



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE**

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**MEMORANDUM FOR DISTRIBUTION C
FLDCOMs/DRUs**

FROM: HQ USSF/COO
2020 Space Force Pentagon
Washington, D.C. 20330-2020

SUBJECT: Space Force Guidance Memorandum (SPFGM) 2024-02 for Space Force
Instruction 10-201, *Force Readiness Reporting*

RELEASABILITY: There are no releasability restriction on this publication.

1. By Order of the Secretary of the Air Force, this SPFGM immediately implements changes to SPFI 10-201, which provides policy and guidance for the implementation of United States Space Force's (USSF) Force Readiness Reporting. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force (DAF) publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. If this publication conflicts with Department of Defense (DoD) or Chairman of the Joint Chiefs of Staff (CJCS) guidance and policy, then those DoD and/or CJCS publications will take precedence.
2. This SPFGM provides Space Force policy and guidance for force readiness reporting. This publication applies to all civilian employees and uniformed members of the USSF and those with a contractual obligation to abide by the terms of DAF issuances, except where otherwise noted. This guidance does not apply to the Air Force, Air Force Reserves, or Air National Guard.
3. This SPFGM may require the collection and/or maintenance of information protected by the Privacy Act of 1974, 5 U.S.C. § 552a. Ensure all records created, as a result of processes prescribed in this publication, are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and subsequent DAFI, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.
4. The authorities to waive requirements in this SPFGM are identified with a Tier (T-0, T-1, T-2, and T-3) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures, Table A10.1*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier 2 waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

5. This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publication of an IC or rewrite of the affected publication, whichever is earlier.

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Chief Operations Officer

Attachment:

SPFI10-201_SPFGM2024-02, *Force Readiness Reporting*

SPFI10-201_SPFGM2024-02, Force Readiness Reporting

Guidance Changes

1.1. Readiness Reporting. The Defense Readiness Reporting System - Strategic (DRRS-S) is the single DoD readiness system that implements Title 10, United States Code, Section 117. All unit capabilities must be identified, and its readiness status reported in DRRS-S readiness reports. Other reporting systems are not a substitute for readiness reporting in DRRS-S. **(T-0)** The baseline for all readiness reporting is each unit's designed mission(s). USSF readiness reporting is comprised of four distinct, but closely aligned assessments: (1) resource readiness, (2) capability readiness, (3) top concerns (TCs), and (4) unit type code (UTC) readiness.

1.1.1. Resource Readiness. This report measures the USSF's effectiveness in meeting Title 10 or 32, United States Code 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 mission(s) for which the unit was designed (Core mission). This report is the primary readiness report used to inform the program objective memorandum. Resource readiness 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 **paragraph 1.4.**

1.1.3. Top Concerns (TCs). A TC is a shortfall that affects a unit's ability to accomplish its mission and requires higher headquarters (HHQs) action for resolution. TCs are not limited to capability or resource readiness reporting shortfalls. Units at all echelons can submit TCs. Only address one issue per TC document. Submit each TC using a separate document, in the format provided (**Figure A2.1**). Number each TC in priority order of mission impact and need for resolution. There is no limit on the number of TCs that a unit may submit. Ensure each TC contains enough information for action officers to understand and work on the issue. Submit each TC under the unit's TCs tab in DRRS-S with the current month's date in the title.

1.9. (Added) Classification. The Defense Readiness Reporting System – Strategic (DRRS-S) is a secret system. The DAF DRRS-S Security Classification Guide (SCG) is stored in DRRS under files. Care must be taken to ensure data higher than secret is not entered into DRRS-S and DRRS forums such as readiness briefings.

2.1.10. Unit Registry. Maintains the unit registry in DRRS-S for HQSF. Assist FLDCOMs with managing their unit registry in DRRS-S. This data is provided to Joint Operation Planning and Execution System.

2.3. Field Command Commanders.

2.3.1. Readiness Office. All Field Commands must establish a readiness office to manage their unit registry in DRRS-S, manage the reporting process for subordinate measured units (**paragraph 1.4**), respond to HQSF requests for readiness information; examples: the Joint Forces Readiness Review (JFRR), Semiannual Readiness Report to Congress (SRRC), etc. Additional responsibilities are found in **paragraph 2.5**, as applicable. 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. If applicable, establish a process to ensure field command core mission essential task list (METL) assessments are accomplished monthly via DRRS-S between the 15th and 23rd of each month.

2.3.6. Top Concerns. Field Commands with measured units will report Top Concerns in DRRS-S at least quarterly. See paragraph 1.1.3 for reporting TCs.

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

2.5.14. Mission Statements. Manage the DRRS-S mission statement process for the command. Copy and paste mission narratives from approved mission directives, including the classification. Enter the mission design and series (MDS) and nomenclature for each applicable unit. The rest of the information on the mission statement is auto populated with information resident in DRRS-S.

2.7.10. C-5. Units undergoing activation, major equipment or mission conversion, a move/change in home station, or inactivation, may be authorized to report C-5. Nominate units to report C-5 via the SIPRNET to the CRO for approval.

2.8.1. Readiness Office. Support a readiness office with a minimum of two personnel to manage readiness reporting of the Agile Combat Support (ACS) units. ACS units report 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 ACS units. Appoint DRRS-S readiness managers by letter and provide a copy to the HQ AFMC and the field command CRO.

2.8.4. (Added) C-Level waivers. Submit subordinate units' waiver requests for subjectively changing their overall C-Levels to the applicable FLDCOM/S3 with a courtesy copy to the command readiness office. See **paragraph 3.4.1**. This coordination should be completed within 24 hours.

2.8.5. (Added) Top Concerns. If applicable, submit TCs in DRRS-S between the 12th and 15th of each month. See **paragraph 1.1.3** for reporting TCs.

2.10. Space Launch Delta Commander.

2.10.1. (Added) Readiness Office. Support a readiness office with a minimum of two personnel to manage readiness reporting of the agile combat support (ACS) units and USSF reporting units.

2.10.1.1. (Added) ACS units. These units report 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 ACS units. Appoint DRRS-S readiness managers by letter and provide a copy to the HQ AFMC and the field command CRO.

2.10.1.2. (Added) USSF units. These units report per SPFI 10-201, *Force Readiness Reporting*.

2.10.2. (Added) Installation METL. The Installation METL for USSF bases is managed by the applicable field command. Ensure ACS units' personnel are appointed to assess applicable METs under the installation METL per this Instruction. See **paragraph 8.10** of this instruction.

2.10.3. (Added) 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-S for unit equipment reporting.

2.10.4. (Added) C-Level waivers. Submit subordinate units' waiver requests for subjectively changing their overall C-Levels to the applicable FLDCOM/S3 with a courtesy copy to the command readiness office. See **paragraph 3.4.1**. This coordination should be completed within 24 hours.

2.10.5. (Added) Top Concerns. If applicable, submit TCs in DRRS-S between the 12th and 15th of each month. See **paragraph 1.1.3** for reporting TCs.

2.11.3. C-Level waivers. Coordinate on subordinate measured unit commander requests to subjectively change their overall C-Level to a different rating than the computed value. Submit waiver requests to the applicable FLDCOM/S3 with a courtesy copy to the command readiness office. See **paragraph 3.4.1**. This coordination should be completed within 24 hours.

2.11.4.2. Top Concerns. Submit any TCs in DRRS-S between the 12th - 15th of each month. See **paragraph 1.1.3**.

2.13.4.7. Top Concerns. Report any TCs NLT the 12th of each month. See **paragraph 1.1.3**.

2.13.4.8. (Added) C-Level waivers. Submit waivers for subjectively changing the overall C-Levels to the applicable Space Delta/CC or Space Launch Delta/CC for FLDCOM/S3 approval. The REASN remark must include rationale for all measured areas rated lower than the upgraded C-Level rating. See **paragraph 3.4.1**.

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

3.3.1. (Added) 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. (Added) 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. (Added) 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.

3.4.1. C-Level waivers. A waiver is required to subjectively change the overall C-Level rating. **(T-0)** Space Base Deltas, Space Launch Deltas and Space Deltas submit waiver requests for subjectively changing subordinate unit's overall C-Level to the applicable FLDCOM/S3. FLDCOM/S3 approves/disapproves waivers on behalf of the FLDCOM/CC. **(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. **(T-0)** The FLDCOM readiness office will ensure the unit can mitigate shortfalls and that the changed level corresponds to the appropriate C-Level definition.

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:

4.1. Overview. The personnel measured area indicates how well the unit is manned to accomplish its full-spectrum mission(s) for which the unit was designed to accomplish. All measured units report on the personnel measured area unless exempted (directed to report P-6). Personnel data is auto populated from the Authoritative Data Sources (ADSs) used to manage unit personnel. Unit personnel training is not measured in the personnel measured area.

4.1.1. (Added) Available Personnel. Assigned personnel are counted as available when they are present for duty and are not assigned duty limiting deployment availability (DAV) codes (**Table A2.1**), duty status codes (**Table A2.2**) or medical status codes (**Table A2.3**). Deployed personnel from Employed in Place (EiP) units are counted as not available. **(T-1)** Deployed personnel from units whose primary mission is mobility are counted as available by their home station unit. **(T-1)** Personnel on TDY orders are considered available because they can be recalled. Personnel availability is applied to the numerator in the percentage equations.

4.1.2. Measurement Baseline. The baseline for measuring personnel is the funded and unfunded authorizations on the UMD. This data is the denominator in the percentage equation. Personnel can only be assigned to funded manpower authorizations.

4.1.3. (Added) Personnel Rating. The personnel percentages and personnel level (P-Level) are auto-calculated. The P-Level is derived from the lowest percentage of two personnel subareas: total personnel and critical personnel. Personnel included in the auto-calculations are military, DoD civilian, and foreign nationals in US-funded manpower positions. Subordinate USAF units with command ID of 4G are included in the unit's personnel data. Contractor personnel data are not included in the auto-calculations. Awarded skill levels are included in the critical personnel calculations.

4.2. Total Personnel. Total personnel measurements include all assigned and available personnel regardless of grade, Air Force and Space Force specialty code, skill level, and occupational classification codes. Units with less than five US government manpower authorizations will report P-6 (not measured) in the personnel measured area.

4.2.1. Deleted.

4.2.2. Deleted.

4.2.3. Deleted.

4.3. Critical Personnel. Critical personnel measures the availability of unit personnel that are identified as critical personnel. Squadron commanders, operations officers and senior enlisted leaders are not considered critical personnel. **(T-1)** See DAFI 13-602V1, chapter 2.

4.3.1. Deleted.

4.3.2. Deleted.

4.3.3. Deleted.

5.1. Equipment and Supplies On-Hand Overview. The equipment and supplies on-hand measured area indicate how well the unit is equipped to accomplish its full-spectrum mission(s), which the unit was designed to accomplish. 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. The baseline for measuring equipment is the funded and unfunded authorizations for and/or the possession of equipment provided to the unit to accomplish its designed mission(s). The equipment and supplies on-hand level (S-Level) is derived from the lowest percentage of two equipment subareas, combat essential and support equipment and supplies. Some of the equipment data is auto populated in DRRS-S from the ADSs used to manage unit equipment and the percentages and ratings for this equipment are auto calculated. Other equipment must be manually entered. Upon data entry, the percentages and ratings are auto calculated.

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 the full-spectrum mission(s) for which it was designed. 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 mission(s). The formula for calculating the equipment and supplies on-hand percentages is the following: 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.

5.2.1. Equipment Condition Measurement. The formula for calculating the equipment condition percentages is the following: the number of mission-ready equipment items, divided by the number of equipment items possessed by the unit, multiplied by 100. For major equipment items (radars, satellites, telescopes, etc.), use the 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). Upon data entry in the input tool, the percentages and ratings are auto calculated.

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-S until the training ADS(s) can provide the required data in near real-time. **(T-0)** The formula for calculating training percentages is the following: the number of fully trained personnel, divided by the number of assigned personnel who require the training, multiplied by 100.

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 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. **(T-0)** Units with NC3 capabilities are required to be CBRN trained regardless of location. All personnel must complete this training once every 24 months. **(T-2)** Reference DAFI 10-2503, chapter 6.

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

7.1.2. (Added) 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)**

7.3. 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.

8.1. Overview. All measured units will accomplish a capability assessment by reporting their ability to accomplish METs under their associated conditions and to their established standards. **(T-0)** METs identify units' capabilities in a DoD standard format.

8.1.1. (Added) Force Generation Squadron (FGS). FGS units report on a Core METL, which identifies the full-spectrum capability the unit was designed to provide. **(T-0)**

8.1.2. (Added) Combat Squadron (CSq). CSqs report on an OPLAN METL, which identifies the capability they conduct in a contested environment. **(T-0)**

8.1.3. (Added) Combat Detachment (CDet). CDets report on a Named Operation METL, which identifies the mission(s) they are assigned in support of one or more Combatant Commands. **(T-0)**

8.4. Overall Assessment Waivers. Subjective assessments require FLDCOM/S3 approval. Submit waiver request through the chain of command to applicable FLDCOM/S3 for approval. **(T-1)** FLDCOM/S3 approves/disapproves waivers on behalf of the FLDCOM/CC.

8.4.1. Deleted.

8.4.2. Deleted.

8.4.3. Deleted.

8.6. MET Assessments. Commanders are responsible for assessing their unit's ability to accomplish the mission essential tasks (METs) to prescribed performance standards under specified conditions. Each MET is rated separately. The initial MET rating is auto-calculated in DRRS-S based on the assessment of the standards. If all standards have assessed values that meet the associated criterion, the MET will be auto-assessed as "Yes". If any standard has an assessed value as not meeting the associated criterion, DRRS-S will auto-assess the MET as "No". Unit commanders are not allowed to adjust MET Standards or MET assessment ratings. **(T-1)** See **paragraph 8.4.**

Chapter 9 (Added)

SPACE FORCE GENERATION (SPAFORGEN) REPORTING GUIDANCE (Added)

9.1. Force Generation Squadron (FGS). FGS units are organized with funded and unfunded personnel and equipment authorizations. FGS units will report in DRRS as follows.

9.1.1. (Added) Status of Resources and Training System (SORTS). Report per chapters 3-7. Subjective assessments of the personnel (P-Level), equipment and supplies on-hand (S-Level), equipment condition (R-Level) and training (T-Level) are not allowed per CJCS policy **(T-0)**. Subjective assessments of the overall Category Level (C-Level) require FLDCOM/S3 approval **(T-1)**. See **paragraph 3.4.1.**

9.1.2. (Added) Core METL. Report per **chapter 8**. Do not subjectively assess MET Standards, MET assessments or overall METL assessments **(T-1)**. Subjective assessments of METs/METLs require FLDCOM/S3 approval. See **paragraph 8.4**.

9.1.3. (Added) Alignment. Address misalignment of SORTS overall C-Levels and Core METL assessments per **paragraph 8.13**. **(T-1)** In the overall assessment comment (see **Figure A2.1**), describe the reasons for the misalignment and identify the impact, possible fix actions and estimated get well date.

9.1.4. (Added) Deployment Preparations. Parent squadrons for CDets will notify the HQ SpOC readiness office of pending deployments and return of CDets from deployments. **(T-1)** See **paragraph 9.3** for the details.

9.2. (Added) 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. These units are composite units comprised of personnel and equipment from the associated ops, cyber and intel units. Combat Squadrons only report on an OPLAN METL in DRRS.

9.2.1. (Added) Commander. The commander of each combat squadron will assess the OPLAN METL and review all supporting commanders' assessments of their FGS core METLs. The commander will designate enough unit leadership personnel (limit to six) to have DRRS-S UC roles, including at a minimum the unit commander and deputy commander/director of operations. The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoD civilians. **(T-1)**

9.2.2. (Added) Assessment waivers. Do not subjectively assess MET Standards, MET assessments or overall METL assessments **(T-1)**. Subjective assessments of METs/METLs require FLDCOM/S3 approval. **(T-1)** See **paragraph 8.4**.

9.3. (Added) Combat Detachment (CDet).

9.3.1. In Garrison. CDets do not report readiness when in garrison until notified to deploy. The parent squadron's readiness reports cover/include all resources (personnel and equipment) and training, and capabilities (METs) for its Named Operation (s). **(T-1)**

9.3.2. (Added) Deployed Reporting. When deployed, CDets report on METs in one or more Named Operations METL(s). **(T-1)**

9.3.2.1. (Added) PCTEF. CDets will begin reporting their percent effective (PCTEF) rating NLT 120 days before their deployment or upon receipt of an appropriate order. **(T-0)** Report PCTEF IAW **paragraph 3.7**. Include the status of the CDets advanced training and local training for the deployment location in the PCTEF remark (see **Figure A2.2**).

9.3.2.2. (Added) Named Operations METL(s). As soon as the METs are loaded, the CDet is required to report on the Named Operation(s) in DRRS that they are supporting. **(T-0)**

9.3.3. (Added) Deployment Notification. The parent squadron will notify the FLDCOM Readiness Office upon receipt of a deployment order by providing the following information in a SIPRNET email. **(T-1)**

9.3.3.1. (Added) The CDets UIC, deployment date, expected duration and the Named Operation(s) the CDet will be supporting.

9.3.3.2. (Added) Provide the name of the CDets deployed location. The readiness office is required to update the CDets location in DRRS.

9.3.3.3. (Added) Identify the METs for the mission by Task Number. The CDET is required to report on METs while deployed. Identify who will be reporting on the METs while the CDET is deployed. The commander will designate enough unit leadership personnel (limit to six) to have DRRS-S UC roles, including at a minimum the unit commander and deputy commander/director of operations. The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoD civilians. **(T-1)**

9.3.3.4. (Added) Identify the code (**Table A2.4**) for the expected activity to be performed at the deployed location. The readiness office is required to update the CDets activity code in DRRS.

9.3.4. (Added) Return to Garrison. Notify the FLDCOM readiness office upon return of the CDET to garrison. **(T-1)** The readiness office will update the CDets activity code and present location in DRRS. The Named Operations METL(s) will also be removed.

Chapter 10 (Added), TEAM BUILDER

10.1. (Added) Purpose of Team Builder. Team Builder is the USSF employed in place (EiP) employment and planning tool for the transfer of forces to United States Space Command (USSC). Team builder, using phase scheduling and in accordance with SPAFORGEN guidance, allows units to manage their EiP personnel throughout the Ready, Prepare, and Commit phase cycles of SPAFORGEN. Team Builder is ultimately a SPAFORGEN apparatus that will be utilized by all units that present an operational capability to a combatant commander. Team Builder in accordance with SPAFORGEN will not apply to institutional force units.

10.2. (Added) Application of Team Builder. Team Builder provides a team and crew construct designed around the SPAFORGEN model that allows the transfer of forces to USSC for CCMD operations and aids in the planning of ready combat crews to accomplish their operational mission (Reference SPFI 10-401). The constructs within Team Builder allows units to give better predictability to the members accomplishing the mission.

10.2.1. (Added) Employed in Place. EiP forces conduct 24/7 sustained operations in support of USSC. The directed use of Team Builder will aide units in the tracking of crew rotations, manually input training status, and manage their manning effectively. Team Builder will allow EiP units to more easily control SPAFORGEN phasing to allow for the implementation of an effective training cycle.

10.2.2. (Added) Deployable Assets. Deployable assets are directed to utilize Team Builder outside of their currently established deployment processes. While Team Builder will not act as a transfer of forces to a CCMD, it will allow deployable units to build and plan their deployment teams with the added benefit of manual tracking, the ability to identify experienced personnel, and better manage their available personnel. The use of Team Builder will also allow better predictability to deployable teams to establish a more routine deployment environment cycle and create crew cohesion.

10.2.3. (Added) Roster Management. Team Builder identifies the crew positions needed for the successful completion of a unit's operational mission. The program's designed capabilities allow units to filter down to Skill Code, available personnel, and/or all personnel to allow for their effective management of each unit's manning.

10.2.3.1. (Added) Crew Construct. Team Builder and Roster Management display all crew constructs built for a unit to include the make-up of the Operations (Ops) crew, Mission Support Element (MSE), and Mission Planning Cells (MPC). Roster Management displays 8 Ops Crews, 2 MSEs and 2 MPCs that all have each position broken out and labeled. As crew positions change within each construct, those changes can be reflected in Team Builder by working with the command readiness office.

10.2.3.2. (Added) Tracking Training. While Team Builder is currently not a replacement for authoritative data sources such as Patriot Excalibur (PEX), it is a useful tool in showing what the current training status is of your members. All fields are edited manually, and mass edits can be made utilizing the Personnel Training Tab. Training requirements are loaded manually to training tables to capture the unique requirements of each unit's mission.

10.2.3.3. (Added) Denoting Experience. Team Builder and Roster Management gives units the ability to mark if they believe their members to be experienced or inexperienced. Delineating experience can assist in the planning process to ensure that experienced members are distributed between crews when possible.

10.2.3.4. (Added) Manning Utilization. Team Builder and Roster management, when filtered to unassigned personnel, allows units to view which personnel are currently unassigned to a team and will enable easier navigation in the drop down when placing names within Roster Management.

10.2.4. (Added) Personnel Training Requirements. The Personnel Training Requirements Tab gives the ability to a unit to mark completion or incompleteness of training for individuals, teams and crew positions categories.

ADDED 10.2.4.1 Training Requirements and SFIT. For units that utilize Team Builder, the T-rating in the SFIT report is driven by the names loaded in Team Builder and the names loaded in the personnel training requirements tab. While this tab is located outside of the SFIT report, any edits made to it after reports have been submitted, will be captured in the T-rating of the next generated report.

10.2.4.2. (Added) Edits made to the personnel training requirements button on the Personnel tab of the SFIT report, will flow directly over Personnel Training Requirements outside of SFIT and no duplication of work will be required. It is important to note that while a new report will not need to be generated 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 report. Re-calculating of the report will not delete any previously made comments or edits in the draft.

10.2.5. (Added) Senior Leader Tools. Within Team Builder, there are tools that senior leaders can utilize to view the entire force structure that is being presented to the CCMD. Team Builder allows senior leadership at all levels to quickly identify units' capability for accomplishing CCMD requirements.

10.3. (Added) Commander Responsibilities. Commanders will that Team Builder is updated to reflect members who are actively executing their assigned CCMD mission. **(T-1)** The intent of Team Builder is to utilize it as authoritative data source for the legal transfer of forces to the CCMD via a Space Alert Duty Order.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DELETED AFI 10-2501, *Emergency Management Program*, 10 March 20

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

ADDED SPFI 10-401, *Space Force Operations Planning and Execution*, 23 January 2024

DELETED AFI 10-201, *Force Readiness Reporting*, Air Force Space Command (AFSPC) Supplement 6 September 2017

Abbreviations and Acronyms

ADDED **ASIMS** – Aeromedical Services Information Management System

ADDED **CIF** – Crew Information File

ADDED **DAV** – Deployment Availability

ADDED **DEPORD** – Deployment Order

ADDED **DRRS-S** - Defense Readiness Reporting System Strategic

ADDED **FGS** - Force Generation Squadron

ADDED **FMC** – Full Mission Capable

ADDED **MTF** – Medical Treatment Facility

ADDED **NMC** – Non-Mission Capable

ADDED **OPSCAP** – Operations Capability

ADDED **PMC** – Partial Mission Capable

ADDED **SecDef** – Secretary of Defense

ADDED **SFIT** - Space Force Input Tool

ADDED **SORTS** – Status of Resources and Training System

ADDED **SYSCAP** – System Capability

ADDED **TAFMS** – Total Active Federal Military Service

ADDED **UIC** – Unit Identification Code

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) (Added) - 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)

Combat Detachment (CDet) (Added) - CDets constitute USSF's deployable warfighting capability. CDets are organized, trained, and equipped to deploy in support of CCCR requirements. CDet operations are typically terrestrial based, and operational affects are localized to that AOR. Typically, CDets are allocated to a CCCR 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 Squadron (CSq) (Added) – 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 Units (Added) - There are two types of combat units; combat squadrons and combat detachments. They conduct combat missions. These units have UICs that begin with SH.

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

Core Mission (Added) – 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-S.

DAV Codes (Added) - Personnel codes that identify an individual's current medical, legal & administrative status for deployment eligibility.

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 (Added) - 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.

Force Generation Squadron (FGS) (Added) - 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.

GO Status (Added) – Member has completed all training and has read the most recent Crew Information File (CIF).

Organized Units (Added) - 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 for use by the combat units. These units have Unit Identity Codes (UICs) that begin with SF.

Attachment 2 (Added)

READINESS TABLES AND FIGURES (Added)

Table A2.1. (Added) 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 A2.2. (Added) 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 A2.3. (Added) Individual Medical Readiness (IMR) Status.

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 A2.4. (Added) Activity (ACTIV) Codes.

The following activity codes are for activities driven from a SecDef DEPOD 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.

Table A2.5. (Added) 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) the unit is not C-1.	
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.	
2. If a data field is unused and the unit has personnel and/or equipment deployed, they will report the appropriate D, E, F, G & H code for the amount of capability deployed.	
3. If a data field remains unreported and the unit has a resource area not measured, the unit will report a 6 in a 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
D	5-15% of overall unit capability deployed
E	16-25% of overall unit capability deployed
F	26-35% of overall unit capability deployed
G	36-75% of overall unit capability deployed
H	76-100% of overall unit capability deployed
6	Unit is reporting C-1, one or more resource area(s) is not measured

Figure A2.1 (Added) Comment and Top Concerns Format.

<p>This figure provides instructions for reporting Capability Readiness comments and for reporting Top Concerns in DRRS-S.</p>
<p>(Classification)</p> <p>Title: TC #x – Unit – TC Topic – MMM YYYY (Current Month and year of this TC submission, date identified is para 6 below)</p> <p>Example: TC#1 – 62 CYS – Insufficient Equipment Authorizations – Jan 2024</p> <p>1. (Classification) ISSUE: Provide a narrative that includes a thorough explanation of the issue/deficiency in layman’s terms. 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.</p> <p>2. (Classification) DISCUSSION: Detailed discussion of the problem/concern. Include background information, causal factors, and any functional information to help better understand/provide clarity to the concern/problem.</p> <p>3. (Classification) IMPACT: 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.</p> <p>4. (Classification) FIX ACTIONS: 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?</p> <p>5. (Classification) TIMELINE: Provide a narrative that describes 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. 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.</p> <p>6. (Classification) DATE IDENTIFIED: DD MMM YYYY. Enter the date the issue was first identified.</p> <p>7. (U) POCs: Include all staff/organizations you are partnering with to resolve the issue.</p> <p>A. (U) Unit POC: Name, rank, organization, DSN and commercial phone numbers.</p> <p>B. (U) FLDCOM POC: Name, rank, organization, DSN and commercial phone numbers.</p> <p>C. (U) Outside FLDCOM POC(s): Name, rank, organization, DSN and commercial phone numbers. This can include SSC, STARCOM, USSC, HQSF, etc.</p>

Figure A2.2 (Added) Remarks Format.

<p>This figure provides instructions for reporting Resource Readiness remarks imbedded in the Air Force Input Tool (AF-IT) in DRRS-S.</p>
<p>Personnel Reason (PRRES) Remark:</p> <p>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.</p> <p>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.</p> <p>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 HHQs/offices) and the assistance provided, assistance in work, inbound PCSs, etc.</p> <p>GWD: Provide a realistic GWD to P-1 for the issue(s).</p>
<p>Equipment and Supplies On-Hand Reason (ESRES) Remark:</p> <p>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.</p> <p>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.</p> <p>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 HHQs/offices) and the assistance provided, assistance in work, etc.</p> <p>GWD: Provide a realistic GWD to S-1 for this issue.</p>
<p>Equipment Condition Reason (ERRES) Remarks:</p> <p>Issue: In one or two sentences provide a summary in layman’s terms why the unit is not R-1. List all equipment affected.</p> <p>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.</p> <p>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 HHQs/offices) and the assistance provided, assistance in work, etc.</p> <p>GWD: Provide a realistic GWD to R-1 for this issue.</p>

Training Reason (TRRES) Remarks:

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.

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.

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 HHQs/offices contacted for assistance and the expected actions taken.

GWD: Provide a realistic GWD to T-1 for this issue.

PCTEF Remark: (Each different deployment requires a separate PCTEF remark)

Named Operation: Select the named operation being supported. 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: "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 (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 selection box.

Rating: Select the rating of the tasked resource A-1, A-2, A-3 or A-4

If rating is not A-1, then unit will provide a remark to describe the issue driving an A-2, A-3 or A-4 rating.

Describe Issue: Provide a layman's explanation which describes why the units PCTEF rating is less than A-1.

Fix Action: Identify those actions being taken or required to improve the unit's PCTEF rating.

GWD: Provide a realistic GWD for this issue.

CBDRT Remarks:

CBDRT Training Reason (TRRES) Remark:

Issue: Provide a layman's explanation which describes the units CBDRT training issues related to their CBRN training.

Impact: Provide a layman's explanation which describes the mission impact for this issue as well as providing a risk assessment when appropriate.

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 utilized to mitigate the impact to the unit's mission. Identify any HHQ assistance required to fix the issue.

GWD: Provide a realistic GWD for this issue.

CBDRT Equipment Reason (ESRES) Remark:

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.

Fix Action: Identify those actions being taken or required to improve the unit's readiness.

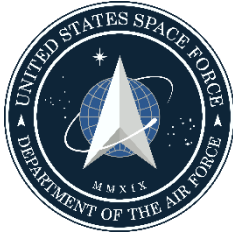
Identify any mitigation actions being implemented and assistance requested or remedial actions that are being utilized to mitigate the impact to the unit's mission. Identify any HHQ assistance required to fix the issue.

GWD: Provide a realistic GWD for this issue.

Overall Reason Remark:

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)

27 APRIL 2023



Operations

FORCE 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 Chief of Space Operations (OCSO), commonly known as the Space Staff, 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 the Department of Defense (DoD) or Chairman of the Joint Chiefs of Staff (CJCS) guidance and policy, then those DoD 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 supersedes the guidance of AFI 10-201, *Force Readiness Reporting*, Air Force Space Command (AFSPC) Supplement 6 September 2017. Major changes include the redefining of resource readiness reporting and capability readiness reports; defining of the Office of the Chief of Space Operations (OCSO) (Space Staff) Force Generation Division Readiness Branch (SF/S7O), Headquarters Space Staff Functional Area Managers (FAMs), Space Operations Command (SpOC) and Space Systems Command (SSC) Commanders, Field Command Directorate Chiefs (L3), Field Command Readiness Office (CRO), Field Command Plans Office, Field Command Functional Area Managers (FAMs), Space Base Delta Commander, Space Base Delta Readiness Office (DRO), Space Launch Delta Commander, Space Delta Commander, Space Delta Readiness Office (DRO) and their respective duties and responsibilities; updating guidance on the Space Force Input Tool in the Defense Readiness Reporting System (DRRS); changes to Chemical Biological Defense Readiness Training (CBDRT) guidance; and changes to data fields in Resource readiness.

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Chapter 1

OVERVIEW AND BASIC POLICY

1.1. Readiness Reporting. The Defense Readiness Reporting System - Strategic (DRRS-S) is the single DoD readiness system that implements Title 10, United States Code, Section 117. All unit capabilities must be identified, and its readiness status reported in DRRS-S readiness reports. Other reporting systems are not a substitute for readiness reporting in DRRS-S. **(T-0)** USSF readiness reporting is comprised of four distinct, but closely aligned assessments: (1) resource readiness, (2) capability readiness, (3) top concerns (TCs), and (4) unit type code (UTC) readiness.

1.1.1. Resource Readiness. This report measures the USSF's effectiveness in meeting Title 10 or 32, United States Code 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 mission(s) for which the unit was organized (Core mission). The funded authorizations for the unit's personnel and equipment organize the unit. Since this report is based on the unit's funded authorizations, it is the primary readiness report used to inform the program objective memorandum. Resource readiness 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 paragraph 1.4.**

1.1.2. Capability Readiness. This report is a commander's **subjective** assessment of the unit's ability to accomplish tasks based on the full-spectrum mission(s) 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 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 (TCs). A TC is a shortfall that affects a unit's ability to accomplish its mission and requires higher headquarters (HHQs) action for resolution. TCs are not limited to capability or resource readiness reporting shortfalls. Units at all echelons can submit TCs. Only address one issue per TC. Submit each TC using a separate document, in the format provided. Number each TC in priority order of mission impact and need for resolution. There is no limit on the number of TCs that a unit may submit. Ensure each TC contains enough information for action officers to understand and work on the issue. TCs will be submitted no later than on the 12th of every month. **(T-1)** Submit each TC under the unit's TCs tab in DRRS-S with the current month's date in the title. Review all previously submitted TCs for accuracy and update accordingly. Remove all TCs that no longer apply or are not being resubmitted as part of the unit's current month's submission. All TCs are classified secret.

1.1.4. UTC Readiness. This report is submitted to DRRS-S by measured units using the Deliberate and Crisis Action Planning and Execution Segments.

1.2. Upper Echelon Reviews. Commanders at a level above a reporting unit should review the reports of subordinates and provide any assistance needed. Upper echelon commanders are not authorized to delay or change unit reports. **(T-0)**

1.3. Appraisals. Do not use readiness reporting as input for a unit commander'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 of combat, combat support, and combat service support are identified as measured units and are required to report resource readiness in DRRS-S. **(T-0)** Unit reporting must be accomplished at an organizational level at, or below, in which forces are employed in support of global force management, day-to-day operations, and wartime planning. **(T-0)**

1.5. Authoritative Data Sources (ADSs). DoD policy requires unit personnel, equipment and training data to be auto-populated from service and joint ADSs to the units' accounts in DRRS-S. **(T-0)** Commercial systems cannot be used to provide this data to DRRS-S. 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. Total Force Integration (TFI). TFI Associations (TFIAs) are designed to leverage capabilities from each component (regular and reserve) and are critical to USSF operations. See AFI 90-1001, *Total Force Associations (TFAs)* for more details. Each unit in the association (host and associate) will independently assess their resource readiness and capability readiness. **(T-0)** The host and associate units will each assess a Core mission METL **(T-0)** The METs of host organizations will be linked to the applicable METs of their respective associate organization(s). **(T-1)**

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

1.7.1. 24-Hour Requirement. Commanders must continually monitor and assess if events such as combat operations, natural disasters, HHQs resourcing shortfalls, maintenance issues, training issues, etc., will affect their unit's readiness status. **(T-0)** 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)**

1.7.2. Monthly Requirement. All measured units will update all data in their DRRS-S 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. **(T-0)**

1.7.3. Increased Frequency. The Chairman, 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.

1.7.4. 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)**

1.8. Precedence in Guidance. For a conflict between this Instruction and subordinate guidance, this Instruction guidance takes precedence over subordinate guidance. Similarly, the Office of the Secretary of Defense (OSD) and the Chairman of the Joint Chiefs of Staff (CJCS) guidance take precedence over this Instruction.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Office of the Chief of Space Operations (OCSO) (Space Staff) Force Generation Division Readiness Branch (SF/S7O).

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 OSD 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), OSD, and Congress for readiness reporting issues. Develops and proposes readiness reporting policy for the CSO. Assists field command readiness offices (CROs) 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-S data to the Office of the Secretary of Defense for Personnel and Readiness OSD/(P&R). Addresses any issues, such as data currency and accuracy.

2.1.3. HHQs Reports. Provides the USSF Inputs to the Semi-Annual Readiness Report to Congress to OSD and the USSF inputs to the Joint Force Readiness Review (JFFR) 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 tasks with Space Staff FAMs and field commands. 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 field command staffs.

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

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

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

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

2.1.10. Unit Registry. Maintains the unit registry in DRRS-S. This data is provided to Joint Operation Planning and Execution System.

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

2.1.12. Supplements. Coordinates field command supplements within 60 days.

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

2.1.14. Formal Training. Develops, maintains, and conducts formal training courses for DRRS-S reporting.

2.2. Headquarters Space Staff Functional Area Managers (FAMs).

2.2.1. Functional Guidance.

2.2.1.1. Coordinate all functional readiness guidance with SF/S7O Readiness Office prior to publication to prevent conflicts with Public Law and DoD, CJCS, or OCSO force readiness policy and guidance.

2.2.1.2. Provide oversight of readiness reporting policy and guidance within USSF. Coordinate proposed changes affecting readiness reporting with applicable commands to include the Air National Guard Readiness Center (ANGRC) and HQ Air Force Reserve Command (AFRC) readiness offices and FAMs.

2.2.2. MET/METL.

2.2.2.1. Develop and staff MET(s) and Core METL(s), including supporting task(s).

2.2.2.2. Coordinate new and/or changed METs/METLs with all commands utilizing the MET/METL, including HQ AFRC and ANGR. If a coordinated position cannot be reached, the Space Staff FAM is the deciding authority.

2.2.2.3. Submit MET and METL changes to the SF/S7O readiness office for approval.

2.2.3. Resource Readiness Metrics.

2.2.3.1. Develop new and/or updated measured area criteria (packets) and associated tables. Strive to ensure the computed percentages for the packets provide realistic readiness ratings for the units.

2.2.3.2. Coordinate new and/or changed packets with all commands utilizing the packets, including HQ AFRC and ANGR. If a coordinated position cannot be reached, the Space Staff FAM is the deciding authority.

2.2.3.3. Submit the new and/or updated packets to SF/S7O readiness office for approval.

2.2.4. Readiness Assessments.

2.2.4.1. Review Regular, Guard, and Reserve units' readiness in DRRS-S monthly. Determine the unit's resource shortfalls that require Space Staff action to resolve. Determine causes, identify trends, and develop proposed solutions. Work with applicable Space Staff offices to determine feasible resolution actions and timelines. Provide feedback to applicable CROs on resolution actions and timelines.

2.2.4.2. DRRS-S Accounts. Maintain an active DRRS-S account to ensure continuous coverage while other members are on leave, TDY, or deployed.

2.3. Space Operations Command (SpOC) and Space Systems Command (SSC) Commanders.

2.3.1. Establish an adequately manned, trained, and equipped readiness office to provide uninterrupted reporting coverage during peacetime, crisis, and wartime operations while members are on leave, TDY, deployed, or otherwise unavailable.

2.3.2. Establish a process to ensure field command core readiness assessments are accomplished monthly via DRRS-S between the 15th and 23rd of each month and within 24 hours of a change that affects readiness assessments.

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

2.3.4. Coordinate field command readiness reporting policy and guidance with the Space Staff readiness office to ensure it complies with Public Law and DoD, CJCS, DAF, and OCSO policy and guidance.

2.3.5. Ensure field command readiness office personnel, FAMs, and subordinate units are trained on readiness reporting policy and procedures.

2.4. Field Command Directorate Chiefs (L3).

2.4.1. Mission area teams manage units required to report readiness in DRRS-S. Directorates will appoint at least two FAMs for each functional area (e.g., space-based warning) to ensure uninterrupted support is provided to units and the CRO. The primary FAM must be US military or DoD 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 Command Readiness Office (CRO).

2.4.2. Policy and Guidance. Coordinate all readiness reporting policy and guidance with the CRO to ensure compliance with Public Law, DoD, 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-S.

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

2.5.3. Training. Conduct training for field command FAMs and delta readiness offices (DROs).

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

2.5.5. METs. Assist FAMs and deltas with developing METs. Coordinate new and/or changed METs/METLs with all commands utilizing the MET/METL, including ANGRC and HQ AFRC. Submit the new and/or updated METs to the SF/S7O Readiness Office for approval. Upon approval, update the METs and METLs in the SFUTL. Document all changes to the SFUTL to correlate changes in METs with changes in units' assessments to support trend analysis, etc. Notify affected organizations when a MET/METL update has been loaded into DRRS-S.

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, including the ANGRC and HQ AFRC. Submit the new and/or updated packets to the SF/S7O Readiness Office 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-S.

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-S. Maintain a list of local DROs readiness points of contact for the command.

2.5.8. Audits. On behalf of the commander, review readiness reporting within the command for accuracy, validity, and timeliness. Work with field command FAMs to assess unit remarks adequacy. Initiate corrective action as needed.

2.5.9. Field Command Assessments. On behalf of the 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. Approve or deny FAM C-5 nominations. Notify applicable FAM and DRO of decision(s). Provide reporting instructions for units authorized to report C-5.

2.5.11. Policy and Guidance. On behalf of the commander, coordinate delta and staff proposed readiness reporting policy and guidance with SF/S7O Readiness Office to ensure it complies with Public Law, DoD, 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 SF/S7O readiness office.

2.5.14. Mission Statements. Manage the DRRS-S Mission Statement process for the command.

2.6. Field Command Plans Office.

2.6.1. Global Force Management Implementation Guidance (GFMIG). Assist the staff and subordinate units to determine which forces are assigned to CCMDs and which forces are service retained as directed in the GFMIG.

2.6.2. War Plans. Assist the staff and subordinate units to determine taskings and responsibilities in OPLANs and concept plans.

2.6.3. Mission-Type Orders. Assist the staff and subordinate units with implementing commander of space forces mission-type orders (e.g., warning order, planning order, alert order, operation order, fragmentary order, execution order, etc.), to support CCMD taskings.

2.7. Field Command Functional Area Managers (FAMs).

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

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

2.7.3. Mission Directives. Write, coordinate, and publish mission directives that accurately and completely identify the full spectrum of missions and capabilities for deltas and units.

2.7.4. METs. Develop and maintain METs for the field command, deltas, and regular, guard, and reserve units, including supporting task(s). Assist with determining which METs to report under OPLANs and named operations.

2.7.5. 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 and approval.

2.7.6. UTCs. Work with applicable manpower force packaging and manpower responsible agency to develop and maintain standard UTCs for the regular, guard, and reserve components. The guard and reserves do not develop UTCs to support regular component missions and requirements.

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

2.7.7.1. Shortfalls. Identify factors causing unit readiness degradations. Work with applicable field command staff offices to determine feasible resolution actions and timelines for issues requiring HQ's assistance to resolve. Provide guidance to deltas and units for local mitigation actions for deficiencies, if feasible. Inform deltas and units of HQs' actions to resolve shortfalls. Provide timelines for fix actions, including progressive get-well dates or get-worse dates for each expected rating. Provide an explanation when get-well dates are unknown.

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

2.7.8. Air Reserve Component Unit Reports. Review guard and reserve units' reports to identify shortfalls and assess potential impacts on associated USSF units and missions. Notify leadership of concerning issues.

2.7.9. Funding. Notify the program element manager of identified deficiencies that require funding. Provide any assistance needed for unfunded requests and program objective memorandum inputs.

2.7.10. C-5. Units undergoing activation, major equipment or mission conversion, a move/change in home station, or inactivation, may be authorized to report C-5. Nominate units to report C-5 to the CRO for approval.

2.7.11. MET Assessment. Complete the monthly field command MET(s) assessment(s) no later than on the 18th calendar day of each month. Use space base delta, space delta, and measured units' (including guard and reserve units') assessments in DRRS-S to inform MET assessments in the field command METLs.

2.7.12. Readiness Briefings. Provide inputs for readiness briefings as required by the readiness office.

2.7.13. HHQs Reports. Use delta, unit, and field command reports to inform the input for the Joint Forces Readiness Review, the Semiannual Readiness Report to Congress, and other HHQs' reports as tasked.

2.7.14. 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 to prevent conflicts with Public Law and DoD, CJCS, and DAF or OCSO implementing policy and guidance.

2.8. Space Base Delta Commander.

2.8.1. Readiness Office. Support a readiness office to manage readiness reporting of the agile combat support (ACS) units. ACS units report 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 ACS units. Appoint DRRS-S readiness managers by letter and provide a copy to the HQ AFMC and the field command CRO.

2.8.2. Installation METL. The Installation METL for USSF bases is managed by the applicable field command. Ensure ACS units' personnel are appointed to assess applicable METs under the installation METL per this Instruction. See [paragraph 8.10](#) of this Instruction.

2.8.3. 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-S for unit equipment reporting.

2.9. Space Base Delta Readiness Office (DRO).

2.9.1. On behalf of the commander, manage subordinate ACS units reporting per AFI 10-201, *Force Readiness Reporting* and per HQ AFMC direction.

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

2.10. Space Launch Delta Commander. The Space Launch Deltas currently do not have readiness reporting space units. The commander is required to support readiness reporting for the subordinate USAF agile combat support units per AFI 10-201. This reporting process is managed by the Air Force Materiel Command.

2.11. Space Delta Commanders.

2.11.1. Readiness Office. Deltas with subordinate readiness reporting units will establish a delta readiness office (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.

2.11.2. Monitor Readiness Reporting. Ensure subordinate measured units comply with this Instruction. See [paragraph 1.2](#).

2.11.3. Units' Assessments. Coordinate on subordinate measured unit commander requests to subjectively assess their overall C-Level to a different rating than the computed value. Assessments must be approved by the first general officer in the chain of command. This coordination should be completed within 24 hours.

2.11.4. Delta Reports.

2.11.4.1. Capability Report. Submit capability readiness reports no later than on the 15th of each month. Designate enough delta leadership personnel (maximum of eight) with DRRS-S unit commander (UC) roles to approve delta reports despite absences (e.g., leaves, TDYs, deployments, etc.). UC roles can be assigned to unit senior officers, enlisted personnel, and DoD civilians.

2.11.4.2. Top Concerns. [Paragraph 1.1.3](#) provides guidance for reporting top concerns.

2.11.5. Policy and Guidance. Coordinate all readiness reporting policy and guidance with the CRO prior to implementation to prevent conflicts with Public Law and DoD, CJCS, and/or DAF or OCSO force readiness policy and guidance.

2.11.6. Metrics. Coordinate proposed changes in resource readiness packets and METs with applicable field command FAM and readiness offices.

2.11.7. 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-S for automated reporting.

2.12. Space Delta Readiness Office (DRO).

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

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

2.12.3. Reporting Compliance. On behalf of the delta commander, manage responsibilities for readiness reporting contained in this Instruction. Take necessary action to correct non-compliance.

2.12.3.1. Timely Reporting. Establish procedures to ensure subordinate measured units' readiness reports are accomplished monthly. Ensure measured units' reports are submitted within 24 hours of an event that causes a change in a unit's readiness ratings. A 24-hour out-of-cycle report does not negate the requirement for a full monthly report.

2.12.3.2. Review Reports. To ensure reports are not delayed, review reports after the measured units have completed their monthly reports. At a minimum, review reports for the following:

2.12.3.2.1. Ensure all required data fields are reported.

2.12.3.2.2. Verify the accuracy of measured areas' data that require manual entry.

2.12.3.2.3. Ensure all required remarks are reported and each remark concisely describes the shortfalls.

2.12.3.2.4. Ensure get-well dates are realistic (i.e., not a date in the past and accurately reflect known information). If the get-well date is "unknown", ensure the explanation will be understood by a layperson reading the report.

2.12.3.2.5. Ensure resource readiness get-well dates in remarks are consistent with the 3, 6, and 12-month forecasts and change rating (CARAT) and change date (CADAT) data.

2.12.3.2.6. Ensure capability readiness get-well dates in remarks and anticipated (rating) change and anticipated date (of change) are consistent.

2.12.3.2.7. Ensure resource readiness and capability readiness reports tell the same story. For example: get-well dates for degraded MET(s) reflect get-well dates for resource shortfalls impacting the degraded MET(s).

2.12.3.2.8. Ensure like-type units with similar shortfalls report similar ratings and remarks.

2.12.3.2.9. Ensure remarks directly address unit shortfalls, i.e., they do not address factors outside of the metrics for the measured area or MET.

2.12.3.2.10. Ensure a ratings alignment is addressed as needed. See [paragraph 8.13](#).

2.12.3.2.11. If this review causes a change in a unit's readiness rating, ensure a correction is reported within 24 hours of the discovery.

2.12.4. Monthly Reviews. After the subordinate units have completed their monthly readiness reports, conduct a review of their readiness reports with the delta commander. Include both resource and capability readiness reports.

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

2.12.6. Unit Administrator (UA). DRO readiness managers will have a DRRS-S 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-S management and reporting as needed. DRO readiness managers will not have a persistent UC role for the subordinate measured units.

2.12.7. 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.

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

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

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

2.13. Measured Unit Commander (UC role).

2.13.1. Responsibility. Provide accurate, timely, complete, and valid readiness reports. The intent is for the unit commander to review and submit the readiness assessments to the maximum extent practical.

2.13.2. Initial Actions. Accomplish the following upon assumption of command:

2.13.2.1. Request SIPRNET and DRRS-S accounts.

2.13.2.2. Review the unit's mission directive.

2.13.2.3. Review the unit's Core METL in DRRS-S to ensure it reflects the unit's designed mission(s) and level of capability.

2.13.2.4. Review the unit's DRRS-S resource readiness (personnel, equipment, and training) packets.

2.13.2.5. Review the unit's mission statement in DRRS-S.

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

2.13.2.7. Accomplish the required DRRS-S training within 90 days after the assumption of command and before approving readiness reports in DRRS-S.

2.13.2.8. Document the above items and maintain them in the unit continuity folder.

2.13.3. Periodic Reviews.

2.13.3.1. Review the METL, packets, and mission statement semi-annually and when changed.

2.13.3.2. Review the mission directive when changed.

2.13.3.3. Document each review and maintain it in the unit continuity folder.

2.13.4. Reports.

2.13.4.1. Individuals with UC permissions will review readiness data and remarks for quality and accuracy prior to report approval/submission.

2.13.4.2. When reporting resource readiness less than C-1 or capability readiness less than "Y", describe the mission(s) or portions of the mission(s) the unit is not performing or not capable of performing in the reason (REASN) remark or overall comment respectively.

2.13.4.3. Provide an explanatory comment in the capability readiness assessment when the resource and capability assessments are not aligned (see [Figure 8.1](#)).

2.13.4.4. Verify assessments associated with named operations or war plans reflect the unit's Core missions.

2.13.4.5. Approve unit resource and capability readiness assessments monthly.

2.13.4.6. Submit readiness rating changes in the unit resource and capability assessments within 24 hours of the event(s) causing the change.

2.13.4.7. Top Concerns. See [paragraph 1.1.3](#) for reporting TCs.

2.13.5. UA Role. Designate two to six UAs to ensure timely and accurate readiness reporting. Personnel with the UA role in DRRS-S manage the unit's DRRS-S site and assist with producing unit readiness reports for the commander. Subject to the applicable contract's provisions, contractor personnel, who are US citizens, can be UAs.

2.13.6. UC Role. Designate enough unit leadership personnel (limit to six) to have DRRS-S UC roles, including at a minimum the unit commander and deputy commander/director of operations. The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoD civilians.

2.13.6.1. Contractor and foreign national personnel will not be appointed as UCs. For small units, a higher echelon commander can be assigned a UC role to ensure unit assessments are submitted within the reporting timelines.

2.13.6.2. Detachments. Detachment commanders will have a UC role. Other UCs may be assigned to the detachment or the detachment's parent unit, as needed.

2.13.6.3. Operating Locations. UCs may be assigned to the operating location or parent unit. The parent unit commander will have a UC role for the operating location.

2.13.6.4. All members with a UC role are responsible for completing the actions in [paragraphs 2.13.2 and 2.13.3](#).

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

2.13.8. DRRS-S Accounts. Ensure all appointed UCs, UAs, and UUs maintain active DRRS-S accounts to ensure continuous coverage while other members are on leave, TDY, or deployed.

2.13.9. Metrics. Continually assess whether the personnel, equipment, training packets, and METs provide realistic readiness ratings for the unit. Notify the field command FAM and readiness office when changes are needed. Do not submit comments in unit reports' remarks stating the unit's personnel, equipment, and training packets or METs are incorrect or require changes.

2.13.9.1. Equipment Accounting. Ensure all possessed equipment, regardless of who owns it, is accounted for in the unit's account(s) in the applicable authoritative data source(s).

2.13.9.2. Personnel Status. Monitor military, civilian, and contractor personnel status within the limits of law and contracts.

2.13.10. Be responsive to DRO requests for assistance, such as correcting unit reports.

2.14. Measured Unit Administrators (UA role).

2.14.1. SME. Be the subject matter expert on unit readiness reporting.

2.14.2. DRRS-S. Manage the unit's DRRS-S site on behalf of the measured unit commander.

2.14.3. Reports. Ensure accurate, timely, complete, and valid readiness reporting.

2.14.3.1. Supporting Units Reports. Provide commanders with the readiness assessment(s) of any unit providing critical mission support (e.g., agile combat support units).

2.14.3.2. Resolution Actions. Assist UUs working resolution actions with HHQs.

2.14.3.3. Remarks. Ensure comments and remarks are tailored to the issues they explain. Do not submit comments in the report remarks stating the unit's personnel, equipment, and training packets or METs are incorrect or require changes.

2.14.3.4. Service-Directed Resource Actions. Notify field command FAM, CRO, and DRO of pending inactivation, mission transition, or change in unit home station location. Forecast the rating change in resource readiness reports.

2.14.3.5. Validation. Validate the data, resource readiness remarks, and capability readiness comments in each draft report for format and content. Do not submit comments in the report remarks stating data in DRRS-S is incorrect. Work with the CRO to correct data in the authoritative data source that provides the data to DRRS-S.

2.14.3.6. UC Review. Ensure the UC is thoroughly briefed on the readiness reports prior to the unit commander submitting the report.

2.14.4. Be responsive to DRO readiness managers' requests for assistance.

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

2.14.6. Unit Continuity Folder. Maintain a continuity folder for the unit (electronic preferred) consisting of (at a minimum): appointment letter(s), training documentation, and UC mission statement and Core METL reviews documentation.

2.14.7. Self-Assessments. Guidance for self-assessments is found in AFI 90-201, *The Air Force Inspection System*.

2.15. Measured Unit Users (UU role).

2.15.1. Training. Accomplish required training within 60 days of appointment.

2.15.2. Personnel SMEs. Assist the UAs in reporting personnel in the resource readiness reports, including remarks and advising the commander on unit personnel status. Monitor military personnel duty status (e.g., medical, leave, TDY, administrative action) monthly and ensure the status is accurate. Monitor civilian status and/or contractor availability in accordance with the Office of Personnel Management (OPM) guidance.

2.15.3. Training SMEs. Assist the UAs in reporting training in the resource readiness reports, including remarks and advising the commander on unit training status.

2.15.4. Equipment SMEs/Custodians. Assist UAs in reporting equipment in the resource readiness reports, including remarks and advising the 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.

2.15.5. MET OPR. Assess assigned MET(s) and draft comments. Review resource readiness personnel, equipment, and training shortfalls and unit task performance to inform MET assessments.

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.

3.2. Measured Areas. Units calculate and report area levels for all four measured resource areas (P, S, R, and T) unless authorized to not measure the specific measured area(s). **(T-0)**

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

3.2.2. When available, data for the measure 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)**

3.2.4. Units reporting less than level 1 in any area must clearly indicate the reason(s) with reason codes and in remarks. **(T-0)**

3.3. Mission Response Time. The mission response time is reported in the type of readiness report (TREAD). Measured units will count the resources that the unit commander ‘expects’ will be mission ready and available to support the unit’s mission(s) within the unit’s “mission response time,” projected out from the date and time the report is accomplished. **(T-0)** The unit’s mission response time is published on the unit’s mission statement in DRRS-S.

3.4. Reporting Overall C-Level. Only the commander, or designated representative, of the measured unit, can assess the overall unit C-level. **(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)**

3.4.1. Subjective Change. Subjectively upgrading or downgrading the unit’s overall C-Level requires a waiver from the first general officer in the unit’s chain of command. **(T-0)** Any changes to an overall C-Level should be an exception and only considered in situations or circumstances where a subjective change provides a more accurate readiness assessment.

3.4.2. Approval. The general officer approving the waiver will ensure the unit can mitigate shortfalls and that the upgraded/downgraded level corresponds to the appropriate C-Level definition.

3.4.3. Remark. If granted, the 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 organized (Core mission), including personnel, equipment, and training. The five unit 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 it is organized or designed. The resource and training area status may cause isolated decreases in flexibility in methods for mission accomplishment but will not increase the 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 it is 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. The unit is undergoing a service-directed resource action and is not prepared, at this time, to undertake the wartime missions for which it is organized or designed. Units must be authorized 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 Overall, units must still report the four measured areas, except areas reported as code 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 status will not exceed a period of 18 months for regular units from the designated start date of conversion or transition. **(T-0)** C-5 units are restricted to:

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 of 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 reporting C-5 as their overall C-Level will continue to do so until all measured areas 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 can be authorized to report C-5 Overall.

3.5.5.4. Unit Inactivation. The unit can 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)**

3.5.6. Code 6. This is a code that indicates that a unit has been authorized 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 a change in their overall C-Level and report it in the change rating (CARAT) data field. The date the overall C-Level is expected to change is reported in the change date (CADAT) data field. Use the CARAT remark to explain the situation. For units reporting C-1 that do not expect a change within the next 12 months, the CARAT and CADAT data fields may be left blank. The CARAT and CADAT remarks must be updated every time a resource assessment is submitted.

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 next expected C-Level in CARAT and the date the change is estimated to occur in CADAT. **(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 next expected C-Level in CARAT and the date the change is estimated to occur in CADAT. **(T-0)**

3.6.1.3. Commander assessed to C-1. When the commander has assessed the overall C-Level to C-1, forecast the next expected overall C-Level in CARAT and the date the change is estimated to occur in CADAT. **(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.

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 areas. **(T-0)** The PCTEF rating will not necessarily correlate with the unit's overall C-Level. The assigned mission(s) 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 mission(s).

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

Chapter 4

RESOURCE READINESS - PERSONNEL

4.1. Overview. The personnel measured area indicates how well the unit is manned to accomplish its full-spectrum mission(s) for which the unit was designed and organized to perform. All measured units report on the personnel measured area unless exempted (directed to report P-6). Assigned personnel are counted as available when they are available to perform assigned duties. Deployed personnel are counted as available by their home station unit. The only exception is when the number of deployed personnel exceeds the number of personnel that were postured as deployable during the P-coding exercise. Personnel on TDY orders are considered available because they can be recalled. The baseline for measuring personnel is the funded authorizations on the unit manpower document. The personnel level (P-Level) is derived from the lowest percentage of two personnel subareas: total personnel and critical personnel. Personnel data is auto-populated from the ADSs used to manage unit personnel. The personnel percentages and P-Level are auto-calculated. Personnel included in the auto-calculations are military, DoD civilian, and foreign nationals in US-funded manpower positions. Contractor personnel are not included in the auto-calculations. Completing unit skill level upgrade training is included in the critical personnel calculations. Unit training is not measured in the personnel measured area.

4.2. Total Personnel. Total personnel measurements include all assigned and available personnel regardless of grade, Air Force and Space Force specialty code, skill level, and occupational classification codes.

4.2.1. Total Personnel Available. Report the total number of assigned personnel available for duty to the unit.

4.2.2. Total Personnel Authorized. This data is auto-populated in DRRS-S.

4.2.3. Total Personnel Assigned. This data is auto-populated in DRRS-S.

4.3. Critical Personnel. Critical personnel measures the availability of unit personnel that are identified as critical personnel.

4.3.1. Critical Personnel Available. This is the total number of critical personnel that are available to the unit.

4.3.2. Critical Personnel Authorized. This data is auto-populated in DRRS-S.

4.3.3. Critical Personnel Assigned. This data is auto-populated in DRRS-S.

4.4. Personnel Reason Codes. When the P-Level is less than P-1, select the most specific reason code listed in the personnel sub-area in the input tool report.

4.5. Personnel Remark. A personnel reason (PRRES) remark is required when reporting less than P-1. (T-0)

Chapter 5

RESOURCE READINESS – EQUIPMENT

5.1. Equipment and Supplies On-Hand Overview. The equipment and supplies on-hand measured area indicate how well the unit is equipped to accomplish its full-spectrum mission(s), which the unit was designed and organized to perform. 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. The baseline for measuring equipment is the funded authorizations for and/or the possession of equipment provided to the unit to accomplish its mission(s). The equipment and supplies on-hand level (S-Level) is derived from the lowest percentage of two equipment subareas, combat essential and support equipment and supplies. Some of the equipment data is auto-populated in DRRS-S from the ADSs used to manage unit equipment and the percentages and ratings for this equipment are auto-calculated. Other equipment must be manually entered. Upon data entry, the percentages and ratings are auto-calculated.

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 the full-spectrum mission(s) for which it was designed and organized. 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 mission(s). The formula for calculating the equipment and supplies on-hand percentages is the following: the number of equipment items possessed by the unit, divided by the number of equipment items authorized or allocated to the unit, multiplied by 100.

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 listed in the equipment sub-area in the input tool report. **(T-0)**

5.1.5. Equipment Remark. An equipment and supplies on-hand reason (ESRES) remark is required when reporting less than S-1. **(T-0)**

5.2. Equipment Condition Overview. The equipment condition measured area measures the equipment items that are expected to be ready within the unit's mission response time to undertake the unit's full mission set. 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 in unit reports. The equipment condition level (R-Level) is derived from the lowest percentage of two equipment subareas, combat essential and support equipment. The R-Level is determined by the lowest rating between combat essential and combat support equipment sections. To meet the 24-hour reporting requirement, units will manually report the condition of their equipment items in DRRS-S. **(T-0)**

5.2.1. Equipment Condition Measurement. The formula for calculating the equipment condition percentages is the following: the number of mission-ready equipment items, divided by the number of equipment items possessed by the unit, multiplied by 100. Upon data entry, the percentages and ratings are auto-calculated.

5.2.2. Equipment Condition Reason Codes. When R-Level is less than R-1, select the most specific reason code listed in the equipment sub-area in the input tool report. **(T-0)**

5.2.3. Equipment Condition Remark. An equipment repair reason (ERRES) remark is required when reporting less than R-1. **(T-0)**

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 and organized to perform. 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-S until the training ADS(s) can provide the required data in near real-time. **(T-0)** The formula for calculating training percentages is the following: the number of trained personnel, divided by the number of assigned personnel who require the training, multiplied by 100.

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 trained. **(T-0)**

6.3. Task 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)** Skill level upgrade training is not measured in the training measured area but is captured when reporting critical personnel.

6.4. Unsourced Training. Some training events/items may be reported but not measured (i.e., not included) in the training level computations. This is known as unsourced training. The purpose is to gather data of interest but that does not need to influence training levels.

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)**

6.6. Training Remark. A training reason (TRRES) remark is required when reporting less than T-1. **(T-0)**

Chapter 7

CHEMICAL-BIOLOGICAL DEFENSE READINESS TRAINING (CBDRT) REPORT

7.1. Overview. All units will assess the status of training and equipment required to accomplish chemical and biological defense. **(T-0)** The CBDRT is used to assess the unit's ability to survive and operate while conducting the mission(s) for which the unit was organized or designed under chemical or biological conditions. This report must be updated monthly, even if the information does not change **(T-0)** CBDRT is its own report and does not affect resource report ratings.

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 AFI 10-2501.

7.4. 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 overall C-Level will be reported as C-5. When 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 reporting less than C-1 or reporting C-1 but expecting the 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. Remarks are required when reporting less than S-1, T-1, and/or C-1. **(T-0)**

Chapter 8

CAPABILITY READINESS – MISSION ESSENTIAL TASKS (METS)

8.1. Overview. All measured units will accomplish a capability assessment by reporting their ability to accomplish METs under their associated conditions and to their established standards. **(T-0)** METs identify units' capabilities in a DoD standard format. All units report on a Core METL, which identifies the full-spectrum capability the unit was designed to provide. Units will also report on identified OPLANs and concept plans and all named operations that they are supporting with deployed resources. **(T-0)**

8.2. Overall Capability Assessments. This assessment is a commander's **subjective** assessment of the unit's ability to accomplish tasks identified by METs. Commanders will consider at a minimum the following factors to inform their overall capability readiness assessments: the resource readiness status of their unit, observations during the performance of 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)** When observed performance is not recent, military experience should be included to assist in making an assessment. 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. The ultimate authority for a capability assessment rating is the unit commander. **(T-1)**

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: **(T-0)**

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 Guidelines. The following guidelines will be used to ensure consistent mission 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 MET(s). Describe any mitigation actions taken.

8.5. Anticipated Change. During each assessment, the unit must determine if a change in rating is anticipated and when the change may occur. **(T-0)** The anticipated change date in DRRS-S defaults to 30 days from the date of the current assessment. Units must update the rating to a rating other than the current rating and update the date to the date they anticipate the change. **(T-0)** 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 mission essential tasks (METs) to prescribed performance standards under specified conditions. Each MET is rated separately. The initial MET rating is auto-calculated in DRRS-S based on the assessment of the standards. If all standards have assessed values that meet the associated criterion, the MET will be auto-assessed as “Yes”. If any standard has an assessed value as not meeting the associated criterion, DRRS-S will auto-assess the MET as “No”. Unit commanders or unit administrators can adjust MET assessment ratings. A remark is required to explain the rating adjustment. **(T-0)**

8.7. Core METL. All measured units will assess a Core METL, which identifies the full-spectrum of capability the unit was designed to provide. **(T-0)**

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 in the METL during the transition. **(T-1)**

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

8.8.1. OCSO or field command 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 Defense, and/or Joint Chiefs of Staff (e.g., Operation IRAQI FREEDOM).

8.9.1. Measured units will assess a named operation METL if 5% or more of the unit's personnel and/or equipment is tasked to deploy to support a named operation. **(T-1)** Employed in-place (EiP) units that simultaneously support multiple named operations from the home station will not report on each separate named operation in DRRS-S. **(T-2)** These units will report on the space contingency plan for supporting joint operations. Units that meet the 5% threshold will also report in PCTEF and will report in REASN a D, E, F, or G reason code. **(T-0)**

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 operations. **(T-0)**

8.10. Installation METL. Base/installation commanders will assess the installation's ability to accomplish assigned tasks to standard under specified conditions. The installation METL contains various METs covering DoD, 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-S. **(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, DoD 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 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. Unit commanders will provide a remark as part of the overall mission assessment for their Core METL if the capability assessment of the core does not align with resource assessment C-level. **(T-1)** **Figure 8.1** does not dictate mandatory rating alignment of capability and resource ratings. It is a guideline for determining when a remark is required to address a seemingly apparent misalignment in capability and resource ratings (i.e., when the ratings are not aligned per **Figure 8.1**). Example 1, if a unit is reporting C-4 and “Yes”, explain how the unit can fully accomplish its core mission with the level of resource shortages it is experiencing. Example 2, if a unit is reporting “No” and C-1 (fully resourced), explain what is preventing the unit from executing its core mission.

Figure 8.1. Alignment of Resource and Capability Assessment Ratings.

C-1	C-2	C-3	C-4	C-5
Yes	Qualified Yes		No	

DeANNA M. BURT
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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)*, 11 May 2015

DoDI 7730.66, *Guidance for the Defense Readiness Reporting System (DRRS)*, 8 July 2011

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 14 April 2022

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

AFI 10-201, *Force Readiness Reporting*, 22 December 2020

AFI 10-201, *Force Readiness Reporting*, Air Force Space Command (AFSPC) Supplement 6
September 2017

AFI 10-2501, *Emergency Management Program*, 10 March 2020

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

AFI 90-201, *The Air Force Inspection System*, 19 November 2018

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

ACS—Agile Combat Support

ADS—Authoritative Data Source

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

A-Level—Assigned Level

ANGRC—Air National Guard Readiness Center

CADAT—Change Date (a DRRS-S data field name)

CARAT—Change Rating (a DRRS-S data field name)

CBDRT—Chemical, Biological, Defense Readiness Training
CCMD—Combatant Command
CJCS—Chairman of the Joint Chiefs of Staff
C-Level—Category Level
CMR—Combat Mission Ready
CRO—Command Readiness Office
CSO—Chief of Space Operations
DAF—Department of the Air Force
DoD—Department of Defense
DRO—Delta Readiness Office
DRRS-S—Defense Readiness Reporting System-Strategic
ERRES—Equipment Condition Reason (a DRRS-S data field name)
ESRES—Equipment and Supplies On-Hand Reason (a DRRS-S data field name)
FAM—Functional Area Manager
HHQ—Higher Headquarters
HQ—Headquarters
MET—Mission Essential Task
METL—Mission Essential Task List
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PCTEF—Percent Effective (a DRRS-S data field name)
P-Level—Personnel Level
PRRES—Personnel Reason (a DRRS-S data field name)
REASN—Reason (a DRRS-S data field name)
R-Level—Equipment Condition (Repair) Level
SFUTL—Space Force Universal Task List
S-Level—Equipment and Supplies On-Hand (Supply) Level
SME—Subject Matter Expert
TC—Top Concern
TDY—Temporary Duty
T-Level—Training Level

TREAD—Type Readiness Report

TRRES—Training Reason (a DRRS-S data field name)

UA—Unit Administrator (a DRRS-S role)

UC—Unit Commander (a DRRS-S role)

UTC—Unit Type Code

UU—Unit User (a DRRS-S role)

Office Symbols

CJCS—Chairman of the Joint Chiefs of Staff

OCSO—Office of the Chief of Space Operations

OPM—Office of Personnel Management

OSD—Office of the Secretary of Defense

OSD/(P&R)—Office of the Secretary of Defense for Personnel and Readiness

SF/COO—Deputy Chief of Space Operations for Operations or Chief Operations Officer

SF/S7O—Force Generation Division Readiness Branch

SpOC—Space Operations Command

SSC—Space Systems Command

Terms

Assigned Mission—The mission(s) assigned to combatant commands and tasked to units to perform in support of Named Operations.

Authoritative Data Source (ADS)—Data systems used to manage units' resource (personnel and equipment) authorizations, personnel assignment and duty status data, equipment possession and condition data, and training data for units.

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 Mission Ready (CMR)—A Spacecrew member is CMR upon satisfactory completion of Initial Qualification Training/Mission Qualification Training, Requalification, Transition, or Upgrade training and maintenance and qualification in CMR currency requirements based on applicable training directives in the unit's combat mission and assigned position. A CMR Spacecrew member can perform master task list tasks without supervision.

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.

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

Designed Mission—The mission for which a unit was designed to perform.

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.

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

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).

Mission Qualification Training (MQT)—A Mission-Design-Series-specific, duty position-specific technical training program focused on teaching the space system mechanics and tactics, techniques, and procedures needed to prevail in combat. If applicable, MQT courses build upon the mission area concepts learned in Initial Qualification Training. Completion of MQT is a pre-requisite for being certified as a CMR operator.

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.

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).

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-S. 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.

Reason (REASN)—Data field for identifying the Overall Reason the Organization is not C-1.

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).