of a measured unit's ability to provide operational equipment and trained personnel to execute the full spectrum missions for which the unit was designed (Core mission). The commander must approve and submit their Resource Report NLT the 12th of each month. The unit commander may submit their own subjective rating of the unit's Resource Report, in conjunction with the rating calculated by DRRS. **(see chapter 3)** Resource Reports are comprised of four measured areas: (1) personnel, (2) equipment and supplies on-hand, (3) equipment condition, and (4) training. Additionally, this report provides an assessment of a unit's ability to accomplish its mission in chemical, biological, and nuclear environments. **(see chapter 7)**

2.14.2.2. Capability Assessment. The Capability Assessment measures the unit's ability to accomplish the full-spectrum of missions for which the unit was designed (Core mission) and the mission(s) the unit is assigned [i.e. named operations, war plans, global campaign plans, global concept plans]. The commander must approve and submit their Capability Assessment NLT the 12th of each month. Missions are assessed by the unit's ability to accomplish their METs. DRRS automatically calculates a rating for each mission as "Y" (Yes), "Q" (Qualified), or "N" (No), based on the number of METs achieved. The unit commander may upgrade the overall assessment calculated by DRRS, if in their best judgment, the unit is still able to be fully accomplish the mission. The commander must clearly explain their reasoning in the Capability Assessment remarks. **(see chapter 8)**

2.14.2.3. Top Concerns (TC). A TC is any shortfall that affects a unit's ability to accomplish its mission and requires higher headquarters (HHQ) action for resolution. The commander must submit (or update) their TCs NLT the 12th of each month. Submit each TC using the Top Concerns tab in DRRS, utilizing the format provided (**Figure A2.2**.). TCs provide the USSF a single source to inform senior leadership of TC across the Service. **(see paragraph 1.1.3.)**

2.14.2.4. C-Level Waivers. Submit waivers for subjectively changing the Overall C-Levels to the applicable Space Delta/CC or Space Launch Delta/CC to obtain approval from a General Officer in the chain of command. The REASN remark must include rationale for all measured areas rated lower than the upgraded C-Level rating **(see paragraph 3.4.1.)**.

2.14.3. Administrative. There are several administrative tasks in DRRS the unit commander should accomplish to ensure the efficiency of readiness reporting in DRRS.

2.14.3.1. Review and monitor personnel status of military, civilian, and contractor personnel status within the limits of law and contracts.

2.14.3.2. Ensure a continuity folder for DRRS is being maintained.

2.14.3.3. Delegation of DRRS accounts for the unit. Ensure the units appoints several UC, UA, and UU type DRRS accounts to enable efficiency and ensure continuous coverage while other members are on leave, TDY, or deployed.

2.14.3.3.1. Delegate UC Role. Delegate UC type DRRS accounts to up to six (limit to six) unit leadership personnel. Unit leadership personnel includes, at a minimum, the unit commander, deputy commander, and/or director of operations. UC roles may be assigned to enlisted personnel and DoW civilians. UCs may be assigned to commanders at operating locations (OL) or Detachments (Dets). All members with a UC type DRRS account are responsible for completing the actions in paragraphs **2.13.2 and 2.13.3**.

2.14.3.3.2. Delegate UA Role. Designate two to six UAs to ensure timely and accurate readiness reporting. Personnel with a UA role within DRRS, manage the unit's DRRS site and assist with producing unit readiness reports for the commander. Contract personnel, who are US citizens, may be a UA for their unit, subject to the provisions of their applicable contract.

2.14.3.3.3. Establish Unit User (UU) Role. Designate unit equipment, personnel, and training subject matter experts as DRRS UUs. Designate SMEs for assessing METs. Subject to the applicable contract's provisions, contractor personnel who are US citizens can be UUs.

2.14.3.4. Upon assumption of command, accomplish the following:

2.14.3.4.1. Request a DRRS UC account.

2.14.3.4.2. Complete the required DRRS training within 90 days after the assumption of command and before approving readiness reports in DRRS.

2.14.3.4.3. Review the readiness reporting policy in chapters **1, 3, and 8** of this instruction.

2.14.3.4.4. Review the unit's Mission Directive.

2.14.3.4.5. Review the unit's Mission Statement.

2.14.3.4.6. Review the unit's Core METL, to ensure it reflects the unit's designed mission(s) and level of capability.

2.14.3.4.7. Review the unit's DRRS readiness critical packets (personnel, equipment, and training).

## 2.15. Measured Unit Administrators (UA) Role and Responsibilities.

2.15.1. Role. The UA is the subject matter expert on readiness reporting for the unit. The UA ensures the unit commander is thoroughly briefed on the readiness reports prior to approval and submission of the readiness reports. The UA forecasts rating changes in readiness reports. The UA may provide the unit commander with readiness assessments of the unit, and of any unit that provides critical mission support (e.g. Air Force tenant units that provide installation support on Space Force Bases).

2.15.2. Responsibilities. The UA has two main responsibilities. The first is to review and validate the monthly readiness reports. The second is to coordinate readiness efforts between the unit and HHQ.

2.15.2.1. The UA is responsible for reviewing and validating the draft readiness reports for accuracy, timeliness, formatting, and completeness. The UA is responsible for drafting the monthly readiness reports and that all remarks are formatted correctly. The UA validates the readiness data, checking for any discrepancies with the ADS(s).

2.15.2.2. The UA is responsible for coordinating efforts between the unit and HHQ to resolve any readiness issues. The UA manages and coordinates the efforts of the UU to complete or resolve readiness related actions. The UA is responsible for coordinating with the CRO to correct any discrepancies found in the ADS(s) that provide data into DRRS.

2.15.3. Administrative. The UA has some continuous administrative duties to ensure the efficiency of readiness reporting in DRRS.

2.15.3.1. Accomplish the required training within 60 days of appointment. Document the training in the unit continuity folder.

2.15.3.2. Maintain the unit's DRRS site on behalf of the measured unit commander.

2.15.3.3. Identify any discrepancies in readiness data found in the ADS(s) to the DRO and CRO. Do not submit comments in the remarks stating readiness data in DRRS is incorrect.

2.15.3.4. Self-Assessments. Guidance for self-assessments is found in AFI 90-301, *The Inspection System of the Department of the Air Force.*

**2.16. Measured Unit Users (UU) Role and Responsibilities.**

2.16.1. Role. The role of the UU is to assist the UA with all readiness reporting efforts.

2.16.2. Responsibilities. As an assistant to the UA, the UU are responsible for understanding readiness reporting in DRRS and maintaining knowledge of the unit's readiness level.

2.16.2.1. Assist the UA as a Personnel readiness SME. Assist in the reporting of personnel readiness by drafting remarks and advising the unit commander on unit personnel status. Monitor and validate the duty status (e.g., medical, leave, TDY, administrative action) of military personnel, in support of the monthly readiness reports. Monitor the personnel status of civilian and/or contractor availability, in accordance with the Office of Personnel Management (OPM) guidance.

2.16.2.2. Assist the UA as a Training readiness SME. Assist in the reporting of training readiness by drafting remarks and advising the unit commander on unit training status. Monitor and validate the status of unit training and training packets.

2.16.2.3. Assist UA as an Equipment readiness SME. Assist in the reporting of equipment readiness by drafting remarks and advising the unit commander on unit equipment status. Ensure all 'possessed' equipment, regardless of owner, is accounted for in the unit's individual account in the applicable authoritative data sources.

2.16.2.4. Assist UA as a METs SME. Assist in assessing the unit's assigned METs by drafting comments and advising the unit commander on the unit's capability to achieve those METs. Review the unit's resource readiness shortfalls (personnel, equipment, training) to ensure the Capability Assessment aligns with the Resource Report.

2.16.3. Administrative. The UU assists the UA on all administrative tasks related to readiness. The UU must accomplish required training within 60 days of appointment.

## Chapter 3

## RESOURCE READINESS POLICY

**3.1. Overview.** This chapter provides the policy and guidance that applies to all resource readiness reports. This includes the overall category level (C-Level), the percent effectiveness (PCTEF), and the general policy and guidance that applies to all four measured areas: (1) personnel (P), (2) equipment and supplies on-hand (S), (3) equipment condition (R) and (4) training (T). Guidance uniquely specific to each measured area is provided in subsequent chapters. The unit's Overall C-Level is based only on the resources and training organic (assigned or allocated) to the measured unit or its parent unit. **(T-0)** If a unit requires resources or training from outside their organization, then the unit will forecast their readiness no more than 72 hours from the time of the readiness report; this forecast excludes consumable supplies, such as spare parts and munitions the unit is required to have on hand at their location.

**3.2. Measured Resource Areas.** Units calculate and report on four measured resource areas: Personnel (P), Equipment On-Hand (S), Equipment Condition (R), and Training (T). Measured units may be service directed to not report on a measured resource area(s). These measured resource area(s) will reflect as P-6,S-6,R-6,T-6, and/or CBDRT T-6/S-6.

3.2.1. Units will only report on the resources and training organic (assigned or allocated) to the measured unit. Use only published objective criteria for measurement. Do not subjectively raise or lower measured resource area levels. **(T-0)**

3.2.2. When available, data for the measured resource areas will be auto-populated from the ADSs used to manage the personnel, equipment, and training resources. **(T-0)**

3.2.3. Two units cannot count the same resource(s) as "available". **(T-0)** Units reporting less than level 1 in any measured resource area(s), must clearly indicate the reason(s) with "reason codes" and in remarks. **(T-0)**

**3.3. Type of Report (TREAD).** The CJCS provides two methods for measuring and reporting units' resource readiness.

3.3.1. Employed in Place (EiP) Missions. Units organized with only EiP missions will measure and report the status of their resources "as of" the date and time the report is accomplished. The value of TREAD for this type of report is "OVALL".

3.3.2. Mobility Missions. Units organized with mobility only missions will count the resources that the unit commander expects will be mission ready and available to deploy, for operations, or redeploy by the unit's "mission response time", projected out from the date and time the report is accomplished. The value of TREAD for this type of report is the unit's mission response time.

3.3.3. Combined Missions. Units organized with both EiP and mobility missions will use a combination of the calculation methods described in the two preceding paragraphs to measure their resources. Units will calculate the status of each resource using the method applicable to the mission the resources support. The value of TREAD for this type of report will be the unit's mission response time for the deployable resources.

**3.4. Reporting Overall C-Level.** Only the measured unit commander, or designated representative, of the measured unit, can assess the overall unit C-level. Higher echelons should not dictate to a commander what their readiness level should be. **(T-0)** Unless subjectively changed, the value of the unit's Overall C-level will be identical to the lowest level recorded in any of the unit's individually measured resource areas (personnel, equipment and supplies on-hand, equipment condition, or training). **(T-0)** When subjectively assessing the Overall C-Level based on one measured area rating, do not request a waiver for a C-Level higher than the lowest rating of the remainder of the measured area ratings. **(T-1)**

3.4.1. C-Level Waivers**.** A waiver is required to subjectively change the Overall C-Level rating. **(T-0)** Space Deltas, Mission Deltas, System Deltas, Space Launch Deltas, and Space Base Deltas submit waiver requests for subjectively changing subordinate unit's Overall C-Level to the applicable FLDCOM/S3 (must be a General Officer in the Chain of Command). At CFC, the FLDCOM/S3 approves/disapproves waivers on behalf of the FLDCOM/CC. For USAF Garrison units the FLDCOM is still the approval for waivers and AFMC readiness office will be informed. **(T-1)**

3.4.2. Approval. Measured unit commanders will forward their waiver request to their Delta/CC for coordination. Delta/CCs will forward valid requests to the FLDCOM/S3 and courtesy copy the FLDCOM readiness office. The approval authority must be a general within the chain of command of the measured unit. **(T-0)** The CRO will ensure the unit can mitigate shortfalls and that the changed level corresponds to the appropriate C- Level definition.

3.4.3. Remark. If the C-Level waiver is granted, the measured unit commander will ensure that the reason for the subjective upgrade/downgrade is clearly articulated in the resource readiness "REASN" remark. In addition to the reason for the C-level override, the remark must include the name, grade, command, and date the waiver was approved in the REASN field. **(T-0)**

**3.5. C-Level Definitions.** The overall category level (C-Level) reflects the degree to which unit resources meet the prescribed resources required to undertake the wartime missions for which the unit is designed (Core mission), including personnel, equipment, and training. The five C Levels are:

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

3.5.2. C-2. The unit possesses the required resources and is trained to undertake most of the wartime missions for which they are 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 vulnerability of the unit under most envisioned operational scenarios. The unit would require little, if any, compensation for deficiencies.

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

3.5.4. C-4. The unit requires additional resources or training to undertake its wartime missions, but it may be directed to undertake portions of its wartime missions with resources on-hand.

3.5.5. C-5. C-5 reporting is for units that are undergoing a service-directed resource action and is not prepared to undertake the wartime missions for which they are organized or designed. Units must be authorized by their CRO to report C-5 as the Overall C-Level. **(T-1)** Units may forecast C-5 at any time and do not require authorization to do so. When reporting C-5 as their Overall C-Level, units must still report the four measured resource areas (P,S,R,T), except areas reported as code 6 (see 3.5.6.). **(T-0)** Units are only allowed to report C- 5 in the Overall C-Level and only when they are reporting P-4, S-4, R-4, and/or T-4. **(T-1)** C-5 authorizations will not exceed a period of 18 months. **(T-0)** C-5 reporting is restricted to units that are experiencing the following:

3.5.5.1. Unit Activation. A measured unit's first capability and resource readiness reports are due within 60 days of the unit's activation date. **(T-1)** All reports, including the first report, are based on the full wartime mission(s) requirements for personnel, equipment, and training (definition of C-1). **(T-0)** Units are required to report on their equipment as soon as it is identified, regardless if the equipment has been delivered/possessed and/or operations acceptance has occurred. **(T-0)** Units will report on their training even if training has not yet begun. **(T-0)** Units authorized to report C-5 as their Overall C- Level will continue to do so until all measured areas (P,S,R,T) have reached a maintainable C-3 (except areas reported as code 6) or the end of the designated activation period, whichever occurs first. **(T-1)**

3.5.5.2. Major Mission Transition. Transitions involve the modernization/conversion of major equipment including software upgrades. If it has been determined that the unit undergoing a major mission transition cannot be relieved of its wartime mission(s) while undergoing the transition, the unit cannot be authorized to report C-5. **(T-1)**

3.5.5.3. Change in Home Station. If the move takes an extensive amount of time and/or the disruption of the unit's mission is significant, the unit may be authorized to report C-5 Overall.

3.5.5.4. Unit Inactivation. The unit may be authorized to report C-5 as the Overall C-Level as soon as one or more of the four measured areas is rated a level 4. Units will continue to report until inactivated. **(T-1)**

3.5.5.5. The readiness reportable mission is always the unit's designed mission. When a unit is undergoing a Service-Directed action, the unit's mission does not change to the Service- Directed action.

3.5.6. Code 6. This is a code that indicates that a unit has been authorized by the CRO to not measure one or more measured areas in their resource readiness reports. Code 6 (P-6, S-6, R-6, and/or T- 6) is not a rating. Code 6 will not be reported as an Overall C-Level. Unscored resources and training will still be reported by the unit in measured areas with code 6. **(T-1)**

3.5.7. Unscored Data. Measured units will update the unscored data monthly. **(T-1)**

**3.6. Forecasting Overall C-Levels.**

3.6.1. Forecasting Changes in Overall C-Levels. When applicable, unit commanders forecast changes to their Overall C-Level in the First Change Level, Second Change Level, and Third Change Level fields consecutively in SFIT. **(T-0)** Use the applicable Reason For Change fields to explain the situation. **(T-0)** Note, the First Change Level also updates the Change Rating (CARAT) data. The Reason For Change remarks also update the Change Date (CADAT) remark data.

3.6.1.1. Reporting less than C-1. When the unit is reporting an Overall C-Level less than a computed C-1, report the applicable Change Levels and accompanying Reason For Change remarks. **(T-0)**

3.6.1.2. Reporting a computed C-1. If the commander believes the unit will experience a rating change within the next 12 months, report the applicable Change Levels and accompanying Reason For Change remarks. **(T-0)**

3.6.1.3. Commander assessed to C-1. When the commander has subjectively assessed the Overall C-Level to C-1, forecast the next expected computed Overall C-Level in the "Change Levels" until the unit achieves a computed C-1. **(T-0)**

3.6.1.4. Updating CARAT and CADAT. Commanders must review and reassess their forecast rating and date for each report. **(T-0)** The date may need to change even if the commander determines that the rating will not change. For units reporting a computed C-1 and do not expect a rating change within the next 12 months, leave the forecasts blank.

3.6.2. Next Forecast (formerly 3, 6 & 12-Month Forecasts). Forecast when the next change in the Overall C-Level will occur. **(T-1)** If the commander does not foresee a change in C-Level, leave the next forecast blank.

**3.7. Commander's Assessment of Percent Effectiveness (PCTEF).** PCTEF reporting involves a rating and a remark. Reporting PCTEF is conditionally based on the unit being tasked to support wartime missions (e.g., Joint Operations). **(T-0)**

3.7.1. PCTEF is used to report a subjective assessment of the unit's ability to execute its currently "assigned mission(s)", also known as an assigned mission level (A-Level) rating. An example of an assigned mission is to support a named operation. PCTEF assessments are required when 5% or more of a unit's resources (personnel and/or equipment) are tasked to deploy and/or are deployed to support a named operation. **(T-0)** PCTEF reporting is required no later than 120 days prior to a deployment or upon receiving an execute order. **(T-1)** PCTEF assessment continues until redeployment or release from orders for the assigned mission(s). **(T- 0)** If supporting multiple assigned missions, report the lowest A- Level of the separate missions in PCTEF. **(T-0)** Do not report on units' employed in place (EiP) home station mission(s) in PCTEF. EiP missions supporting joint operations are covered by reporting on the space contingency plan(s) in the OPLANs' mission area.

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

3.7.2.1. A-1: Unit possesses the required resources and is trained to undertake the assigned mission(s).

3.7.2.2. A-2: Unit possesses the required resources and is trained to undertake *most* of the assigned mission(s).

3.7.2.3. A-3: Unit possesses the required resources and is trained to undertake many, but not all, portions of the assigned mission(s).

3.7.2.4. A-4: 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. The PCTEF assessment will reflect the lowest rating of separate assigned missions. **(T- 0)** Use the PCTEF remark to report the assessment level of each mission. **(T-0)**

3.7.4. PCTEF remark. A remark is mandatory when reporting PCTEF. **(T-0)** Include the following: the name(s) of the operation(s) supported, the subjective PCTEF rating for each mission, the dates for each mission, current status (deployed or preparing to deploy); percent of resources (personnel and equipment) involved with each mission and any shortfalls for supporting the mission(s). **(T-1)** Use the standard remark format to explain shortfalls. **(T-1)**

3.7.5. When reporting PCTEF, report on a corresponding named operation mission(s) in the capability readiness mission area. **(T-0)**

3.7.6. While reporting PCTEF, units will continue to report their Overall C-Level and the four measured resource areas. **(T-0)** The PCTEF rating will not necessarily correlate with the unit’s Overall C-Level. The assigned missions may only involve a portion of a unit’s personnel and/or equipment and/or a portion of the unit’s full spectrum of wartime missions.

3.7.7. When no longer supporting an assigned mission, delete the PCTEF rating and remark and then cease reporting on the corresponding named operation or METL. **(T-0)**

## Chapter 4

## RESOURCE READINESS - PERSONNEL

**4.1. Overview.** The personnel measured area indicates how well the Service pipeline provides the unit with their required personnel for its designed mission(s). All measured units will report on the personnel measured area unless exempted (directed to report P-6). **(T-0)** Personnel data is auto populated from the Authoritative Data Source (ADS) used to manage unit personnel. **(T-0)** The percentages and Personnel Level (P-Level) are auto calculated. **(T-0)** Unit training is not measured in the personnel measured area. **(T-0)** The personnel measurements do not restrict how the unit commander uses their personnel to accomplish the mission(s).

4.1.1. ADS. Unit manpower positions are sourced from the Manpower Planning and Execution System (MPES). Assigned military personnel are sourced from the Military Personnel Data System (MilPDS). Assigned DoW civilian personnel are sourced from the Defense Civilian Personnel Data System (DCPDS). Personnel medical status is sourced from the Aeromedical Services Information Management System (ASIMS).

4.1.2. Excluded Personnel. Contractor personnel are not included in personnel measurements. (T- 0) Individual Mobilization Augmentees (IMAs) are not included because they are not envisioned to support force generation units in the future. DoW civilian personnel, who are also members of the National Guard or Reserves are not included because they are already counted in their Guard or Reserve unit's readiness reports. Two units cannot count the same resource. (T-0) Foreign national personnel are not included unless they are assigned to the unit in an authorized billet and their salaries are paid by the USSF. Note: For Delta 5 and Delta 15, CSpOC and NSDC personnel (military and DoW civilians) are intentionally excluded as they are not part of the CSO's purview, nor are they part of the Unit Manning Document (UMD) for those units.

4.1.3. P-6. Units with less than five US government manpower authorizations will report P-6 (not measured) in the personnel measured area. (T-1)

4.1.4. Measurement Formula. The personnel measurement formula is: the number of personnel available, divided by the structured end strength (funded and unfunded billets), multiplied by 100, which derives a percentage. **(T-0)**

4.1.5. Subareas. Personnel measurement includes two subareas: Total Personnel and Critical Personnel. There is one percentage calculation for Total Personnel. There is one percentage calculation for each critical personnel packet.

**4.2. Total Personnel.** There is one calculation for total personnel. Total personnel measurements include all assigned and available personnel regardless of grade, Air Force and Space Force specialty code, skill level, and DoW civilian Occupational Classification Codes. **(T-0)** The personnel data for this process is auto populated from the ADSs. The percentage is auto calculated.

**4.3. Critical Personnel.** In general, all personnel are important to the mission, but not all personnel are critical for mission accomplishment.

4.3.1. Definition. Critical personnel are the personnel identified as essential to the operation of the unit's weapon system; launch, recovery, and regeneration of a unit's weapon system, or direct accomplishment of the unit's core METL. They are critical because their absence would materially affect the core METL accomplishment. The absence of significant numbers of critical personnel would render the unit severely deficient or totally unable to execute its mission(s). Squadron commanders, operations officers and senior enlisted leaders are not considered critical personnel. **(T-1)**

4.3.2. Critical Personnel Packets. Critical personnel packets measure personnel only by Air Force Specialty Code (AFSC), Space Force Specialty Code (SFSC), and Occupational Career Codes (OCC). **(T-0)** To comply with this CJCS policy, each critical personnel packet must only contain one occupation specialty code and one skill level, including prefixes and suffixes. A packet must not contain more than one skill level for an occupation specialty code. For a unit to assign one of their Service Members to a billet within a critical personnel packet, the Service Member must possess the required occupation specialty code and meet or exceed the skill level required. **(T-0)** The FLDCOM FAMs, CRO, and Career Field Managers (CFMs) collaborate to identify the occupation specialty codes and skill levels and OCCs, for all personnel packets. The HQ SF/S73R with support from the CRO, manages the critical personnel packets in the Space Force tables within DRRS.

4.3.2.1. Water Fall. SFIT will automatically distribute surplus specialty codes from a higher skill level to fill vacancies of the same specialty code with a lower skill level. This process is known as "water-falling". SFIT conducts water-falling automatically, user input is not required. It's important to note that the water-fall method will only go from higher skill levels, to lower skill levels. Lower skill levels will never be distributed to higher skill levels (EX: excess 5S071 may fill billets that require a 5S051 or 5S031). Substitutions between specialty codes are not allowed.

**4.4. Personnel Reason Codes.** When the P-Level is less than P-1, select the most specific reason code that identifies the shortfall. (T-0) The available codes are in a drop-down window in SFIT.

**4.5. Personnel Remark.** A personnel reason (PRRES) remark is required when reporting less than P-1. **(T-0)** See the remark format, **Figure A2.3**. Identify specialty codes and skill levels and occupational classification codes that are short, based on funded authorizations. If the unit has unfunded personnel authorizations, identify the number of unfunded authorizations and when they are planned to be funded, if known. If reporting less than P-1, provide a get-well date. Contact FLDCOM FAMs for assistance in identifying a get-well date. If expecting the P-Level to get worse, provide the date that is expected to occur.

**4.6. Personnel Data.** The personnel measurements are required to be objective data; i.e., without subjective adjustments made to the data. The exception is adjusting the personnel availability number to ensure it is accurate. Individual personnel are only counted against one manpower position on the unit's UMD. If the commander believes the personnel data is incorrect, please first determine if the commander can correct the applicable data in the ADS. If the correction is beyond the scope of the commander's purview, annotate the needed correction in the personnel remarks and explain what efforts are being coordinated with the CRO to correct the personnel data. **(T-0)**.

4.6.1. Assigned Personnel. Unit assigned personnel included in the personnel calculations are U.S. military, DoW civilian, and foreign nationals in US-funded manpower positions. Subordinate USAF units with command ID of 4G are also included in the unit's assigned personnel. Unit awarded skill levels and specialty codes (e.g., 62XX) are included in the critical personnel calculations when updated in MilPDS. Work with the Delta/S1 staff and/or supporting Commander's Support Staff (CSS) or Military Personnel Flight (MPF) to update skill levels and specialty codes.

4.6.2. Available Personnel. Assigned personnel are counted as available by their home station unit when they are present for duty and are not assigned a Deployment Availability (DAV) code (**Table A4.1**), or Duty Status Code (**Table A4.2**), or Individual Medical Readiness (IMR) code (**Table A4.3**.). Personnel deployed in a mobility type mission (geographically separated from home station) are not counted as available by their home station unit. **(T-1)** Personnel deployed in an EiP type mission are counted as available by their home station unit. **(T-1)** Personnel on TDY orders are counted as available by their home station unit because they can be recalled. **(T-1)** Personnel are available regardless of their training status. **(T-0)** The number of available personnel is the numerator in calculating a unit's personnel percentage (P-Level).

4.6.2.1. Individual Personnel Codes. To determine if personnel are available for duty, commanders must review the personnel codes of all personnel. Any personnel with a personnel code that limits duty, cannot be considered available. See the Tables in **Attachment 2** for the personnel codes: Deployment Availability (DAV) codes (**Table A4.1**.); Duty Status Codes (**Table A4.2**.); Individual Medical Readiness (IMR) codes (**Table A4.3**). **(T-0)** In the "Resource Report (SFIT)" tab, select "Personnel", then click on "View Personnel Details". Select the drop-down window under "Available" and select "No (N)". If the availability of unit personnel has changed, make note of the Packet Number(s) they are in. Close the "View Personnel Details" window. Under the "Critical Personnel Packets" section, adjust the applicable "Available" numbers for the Packet Number(s). Under the "Total Personnel" section, adjust the "Available" number.

4.6.2.2. Precedence for counting critical personnel.

4.6.2.2.1. Enlisted Personnel. The system reviews an individual's primary specialty code first. If that does not match a UMD authorization, the system looks at an individual's control specialty code. If neither the primary specialty code or control specialty code is a match, the system looks at the individual's duty specialty code. Errors in assigned personnel Primary, Control or Duty specialty codes must be addressed/identified by unit leadership to the Air Force Personnel Center for update and correction.

4.6.2.2.2. Officer Personnel. The system reviews an individual's duty specialty code first. If that is not a match, the system reviews the individual's primary specialty code.

4.6.3. Authorized Personnel. The baseline (denominator in the percentage equation) for measuring personnel is the funded and unfunded authorizations on the unit's UMD. **(T-0)** This baseline identifies the required personnel (also known as structured strength) for the unit's designed mission(s). Subordinate USAF units with command ID of 4G are included in the unit's authorized personnel. Authorizations from separately organized detachments and operating locations cannot be included in the parent unit's authorizations. Note: For Delta 5 and Delta 15, CSpOC and NSDC personnel are Joint Billets, and are not part of the USSF UMD. The CSpOC and NSDC Joint Billets are not part of the Delta 5 and Delta 15 baseline. **(s**ee **paragraph 1.4**). **(T-0)**

**4.7. Personnel Rating.** The personnel percentages and personnel level (P-Level) are auto calculated. The lowest percentage between total personnel and the lowest rated critical personnel packets is used to derive the P-Level IAW the matrix in **Table A4.4** (T-0)

**4.8. Subjective Assessment.** Unit's personnel data in DRRS is required to be objective data. (T-0) If the unit's P-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their Overall C-Level per **paragraph 3.4**.

## Chapter 5

## RESOURCE READINESS – EQUIPMENT

**5.1. Equipment and Supplies On-Hand Overview.** The equipment and supplies on-hand measured area indicates how well the unit is equipped to accomplish its designed mission(s). All measured units report the equipment and supplies on-hand measured area unless exempted (directed to report S-6). Deployed equipment is considered available by the home station unit if it remains assigned to the unit and is readily available for use at its current location. Infrastructure is not reported as equipment, it is reported in METs. **(T-0)** Sustainment is provided outside of the maximum time of 72 hours set by the CJCS for measuring resources. Therefore, sustainment is not measured in resource readiness reports except for consumable supplies such as spares parts and munitions the unit is required to have on hand at the unit's location.

5.1.1. Equipment and Supplies On-Hand Measurement. The measurement baseline is the number of equipment and supplies authorized or allocated to the unit for its designed mission(s). Allocated equipment is the equipment that is owned by another organization (e.g., Space Systems Command) and delivered to and possessed by the unit to support its designed mission(s). Some of the equipment data is auto populated in DRRS from the ADSs used to manage unit equipment. Other equipment must be manually entered. The formula for calculating the equipment and supplies on-hand percentages is: the number of equipment items possessed by the unit, divided by the number of equipment items authorized and/or allocated to the unit, multiplied by 100. **(T-0)** The percentages and ratings are auto calculated.

5.1.2. Loaned Equipment. Equipment loaned to another unit to augment its resources will be counted as possessed by the owning unit. **(T-1)** The receiving unit will not count these resources for readiness reporting. **(T-1)**

5.1.3. Depot Maintenance. Items in programmed depot-level maintenance or time compliance technical order depot modification and not in the unit's possession will not be counted as possessed. **(T- 1)**

5.1.4. Equipment Reason Codes. When S-Level is less than S-1, select the most specific reason code that identifies the shortfall. **(T-0)** The available codes are in a drop-down window in SFIT.

5.1.5. Equipment Remark. An equipment and supplies on-hand reason (ESRES) remark is required when reporting less than S-1. **(T-0)** See the remark format, **Figure A2.4**. Identify equipment shortages, including equipment not yet assigned to the unit. Forecast when the equipment is expected to be assigned to the unit. If applicable, provide a get well or get worse S- Level and date that is expected to occur.

5.1.6. ADS. It is DoW policy that USSF source equipment data from the systems used to manage the data. **(T-0)** USSF must use Joint or Service ADSs to supply equipment information to DRRS. **(T-0)** Proprietary and commercial systems cannot be used to supply equipment information to DRRS. Major equipment items are accounted for in the Reliability and Maintainability Information System (REMIS). REMIS is not an ADS for DRRS. Major equipment items will be manually reported in DRRS. Support equipment and supplies are accounted for in the Enterprise Logistics Management System (ELMS). ELMS is an ADS for DRRS. It is each unit's responsibility to fully account for their major equipment in REMIS and support equipment in ELMS. The supporting logistics readiness squadron (LRS) helps with this task.

5.1.7. Equipment and Supplies Rating. The equipment and supplies on-hand percentages and supply level (S-Level) are auto calculated. The S-Level is derived from the lowest percentage between two equipment subareas, combat essential and support equipment and supplies. This percentage is used to derive the S-Level IAW the matrix in **Table 5.1**. **(T-0)**

5.1.7.1. Combat Essential equipment. This equipment is the unit's major equipment items, also known as mission equipment or weapon system. It is equipment that is typically identified by a Mission Design Series (MDS) designation.

5.1.7.2. Support equipment and supplies.

5.1.7.2.1. Support Equipment. This is normally the stand-alone equipment that supports the unit's mission. Examples are generators, night vision goggles (NVG), radios, test equipment, training devices, uninterrupted power supplies, individual weapons, etc.

5.1.7.2.2. Supplies. These are the consumable and repairable items the unit is required to possess. Examples are munitions, spare parts, fuel, water, etc.

5.1.8. S-6. Units that do not have government supplied equipment or dedicated supplies for their designed mission(s) will report S-6 (not measured) in the equipment and supplies on-hand measured area.

5.1.9. Subjective Assessment. Unit's equipment data in DRRS is objective data. **(T-0)** If the unit's S-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their Overall C-Level per **paragraph 3.4**.

**Table 5.1. Equipment and Supplies On-Hand Percentages and Ratings.**

| Supply Percentage | S-Level |
|---|---|
| 90-100% | S-1 |
| 80-89% | S-2 |
| 65-79% | S-3 |
| 0-64% | S-4 |

**5.2. Equipment Condition Overview.** The equipment condition measured area measures the operational status of the unit's possessed equipment. All measured units report in the equipment condition measured area unless exempted (directed to report R-6). All events that affect equipment availability, including scheduled maintenance, must be reported.

5.2.1. Equipment Condition Measurement. The measurement baseline is the number of equipment items possessed. This addresses how ready the equipment is. The formula for calculating the equipment condition percentages is: the number of mission-ready equipment items, divided by the number of equipment items possessed by the unit, multiplied by 100. **(T-0)** For major equipment items (radars, satellites, telescopes, etc.), use OPSCAP/SYSCAP matrices to determine full mission capable (FMC), partial mission capable (PMC) or non-mission capable (NMC) status for each equipment item. Consider PMC and FMC equipment to be operational (mission-ready). This is a temporary procedure until individual equipment matrices are programed into DRRS. Percentages and ratings are auto calculated when data is entered in the input tool.

5.2.2. Equipment Condition Reason Codes. When R-Level is less than R-1, select the most specific reason code that identifies the shortfall. **(T-0)** The available codes are in a drop-down window in SFIT, Resource Report.

5.2.3. Equipment Condition Remark. An equipment repair reason (ERRES) remark is required when reporting less than R-1. **(T-0)** See the remark format, **Figure A2.5**. Describe all issues impacting unit readiness. Provide an Estimated Time to Return to Operations (ETRO) and update as needed. Provide a get well or get worse R-Level and date that is expected to occur.

5.2.4. Equipment Condition Rating. All equipment outages that will affect a unit's rating and have an ETRO greater than 24 hours from the outage occurrence, must be reported in DRRS within 24 hours of the event that causes the outage (see **paragraph 1.6.1**). **(T-0)** Reporting the outage by another means does not fulfill this requirement (see **paragraph 1.1**). **(T-0)** The equipment condition percentages and the condition (repair) level (R-Level) are auto calculated using the data the unit enters into SFIT. The R-Level is derived from the lowest percentage between two equipment subareas, combat essential and support equipment. This percentage is used to derive the R-Level IAW the matrix in **Table 5.2**. **(T-0)**

5.2.5. Weapon System Sustainment (WSS). In addition to the normal Joint and Service uses for this readiness data, USSF HQ uses this data to identify maintenance trends to inform WSS resourcing decisions. Reporting outages in DRRS within 24 hours is crucial to support this use of the data.

5.2.6. R-6. Units that do not have government supplied equipment or dedicated supplies for their designed mission(s) will report R-6 (not measured) in the equipment condition measured area.

5.2.7. ADS. Currently, there is not an ADS that can update a unit's equipment status in near real- time. Therefore, the equipment condition data is manually reported in DRRS.

5.2.8. Subjective Assessment. Unit's equipment condition data in DRRS is objective data. **(T-0)** If the unit's R-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their Overall C-Level per **paragraph 3.4**.

**Table 5.2. Equipment Condition Percentages and Ratings.**

| Repair Percentage | R-Level |
|---|---|
| 90-100% | R-1 |
| 70-89% | R-2 |
| 60-69% | R-3 |
| 0-59% | R-4 |

## Chapter 6

## RESOURCE READINESS – TRAINING

**6.1. Overview.** The training measured area measures the training required of assigned personnel to accomplish the mission(s) the unit is designed to accomplish. All measured units report in the training measured area unless exempted (directed to report T-6). Skill level upgrade training is not reported in the training measured area. The skill levels of assigned personnel are reported in the personnel-measured area. To meet the 24-hour reporting requirement, units will manually report the training of their personnel in DRRS until a training ADS can provide the required data in near real-time. **(T-0)** The formula for calculating training percentages is the number of fully trained personnel, divided by the number of assigned personnel who require the training, multiplied by 100. **(T-0)**

6.1.1. ADS. When established as an ADS for DRRS, unit personnel training data will be sourced from Patriot Excalibur (PEX). Unit Type Codes (UTCs) are the source documents for unit's crew compositions.

6.1.2. Excluded Personnel. The training for contractor and foreign national personnel is not included in the training measured area computations. **(T-0)** However, these personnel may be included in Crew Builder (see **chapter 10**).

6.1.3. T-6. In general, units reporting P-6 will also report T-6. However, the training requirements for US government personnel may need to be reported despite the unit reporting P-6. For example, if the government personnel are a part of a crew.

**6.2. Crew Training.** Units organized with crews will report training by each crew position. Each person must be certified combat mission ready (CMR) in the crew position to be counted as fully trained. **(T-0)**

**6.3. Duty Position Training.** Units that have personnel not organized in crews will report training in accordance with the required unit training events and/or duty position training. Each individual must accomplish all required training to be counted as fully trained. **(T-0)**

**6.4. Unscored Training.** Some training events/items may be separately reported to provide more granularity in the training data, for personnel already measured for the unit's T- Level. This additional reporting is not measured (i.e., not included) in the training level computations. The purpose is to gather additional data of interest. This feature is identified as secondary training in DRRS.

**6.5. Training Reason Codes.** When the training level (T-Level) is less than T-1, select the most specific reason code listed in the training subarea in the input tool report. **(T-0)** The available codes are in a drop-down window in SFIT.

**6.6. Training Remark.** A training reason (TRRES) remark is required when reporting less than T-1. **(T-0)** See the remark format, **Figure A2.6**. Include the number of personnel not fully trained and the reason(s). Lack of necessary training equipment/system is not a reason to report people as not fully trained. Report the inadequacy of a training system in the equipment and supplies on hand measured area. If applicable, provide a get well or get worse T- Level and date that is expected to occur.

**6.7. Training Rating.** The training percentages and training level (T-Level) are auto calculated. The lowest percentage of a training packet is used to derive the T-Level IAW the matrix in **Table 6.1**. **(T-0)**

**6.8. Subjective Assessment.** Unit training data in DRRS is objective data. **(T-0)** If the unit's objective T-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their Overall C-Level per **paragraph 3.4**.

**Table 6.1. Training Percentages and Ratings.**

| Training Percentage | T-Level |
|---|---|
| 85-100% | T-1 |
| 70-84% | T-2 |
| 55-69% | T-3 |
| 0-54% | T-4 |

## Chapter 7

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

**7.1. Overview.** All USAF and USSF military members, DAF mission essential civilians and contractor personnel assigned to any OCONUS operating location, are required to be chemical, biological, radiological, and nuclear (CBRN) trained. **(T-0)** USSF military members and DAF mission essential civilians assigned to CONUS-based units, tasked in a OPLAN/CONPLAN to support OCONUS locations, are required to be CBRN trained regardless of location. **(T-0)** Units with NC3 capabilities are required to be CBRN trained regardless of location. **(T-0).** All personnel must complete this training once every 24 months. **(T-2)** Reference DAFI 10-2503, chapter 6.

7.1.1. Task Qualification Training (TQT). Career field specific TQT training criteria will be provided by USSF HQ career field managers (CFM). Reference DAFI 10-2503, chapter 6, para 6.5.1. TQT will not be reported until the CFM guidance is provided.

7.1.2. Reporting. The units with personnel who require this training must submit CBDRT reports in DRRS. CBDRT is a separate report in DRRS and does not affect other DRRS reports. **(T-0)**

**7.2. S-Level.** The formula for measuring CBDRT equipment is the number of serviceable equipment items divided by the authorized number of equipment items, multiplied by 100. Units not authorized to store their own equipment will be directed to report not measured (S-6). Two units cannot count the same equipment items. When S-Level is less than S-1, select the most specific reason code and provide an equipment and supplies on-hand (ESRES) remark. **(T-0)**

**7.3. T-Level.** The formula for measuring CBDRT training is the number of personnel trained divided by the number of personnel authorizations that require the training, multiplied by 100. Units that do not require the training will be directed to report not measured (T-6). When T Level is less than T-1, select the most specific reason code and provide a TRRES remark. **(T-0)** Reference DAFI 10-2503.

**7.4. CBDRT Overall C-Level.** The CBDRT Overall C-Level is determined by the lowest rating of the two measured areas: equipment and supplies on-hand level (S-Level) and training level (T-Level). When reporting S-6 and T-6, the CBDRT Overall C-Level will be reported as C-5. When CBDRT Overall C-Level is less than C-1, select the most specific reason code and report it in the REASN remark label.

**7.5. Forecasts.** When CBDRT reporting less than C-1, or reporting C-1, but expecting the CBDRT Overall C-Level to be less than C-1 in a future report, report the forecast information in the next forecast (CARAT) and date (CADAT). **(T-0)** Explain the situation in a REASN remark.

**7.6. Remarks.** CBDRT remarks are required when reporting less than S-1, T-1, and/or C-1. **(T-0)**

## Chapter 8

## CAPABILITY ASSESSMENT – MISSION ESSENTIAL TASK (MET)

**8.1. Overview.** The Capability Assessment is the unit's report on their ability to accomplish their METL/METs under their associated conditions and established standards. METs identify unit capabilities in a DoW standard format. Core METL identifies the full-spectrum capabilities the unit was designed to provide. OPLAN METL identifies the capabilities the unit provides in a contested environment. Named Operation METL identifies the mission(s) units are assigned in support of one or more Combatant Command. **(T-0)**

8.1.1. FLDCOM, FOA, Deltas, FGS, and Operating Locations (OL) submit Capability Assessments on their Core METL, Base Operations Support (BOS) METL, and any assigned Named Operation or OPLAN METL.

8.1.2. CSq and CDets submit Capability Assessments for any assigned Named Operation or OPLAN METL.

**8.2. Overall Capability Assessments.** This assessment is a commander's **subjective** assessment of the unit's ability to accomplish tasks identified by the unit's METs. The ultimate authority for a capability assessment rating is the unit commander and should not have undue influence from their high echelon commanders. **(T-1)** Commanders will consider at a minimum the following factors to describe the overall capability readiness assessments of their unit: the resource readiness status of their unit, observations during the performance of the unit's tasks (METs), training, exercises, evaluations, contractor support, readiness assessments of the commanders of units that support their unit's capabilities, and the METs ratings in the unit's METLs. **(T-1)** The Overall Capability Assessment is not an assessment of subordinate units' METs. Commanders should not copy comments from a subordinate unit and paste them into their own remarks. A commander's comments should be stand alone and written from their unit level.

**8.3. Capability Readiness Ratings.** Capability ratings reflect the degree to which a unit can execute the mission and task(s) to capacity. METs and overall assessments will be assessed via the three-tier (Y / Q / N) scale:

8.3.1. "Yes" (Green) Rating: Unit can accomplish the task to established standards and conditions. The "Yes" assessment should reflect demonstrated performance in training or operations.

8.3.2. "Qualified Yes" (Yellow) Rating: Unit can accomplish all or most tasks to standard under most conditions. The specific standards and conditions that cannot be met, as well as the shortfalls or issues impacting the unit's inability to accomplish the task, will be clearly detailed in the MET assessment.

8.3.3. "No" (Red) Rating: Unit unable to accomplish the task to prescribed standards and conditions at this time.

**8.4. Overall Assessment Waivers.** The following guidelines will be used to ensure consistent Capability Assessments for Core, war plans, named operations, installation, and component METLs. **(T-0)**

8.4.1. If more than half of the METs are assessed as "Yes" and no MET is assessed as "No", then the overall mission assessment should be "Yes".

8.4.2. If more than half of the METs are assessed as "Qualified Yes" and no MET is assessed as "No", then the overall mission assessment should be "Qualified Yes".

8.4.3. If any of the METs are assessed as "No", then the overall mission assessment should be "No". The commander may upgrade the overall assessment if, in their judgment, the mission(s) can still be fully accomplished. The commander will clearly explain in a remark how the full mission will be accomplished despite the inability to accomplish one or more METs. Describe any mitigation actions taken.

**8.5. Anticipated Change.** During each capability assessment, the unit must determine if a change in capability rating is anticipated and the date the capability rating change is expected to occur. The anticipated change date in DRRS is defaulted to 30 days from the date of the current capability assessment. If the unit anticipates their capability assessment rating will change in less than 30 days, then the unit must update their rating to the anticipated rating; and the unit must update the date the rating change is expected to occur. **(T-1)** If a unit is reporting "Yes" and there is no anticipated change over the next 12-month period, the unit will update the anticipated change date to reflect at least 12 months from the current report date. **(T-1)**

**8.6. MET Assessments.** Commanders are responsible for assessing their unit's ability to accomplish the METs to a prescribed level of performance and under specified criteria or measures. Each MET is rated separately, based on specified criteria or measures.

8.6.1. The MET rating is auto-calculated in DRRS, against specified criteria or standards. If the MET meets all the associated criteria or standards, then DRRS auto-assesses the MET as a "Yes". If any standard is assessed as not meeting the specified criteria or standards, then DRRS will auto-assess the MET as "No". Personnel with a UC or UA type of DRRS account, may subjectively assess their MET as "Qualified" or "Yes" in the "Mission Assessment" drop down menu; a remark is required to explain the rating adjustment. Reference **Figure 8.1** "Alignment of Resource and Capability Assessment Ratings" and **Figure A2.1** "Mission and MET Assessment Comment Format" when subjectively rating METs and writing remarks.

8.6.2. All MET criteria or standards require an "Observed Date" to be assessed. If it is not possible for a criteria or standard to be observed, military experience may be used to assess the MET. When considering the currency of observed performance, many factors should be considered: the complexity of tasks, type of exercise/event observed, unit personnel changeover, experience, etc. **(T-0)**

**8.7. Core Mission.** All measured units, Deltas and FLDCOMs will assess a Core Mission, which identifies the full spectrum of capability the unit was designed to provide. **(T-0)** The Core Mission is assessed against its METL.

8.7.1. Commanders will consider the unit's resource readiness assessment when assessing the METs for the Core METL. Any employed/deployed resources will be counted as available for the Core METL assessment. **(T-1)**

8.7.2. Units Reporting C-5. While reporting C-5, the unit's Core METL will contain a full set of METs for the previous mission and the new mission. The unit will assess all METs (old and new) in the METL during the transition. **(T-1)**

8.7.3. Base Operating Support (BOS). To ensure BOS is provided or received by all USSF units, all FLDCOMs and Forward Operating Agencies (FOA) will ensure their Readiness Offices add the appropriate METs to their subordinate units who report readiness in DRRS.

8.7.3.1. Units that provide support will use the MET Space Force Tactical (SFTA) 4.2.5.1.: Provide Base Operating Support for all supported units.

8.7.3.2. Units that receive support will use the MET SFTA 4.2.5.2.: Receive Base Operating Support from the Garrison and/or local community.

8.7.3.3. CRO and DRO will add SFTA 4.2.5.1 or SFTA 4.2.5.2 to the METs of their subordinate units.

8.7.3.4. To implement DoW directed standardization, the CRO and DRO must use all measures and standards already built into each SFTA in DRRS. Measures/standards that do not apply to the units should be removed. New standards suggested/needed are required to be submitted through the CRO to HQ SF/S73R for approval.

8.7.3.5. If a unit determines a measure is not applicable, that measure will be rated as "not achieved" and must include a remark stating why the unit believes that measure is not applicable. The DRO will submit a request to the CRO for the measure to be removed. The CRO will adjudicate and recommend to HQ SF/S73R to remove the measure, if warranted.

8.7.3.6. All Space Base Deltas (SBDs) and Space Launch Deltas (SLDs) responsible for providing BOS to units on their garrison will report their ability to meet SFTA 4.2.5.1, as part of their Capability Assessment in DRRS.

8.7.3.7. All Deltas and squadrons receiving BOS from a garrison or local community will report their ability to receive support in SFTA 4.2.5.2, as part of their Capability Assessment in DRRS.

**8.8. War Plans METL.** This category of METLs includes OPLANs and concept plans.

8.8.1. OCSO or FLDCOM plans offices will determine which plan(s) the units report on. At a minimum, units will report on any war plan designated in the joint strategic capabilities plan. **(T-0)**

8.8.2. Units assigned or sourced in a plan will assess their ability to provide capabilities tasked in the plan and to execute the plan. **(T-1)** Reporting will continue until released from the plan(s). **(T-1)** When assessing, units will assess deployed assets as unavailable unless deployed in support of the plan reported on. **(T-1)** Resources at exercises or training events will be counted as available. **(T-1)** Assessments will be based on "planning factors" only. **(T- 1)**

**8.9. Named Operations METL.** Named operations are designated by the President, Secretary of War, and/or Joint Chiefs of Staff (e.g., Operation IRAQI FREEDOM).

8.9.1. Named Operations METLs only apply to CDets. (see **paragraph 9.3**.)

8.9.2. Reporting is required no later than 120 calendar days prior to the deployment start date or upon receiving an appropriate order (e.g., prepare to deploy order, deployment order). **(T- 1)** Reporting will continue until released from orders for the Named Operation. **(T-0)**

8.9.3. When assessing a named operation, the assessment will only consider those assets directly supporting the named operation **(T-1)** For example, a unit might have 100 pieces of equipment and 50 personnel, but only 5 vehicles and 10 personnel are tasked to support the named operation. The commander's named operation METL assessment would only assess the capabilities of the 5 vehicles and 10 personnel. 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 the commander's remarks to show an assessment(s) of the resources preparing to deploy. **(T-1)** If supporting multiple named operations, specific resources (personnel and equipment) can only be reported against one named operation. **(T-0)**

**8.10. Installation METL.** Base/installation commanders will assess their installation's ability to accomplish assigned tasks to standard under specified conditions. The installation METL contains various METs covering DoW, DAF, and OCSO interest areas.

8.10.1. Reporting. Submit reports within 72 hours of a change. **(T-0)** Also submit reports quarterly during the months of March, June, September, and December between the 1st and 15th of those months. **(T-1)** The installation METL will be assessed under the installation unit identification code in DRRS. **(T-1)** These assessments should be informed by performance measures, resource availability, and military experience/judgment from each measured unit that supports an installation MET. Consider the following areas when reporting on the installation METL:

8.10.1.1. New encroachment concerns or environmental impacts. **(T-0)**

8.10.1.2. Natural disasters affecting installation operations. **(T-0)**

8.10.1.3. Legislative changes impacting training capability. **(T-0)**

8.10.1.4. Infrastructure degradation or failing due to funding. **(T-1)**

8.10.1.5. Installation support issues involving host Nation, DoW Agency, or other Service. **(T- 1)**

8.10.2. Do not assess tasks that an installation does not perform. AFIMSC maintains a list of applicable/non-applicable tasks for each USAF and USSF installation.

**8.11. Space Force Component METL.** USSF component headquarters will develop METL(s) derived from the CCMD joint mission essential task list (JMETL) that includes tasks the USSF component provides to support the CCMD JMETL. **(T-0)**

8.11.1. Components will establish a Core METL for the capabilities they manage/provide. Components will conduct a mission analysis of the capabilities the USSF provides to the CCMD and develop/report mission assessment(s) for named operation(s) and war plan(s). **(T- 0)**

8.11.2. A component may use all or a portion of the tasks in the Core METL as a basis for the named operation(s) or war plan(s) mission assessments. Tailor tasks, conditions, and standards to the specific named operation(s) or war plan(s). These METLs generally consist of tasks at the operational or strategic theater level but can include tasks at other levels if necessary.

**8.12. Capability Remarks.** Use the standard USSF remark format, as outlined in **Figure A2.1** to explain the issues for any METs and/or overall assessments not rated "Yes" (Green). **(T-1)**

8.12.1. Remarks, Named Operations. Remarks will include a description of the level of effort the unit is providing to support the named operation tasking. **(T-1)** Commanders should consider describing the deployment location, deployment duration, numbers of personnel and equipment deployed, any special requirements/issues, and any assistance needed, associated with the deployment.

8.12.2. Remarks, War Plans. If the assessment is degraded due to deployed assets, then commanders will clearly annotate the degradation reason in the war plan remark. **(T-0)**

**8.13. Ratings Alignment.** There is a direct correlation between a unit's core mission capability assessment and its overall resource assessments. Resources and training determine if a unit can successfully accomplish its core mission. A unit cannot be assessed as fully mission capable for its core (designed mission) while simultaneously reporting an overall C-3 or C-4 in resource reporting. **(T-0)** An assigned mission may not require full resourcing or training to be assessed fully capable. **(T-0)**

8.13.1. Unit commanders need to accomplish their resource readiness reports first. Then use the resource report to inform the unit's Core and assigned mission MET and METL assessments.

8.13.2. If in the unit commander's judgement their unit is fully mission capable and they are reporting C-3 or C-4, the unit commander should consider obtaining a waiver to assess the Overall C- Level above C-3. Alternatively, report capability readiness as Qualified Yes (Yellow). The overall assessment guidelines in **paragraph 8.4** are still applicable.

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

A misalignment occurs when a unit's Resource Report and Capability Assessment do not agree. There are many valid reasons that a misalignment could occur. If a commander of a reporting unit submits a report with a misalignment, that commander is required to provide an explanation for the misalignment, to ensure HHQ understands the reason the misalignment and if additional coordination/help is required.

| **Resource Report** | **C-1** | **C-2** | **C-3** | **C-4** | **C-5** |
|---|---|---|---|---|---|
| **Capability Assessment** | **Yes** | | **Qualified Yes** | | **No** |

## Chapter 9

## SPACE FORCE GENERATION (SPAFORGEN) REPORTING GUIDANCE

**9.1. Force Generation Squadron (FGS).** FGS units are organized with funded and unfunded personnel and equipment authorizations. Force generation units provide the personnel and equipment for the subordinate combat units. These units are measured units per **paragraph 1.4**. Their involvement with the SPAFORGEN process is outlined in this chapter and in **chapter 10**, Crew Builder.

9.1.1. Resource Readiness (SFIT). FGS report resources (P,S,R,T) IAW **chapter 3** of this instruction. **(T-0)**

9.1.2. Capability Assessments. FGS assess the ability to achieve their METL/METs IAW **chapter 8** of this instruction. **(T-0)**

**9.2. Combat Squadron (CSq).** A CSq is assigned to a CCMD and performs operational missions to provide combat effects supporting that CCMD. CSqs are comprised of Force Elements sourced from a FGS. CSqs are composite units comprised of personnel and equipment from the associated ops, cyber and intel units.

9.2.1. CSq DRRS Roles. The CSq/CC (not the FGS/CC) will designate a minimum of two leadership personnel (limit to six) to have DRRS UC roles, including the CSq/CC. **(T-1)** The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoW civilians.

9.2.2. CSq Resource Report. CSq do not submit a Resource Report. CSq are not assigned personnel or equipment by the USSF; those resources are assigned to the parent FGS. All of the CSq's personnel and equipment are allocated from their FGS, on a temporary and as needed basis.

9.2.3. CSq Capability Assessment. CSq submit a Capability Assessment. A CSq's Capability Assessment measures how well the CSq achieves the METL/METs associated with the OPLAN/Named Operation they are assigned to support. The Capability Assessment is written by the CSq/CC, not the FGS/CC. The CSq/CC will review the Resource Report of the supporting FGS, and use the FGS's Resource Report to inform the Capability Assessment of the CSq. The supporting FGS's readiness reports shall serve as the authoritative source of resource data informing the CSq's Capability Assessment. (see **chapter 8**). **(T-1)**

9.2.3.1. Personnel allocated to a CSq are trained to a MET standard in order to quantify how well the presented spacecrew and unit (CSq) have practiced for war, IAW DAFGM2024-13-602V1, Para 2.4.7.3.

**9.3. Combat Detachment (CDet).** A CDet is assigned to a CCMD and physically deploys to that CCMD's area of responsibility to perform operational missions and achieve combat effects supporting that CCMD. CDets are comprised of Force Elements sourced from a FGS. CDets are composite units comprised of personnel and equipment from the associated ops, cyber and intel units. CDets do not submit readiness report while in garrison. When deployed, CDets only submit Capability Assessments, measured against a METL/METs associated with an OPLAN/Named Operation. **(T-1)**.

9.3.1. CDet DRRS Roles. The CDet/CC (not the FGS/CC) will designate a minimum of two leadership personnel (limit to six) to have DRRS UC roles, including the CDet/CC. **(T-1)** The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoW civilians.

9.3.2. CDet Resource Report. CDets do not submit a Resource Report. CDets are not assigned personnel or equipment by the USSF. All of the CDet's personnel and equipment are allocated from their FGS, based on deployment requirements.

9.3.3. CDet Deployment Notification. FGSs will notify their CRO upon receipt of a deployment orders by providing the following information in a SIPRNET email. **(T-1)**

9.3.3.1. Provide the CDet's UIC, deployment date, expected duration, and the OPLAN/Named Operation(s) the CDet(s) is/are supporting.

9.3.3.2. Provide the name of the CDet's deployed location. The CRO is required to update the CDet's location in DRRS. **(T-1)** A deployed unit's present location is classified secret IAW the USSF DRRS SCG.

9.3.3.3. Identify the activity code (see **Table 9.1**) for the expected activity to be performed by the CDet at the deployed location. The CRO is required to update the CDet's activity code in DRRS.

9.3.3.4. Identify the METL/METs by Task Number that are associated with the supported OPLAN/Named Operations. As soon as the METs are loaded in DRRS, the CDet is required to begin reporting Capability Assessments. **(T-0)**

9.3.4. CDet Deployment Preparations.

9.3.4.1. Tasked Resource Assessment (PCTEF). Measured units are required to report Tasked Resource Assessment (PCTEF) when 5% or more of its resources (personnel, equipment, or both) are tasked to deploy. The CDet's parent FGS reports on the CDet's PCTEF rating NLT 120 days before their deployment or upon receipt of an order. **(T-0)** Report PCTEF IAW **paragraph 3.7**. Include the status of the CDets combat training and local training for the deployment location in the PCTEF remark (see **Figure A2.7.**).

9.3.4.2. Capability Assessment Pre-Deployment. As soon as the Named Operations METs are loaded, the CDet/CC will begin reporting Capability Assessments in DRRS. **(T-0)**

9.3.5. Deployed CDet Readiness Reporting. While deployed CDets submit Capability Assessments into DRRS, IAW Chapter. CDets do not submit Resource Reports, however, they do monitor their assigned resources (personnel and equipment) and inform their FGS on the status of those assigned resources.

9.3.5.1. CDet Resource Reporting Deployed. While deployed the CDet will continually monitor their readiness status. The CDet will report changes in readiness to the parent FGS unit, as soon as possible. The FGS is required to update their readiness reports within 24 hours of any event that causes a change in their readiness status. **(T-0)**

9.3.5.2. CDet Capability Assessment Deployed. While deployed, a CDet will report on METL/METs associated with OPLAN/Named Operation the CDet is supporting; IAW **chapter 8** of this instruction. Upon completion of the deployment and return to garrison, the METL/METs associated with the OPLAN/Named Operation the CDet was supporting, will be removed. The FGS will report changes to their CDet's METL/MET within 24 hours of any event that causes a change in their CDet's METL/MET. **(T-0)**

9.3.6. CDet Post Deployment. Upon return to garrison, the FGS will notify the CRO. **(T-1)** The CRO will update the CDet's activity code and present location in DRRS. The METL/METs associated with the supported OPLAN/Named Operation will be removed.

**Table 9.1. Activity (ACTIV) Codes.**

| The following activity codes are for activities driven from a SecDef DEPORD or CJCS- or combatant command-directed operation. It includes those activities done to support a combatant command operational mission. The activity codes are reported in DRRS Organization and Location (ORGLOCN) data set, ACTIV data field, by the FLDCOM readiness office. | | |
|---|---|---|
| **Activity Code** | **Title** | **Description** |
| AC | Activation from Cadre | In process of activating/rebuilding from cadre |
| CA | Actual Combat | Use this field if the reporting unit is engaged in combat operations in support of a combatant command. |
| CDOPS | Counterdrug Operations | Reporting units supporting operations designed to reduce or eliminate illicit drug trafficking. |
| DE | Deactivating Cadre | In process of deactivating/reducing to cadre. |
| ER | Enroute/In-Transit | Enroute to/from area of operations |
| INFOOPS | Information Operations | Reporting units engaged in operations to produce unprocessed data of every description that may be used in the production of intelligence. |
| OPEX | OPLAN Execution | Units engaged in the actual execution of an OPLAN. |
| PARTDEP | Partial Deployment | Majority of unit is partially deployed. |
| RECONOPS | Reconnaissance Operations | Units engaged in obtaining, by visual observation or other detection methods, information about the activities and resources of an enemy or potential enemy or to secure data concerning the meteorological, hydrographic, or geographic characteristics of a particular area. |

| | | |
|---|---|---|
| SPACEOPS | Space Operations | Units engaged in operations including: surveillance of space; protection of U.S. and friendly space systems; prevention of an adversary's ability to use space systems and services for purposes hostile to U.S. national security interests; negation of space systems and services used for purposes hostile to U.S. national security interests; and directly supporting battle management, command, control and communications in space. |
| SRVEILOPS | Surveillance Operations | Units engaged in the systematic observation of aerospace, surface, or subsurface areas, places, persons, or things by visual, aural, electronic, photographic, or other means. |
| TNGPREDEP | Training Pre- Deployment | Units engaged in training in preparation for upcoming deployment. |

# Chapter 10

# CREW BUILDER

**10.1. Purpose of Crew Builder.** Crew Builder is the employment and planning tool that provides a construct to aid in the planning and scheduling of ready combat crews to accomplish their operational mission, comply with the SPAFORGEN model, and support the transfer of forces to the C-FLDCOMs and/or CCMDs. Crew Builder aims to implement a structured SPAFORGEN cycle (Prepare, Ready, Commit phases), that simultaneously supports training, provides a predictable schedule for members, and better communicates Space Force capabilities to the Joint Force.

10.1.1. Crew Construct**.** Crew Builder and Roster Management display all crew constructs built for a unit's force package; to include the make-up of the Operations Crew (OC), Mission Support Element (MSE), Mission Planning Cell (MPC), Cyberspace Operations (CO), and Intelligence Support Teams (IST). For most EiP units, Roster Management displays 8x Ops Crews, 2x MSEs and 2x MPCs that show all positions applicable to a unit's force package. The Cyberspace Operations (CO) and/or Intelligence Support Teams (IST) will only show up under the applicable Cyberspace Squadron and/or Intelligence Squadron that is providing the Guardians in support of the force package. For OCONUS and CONUS units that are deployed or isolated, Roster Management displays 5x Ops crews, 1x MSE, and 1x MPC; and those crews will always be in the committed phase. If a unit's force package or crew changes, due to an approved MEFPAK change, those changes must be reflected in Crew Builder by the unit's UA and CRO.

**10.2. Application of Crew Builder.** Crew Builder was primarily designed to support (FGS or any unit that follows SPAFORGEN. Crew Builder may also be utilized by non-force generation squadrons (CSq, CDet) to account for crew training versus individuals training. Units that do not follow SPAFORGEN are not required to use Crew Builder, but are allowed to, if that unit would like to track their unit training by crews instead of individuals.

10.2.1. Employed in Place Units**.** EiP units conduct sustained operations in support of USSPACECOM. The directed use of Crew Builder will aid units in the tracking of crew rotations, phase schedules, training status, and assist in managing their manning effectively. Crew Builder will allow EiP units to more easily control SPAFORGEN phasing to allow for the implementation of an effective training cycle.

10.2.2. Deployable Units**.** Deployable units are directed to use Crew Builder outside of their currently established deployment processes. While Crew Builder will not act as a transfer of forces to a CCMD for the deployable units, it will allow deployable units to plan and build their crew schedules with the added benefit of manually tracking crews training, identify experience levels of assigned personnel, improved management of available personnel, increased predictability of a routine deployment cycle, and create crew cohesion.

10.2.3. Space Operations Duty Order (SODO). The SODO is the authoritative document for tasking, documenting, and tracking of individual Guardians assigned to a Combatant Command. Currently, the SODO is manually produced by the units. In the future, DRRS will create a draft SODO based on the crews listed in the commit phase, within Crew Builder. EiP units may use Crew Builder to assist in the development of a SODO.

**10.3. Crew Builder Capabilities.** Crew Builder displays all the crews (Ops, MPC, MSE), their phase schedule and their required and assigned positions (represented by percentage). Crew Builder offers three features: Crew Scheduler, Roster Management, and Unit Schedulers. These features allow the unit to effectively plan and manage their crews.

10.3.1. Crew Scheduler. Crew Scheduler is the unit's primary tool to manage crew schedules to comply with SPAFORGEN and present an operational capability to a USSF Component or CCMD. It is mandatory for the FGS/CC to document the phase schedule for every crew within their command. Units may edit their Crew Schedule by clicking "Edit Phase Schedule".

10.3.2. Edit Phase Schedule. Edit Phase Schedule is the main tool for a unit to manage their crews for SPAFORGEN. Edit Phase Schedule allows the unit to select the start date and duration of each phase, for each crew, and applies to each force element of that crew. The available phases to assign to a crew are: "prepare, ready, commit"; "commit/uncommitted"; or "always committed". Units utilizing the 8-crew model for their Ops Crews will use the Prepare, Ready, Commit phase cycle and identify what phase each of the 8x crews are in at any given time. For their MSE and MPC crews, they will use the committed/uncommitted phase schedule. OCONUS remote and CONUS ISOLATED units will always use the committed phase cycle for all their crews.

10.3.3. Roster Management**.** Roster Management has multiple features that enable a unit to effectively manage their crew manning. Roster Management enables a unit to assign personnel with adequate training and experience to specific crew positions. Roster Management allows the unit to filter personnel by name, rank, AFSC/SFSC and Skill Code, and crew position. Roster Management is also able to filter personnel by "assigned" or "unassigned", to show the unit who is available for crew positions, and who is not. **Note:** USSF units who are supported by AF personnel, have subordinate AF UICs organized under them in DRRS. This is to account for AF personnel, assigned to an AF support billet, that supports a FGS. These AF support billets are not available for crew positions.

10.3.3.1. Trained. Within Roster Management, the "Trained" column displays the training status of a specific individual while assigning them to a specific position in a crew. The unit may manually update the training status of an individual while assigning them to a specific position in a crew. While Crew Builder is not a replacement for authoritative data sources such as Patriot Excalibur (PEX), it is a convenient tool to show the training status and capability of a specific crew. Units may conduct mass edits to training through the Personnel Training Requirements tab. All units utilizing Crew Builder will document the training status of every individual that is assigned to a crew position.

10.3.3.2. Experience. Within Roster Management, an individual's experience level is displayed in the "Exp" column. The unit may manually update the experience level of an individual while assigning them to a specific position in a crew. Experience level standards are outlined in the units' training volumes. Delineating experience can assist in the planning process to ensure that experienced members are distributed between crews when possible. All units utilizing Crew Builder will document the experience level of every individual that is assigned to a position within Crew Builder. This documentation will be reviewed by the CRO as part of the monthly readiness review, and corrective actions will be tracked.

10.3.3.3. Available Personnel. Within Roster Management, the Available Personnel feature enables a unit to filter all personnel by “assigned” or unassigned”, to show who is available for crew positions, and who is not. If a unit has crews with unfilled positions, it will document the challenges preventing full staffing and provide detailed notes in Crew Builder. The unit may also filter personnel by “Current/Subordinate” or “Associate”. A “Current/Subordinate” unit would be a CSq or CDet that is generated by the FGS. An “Associate” unit provides intel or Cyber Guardians to support crews of a FGS that is conducting space operations.

**10.4. Personnel Training Requirements.** The personnel training requirements tab will display the training requirements for both the crews within Crew Builder, and the individual training packets for non-SPAFORGEN units that are required to report the training measured area. It will display all the training requirements as identified in the training tables for each of these individuals and it gives the ability to a unit to mark individuals as trained or not trained. Units will document the training status of every individual that is displayed within the Personnel Training Requirements tab.

10.4.1. Edits made to the personnel training requirements button on the Personnel tab within the SFIT report, will update the Personnel Training Requirements tab outside of SFIT and no duplication of work will be required. It is important to note if a current report is in a draft status and personnel training edits are made outside of the SFIT report, the user will be prompted to “re-calculate” the SFIT report to capture the edits to the Personnel Training Requirements tab in the draft report. Re- calculating the report will not delete any previously made comments or edits in the draft.

10.4.2. Training Requirements and SFIT. The T-rating in the SFIT report is driven by the names loaded in Crew Builder and the names loaded in the personnel training requirements tab that have training documented as trained or not trained. While this tab is located outside of the SFIT report, any edits made within the Crew Builder or Personnel Training requirements tabs after reports have been submitted, will be captured in the T-rating of the next generated report. The data from Crew Builder is only populated to a unit’s SFIT report when a new draft report is created. If changes to Crew Builder or personnel training requirements are required after creating a draft report, the draft report will need to be deleted and a new draft report created for those changes to be reflected within the SFIT report.

**10.5. Senior Leader Tools.** The SPAFORGEN Capacity Viewer is a set of tools that senior leaders can use to view the entire force structure that is being presented to the CCMD. The SPAFORGEN Capacity Viewer displays all the CSq and CDet crews which are made up of the force elements from Operations, Cyberspace and Intel FGSs. Each Combat Crew shows the training status and crew position fill status for each force element that makes up that combat crew as well as the SPAFORGEN phase (Prepare, Ready and/or Commit) each combat crew is currently in. The makeup of the combat crews is controlled by the Combat Squadron Tables which are managed by the CRO. If edits are required, route changes through the applicable Delta and HQ CFC FAM for concurrence prior to submitting the changes to the CFC CRO.

**10.6. Authoritative Source of Crew Construct.** The authoritative source for the crew constructs is the approved UTCs for the unit. The UTCs are stored in the Manpower and Equipment Force Packaging (MEFPAK) system. The UTCs must be updated and approved prior to any changes being made within Crew Builder. Each force package [Operations Crew (OC), Mission Planning Cell (MPC), Mission Support Element (MSE), Cyber Operations (CO), and Intelligence Support Team (IST)] will be built out as separate crews within Crew Builder. In most cases, the CO and IST within a CSq, will come from the supporting Cyberspace Squadrons and Intelligence Squadrons. For units that have their own cyber and intel authorized billets, the cyber and intel positions may be captured in the Ops, MPC or MSE crews or individually in separate cyber and intel crews.

**10.7. Commander Responsibilities.** Commanders will ensure that Crew Builder is updated to reflect members who are actively executing their assigned CCMD mission. **(T-1)** The intent of Crew Builder is to use it as the authoritative data source for the transfer of forces to the CCMD via a Space Operations Duty Order. FGS/CCs can elect to have their duty schedulers and/or training managers get DRRS accounts. These individuals may edit the training status of personnel assigned to crews, use the scheduling tool within Crew Builder to manage duty schedules, and edit the Personnel Training Requirements Tab to keep training documentation up to date.

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**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Title 10 *United States Code, Section 117*

DoDD 7730.65, *Department of Defense Readiness Reporting System (DRRS)*, 31 May 2023

DoDI 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)*, 10 December 2024

CJCSI 3401.02B, *Force Readiness Reporting*, 31 May 2011

CJCSM 3500.04F, *Universal Joint Task Manual*, 1 June 2011

DAFI 10-401, *Operations Planning and Execution*, 13 January 2021

DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear, (CBRN) Defense Program*, 6 October 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023, *Incorporating Change 1*, 14 July 2025

DAFPD 10-2, *Readiness*, 20 May 2021

AFI 10-201, AFGM 2025-01, *Force Readiness Reporting*, 16 April 2025

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

AFI 90-1001, *Total Force Associations (TFAs)*, 22 June 2020

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADS**—Authoritative Data Source

**AFI**—Air Force Instruction

**AFSC**—Air Force Specialty Code

**A-Level**—Assigned Level

**ASIMS**—Aeromedical Services Information Management System

**CADAT**—Change Date (a DRRS data field name)

**CARAT**—Change Rating (a DRRS data field name)

**CBDRT**—Chemical, Biological, Defense Readiness Training

**CCMD**—Combatant Command

**CIF**—Crew Information File

**CJCS**—Chairman of the Joint Chiefs of Staff

**C-Level**—Category Level

**CMR**—Combat Mission Ready

**CO**—Cyber Operations

**CRO**—Command Readiness Office

**CSO**—Chief of Space Operations

**DAF**—Department of the Air Force

**DAV**—Deployment Availability

**DEPORD**—Deployment Order

**DoW**—Department of War

**DRO**—Delta Readiness Office

**DRRS**—Defense Readiness Reporting System

**ERRES**—Equipment Condition Reason (a DRRS data field name)

**ESRES**—Equipment and Supplies On-Hand Reason (a DRRS data field name)

**FAM**—Functional Area Manager

**FGS**—Force Generation Squadron

**FMC**—Full Mission Capable

**HHQ**—Higher Headquarters

**HQ**—Headquarters

**IST**—Intelligence Support Team

**LRS**—Logistics Readiness Squadron

**MDS**—Mission Design Series

**MET**—Mission Essential Task

**METL**—Mission Essential Task List

**MPC**—Mission Planning Cell

**MSE**—Mission Support Element

**MTF**—Medical Treatment Facility

**NMC**—Non-Mission Capable

**OC**—Operations Crew

**OCC**—Occupational Career Code

**OPLAN**—Operation Plan

**OPR**—Office of Primary Responsibility

**OPSCAP**—Operations Capability

**OSW**—Office of the Secretary of War

**PCTEF**—Percent Effective (a DRRS data field name)

**P-Level**—Personnel Level

**PMC**—Partial Mission Capable

**PRRES**—Personnel Reason (a DRRS data field name)

**REASN**—Reason (a DRRS data field name)

**R-Level**—Equipment Condition (Repair) Level

**SFIT**—Space Force Input Tool

**SFSC**—Space Force Specialty Code

**SFUTL**—Space Force Universal Task List

**S-Level**—Equipment and Supplies On-Hand (Supply) Level

**SME**—Subject Matter Expert

**SORTS**—Status of Resources and Training System

**SYSCAP**—System Capability

**TAFMS**—Total Active Federal Military Service

**TC**—Top Concern

**TDY**—Temporary Duty

**T-Level**—Training Level

**TREAD**—Type of Report

**TRRES**—Training Reason (a DRRS data field name)

**UA**—Unit Administrator (a DRRS role)

**UC**—Unit Commander (a DRRS role)

**UIC**—Unit Identification Code

**UMD**—Unit Manning Document

**UTC**—Unit Type Code

**UU**—Unit User (a DRRS role)

***Office Symbols***

**CJCS**—Chairman of the Joint Chiefs of Staff

**CFC**—Combat Forces Command

**OCSO**—Office of the Chief of Space Operations

**OPM**—Office of Personnel Management

**OSW**—Office of the Secretary of War

**OSW/(P&R)**—Office of the Secretary of War for Personnel and Readiness

**HQ SF/S3/4/7**—Deputy Chief of Space Operations for Operations

**HQ SF/S73**—Readiness, Training, and Exercise Division

**HQ SF/S73R**—Readiness Branch

**SSC**—Space Systems Command

**STARCOM**—Space Training And Readiness Command

***Terms***

**Assigned Mission**—The current operation, Joint Strategic Campaign Plan mission, or other mission to which a unit is tasked by a higher authority. (DODD 7730.65)

**Authoritative Data Sources (ADSs)**—A recognized or official data source with a designated mission statement, source, or product to publish reliable and accurate data for subsequent use by customers. An authoritative data source may be the functional combination of multiple separate data sources. (DoDI 8320.03)

**Career Field Manager (CFM)**—Focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. (DAFPD 36-26, Total Force Development And Management, 18 JAN 2024)

**Change Date (CADAT)**—The date for a forecasted change in a unit's Overall C-Level (see CARAT).

**Change Rating (CARAT)**—The rating that is the forecasted change for a unit's Overall C- Level.

**Combat**—Elements which primarily employ the use of weapon systems or other actions to create a specific lethal or nonlethal effect on targets or to actively defend against the lethal or nonlethal effects caused by an enemy.

**Combat Detachment (CDet)**—CDets constitute USSF's deployable warfighting capability. CDets are organized, trained, and equipped to deploy in support of CCDR requirements. CDet operations are typically terrestrial based, and operational affects are localized to that AOR. Typically, CDets are allocated to a CCDR on a temporary basis. USSF Service Retains all CDets that are not deployed, to meet United States Code Title 10 § Section 9084, responsibilities to train, equip, and maintain space forces. There are some CDets that are permanently forward based, and are assigned to the CCMD they physically reside in.

**Combat Mission Ready (CMR)**—CMR is a certification given to a spacecrew member that can perform all MTL tasks in the respective position to the standards established without supervision and is certified by the Unit Commander.

**Combat Service Support**—Elements which provide the essential capabilities, functions, activities, and tasks necessary to sustain all elements of all operating forces in theater at all levels of warfare.

**Combat Squadron (CSq)**—A USSF unit assigned to a CCMD that performs operational missions to provide combat effects supporting CCMD mission requirements. Combat Squadrons are comprised of Force Elements sourced from Force Generation Squadrons.

**Combat Support**—Elements that primarily provide support and operational assistance to combat elements and that are a part, or prepared to become a part, of a theater, command, or task force formed for combat operations.

**Combat Units**—There are two types of combat units: combat squadrons and combat detachments. They conduct combat missions. These units have UICs that begin with SH.

**Commander's Assessment**—Unit commander's evaluation of data (obtained through resource assessments and/or information available to the commander) outside the measurement system that impacts the unit's ability to undertake the designed mission.

**Composite Unit**—These units are comprised of resources (personnel and equipment) from two or more organized units. Combat Squadrons are composite units.

**Core Mission**—This is the wartime mission(s) for which the unit is designed to accomplish. The Core mission includes Resource Readiness and the Core METL in DRRS.

**Cyber Operations (CO)**—The component of a force package that provides cyber protection capabilities for mission systems.

**DAV Codes**—Personnel codes that identify an individual's current medical, legal & administrative status for deployment eligibility.

**Defense Readiness Reporting System (DRRS)**—DRRS is the active system used to report readiness. Other versions of DRRS support development and testing, providing a backup, etc.

**Designed Mission**—The mission for which the unit or activity was built to accomplish; also referred to as a "core mission." (DODD 7730.65) The designed mission includes the capabilities units require for the contested space domain, whether or not they are fully funded and whether and not the capabilities have been delivered to the units.

**End Item**—A final combination of end products, component parts, and materiel ready for its intended use, e.g., a ship, tank, mobile machine shop, aircraft, radar, satellite, telescope, etc. Many of these items will have a mission design & series (MDS) designation.

**Equipment and Supplies On-Hand Reason (ESRES)**—Data field for identifying the Primary Reason Equipment and Supplies On-Hand measured area is Not S-1.

**Equipment Condition Reason (ERRES)**—Data field identifying the Primary Reason Equipment Condition (Repair) measured area is not R-1.

**Force Generation Squadron (FGS)**—A USSF unit that provides trained and ready personnel for the Combat Squadron to present to the combatant command (CCMD). The FGS generates and presents personnel and capabilities by conducting training, evaluations, maintenance, personnel administration, and professional development.

**Force Package**—A force package denotes the specific make up of crews within a CSq or CDet. Force packages are comprised of five different crews; Operations Crew (OC), Mission Planning Cell (MPC), Mission Support Element (MSE), Cyber Operations (CO), and Intelligence Supprt Team (IST). Force packages are led by an officer or non-commissioned officer depending on the size of the formation and scope of responsibility. CSq and CDet force packages may be tailored as required.

**Full Spectrum Mission**—A unit's home-station tasks combined with its mobility/deployable tasks.

**Full Wartime Missions**—This phrase in the definition of C-1 is the unit's full spectrum missions the unit was designed to perform. See the definition for 'Designed Mission'.

**Functional Area**—A grouping of like-type units (e.g., Cyberspace units).

**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 unit's measured resource area or Overall C-Level is expected to reach a "1" (C-1, P-1, S-1, R-1, T-1, and/or A-1).

**Intelligence Support Team (IST)**—The component of a force package that provides intelligence support for mission activities.

**Mission Design Series (MDS)**—The DoW system for identifying and classifying aerospace vehicles. USSF utilizes a standardized MDS system, similar to the USAF, to classify and designate its weapon systems, satellites, and vehicles. The system includes a status prefix (e.g., Y for prototype), a modified mission letter, a basic mission letter, design number, and series letter to uniquely identify each asset.

**Mission Planning Cell (MPC)**—The component of a force package that plans and schedules operational activities.

**Mission Ready and Available Crews**—Primary duty crews who are mission ready, and available to undertake the unit's specified wartime tasking(s). 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 to provide.

**Mission Response Time**—This is the time, reported in the unit's data field TREAD, that identifies the time frame the unit is given to prepare to deploy from home station. The mission response time is also the reference time for reporting when a unit's resources and training are expected to be ready and available for their wartime missions. The Chairman, Joint Chiefs of Staff limits the values of TREAD to 1-72 hours.

**Mission Support Element (MSE)**—The component of a force package that conducts mission support activities, such as engineering, analysis, logistics, physical security, or communication.

**Operations Crew (OC)**—The component of a force package that performs the weapon system's operations in support of mission activities.

**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 commanders of subordinate commands in response to requirements tasked by the establishing unified commander.

**Organized Mission**—The mission for which the unit is organized with funded personnel and equipment to perform. Normally, a unit is organized to accomplish its designed mission(s).

**Organized Units**—These units are also known as Force Generation units. They are organized with funded authorizations for personnel and equipment. These units provide trained personnel and operational equipment.

**Packets**—Packets are a collection of resource types (e.g., Space Force Specialty Codes) grouped by common attributes and/or functions/purposes. Each Packet is similar to a cell in Excel and is stored in DRRS. Each Packet causes a separate percentage calculation that is used to derive readiness ratings using the Joint percentage band/rating tables.

**Personnel Reason (PRRES)**—Data field for identifying the Primary Reason the Personnel measured area is not P-1.

**Qualification Training (QT)**—QT is weapon system/capability training required to perform operational tasks in support of the unit's combat mission and is designed to initially qualify for CMR status.

**Reason (REASN)**—Data field for identifying the overall reason the organization is not C-1.

**Required Resources**—The personnel, equipment, and training required to accomplish the unit's designed missions. This includes the unit's funded and unfunded resource authorizations.

**Structured Strength**—This is the personnel a unit requires to accomplish its designed missions. For example, the personnel required to support the SPAFORGEN 8-crew model. Structured strength is captured by the unit's funded and unfunded personnel authorizations.

**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.

**Training Reason (TRRES)**—Data field for identifying the Primary Reason the Training measured area is not T-1.

**War Plans**—Global Campaign Plans/Global Contingency Plans (i.e., OPLANs and Concept Plans.

## Attachment 2

## READINESS TABLES AND FIGURES

**Table A2.1. Reporting REASN, SECRN and TERRN.**

| The following are the joint reason codes for reporting in the Overall C-Level data fields for the primary reason (REASN), secondary reason (SECRN) and tertiary reason (TERRN) when the unit is not C-1.<br>1. Units will identify measured resource area(s) shortages in priority order of impact on mission accomplishment. Reporting reason code N has priority, then X and then P, S, R & T.<br>2. If a data field remains unreported and the unit has a resource area not measured, the unit will report a 6 in the remaining data field. | |
|---|---|
| **Reason Code** | **Description** |
| N | Unit undergoing a transition (reporting C-5 overall) |
| X | Commander assesses C-Level to rating other than lowest measured area rating |
| P | Personnel not P-1 |
| S | Equipment and Supplies On-Hand not S-1 |
| R | Equipment Condition not R-1 |
| T | Training not T-1 |
| 6 | Unit is reporting C-1, one or more resource area(s) is not measured |

**Figure A2.1. Mission and MET Assessment Comment Format.**

This figure provides instructions for reporting Capability Readiness comments.

**1. Capability Assessment (METL).** USSF measured units are required to conduct a monthly assessment of their ability to achieve their assigned mission (Core and/or OPLAN). The unit submits its MET evaluation in a report called "MET Assessment Details." The Mission Assessment Details and MET Assessment Details are submitted in DRRS under the Capability Assessment (METL) tab. Both the Mission Assessment Details and MET Assessment Details require comments from the unit. Below is the format for those comments.

**2. MET Assessment Details.**

2.1. The "MET Assessment Details" is an assessment of each Mission Essential Task (MET) a unit has. Each MET is assessed against one or more Performance Measure(s). For each Performance Measure that is "Not Achieved," the unit must submit a "MET Assessment Details" that includes Measure Number, BLUF, Issue, Operational Impact, Mitigation, Fix Action, HHQ Help, Get Well Date (GWD), and POC. For a MET with multiple Performance Measures, the User may combine all the "Not Achieved" Performance Measures into a single MET Assessment Detail, separating each Performance Measures with a dashed line across the page. Each MET Assessment Detail will begin with the BLUF at the top, followed by a list of each Measure not achieved. An example format is attached to this policy.

**2.2. Format for MET Assessment Details.**

**BLUF:** BLUF will be placed at the top of the MET Assessment remarks. The BLUF will summarize the most significant driver(s) for not achieving Measure(s). Users do not need to list every Measure Number "Not Achieved" in the BLUF. However, every Measure "Not Achieved" must be listed in the Assessment.

**MEASURE NUMBER and Measure Title Summary:** The Measure Number and title of “Not Achieved” will be clearly labeled at the top of the Assessment. For the title, a simple 1-5 word summary will suffice.

**ISSUE:** Users will detail why the Measure was "Not Achieved," describing the cause of the issue.

**OPERATIONAL IMPACT:** Users will list out how the Measure impacts overall unit operations and how potential long-term effects will impact the unit.

**MITIGATION:** List any immediate actions the unit has implemented to compensate for the loss in capability. EX: backup system, substitute personnel, alternate location.

**FIX ACTION:** Users will list the current actions the unit has taken to achieve the Measure, the plan of action, who (Agency and/or Person) the unit has coordinated with, the unit POC working to resolve the issue, the date of the last update/contact with an outside agency, the current in-progress status, and the next expected milestone to be achieved.

**GWD:** Users will list the date (DD-MMM-YYYY) on which the Measure is expected to be achieved.

**HHQ HELP:** If the fix action requires authority above the unit level, state what level of authority is required and what action needs to be taken.

**2.3. Mission Assessment Details.** The “Mission Assessment Details” is an overall assessment of the unit’s ability to achieve their mission and is based upon an evaluation of the unit’s ability to conduct each MET.

2.3.1. Organizations will format Mission Assessment Details using the example provided above with the exception that MEASURE NUMBER is not required. The remaining areas BLUF, ISSUE, OPERATIONAL IMPACT, MITIGATION FIX ACTION, GWD and HHQ should concentrate on the largest overall driver(s) impacting a units ability to achieve a met.

**Figure A2.2. Top Concerns (TC) Tab.**

| |
|---|
| Users with a Unit Commander (UC) account or Unit Administrator (UA) account may submit TC in the Top Concerns tab. Each TC requires several fields to be filled out. Guidance for each field is provided below. |
| (Classification) **Title**: Provide a title that briefly describes the issue. Avoid using acronyms or technical language. The title should be clear and written so that it is easily understood.<br><br>**Priority**: Select a priority for this Top Concern. Assign a priority level that reflects its urgency and importance. Adjustments may be required as new Concerns are identified, or mitigation actions implemented, the priority may be shifted higher or lower as appropriate.<br><br>**Categories**: All Top Concerns will be categorized. Options for categorization include Personnel, Training, Equipment, Capabilities, Infrastructure/Support, or other as applicable. Multiple categories may be selected for each Top Concern. Consistent and accurate categorization aids higher headquarters in prioritizing and routing concerns effectively.<br><br>**Mission**: Mission is an optional category. When a Top Concern impacts the unit's ability to execute specific missions, the affected missions will be identified.<br><br>**Status**: Each Top Concern will be tracked using one of three designated statuses: "On Track," "Not on Track," or "Resolved." A concern that is "On Track" has an identified mitigation or resolution effort that is progressing satisfactorily. A concern classified as "Not on Track" indicates that mitigation efforts are insufficient, or no clear resolution path has been identified or is significantly delayed. When the issue has been addressed, mitigated, or deemed obsolete, it is to be classified as "Resolved." Once resolved, the concern is archived and is no longer subject to edits.<br><br>(Classification) **DISCUSSION**<br><br>Provide a detailed discussion that includes a thorough explanation of the issue, deficiency, problem, or concern in layman's terms. Include background information, causal factors, and any functional information to help better understand/provide clarity to the concern/problem. Spell out all acronyms upon first use. If issue is resource centric, provide all applicable/appropriate information to include NSNs, part numbers, nomenclature, # authorized, # on-hand, # on order, expected delivery dates, etc.<br><br>(Classification) **IMPACT**<br><br>Identify the critical effects the top concern has on the organization. Include affected METs/assigned plans and Missions/JCAs. Provide any future implications. Expected effect on status: Will the action briefed partially / fully resolve the deficiency. Impacting factors: Factor as to why you are C3/C4 or N. |

(Classification) **FIX ACTION:**

- Fix Action: Provide, in layman's terms, an explanation of the mission impact(s) this concern has and include a risk assessment where appropriate. Identify possible solutions and mitigation options that would alleviate the concern/problem. Provide the status on any solutions, workarounds or mitigations that are currently being implemented. Where in the process are you currently with the deficiency? Identify all required fix actions to fully resolve the issue. What action has/is being taken to increase/maintain unit readiness?

- Timeline: The Fix Action will include a timeline. Within the Fix action, describe the timeline for resolution. If the TC is also a Resource or Capability Readiness issue, the timeline needs to include the applicable Get Well Dates and/or Get Worse Dates for each rating change. (Reference the applicable sections for GWDs, and Next Change Levels) Provide realistic progressive dates and ratings for when a unit will attain the next level of readiness up to when the unit will achieve a rating of C1 and/or Y. If a unit commander is unable to project a timeline, the unit must contact the applicable FAM for assistance in determining the projected GWD. (T-3) Note, not all TCs are readiness report related and therefore, some may not have associated readiness ratings.

(U) **POCs**: Include below all staff/organizations you are partnering with to resolve the issue.

- (U) Unit POC: Rank/Name/Title, organization, phone numbers, email. (this field is required)
- (U) FLDCOM POC: Rank/Name/Title, organization, phone numbers, email.
- (U) External POC(s): Rank/Name/Title, organization, phone numbers, email.

**Figure A2.3. Personnel Remark Format.**

| This figure provides instructions for reporting Personnel Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **Personnel Reason (PRRES) Remark:**<br>**Issue:** In one or two sentences provide a summary in layman's terms why the unit is not P-1. Then provide a complete list of the specific shortfalls/issues that need to be resolved to fix the issue(s). Examples: shortages of funded manpower billets--list the number of unfunded positions **by** AFSCs, SFSCs, OCCs; shortages of assigned personnel--list numbers by AFSCs/SFSCs & skill levels and OCCs; shortages of availability of personnel—list numbers by DAV codes, duty status codes and/or medical (IMR) codes; illnesses—list numbers by disease/condition; combat casualties, etc. **Impact:** Provide a layman's summary of the mission impact for this issue. Provide a detailed explanation needed by subject matter experts to work the issue(s). Include a risk assessment when appropriate.<br>**Fix Action:** Identify what remedial actions the unit has taken; i.e., any mitigation actions being implemented and the impact—positive and/or negative. Example, implementing 12 hours shifts and the impacts. List in priority order the HHQ assistance needed to mitigate and fix the issues. Identify HHQ assistance requested (list HHQ/offices) and the assistance provided, assistance in work, inbound PCSs, etc.<br>**GWD:** Provide a realistic GWD to P-1 for the issue(s). |

**Figure A2.4. Equipment and Supplies On-Hand Remark Format.**

| This figure provides instructions for reporting Equipment and Supplies On-Hand Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **Equipment and Supplies On-Hand Reason (ESRES) Remark:**<br>**Issue**: In one or two sentences provide a summary in layman's terms why the unit is not S-1. Provide a complete list of the specific shortfalls/issues that need to be resolved to fix the issue(s). Examples: list number of shortages of equipment and spare parts using their common name and by Mission Design & Series (MDS) designations, NSNs and/or part numbers.<br>**Impact**: Provide a layman's summary of the mission impact for this issue. Provide a detailed explanation needed by subject matter experts to work the issue(s). Include a risk assessment when appropriate.<br>**Fix Action**: Identify the remedial and/or mitigation actions the unit has taken and their impacts. improve the unit's readiness. Identify HHQ assistance required to fix the issue. Identify HHQ assistance requested (list HHQ/offices) and the assistance provided, assistance in work, etc.<br>**GWD**: Provide a realistic GWD to S-1 for this issue. |

**Figure A2.5. Equipment Condition Remark Format.**

| This figure provides instructions for reporting Equipment Condition Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **Equipment Condition Reason (ERRES) Remarks:**<br>**Issue**: In one or two sentences provide a summary in layman's terms why the unit is not R-1. List all equipment affected.<br>**Impact**: Provide a layman's summary of the unit's capabilities affected by the outages. Provide the details subject matter experts needed to understand the full mission impact(s). Provide a risk assessment when appropriate.<br>**Fix Action**: List any mitigation actions the unit has taken or are underway. Discuss the expected outcome of those actions. Provide a complete list of the maintenance actions underway and actions remaining, if any, that are required to fix the issue(s). Identify any HHQ assistance required to fix the issue. Identify HHQ assistance requested (list HHQ/offices) and the assistance provided, assistance in work, etc.<br>**GWD**: Provide a realistic GWD to R-1 for this issue. |

**Figure A2.6. Training Remark Format.**

| This figure provides instructions for reporting Training Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **Training Reason (TRRES) Remarks:**<br>**Issue**: In one or two sentences provide a summary in layman's terms why the unit is not T-1. Then provide a complete list of training issues for subject matter experts to understand the issues.<br>**Impact**: Provide a layman's explanation for the unit's capabilities impacted by the training shortfalls. Describe in detail the specific mission impacts for subject matter experts to fully understand the issues.<br>**Fix Action**: Identify those actions being taken or required to improve the unit's readiness. Identify any mitigation actions being implemented and their expected outcome. Identify any HHQ assistance needed. Identify the HHQ/offices contacted for assistance and the expected actions taken.<br>**GWD**: Provide a realistic GWD to T-1 for this issue. |

**Figure A2.7. PCTEF Remark Format.**

This figure provides instructions for reporting Percentage Effectiveness (PCTEF) Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS-S.

**Percentage Effective (PCTEF) Remarks:**
Measured units are required to report PCTEF when 5% or more of its resources (personnel, equipment, or both) are tasked to deploy. Measured Units will begin reporting PCTEF 120 days prior to deploying or as soon as notified if notification is received less than 120 days before deploying. If a measured unit has more than 1 simultaneous deployment, a separate PCTEF rating and remark is required for each separate deployment. Continue reporting PCTEF until the deployed capability has returned from the deployment.
Do any of these conditions apply to your unit?
- If "No" is selected, A-Rating is auto populated with an A-1 rating.
- If "Yes" is selected, will be prompted to click "Add Tasked Resource Assessment".

**Named Operation**: Select the named operation being supported from the drop down menu. If the named operation is not in the list, select "Other" and manually type in the named operation in the block provided.

**Status**: Select the status of the tasked resource from the drop down menu: "Preparing to deploy within 120 days" or "Deployed"

**Start Date**: Select the start date of the deployment.

**End Date**: Select the end date for the deployment.

**Percent of Resources**: Enter the percent of the unit's capability (1-3 character numeric field) (combination of personnel and/or equipment) that is tasked for this deployment.

**Is the unit experiencing any reduced readiness conditions of its tasked personnel and/or equipment?** Select the "Yes" or "No" button.

**Rating (A-level):** Select applicable "A-Rating" from the drop-down menu.
A-1: Units possesses required resources (personnel and/or equipment) and is trained to undertake assigned mission(s)
A-2: Unit possess the required personnel and/or equipment and is trained to undertake most of the assigned mission(s)
A-3: Unit possess the required personnel and/or equipment and is trained to undertake many, but not all, portions of the assigned mission(s)
A-4: Unit requires additional personnel and/or equipment or training to undertake the assigned mission(s)

**Comments**: Provide any additional relevant information or actions being taken to improve the PCTEF rating (max 250 Characters).

**HHQ Help box**: Check this box if the unit requires HHQ help to improve the PCTEF rating.

**Figure A2.8. CBDRT Remark Format.**

| This figure provides instructions for reporting CBDRT Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **CBDRT Remark:**<br>The CBDRT Remark is a 250 character (max) field BLUF remark used to provide a strategic summary (1-2 sentences) explaining why the unit is reporting a CBDRT of less than C-1. Use layman's terms and include as much detail as possible within the character limitation to identify all CBDRT personnel and equipment degradations. |

**Figure A2.9. CBDRT Training Remark Format.**

| This figure provides instructions for reporting CBDRT Training Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **CBDRT Training Level Reason (TRUTC) Remark:**<br>**Issue**: Provide a layman's explanation which describes the units CBDRT training issues related to their CBRN training.<br>**Impact**: Provide a layman's explanation which describes the mission impact for this issue as well as providing a risk assessment when appropriate.<br>**Fix Action**: Identify those actions being taken or required to improve the unit's readiness. Identify any mitigation actions being implemented and assistance requested or remedial actions that are being used to mitigate the impact to the unit's mission. Identify any HHQ assistance required to fix the issue.<br>**GWD**: Provide a realistic GWD for this issue. |

**Figure A2.10. CBDRT Equipment On-Hand Remark Format.**

| This figure provides instructions for CBDRT Equipment On-Hand Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **CBDRT Equipment Reason (ESRAT) Remark:**<br>**Issue**: Provide a layman's explanation which describes the units CBDRT equipment issues. **Impact**: Provide a layman's explanation which describes the mission impact for this issue as well as providing a risk assessment when appropriate.<br>**Fix Action**: Identify those actions being taken or required to improve the unit's readiness. Identify any mitigation actions being implemented and assistance requested or remedial actions that are being used to mitigate the impact to the unit's mission. Identify any HHQ assistance required to fix the issue.<br>**GWD**: Provide a realistic GWD for this issue. |

**Figure A2.11. Overall C-Level Remark Format.**

| This figure provides instructions for reporting Overall C-Level Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS. |
|---|
| **Overall Reason Remark:**<br>**BLUF**: This remark should summarize the unit's issues in sufficient detail to describe unit readiness ratings and prompt the review of specific measured area remarks. Identify any mission(s) the unit cannot fully support when its C-Level is less than C-1. Identify a date when the unit will be able to undertake its full spectrum mission(s).<br><br>Format of the SFIT Overall BLUF. In the "Overall" tab of the Resource Report (SFIT), the unit submits a BLUF briefly explaining why the unit's Readiness Level is less than C-1. If the<br>commander has received permission to upgrade or downgrade their "C" level, the "reason for change field" will include both the BLUF and the reason for the change. The BLUF should be one or two sentences (less than 250 characters) and answer the who, what, when, where, and why (5W's) for the unit's degraded readiness. Example: The equipment at site X is undergoing an upgrade. Capability X will be degraded for X days/weeks/months etc. The unit will implement a backup until the upgrade is complete. |

**Figure A2.12. USSF METL Measure Standardization: How to Write a Remark Examples/Samples.**

This figure provides examples of standardized USSF METL Measure Remarks imbedded in the Space Force Input Tool (SFIT) in DRRS.

(U) BLUF: Of the multiple measures that are "Not Achieved," the two most significant drivers that affect our mission accomplishment are measure number XXXX and XXXX (inserting appropriate measure numbers e.g. F0412 and F0432). The potential for work stoppage due to the generator is a major issue, and our lack of SCIF space limits the amount of work that can be completed.

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F0412: Unit will sustain generator power in the event of electrical failure
**(U) ISSUE:** One of the squadron's three generator units is currently down. Due to its age, we cannot obtain the correct voltage regulator or find a qualified technician to fix it.
**(U) IMPACT:** In the event of electrical failure, the array will not have sufficient generator power to function correctly, causing mission degradation and the inability of the array to cover the Northern Pacific region.
(U) MITIGATION: None.
**(U) FIX ACTION:** The unit has contacted base contracting and is working with General Electric to fabricate the broken voltage regulator on the generator. Part is no longer manufactured by GE and is expected to take three weeks to create. Once the part fabrication is complete, base contracting will find a suitable contractor to repair the unit, with an estimated repair time of two weeks. The last contact with base contracting was on 15 October 2024. Currently, GE is two weeks into the fabrication of the part. Repair should begin in one week.
**(U) GWD:** 12 November 2025.

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F0901 - Receives Mental Health support
**(U) ISSUE:** The garrison does not have sufficient mental health providers.
**(U) IMPACT:** Guardians are being sent off garrison to get support or have been required to meet with non-clinical providers, which requires more time away from the mission.
(U) MITIGATION: Utilizing local civilian providers.
**(U) FIX ACTION:** The Space Base Delta leadership is currently coordinating with S-1/A-1, AFMC, and the Air Force Medical Functional Area Manager (FAM) at Headquarters Air Force, Mr. Josh Smith (AF/SGX). The Delta has been continually coordinating to obtain two additional providers. The last contact with the medical FAM was on 13 October 2024.
**(U) GWD:** 1 December 2025.

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F0432 - Sensitive Compartmented Information Facility (SCIF) meets mission requirements
**(U) ISSUE:** Our unit does not have enough Sensitive Compartmented Information Facility (SCIF) space to fulfill mission requirements. The current SCIF only has capacity for 30 of our 45 intel operators.
**(U) IMPACT:** We have resorted to "hotel desking" and creative scheduling to ensure guardians can access SCIF terminals. We are not as productive as we could be without the full complement of terminals within a SCIF.
(U) MITIGATION: None.

**(U) FIX ACTION:** The squadron DO coordinates with the facility manager (Mr. Jack Smith) at Ft Meade to discuss what is required to obtain more SCIF space. Coordination has been weekly for the last 7 months, with the last coordination occurring on 19 May 25. There doesn't appear to be a solid solution to this issue at our squadron level. I request that Delta leadership intervene with this problem set.
**(U) GWD:** 1 December 2026.

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Not applicable example:
**(U) ISSUE:** Our unit has no military or GS civilian personnel that require Chaplain support as they are all contractors.
**(U) IMPACT:** None.
(U) MITIGATION: None.
**(U) FIX ACTION**: Request this Measure be removed from our MET.
**(U) GWD: 1 July 2025.**

## Attachment 3

## DRRS AUDITS

### A3.1. General.

A3.1.1. This attachment provides amplifying guidance to SPFI 10-201, Force Readiness Reporting, by defining the audit cadence, roles, responsibilities, and minimum criteria for evaluating the quality of DRRS reporting.

A3.1.2. This attachment establishes a standardized DRRS audits—monthly reviews, quarterly audits, and annual inspections—to ensure readiness reporting remains timely, accurate, and reliable across all United States Space Force (USSF) units.

A3.1.3. The audit regime is intended to drive continuous improvement, increase transparency, and enhance decision advantage for senior leaders by improving the accuracy, consistency, and interpretability of readiness data.

A3.1.4. Audits conducted under this attachment are readiness-focused and improvement-oriented. They are not intended to be punitive inspections, but rather structured assessments to identify strengths, gaps, and systemic issues that require action at the unit, Delta, FLDCOM, or HQ level.

### A3.2. Applicability.

A3.2.1. This attachment applies to all USSF units and organizations required to report readiness in DRRS in accordance with SPFI 10-201.

A3.2.2. It applies to:

A3.2.2.1. Measured units and their commanders.

A3.2.2.2. Mission, Space, and Base/Launch Delta Readiness Offices (DROs).

A3.2.2.3. Field Command Readiness Offices (CROs).

A3.2.2.4. USSF HQ Readiness Branch (HQ SF/S73R).

A3.2.3. Nothing in this attachment supersedes statutory requirements, Department of War (DoW) policy, Chairman of the Joint Chiefs of Staff (CJCS) directives, or other higher-level guidance.

### A3.3. Audit Categories.

A3.3.1. Overview. The audit regime is divided into three categories of activity, each with distinct frequency, roles, and objectives:

A3.3.1.1. Monthly Reviews – unit-level and Delta-level data quality checks.

A3.3.1.2. Quarterly Audits – DRO-led formal audits using USSF HQ checklists.

A3.3.1.3. Annual Inspections – CRO led comprehensive inspections across all aspects of DRRS reporting.

A3.3.2. Monthly Reviews.

A3.3.2.1. Applicable Units/Organizations. All measured units and organizations that report in DRRS.

A3.3.2.2. Primary Objectives.

A3.3.2.2.1. Validate timely DRRS submissions, including compliance with monthly reporting windows and 24-hour update requirements for changes in ratings.

A3.3.2.2.2. Review remark formatting, Top Concern (TC) quality, and capability assessments for clarity and compliance with SPFI 10-201.

A3.3.2.2.3. Identify areas requiring higher headquarters (HHQ) assistance.

A3.3.2.2.4. Provide feedback to subordinate units to correct discrepancies and reinforce best practices.

A3.3.3. Quarterly Audits.

A3.3.3.1. Applicable Units/Organizations. DROs, in coordination with their supported Deltas and subordinate units.

A3.3.3.2. Primary Objectives.

A3.3.3.2.1. Conduct deeper audits using the USSF HQ Readiness Audit Checklist.

A3.3.3.2.2. Evaluate compliance with SPFI 10-201 and associated guidance.

A3.3.3.2.3. Identify systemic issues affecting multiple units (e.g., METL mis-alignment, ADS data problems, recurring TC formatting errors).

A3.3.3.2.4. Provide audit reports to Delta Commanders and CROs, to include corrective actions, issues, and trend analysis.

A3.3.4. Annual Inspections.

A3.3.4.1. Applicable Units/Organizations. CROs and their associated Deltas, squadrons, and measured units.

A3.3.4.2. Primary Objectives.

A3.3.4.2.1. Conduct comprehensive inspections of all DRRS reporting aspects, including resource readiness, capability readiness, TCs, and UTC readiness.

A3.3.4.2.2. Conduct 1:1 meetings with unit leadership to review findings, discuss root causes, and agree on corrective actions.

A3.3.4.2.3. Submit formal After-Action Reports (AARs) to HQ SF/S73R, establishing baselines and tracking performance improvements across years.

**A3.4. Roles and Responsibilities.**

A3.4.1. Unit Commanders / DRRS Unit Administrators (UAs).

A3.4.1.1. Ensure DRRS readiness reporting is accurate, current, and submitted within prescribed timelines.

A3.4.1.2. Format remarks, TCs, and other narrative inputs in accordance with SPFI 10-201 and associated guidance.

A3.4.1.3. Maintain METs and METLs to ensure they remain current, relevant, and correctly assessed.

A3.4.1.4. Coordinate with DRO, CRO, and HHQ to resolve readiness issues that exceed unit authority or resources.

A3.4.1.5. Implement and track corrective actions assigned as a result of monthly reviews, quarterly audits, and annual inspections.

A3.4.2. Delta Readiness Office (DRO).

A3.4.2.1. Establish and manage quarterly audit schedules for all subordinate units and organizations.

A3.4.2.2. Provide CROs with a consolidated quarterly audit timeline and status.

A3.4.2.3. Conduct monthly reviews and quarterly audits using USSF HQ standard audit checklists and tools.

A3.4.2.4. Prepare and deliver AARs following quarterly audits to CROs and Delta leadership.

A3.4.2.5. Maintain corrective action tracking for subordinate units and report trends (e.g., repeated findings, systemic issues) to Delta leadership and CROs.

A3.4.2.6. Elevate issues, concerns, and trends requiring HHQ attention to the CRO.

A3.4.3. Field Command Readiness Office (CRO).

A3.4.3.1. Establish and manage annual inspection schedules for assigned Deltas and subordinate units.

A3.4.3.2. Provide HQ SF/S73R with an annual inspection timeline, to include units covered and expected completion dates.

A3.4.3.3. Conduct monthly reviews (as appropriate) and annual inspections using USSF HQ checklists and this attachment.

A3.4.3.4. Prepare and deliver AARs following annual inspections to Delta leadership and HQ SF/S73R.

A3.4.3.5. Maintain corrective action tracking at the FLDCOM level and report cross-Delta trends to leadership.

A3.4.3.6. Elevate persistent or enterprise-level readiness issues, concerns, and trends to HQ SF/S73R with recommended courses of action.

A3.4.4. HQ SF/S73R Readiness Branch.

A3.4.4.1. Provide standardized audit checklists, policy updates, and training materials in support of this attachment.

A3.4.4.2. Compile AARs from CROs and FLDCOMs to enable enterprise-level readiness analysis.

A3.4.4.3. Identify readiness trends, systemic issues, and best practices, and recommend corresponding policy or guidance updates.

A3.4.4.4. Conduct oversight of CROs to ensure consistent application of audit standards and this attachment.

**A3.5. Audit Criteria and Focus Areas.**

A3.5.1. Timeliness.

A3.5.1.1. Compliance with monthly submission windows and DRRS and 24-hour update requirements for changes in ratings.

A3.5.2. Remark and TC Quality.

A3.5.2.1. TCs are properly formatted, clearly written, prioritized, and aligned to mission impact.

A3.5.2.2. Remarks explain rating decisions, misalignment between resource and capability ratings, and anticipated changes, where applicable.

A3.5.3. Capability vs. Resource Readiness.

A3.5.3.1. Capability assessments are consistent with personnel, training, equipment, and supply status in the four measured areas (P, S, R, T).

A3.5.4. MET/METL Validity.

A3.5.4.1. METs and METLs are current, relevant, accurately assessed, and aligned with unit missions and higher-level task lists.

A3.5.5. Data Source Integrity.

A3.5.5.1. Authoritative Data Source (ADS) inputs are current and accurately reflected in DRRS.

A3.5.6. Formatting and Standardization.

A3.5.6.1. Reports meet HQ readability expectations (e.g., concise, mission-focused language) and align with standardized formats for remarks, TCs, and assessments.

A3.5.7. Escalation and Support.

A3.5.7.1. Issues requiring HHQ attention are clearly identified, elevated via appropriate channels, and tracked to resolution.

A3.5.8. Lessons Learned.

A3.5.8.1. Recurring issues are documented, analyzed, and inform systemic improvements to training, policy, systems, or METL design.

**A3.6. Audit Schedule Summary.**

A3.6.1. Monthly.

A3.6.1.1. Conduct unit-level data reviews and provide corrective feedback to subordinate units.

A3.6.1.2. Validate that corrective actions from previous findings are progressing or closed.

A3.6.2. Quarterly.

A3.6.2.1. Perform formal DRO-led audits using USSF HQ checklists.

A3.6.2.2. Submit consolidated quarterly audit results and trend analysis to Delta leadership and CROs.

A3.6.3. Annual.

A3.6.3.1. Conduct CRO led comprehensive FLDCOM inspections, including 1:1 sessions with unit leadership.

A3.6.3.2. Deliver formal AARs to HQ SF/S73R within 30 days of inspection completion, including trend analysis and recommended enterprise-level actions.

**A3.7. Reporting and Documentation.**

A3.7.1. All monthly, quarterly, and annual audit activities will be documented in a standardized audit workbook or equivalent tool designated by HQ SF/S73R.

A3.7.2. As a minimum, the workbook will capture:

A3.7.2.1. Unit/organization and UIC.

A3.7.2.2. Date and type of review (monthly, quarterly, annual).

A3.7.2.3. Findings (including severity, category, and references).

A3.7.2.4. Corrective actions, action owners, and due dates.

A3.7.2.5. Status (Open / In-Progress / Closed).

A3.7.2.6. Notes on systemic issues, best practices, or training needs.

A3.7.3. Quarterly audit results will be briefed to command leadership at the Delta and FLDCOM levels.

A3.7.4. Annual AARs submitted to HQ SF/S73R will be used to compile enterprise-level readiness analysis and inform updates to SPFI 10-201, audit tools, and training.

**A3.8. Corrective Action Tracking.**

A3.8.1. Each finding will have an assigned action owner, milestone date(s), and status (Open / In-Progress / Closed).

A3.8.2. DROs will validate the status of corrective actions during quarterly audits and document closure or continued non-compliance.

A3.8.3. CROs will monitor corrective action performance across Deltas and identify repeated or cross-cutting issues requiring FLDCOM or HQ action.

A3.8.4. Metrics will be established to track:

A3.8.4.1. Time to close findings.

A3.8.4.2. Rate of repeat findings by unit, Delta, and category.

A3.8.4.3. Overall reduction in total open findings across the enterprise.

**A3.9. Metrics of Success.**

A3.9.1. 100% of units submit DRRS reports within policy timelines.

A3.9.2. Reduction in remark and TC formatting errors as measured by audit findings over time.

A3.9.3. Decrease in repeated findings year-to-year at the unit and Delta level.

A3.9.4. Improved alignment between capability and resource assessments across all Deltas, evidenced by fewer unexplained rating misalignments.

A3.9.5. Increased commander confidence in DRRS reporting accuracy, as measured through feedback from command leadership and inspection out-briefs.

**A3.10. Risks and Mitigation.**

A3.10.1. Risk: Units perceive audits as punitive and become risk-averse in their reporting.

A3.10.1.1. Mitigation: Emphasize that audits are readiness improvement tools; maintain transparent communication, share best practices, and recognize units that demonstrate improvement and candor.

A3.10.2. Risk: Inconsistent audit quality due to limited training or divergent local practices.

A3.10.2.1. Mitigation: Provide standardized training, certify auditors, and conduct periodic calibration sessions led by HQ SF/S73R.

A3.10.3. Risk: Corrective actions are not tracked or enforced, resulting in repeated issues.

A3.10.3.1. Mitigation: Mandate corrective action tracking, require periodic status updates, and escalate unresolved findings through DRO, CRO, and HQ SF/S73R as appropriate.

**A3.11. Conclusion.**

A3.11.1. This attachment formalizes a standardized DRRS audit regime designed to reinforce the accuracy, timeliness, and reliability of USSF readiness reporting.

A3.11.2. By executing monthly reviews, quarterly audits, and annual inspections as outlined above—and by rigorously tracking corrective actions—the USSF strengthens mission readiness, enhances transparency, and provides senior leaders with a more accurate picture of risk and capability across the enterprise.

## Attachment 4

## DRRS CODES

**Table A4.1. Deployment Availability (DAV) Codes.**

| These codes are assigned to members in the Military Personnel Data System (MilPDS). Members assigned these codes are not available for deployments. | |
|---|---|
| **DAV Code** | **Description** |
| 30 | Probation & Rehabilitation (P&R) program |
| 36 | Prisoner |
| 37 | Pending Court Martial / Civil Trial |
| 40 | Deployment Limited to Installations with MTF |
| 43 | Deployment Limited to CONUS with MTF |
| 48 | Medically Disqualified |
| 49 | Pregnancy Deferment |
| 56 | Military Member with < 12 weeks TAFMS |
| 60 | Deferred Hostile Fire Zone |
| 61 | Sole Surviving Son or Daughter |
| 62 | Pipeline Category |
| 63 | Member has less than SECRET security clearance |
| 65 | Commanders Option |
| 66 | Conscientious Objector |
| 73 | Age 60 (ARC) |
| 74 | Involuntary Discharge Pending |
| 75 | Selective Retention |
| 76 | Voluntary Discharge Pending |
| 79 | Ex-Prisoner of War |
| 99 | Voluntary Period of Limited Active Duty |

**Table A4.2. Duty Status Codes.**

| These codes are assigned to members in the Military Personnel Data System (MilPDS). Members assigned these codes are not available for duty. | |
|---|---|
| **Duty Status** | **Code Description** |
| 01 | Deceased |
| 02 | Missing |
| 03 | Ill/Missing (Casualty Report) |
| 04 | Civil Confinement (under arrest, pending trial) |
| 05 | Civil Confinement (sentenced prisoner 30 days or more) |
| 06 | Deserter |
| 07 | Absent without Leave (AWOL) – Includes Non-locatee-ANG |
| 08 | Hospital, Sick in Quarters |
| 10 | Assigned Transit – Departed PCS or Terminal Leave-including Reserve transitioning to new unit |
| 13 | Hospital, patient |
| 14 | Not Present for Duty – Other |
| 16 | Military Confinement (under arrest, pending trial) |
| 17 | Military Confinement (sentenced prisoner 30 days or more) |
| 28 | Pending Separation/under Investigation including ARC in or awaiting IADT |
| 30 | Whereabouts Unknown |
| 43 | Reassigned to undergo separation |
| 56 | Civil Confinement - Sentenced Prisoner - Less than 30 days NA |
| 59 | Military Confinement - Sentenced Prisoner -Less than 30 days |

**Table A4.3. Individual Medical Readiness (IMR) Status Codes.**

| This information is sourced from the Aeromedical Services Information Management System (ASIMS) | |
|---|---|
| **IMR Codes** | **Personnel Availability** |
| FMR (Fully Medically Ready) | Available for Duty |
| PMR (Physical Medicine and Rehabilitation) | Available for Duty |
| MRI (Medical Ready Indeterminate) | Available for Duty |
| NMR (Not Medically Ready) | Not Available for Duty |
| Not Provided | Not Available for Duty |

**Table A4.4. Personnel Percentages and Ratings.**

| **Total Personnel Percentage** | **Critical Personnel Percentage** | **P-Level** |
|---|---|---|
| 90-100% | 85-100% | P-1 |
| 80-89% | 75-84% | P-2 |
| 70-79% | 65-74% | P-3 |
| 0-69% | 0-64% | P-4 |