

DEPARTMENT OF THE AIR FORCE HEADQUARTERS 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) 2025-01 Space Force Instruction 10-201, Force Readiness Reporting

RELEASABILITY: There are no releasability restrictions on this publication.

By Order of the Secretary of the Air Force, this Guidance Memorandum replaces SPFGM 2024-02, *Force Readiness Reporting*

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.

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.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System

The authorities to waive requirements in this SPFGM are identified with a Tier (T-0, T-1, T2, 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 nontiered compliance items.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publication of a new publication permanently establishing this guidance, whichever is earlier.

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Attachment:

SPFI10-201 SPFGM2025-01, Force Readiness Reporting

SPFI10-201 SPFGM2025-01, Force Readiness Reporting

Guidance Changes

1.1. (Changed) **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 their 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 three distinct, but closely aligned assessments: (1) resource readiness, (2) capability readiness, and (3) top concerns (TCs).

1.1.1. (Changed) Resource Readiness. This report measures the USSF's effectiveness in meeting Title 10 U.S. Code § 9081, Title 10 U.S. Code § 9082, and Title 10 U.S. Code § 162, responsibilities to organize, train, and equip forces for combatant commands (CCMDs). It is also a measured unit commander's objective assessment of the unit's ability to provide operational equipment and trained personnel to execute the full spectrum 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. (Changed) 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 the input form on the Top Concerns tab in DRRS, utilizing the format provided (Figure A2.2). 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 the issue. Submit each TC under the unit's TCs tab in DRRS-S with the current month's date in the title. Units should already be working with appropriate agencies to fix all issues submitted as Top Concerns. The DRRS Top Concerns are not the staffing tool for notifying HHQ that an issue needs to be resolved. Do not submit Top Concerns that request changes to DRRS-S or identify that the data quality in DRRS is incorrect. All DRRS-S change requests should be routed through the Delta Readiness Office to the applicable FLDCOM Functional Area Manager (FAM) for resolution. All data quality issues should be resolved by the unit within the Authoritative Data System (ADS) used to manage the data; e.g., the Military Personnel Data System (MilPDS). Contact the FLDCOM Command Readiness Office (CRO) for assistance when all other avenues have been exhausted without adequate resolution.

1.1.4. Deleted.

1.4. (Changed) **Measured Units.** Units with a unit descriptor code (UDC) of combat, combat support, and combat service support are identified as measured units and are required to report resource readiness in DRRS-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)** This requires separately organized detachments and operating locations to report their own readiness under their unique Unit Identification Codes (UICs). SF/COO may require units with UDC of "Other" (AKA, institutional) to report readiness in DRRS. In this case, the UDC for these units must remain "Other". **(T-0)**

- **1.9.** (Added) **Classification**. Readiness data (percentages, ratings, remarks, MET/METL assessments, comments, etc.) in DRRS-S is classified up to Secret. The DAF DRRS-S Security Classification Guide (SCG) is stored in DRRS under files. Care must be taken to ensure data classified higher than Secret is not entered into DRRS-S and DRRS forums such as readiness briefings. When applicable, refer to weapon/mission system SCGs before entering data into DRRS-S.
- **1.10.** (Added) **Waivers**. Waivers for DoD reporting requirements must be approved by the Undersecretary of Defense for Personnel and Readiness (USD/P&R). Waivers for CJCS reporting requirements require coordination with interested Services and Combatant Commands (CCMDs) before submission to the CJCS for approval. Submit all waivers for reporting requirements via the Chain of Command to the level provided in Table 1.1.

Table 1.1. Waiver Authorities and Required Coordination.

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

2.1.3. (Changed) HHQs Reports. Provides the USSF Inputs to the Semiannual Readiness Report to

Congress (SRRC) to OSD and the USSF inputs to the Joint Force Readiness Review (JFRR) to the JS.

Aggregates readiness against approved joint capability areas per JS direction.

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

2.3. (Changed) Field Command Commanders.

- 2.3.1. (Changed) 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 Force Readiness Review (JFRR) and Semiannual Readiness Report to Congress (SRRC). 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. (Changed) 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. (Added) Top Concerns. Field Commands with measured units will report Top Concerns (TCs) in DRRS at least quarterly, but no later than the last day of March, June, September and December. See paragraph 1.1.3 for reporting TCs.
- 2.4.1. (Changed) Mission area divisions manage units that are organized to perform or support wartime missions. Units with wartime missions are required to report readiness in DRRS-S. These divisions will appoint at least two subject matter experts (SMEs) as Functional Area Managers (FAMs) for each mission area they manage. An example mission area is space-based warning. The primary FAM must be a 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). FLDCOM FAM readiness responsibilities are outlined in **paragraph 2.7**.
- 2.5.1. (Changed) Unit Registry. Maintain the unit registry in DRRS-S for all subordinate units.
- 2.5.14. (Changed) 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.
- 2.5.15. (Added) Each FLDCOM and C-FLDCOM requires a Command Readiness Office.
- 2.7.3.1. (Added) The purpose of a Mission Directive is to formally document the mission, subordinate units, equipment, command relationships, and responsibilities; as approved by the Field Commander. Mission Directives are one of the source documents for developing and revising Mission Essential Tasks (METs). Mission Directives are the source document for the mission narrative in units' DRRS Mission Statements.

- 2.7.3.2. (Added) All units require an unclassified Mission Directives published on the Department of the Air Force E-publishing website. A secret supplement to the mission directive must be published when a unit has a classified mission.
- 2.7.4.1. (Added) FLDCOM METs. Review the Universal Joint Task List (UJTL) for tasks applicable to the FLDCOM HQs. Tailor UJTL tasks as needed to provide specific details correlating to FLDCOM responsibilities. Develop new SF tasks as needed for the FLDCOM METL. Coordinate all new and revised tasks with the FLDCOM CRO for approval by HQSF.
- 2.7.4.2. (Added) Delta METs. Assist Deltas with developing and revising Delta tasks. Submit Delta tasks to the FLDCOM CRO for coordination and submission to HQSF for approval.
- 2.7.4.3. (Added) Measured Units' METs. Assist measured units with developing and revising measured unit tasks. Submit measured units' tasks to the FLDCOM CRO for coordination and submission to HQSF for approval.
- 2.7.4.4. (Added) Reserve Component METs. FLDCOM FAMs develop and maintain METs for space mission areas. These METs are applicable to the Guard and Reserve units supporting the USSF. FLDCOM FAMs coordinate with Guard and Reserve space FAMs when developing and revising METs. All draft METs are submitted to the FLDCOM CRO for coordination and submission to HQSF for approval.
- 2.7.4.5. (Added) Universal Joint Task List (UJTL). When tasked, review the UJTL tasks within the FAM's functional area for accuracy.
- 2.7.4.6. (Added) SF Universal Task List (SFUTL). When tasked, review the SFUTL tasks within the FAM's functional area for accuracy.
- 2.7.5. (Changed) Resource Packets. Develop new and/or updated measured area packets. Strive to

ensure the computed percentages for the units' packets provide realistically measured area ratings. Forward packets to the CRO for coordination. The CRO will forward the packets to the HQSF CRO for approval.

2.7.6. (Changed) UTCs. Work with applicable manpower force packaging and manpower responsible

agency to develop and maintain standard UTCs for the regular, guard, and reserve components. In

addition to UTCs used for deployments, UTCs are required for each unit supporting Space Force Generation (SPAFORGEN). The UTCs are the source document identifying the SPAFORGEN crews. The SPAFORGEN crew UTCs are the source documents used to identify the construct for reporting training in DRRS. The first three characters of the UTC code should match the UTC in the unit's registry in DRRS, which is found in the unit's Mission Statement in DRRS. Use a unique fifth character or forth and fifth character, when required in the UTC code for each unique UTC created for the units.

2.7.7. (Changed) Assist Units. Review unit reports monthly for accuracy and completeness, including

forecasts and remarks. Assist units with correcting reports.

- 2.7.10. (Changed) 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.
- 2.7.12. (Changed) Readiness Briefings. Provide input for readiness briefings as required by the FLDCOM CRO.
- 2.7.13.1. (Added) Joint Force Readiness Review (JFRR). HQSF tasks FLDCOMs to provide input to the JFRR. FAMs develop Top Concerns and other information required for the JFRR. HQSF/COO combines FLDCOM inputs for the Service input to the Chairman's JFRR. The JFRR is part of the Joint Combat Capability Assessment (JCCA), which is designed to support the Chairman in his execution of Title 10 responsibilities. The JCCA process, within the Chairman's Readiness System, combines and analyzes readiness assessments to provide the Chairman with a snapshot of DoD's strategic readiness to execute the National Military Strategy (NMS).
- 2.7.13.2. (Added) Semiannual Readiness Report to Congress (SRRC). HQSF tasks FLDCOMs to provide input to the SRRC. FAMs develop Top Concerns and other information required for the SRRC. HQSF/COO combines FLDCOM inputs for the Service input to Office of the Secretary of Defense (OSD). The SRRC includes a list of COCOM and Combat Support Agencies deficiencies and summarizes an overall readiness assessment level for the Department of Defense to execute the NMS, in accordance with Section 482 of Title 10, USC.
- 2.7.14. (Changed) Policy and Guidance. Review new and/or proposed changes for readiness reporting

policy and guidance from Deltas. Coordinate all policy and guidance with the FLDCOM CRO before

implementing to prevent conflicts with law and DoD, CJCS, and DAF or OCSO implementing policy and guidance.

2.7.15. (Added) Top Concerns. FAMs will review the Top Concerns reported by the measured units they manage, and the Top Concerns reported by the applicable Delta. (T-1) Determine which Top Concerns can be resolved in the FLDCOM HQs and work to resolve those issues. Develop FLDCOM Top Concerns for their functional area, as needed. Rack and stack their functional area Top Concerns in priority order. Submit all Top Concerns for their functional area (measured unit, Delta, and HQ FLDCOM) that require FLDCOM and/or HQSF action to resolve, to the FLDCOM CRO via SIPRNET email. FLDCOM FAMs will provide monthly updates on the status of each Top Concern to the unit (if applicable), Delta, and FLDCOM CRO via SIPRNET email. (T-1) FLDCOM and HQSF CROs may establish additional requirements.

- 2.7.16. (Added) Activating Units. SF/S1M must notify the FLDCOM CRO and FAM as soon as a new unit and/or a new capability is being established. CJCS policy requires units to begin readiness reporting as soon as the unit is established (PAS Code is created). See **paragraph**3.5.5.1. The CRO has unit registry actions to complete the unit's registry in DRRS. The FAM and the CRO must develop the equipment condition matrix as soon as possible. The matrix must be programmed into the Space Force Input Tool (SFIT) software for the unit to report accurate equipment condition information.
- 2.7.17. (Added) Equipment Sites. FAMs must notify the FLDCOM CRO when establishing equipment sites that will not have US government personnel authorized or assigned to those locations. FLDCOM/S1 won't automatically create PAS Codes for these locations. Therefore, the CRO must ensure these sites are registered in DRRS. See **paragraph 1.4**.
- 2.7.18. (Added) Document Coordination. All documents that mention or need to mention readiness reporting must be coordinated with the FLDCOM CRO. Examples are transition plans, programming plans, etc. All unit activations, deactivations, major equipment or mission changes, changes in a unit's home station, fielding of new capabilities, early use (before ops acceptance) of a unit's equipment, etc.; must be coordinated with the FLDCOM CRO. All these activities are required to report readiness in DRRS per CJCS policy. Mission area SME involvement is required to develop personnel, equipment and training metrics and METs. This work must begin when work on these unit activities begins. See paragraphs 2.7.10 and paragraph 3.5.5.
- 2.7.19. (Added) FAMs. Each unique mission area on the staff is organized with subject matter experts (SMEs) that manage the associated units and related functions. This expertise is required for Functional Area Managers (FAMs). FAMs are the action officers that work all details that support the mission area they manage. FAMs are responsible for the validity and accuracy of the personnel, equipment and training metrics and the measured units', Delta's and FLDCOM Mission Essential Tasks (METs). FAMs are the key action officers that develop readiness information for HHQs reports to the Chairman and Congress. As the DoD moves forward with standardizing readiness reporting metrics and METs across the department, FAMs' subject matter expertise will be crucial for the SF success with this effort.
- 2.8.1. (Changed) 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) Category Level (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 within 24 hours. See paragraph 3.4.1.

- 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. (Changed) 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 Mission, Space and System 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 within 24 hours. See **paragraph 3.4.1**.
- 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. (Changed) Mission Delta, Space Delta and System Delta Commanders.
- 2.11.3. (Changed) 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 within 24 hours. See **paragraph 3.4.1**.
- 2.11.4.2. (Changed) Top Concerns. Submit any TCs in DRRS-S between the 12th 15th of each month. See **paragraph 1.1.3**.
- 2.12. (Changed) Mission, Space and System Delta Readiness Office (DRO).
- 2.13.4.3 (Changed) Provide an explanatory comment in the capability readiness assessment when the resource and capability assessments are not aligned.

- 2.13.4.7. (Changed) 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 Mission, Space, or System Delta/CC or Space Base 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**.

2.16. (Added) Base Operating Support (BOS)

- 2.16.1. (Added) To ensure BOS is provided or received by all USSF units, all Field Commands and Forward Operating Agencies will ensure their Readiness Offices add the appropriate METs to their subordinate units who report readiness in DRRS.
- 2.16.1.1. (Added) Units that provide support will use Space Force Tactical (SFTA) 4.2.5.1: Provide Base Operating Support for all supported units.
- 2.16.1.2. (Added) Units that receive support will use SFTA 4.2.5.2: Receive Base Operating Support from the Garrison and/or local community.
- 2.16.2. (Added) Field Command Readiness Offices (CRO) and Delta Readiness Offices (DRO) will add SFTA 4.2.5.1 or SFTA 4.2.5.2 to the METs of their subordinate units.
- 2.16.2.1. (Added) To implement DoD directed standardization, the CRO and DRO must use all measures and standards already built into each SFTA in DRRS. Measures/standards that do not apply to the units should be removed. New standards suggested/needed are required to be submitted through the CRO to S7O for approval.
- 2.16.2.2. (Added) If a unit determines a measure is not applicable, that measure will be rated as "not achieved" and must include a remark stating why the unit believes that measure is not applicable. The DRO will submit a request to the CRO for the measure to be removed. The CRO will adjudicate and remove the measure, if warranted.
- 2.16.3. (Added) All Space Base Deltas (SBDs) and Space Launch Deltas (SLDs) responsible for providing BOS to units on their garrison, will report their ability to meet SFTA 4.2.5.1, as part of their Capability Assessment in DRRS.
- 2.16.4. (Added) All Deltas and Squadrons receiving BOS, from a garrison or local community, will report their ability to receive support in SFTA 4.2.5.2, as part of their Capability Assessment in DRRS.

- **3.1.** (Changed) **Overview.** This chapter provides the policy and guidance that apply to all resource readiness reports. This includes the overall category level (C-Level), the percent effectiveness (PCTEF), and the general policy and guidance that applies to all four measured areas: (1) personnel (P), (2) equipment and supplies on-hand (S), (3) equipment condition (R) and (4) training (T). Guidance uniquely specific to each measured area is provided in subsequent chapters. The unit's overall C-Level is based only on the resources and training organic (assigned or allocated) to the unit and available within 72 hours. (**T-0**) Sustainment is provided outside of the 72 hours and therefore, is not measured in resource readiness reports except for consumable supplies such as spares parts and munitions the unit is required to have on hand at their location.
- **3.3.** (Changed) **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. Expected to be ready means there is a plan to resolve the unit shortfalls, the plan is actively being worked, and the expected resolution is within the unit's mission response time. 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.** (Changed) **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)** When subjectively assessing the overall C-Level based on one measured area rating, do not request a waiver for a C-Level higher than the lowest rating of the remainder of the measured area ratings. **(T-1)**
- 3.4.1. (Changed) C-Level waivers. A waiver is required to subjectively change the overall C-Level rating. (T-0) Space Base Deltas, Space Launch Deltas, Mission, Space, and System Deltas submit waiver requests for subjectively changing subordinate unit's overall C-Level to the applicable FLDCOM/S3 and courtesy copy the command readiness office. FLDCOM/S3 approves/disapproves waivers on behalf of the FLDCOM/CC. (T-1)

- 3.4.2. (Changed) 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.** (Changed) **C-Level Definitions.** The overall category level (C-Level) reflects the degree to which unit resources meet the prescribed resources required to undertake the missions for which the unit is designed (core mission), including personnel, equipment, and training. The five C-Levels are:
- 3.5.5.5. (Added) The readiness reportable mission is always the unit's designed mission. When a unit is undergoing a Service-Directed action, the unit's mission does not change to the Service-Directed action.
- **4.1.** (Changed) **Overview.** The personnel measured area measures how well the Service pipeline provides the unit with their required personnel for its designed mission(s). All measured units will report on the personnel measured area unless exempted (directed to report P-6). **(T-0)** Personnel data is auto populated from the Authoritative Data Sources (ADSs) used to manage unit personnel. **(T-0)** The percentages and Personnel Level (P-Level) are auto calculated. **(T-0)** Unit training is not measured in the personnel measured area. **(T-0)** The personnel measurements do not restrict how the unit commander uses their personnel to accomplish the mission(s).
- 4.1.1. (Added) ADSs. Unit manpower positions are sourced from the Manpower Planning and Execution System (MPES). Assigned military personnel are sourced from the Military Personnel Data System (MilPDS). Assigned DoD civilian personnel are sourced from the Defense Civilian Personnel Data System (DCPDS). Personnel medical status is sourced from the Aeromedical Services Information Management System (ASIMS).
- 4.1.2. (Added) Excluded Personnel. Contractor personnel are not included in personnel measurements. (T-0) Individual mobilization augmentees (IMAs) are not included because they are not envisioned to support force generation units in the future. DoD civilian personnel, who are also members of the National Guard or Reserves are not included because they are already counted in their Guard or Reserve unit's readiness reports. Two units cannot count the same resource. (T-0) Foreign national personnel are not included unless they are assigned to the unit in an authorized billet and their salaries are paid by the USSF.
- 4.1.3. (Added) P-6. Units with less than five US government manpower authorizations will report P-6 (not measured) in the personnel measured area. (T-1)

- 4.1.4. (Added) Measurement Formula. The personnel measurement formula is: the number of personnel available, divided by the number of personnel authorized, multiplied by 100, which derives a percentage. (T-0)
- 4.1.5. (Added) Subareas. Personnel measurement includes two subareas: Total Personnel and Critical Personnel. There is one percentage calculation for Total Personnel. There is one percentage calculation for each critical personnel packet.
- **4.2.** (Changed) **Total Personnel.** There is one calculation for total personnel. Total personnel measurements include all assigned and available personnel regardless of grade, Air Force and Space Force specialty codes, skill levels, and DoD civilian Occupational Classification Codes. **(T-0)** The personnel data for this process is auto populated from the ADSs. The percentage is auto calculated.
- 4.2.1. Deleted.
- 4.2.2. Deleted.
- 4.2.3. Deleted.
- **4.3.** (Changed) **Critical Personnel.** In general, all personnel are important to the mission, but not all personnel are critical for mission accomplishment.
- 4.3.1. (Changed) Definition. Critical personnel are the personnel identified as essential to the operation of the unit's weapon system; launch, recovery, and regeneration of a unit's weapon system, or direct accomplishment of the unit's core METL. They are critical because their absence would materially affect the core METL accomplishment. The absence of significant numbers of critical personnel would render the unit severely deficient or totally unable to execute its mission(s). Squadron commanders, operations officers and senior enlisted leaders are not considered critical personnel. (T-1)
- 4.3.2. (Changed) Packets. Critical personnel packets measure personnel only by AFSCs, SFSCs, and OCCs. (T-0) To be counted as critical, personnel must have the required occupation specialty and meet or exceed the skill level required. (T-0) To comply with this CJCS policy, each critical personnel packet must only contain one occupation specialty code and one skill level, including prefixes and suffixes. A packet must not contain more than one skill level for an occupation specialty code. The FLDCOM Functional Area Managers (FAMs), Command Readiness Office (CRO) and Career Field Managers (CFMs) collaborate to identify units' critical specialty codes and skill levels, and OCCs. The CRO manages the critical personnel packets in the Space Force tables in DRRS.
- 4.3.3. Deleted.

- **4.4.** (Changed) **Personnel Reason Codes.** When the P-Level is less than P-1, select the most specific reason code that identifies the shortfall. **(T-0)** The available codes are in a drop-down window in SFIT.
- **4.5.** (Changed) **Personnel Remark.** A personnel reason (PRRES) remark is required when reporting less than P-1. (**T-0**) See the remark format, **Figure A2.2**. Identify specialty codes and skill levels and occupational classification codes that are short, based on funded authorizations. If the unit has unfunded personnel authorizations, identify the number of unfunded authorizations and when they are planned to be funded, if known. If reporting less than P-1, provide a get-well date. Contact FLDCOM FAMs for assistance in identifying a get-well date. If expecting the P-Level to get worse, provide the date that is expected to occur.
- **4.6.** (Added) **Personnel Data**. The personnel measurements are required to be objective data; i.e., without subjective adjustments made to the data. **(T-0)** The exception is adjusting the personnel availability number to ensure it is accurate. Individual personnel are only counted against one manpower position on the unit's UMD.
- 4.6.1. (Added) Assigned Personnel. Unit assigned personnel included in the personnel calculations are U.S. military, DoD civilian, and foreign nationals in US-funded manpower positions. Subordinate USAF units with command ID of 4G are also included in the unit's assigned personnel. Unit awarded skill levels and specialty codes (e.g., 62XX) are included in the critical personnel calculations when updated in MilPDS. Work with the Delta/S1 staff and/or supporting Commander's Support Staff (CSS) or Military Personnel Flight (MPF) to update skill levels and specialty codes.
- 4.6.2. (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 4.1**), duty status codes (**Table 4.2**) or medical status codes (**Table 4.3**). 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. (**T-1**) Personnel are available regardless of their training status. (**T-0**) Personnel availability data is the numerator in the percentage equations.
- 4.6.2.1. (Added) Unit commanders. Commanders must review the availability status (including DAV codes, duty status codes and Individual Medical Readiness status) of all personnel for each report. (**T-0**) In the "Resource Report (SFIT)" tab, select "Personnel", then click on "View Personnel Details". Select the drop-down window under "Available" and select "No (N)". If the availability of unit personnel has changed, make note of the Packet Number(s) they are in. Close the "View Personnel Details" window. Under the "Critical Personnel Packets" section, adjust the applicable "Available" numbers for the Packet Number(s). Under the "Total Personnel" section, adjust the "Available" number.

- 4.6.2.2. (Added) Precedence for counting critical personnel.
- 4.6.2.2.1. (Added) Enlisted Personnel. The system reviews an individual's primary specialty code first. If that does not match a UMD authorization, the system looks at an individual's control specialty code. If neither the primary nor control specialty code is a match, the system looks at the individual's duty specialty code. Errors in assigned personnel Primary, Control or Duty specialty codes must be addressed/identified by unit leadership to the Air Force Personnel Center for update and correction.
- 4.6.2.2.2. (Added) Officer Personnel. The system reviews an individual's duty specialty code first. If that is not a match, the system reviews the individual's primary specialty code.
- 4.6.3. (Added) Authorized Personnel. The baseline (denominator in the percentage equation) for measuring personnel is the funded and unfunded authorizations on the unit's UMD. (T-0) This baseline identifies the required personnel (also known as structured strength) for the unit's designed mission(s). Subordinate USAF units with command ID of 4G are included in the unit's authorized personnel. Authorizations from separately organized detachments and operating locations cannot be included in the parent unit's authorizations. (T-0) See paragraph 1.4.
- **4.7.** (Added) **Personnel Rating**. The personnel percentages and personnel level (P-Level) are auto calculated. The lowest percentage between total personnel and the lowest rated critical personnel packets is used to derive the P-Level IAW the matrix in **Table 4.4**. (**T-0**) **4.8.** (Added) **Subjective Assessment**. Unit's personnel data in DRRS is required to be objective data. (**T-0**) If the unit's P-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their overall C-Level per **paragraph 3.4**.

Table 4.1. (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 4.2. (Added) Duty Status Codes.

These codes a	re assigned to members in the Military Personnel Data System	
(MilPDS).Me	mbers 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 4.3. (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)
PMR (Physical Medicine and Rehabilitation)
Available for Duty

MRI (Medical Ready Indeterminate)
NMR (Not Medically Ready)
Not Available for Duty

Not Provided
Not Available for Duty

Table 4.4. (Added) Personnel Percentages and Ratings.

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

- **5.1.** (Changed) **Equipment and Supplies On-Hand Overview.** The equipment and supplies on-hand measured area indicates how well the unit is equipped to accomplish its designed mission(s). All measured units report the equipment and supplies on-hand measured area unless exempted (directed to report S-6). Deployed equipment is considered available by the home station unit if it remains assigned to the unit and is readily available for use at its current location. Infrastructure is not reported as equipment, it is reported in METs. **(T-0)**
- 5.1.1. (Changed) Equipment and Supplies On-Hand Measurement. The measurement baseline is the number of equipment and supplies authorized or allocated to the unit for its designed mission(s). Allocated equipment is the equipment that is owned by another organization (e.g., Space Systems Command) and delivered to and possessed by the unit to support its designed mission(s). Some of the equipment data is auto populated in DRRS-S from the ADSs used to manage unit equipment. Other equipment must be manually entered. The formula for calculating the equipment and supplies on-hand percentages is: the number of equipment items possessed by the unit, divided by the number of funded and unfunded equipment items authorized and/or allocated to the unit, multiplied by 100. (T-0) The percentages and ratings are auto calculated.
- 5.1.4. (Changed) Equipment Reason Codes. When S-Level is less than S-1, select the most specific reason code that identifies the shortfall. (T-0) The available codes are in a drop-down window in SFIT.

- 5.1.5. (Changed) Equipment Remark. An equipment and supplies on-hand reason (ESRES) remark is required when reporting less than S-1. (T-0) See the remark format, Figure A2.2. Identify shortages of funded and unfunded equipment, including equipment not yet delivered to the unit. Project when funding is planned to be available for unfunded equipment items. Project when equipment will be delivered to the unit. If applicable, provide a get well or get worse S-Level and date that is expected to occur.
- 5.1.6. (Added) ADSs. It is DoD policy that USSF source equipment data from the systems used to manage the data. (T-0) USSF must use Joint or Service ADSs to supply equipment information to DRRS. (T-0) Proprietary and commercial systems cannot be used to supply equipment information to DRRS. Major equipment items are accounted for in the Reliability and Maintainability Information System (REMIS). REMIS is not an ADS for DRRS. Major equipment items will be manually reported in DRRS. Support equipment and supplies are accounted for in the Defense Property Accountability System (DPAS). DPAS is an ADS for DRRS. It is each unit's responsibility to fully account for their major equipment in REMIS and support equipment in DPAS. The supporting LRS helps with this task.
- 5.1.7. (Added) Equipment and Supplies Rating. The equipment and supplies on-hand percentages and supply level (S-Level) are auto calculated. The S-Level is derived from the lowest percentage between two equipment subareas, combat essential and support equipment and supplies. This percentage is used to derive the S-Level IAW the matrix in **Table 5.1**. (**T-0**)
- 5.1.7.1. (Added) Combat Essential equipment. This equipment is the unit's major equipment items, also known as mission equipment or weapon system. It is equipment that is typically identified by a Mission Design Series (MDS) designation.
- 5.1.7.2. (Added) Support equipment and supplies.
- 5.1.7.2.1. (Added) Support Equipment. This is normally the stand-alone equipment that supports the unit's mission. Examples are generators, night vision goggles (NVG), radios, test equipment, training devices, uninterrupted power supplies, individual weapons, etc.
- 5.1.7.2.2. (Added) Supplies. These are the consumables the unit is required to possess. Examples are munitions, spare parts, fuel, water, etc.
- 5.1.8. (Added) S-6. Units that do not have government supplied equipment or dedicated supplies for their designed mission(s) will report S-6 (not measured) in the equipment and supplies onhand measured area.
- 5.1.9. (Added) Subjective Assessment. Unit's equipment data in DRRS is objective data. **(T-0)** If the unit's S-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their Overall C-Level per **paragraph 3.4**.

Table 5.1. (Added) Equipment and Supplies On-Hand Percentages and Ratings.

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

- **5.2.** (Changed) **Equipment Condition Overview.** The equipment condition measured area measures the operational status of the unit's possessed equipment. All measured units report in the equipment condition measured area unless exempted (directed to report R-6). All events that affect equipment availability, including scheduled maintenance, must be reported.
- 5.2.1. (Changed) Equipment Condition Measurement. The measurement baseline is the number of equipment items possessed. This addresses how ready the equipment is. The formula for calculating the equipment condition percentages is: the number of mission-ready equipment items, divided by the number of equipment items possessed by the unit, multiplied by 100. (T-0) For major equipment items (radars, satellites, telescopes, etc.), use OPSCAP/SYSCAP matrices to determine full mission capable (FMC), partial mission capable (PMC) or non-mission capable (NMC) status for each equipment item. Consider PMC and FMC equipment to be operational (mission-ready). This is a temporary procedure until individual equipment matrices are programed into DRRS. Percentages and ratings are auto calculated when data is entered in the input tool.
- 5.2.2. (Changed) Equipment Condition Reason Codes. When R-Level is less than R-1, select the most specific reason code that identifies the shortfall. (T-0) The available codes are in a drop-down window in SFIT, Resource Report.
- 5.2.3. (Changed) Equipment Condition Remark. An equipment repair reason (ERRES) remark is required when reporting less than R-1. (T-0) See the remark format, Figure A2.2. Describe all issues impacting unit readiness. Provide an Estimated Time to Return to Operations (ETRO) and update as needed. Provide a get well or get worse R-Level and date that is expected to occur.
- 5.2.4. (Added) Equipment Condition Rating. All equipment outages that will affect a unit's rating and have an ETRO greater than 24 hours from the outage occurrence, must be reported in DRRS within 24 hours of the event that causes the outage. (T-0) See paragraph 1.7.1. Reporting the outage by another means does not fulfill this requirement. (T-0) See paragraph 1.1. The equipment condition percentages and the condition (repair) level (R-Level) are auto calculated using the data the unit enters into SFIT. The R-Level is derived from the lowest percentage between two equipment subareas, combat essential and support equipment. This percentage is used to derive the R-Level IAW the matrix in Table 5.2. (T-0)

- 5.2.5. (Added) Weapon System Sustainment (WSS). In addition to the normal Joint and Service uses for this readiness data, HQSF uses this data to identify maintenance trends to inform WSS funding via the Program Objective Memorandum (POM). Reporting outages in DRRS within 24 hours is crucial to support this use of the data.
- 5.2.6. (Added) R-6. Units that do not have government supplied equipment or dedicated supplies for their designed mission(s) will report R-6 (not measured) in the equipment condition measured area.
- 5.2.7. (Added) ADSs. Currently, there is not an ADS that can update unit's equipment status in near real-time. Therefore, the equipment condition data is manually reported in DRRS.
- 5.2.8. (Added) Subjective Assessment. Unit's equipment condition data in DRRS is objective data. (T-0) If the unit's R-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their overall C-Level per paragraph 3.4.

Table 5.2. (Added) Equipment Condition Percentages and Ratings.

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

- **6.1.** (Changed) **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 number of fully trained personnel, divided by the number of assigned personnel who require the training, multiplied by 100. **(T-0)**
- 6.1.1. (Added) ADS. When established as an ADS for DRRS, unit personnel training data will be sourced from Patriot Excalibur (PEX). Unit Type Codes (UTCs) are the source documents for unit's crew compositions.
- 6.1.2. (Added) Excluded Personnel. The training for contractor and foreign national personnel is not included in the training measured area computations. **(T-0)** However, these personnel may be included in Team Builder. See **chapter 10**.

- 6.1.3. (Added) T-6. In general, units reporting P-6 will also report T-6. However, the training requirements for US government personnel may need to be reported despite the unit reporting P-6. For example, if the government personnel are a part of a crew.
- **6.2.** (Changed) **Crew Training.** Units organized with crews will report training by each crew position. Each person must be certified combat mission ready (CMR) in the crew position to be counted as fully trained. **(T-0)**
- **6.3.** (Changed) **Duty Position Training.** Units that have personnel not organized in crews will report training in accordance with the required unit training events and/or duty position training. Each individual must accomplish all required training to be counted as fully trained. **(T-0)**
- **6.4.** (Changed) **Unscored Training.** Some training events/items may be separately reported to provide more granularity in the training data, for personnel already measured for the unit's T-Level. This additional reporting is not measured (i.e., not included) in the training level computations. The purpose is to gather additional data of interest. This feature is identified as secondary training in DRRS.
- **6.5.** (Changed) **Training Reason Codes.** When the training level (T-Level) is less than T-1, select the most specific reason code that identifies the shortfall. (**T-0**) The available codes are in a drop-down window in SFIT.
- **6.6.** (Changed) **Training Remark.** A training reason (TRRES) remark is required when reporting less than T-1. (**T-0**) See the remark format, **Figure A2.2**. Include the numbers of personnel not fully trained and the reason(s). Lack of necessary training equipment/system is not a reason to report people as not fully trained. Report the inadequacy of a training system in the equipment and supplies on hand measured area. If applicable, provide a get well or get worse T-Level and date that is expected to occur.
- **6.7.** (Added) **Training Rating**. The training percentages and training level (T-Level) are auto calculated. The lowest percentage of a training packet is used to derive the T-Level IAW the matrix in **Table 6.1**. (T-0)
- **6.8.** (Added) **Subjective Assessment**. Unit training data in DRRS is objective data. **(T-0)** If the unit's T-Level does not accurately portray the unit's readiness rating, commanders are encouraged to request a waiver to subjectively change their overall C-Level per **paragraph 3.4**.

Table 6.1. Training Percentages and Ratings.

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

- **7.1.** (Changed) **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 an 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. (T-0) 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. 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.** (Changed) **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.** (Changed) **Overview.** Units with METLs loaded in DRRS 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 unit capabilities in a standard DoD 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 provide 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)
- 8.9.1. (Changed) Named Operations METLs only apply to CDets. See paragraph 9.3.
- **8.13.** (Changed) **Ratings Alignment**. There is a direct correlation between a unit's core mission assessment and its overall resource assessments. Resources and training determine if a unit can successfully accomplish its core mission. A unit cannot be assessed as fully mission capable for its core (designed mission) while simultaneously reporting an overall C-3 or C-4 in resource reporting. **(T-0)** An assigned mission may not require full resourcing or training to be assessed fully capable. **(T-0)**

- 8.13.1. (Added) Unit commanders need to accomplish their resource readiness reports first. Then use the resource report to inform the unit's Core and assigned mission MET and METL assessments.
- 8.13.2. (Added) If in the unit commander's judgement their unit is fully mission capable and they are reporting C-3 or C-4, the unit commander should consider obtaining a waiver to assess the overall C-Level above C-3. Alternatively, report capability readiness as Qualified Yes (Yellow). The overall assessment guidelines in **paragraph 8.4** are still applicable.

Figure 8.1. Deleted

Chapter 9 (Added)

SPACE FORCE GENERATION (SPAFORGEN) REPORTING GUIDANCE (Added)

- **9.1.** (Added) **Force Generation Squadron (FGS). FGS** units are organized with funded and unfunded personnel and equipment authorizations. Force generation units provide the personnel and equipment for the combat units. These units are measured units per **paragraph 1.4**. Their responsibilities are outlined in **paragraph 2.13**. Their involvement with the SPAFORGEN process is outlined in this chapter and in chapter 10, Team Builder.
- 9.1.1. (Added) Resource Readiness. FGS units report the Status of Resources and Training System (SORTS) per chapters 3-7. (T-0)
- 9.1.2. (Added) Core METL. FGS units report the Core METL per chapter 8. (T-0)
- **9.2.** (Added) **Combat Squadron (CSq)**. A CSq is assigned to a CCMD and performs operational missions to provide combat effects supporting CCMD mission requirements. Combat Squadrons are comprised of Force Elements sourced from Force Generation Squadrons. CSqs are composite units comprised of personnel and equipment from the associated ops, cyber and intel units.
- 9.2.1. (Added) Readiness Reporting. Combat Squadrons only report on an OPLAN METL in DRRS and do not submit a Resource Report. The CSq/CC will review the readiness reports of the supporting FGS units and use this review to inform their assessment of the OPLAN METL, reported per chapter 8. (T-1)
- 9.2.2. (Added) DRRS Roles. The CSq/CC will designate a minimum of two leadership personnel (limit to six) to have DRRS-S UC roles, including the CSq/CC. (T-1) The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoD civilians.
- 9.3. (Added) Combat Detachment (CDet).

- 9.3.1. (Added) FGS role. The parent FGS' readiness reports include all CDets' resources (personnel, equipment, and training), and capabilities (METs), including when CDets are deployed. (T-1)
- 9.3.2. (Added) Deployment Notification. Parent FGSs will notify the FLDCOM Readiness Office upon receipt of a deployment order by providing the following information in a SIPRNET email. (T-1)
- 9.3.2.1. (Added) Provide the CDet's UIC, deployment date, expected duration and the OPLAN/Named Operation(s) that the CDet are supporting.
- 9.3.2.2. (Added) Provide the name of the CDets deployed location. The readiness office is required to update the CDets location in DRRS. A deployed unit's present location is classified secret IAW the DAF DRRS-S SCG.
- 9.3.2.3. (Added) Identify the activity code (see **Table 9.1**) for the expected activity to be performed by the CDet at the deployed location. The readiness office is required to update the CDet's activity code in DRRS.
- 9.3.2.4. (Added) Identify the MET(s) by Task Number that are applicable to the supported OPLAN/Named Operations METL(s). As soon as the METs are loaded in DRRS, the CDet is required to begin reporting on the METs. (T-0)
- 9.3.3. (Added) Deployment Preparations.
- 9.3.3.1. (Added) PCTEF. The CDets parent unit will begin reporting on their CDet's readiness in the 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 combat training and local training for the deployment location in the PCTEF remark (see Figure A2.2).
- 9.3.3.2. (Added) DRRS Roles. The CDet commander will designate a minimum of two leadership personnel (limit to six) to have DRRS-S UC roles, including the CDet/CC. (T-1) The remaining UC roles can be assigned to unit senior officers, enlisted personnel, and DoD civilians.
- 9.3.3.3. (Added) CDets In Garrison. CDets do not report readiness when in garrison until notified to deploy. CDets only report on a Named Operations METL. (T-1)
- 9.3.3.4. (Added) MET Reporting. As soon as the Named Operations METs are loaded, the CDet/CC will begin reporting on them in DRRS. (T-0)
- 9.3.4. (Added) Deployed Reporting.

- 9.3.4.1. (Added) Continue to report on the METs in Named Operations METL(s) per chapter 8 until they have been removed from the CDet's UIC after their return to garrison. Report updates to the METs within 24 hours of the event that causes a change in readiness status. (T-0)
- 9.3.4.2. (Added) Continually monitor the readiness status of the CDet. Report changes in readiness status to the parent FGS unit as soon as possible on an event that causes a change in the CDet's readiness status. The FGS unit is required to update their resource, capability and PCTEF reports within 24 hours of the event that causes a change in their readiness status. (T-0)
- 9.3.5. (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 be removed.

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

The following activity codes are for activities driven from a SecDef DEPORD or CJCS- or combatant command-directed operation. It includes those activities done to support a combatant command operational mission. The activity codes are reported in DRRS Organization and Location (ORGLOCN) data set. ACTIV data field, by the FLDCOM readiness office.

Activity Code	Title	Description
receiving code		Description
AC	Activation from	In process of activating/rebuilding from cadre
	Cadre	
CA	Actual Combat	Use this field if the reporting unit is engaged in combat
		operations in support of a combatant command.
CDOPS	Counterdrug	Reporting units supporting operations designed to
	Operations	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	Reporting units engaged in operations to produce
	Operations	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
	Operations	activities and resources of an enemy or potential enemy
		or to secure data concerning the meteorological,
		hydrographic, or geographic characteristics of a
		particular area.

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

Chapter 10 (Added)

TEAM BUILDER

10.1. (Added) Purpose of Team Builder. Team Builder is the USSF employment and planning tool for employed in place (EiP) and deployable units. For EiP units it is used to assist in the development of a Space Operations Duty Order (SODO) which is the authoritative document for tasking, documenting, and tracking of individual Guardians assigned to a Combatant Command. Currently the SODO is manually produced by the units but in the future it will be automated within DRRS to populate the personnel from the teams within the commit phase and develop a draft SODO that can then be signed by the FGS commander and provided to the C-FLDCOMs/CCMDs. Team Builder, using phase and shift scheduling 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 tool that will be used by all EiP and deployable units that present an operational capability to a component or CCMD. Non-SPAFORGEN readiness reporting units are not required to use Team Builder.

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 the C-FLDCOMs and/or CCMDs and aids in the planning of ready combat crews to accomplish their operational mission. Implementing a structured SPAFORGEN cycle with distinct phases (Prepare, Ready, and Commit), Team Builder aims to enhance training, improve force sustainability, and enable better communication of Space Force capabilities to the Joint Force while simultaneously providing a predictable schedule for members who are deployed or employed in place. The authoritative source for the team constructs is the approved crew UTCs for the unit that are stored in the Manpower and Equipment Force Packaging (MEFPAK) system. The UTCs must be updated and approved prior to any changes being made within Team Builder. Each force element (Space Operations Crew, Mission Planning Cell (MPC), Mission Support Element (MSE), Cyber

and Intel) will be built out as separate teams within Team Builder. The Cyber and Intel force elements within a CSq, in most cases, come from the Cyberspace Squadrons and Intelligence Squadrons that provide the support. For units that have their own cyber and intel authorized billets, the cyber and intel positions may be captured in the Ops, MPC or MSE teams or individually in separate cyber and intel teams.

- 10.2.1. (Added) Employed in Place. EiP forces conduct sustained operations in support of USSC. The directed use of Team Builder will aide units in the tracking of crew rotations, phase schedules, training status, and assist in managing 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 use Team Builder outside of their currently established deployment processes. While Team Builder will not act as a transfer of forces to a CCMD for the deployable units, it will allow deployable units to build and plan their deployment teams with the added benefit of manual tracking each crews training, the ability to identify experience levels of assigned 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 for assigning personnel to team positions allows units to filter unit personnel by AFSC/SFSC and Skill Code, individual names, assigned/unassigned personnel, and/or all personnel to allow for their effective management of each unit's manning. Roster Management also includes the assigned personnel from any units identified as subordinate units or associated units. Subordinate units are the AF PASCODE that contain AF billets and personnel assigned to a FGS unit. Associate units are the AF Reserve Command (AFRC) units associated with a SF unit. For AFRC unit's personnel to show up, the FGS Mission Statement must identify the AFRC unit as an Associate unit.
- 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 Cell (MPC), Cyberspace Operations and/or Intelligence teams. For most EiP units, Roster Management displays 8 Ops Crews, 2 MSEs and 2 MPCs that show all positions applicable to each team. The Cyberspace Operations and/or Intelligence teams will only show up under the applicable Cyberspace Squadron and Intelligence squadron that provides these force elements to support the CSqs. For OCONUS and CONUS ISOLATED units, Roster Management displays 5 Ops crews, 1 MSE and 1 MPC which will use the always committed phase. As crew positions change on the units approved crew MEFPAK UTCs, 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 a unit's personnel that are assigned to crew positions within Team Builder. All fields are edited manually, and mass edits can be made utilizing the Personnel Training tab. All units utilizing team builder will document the training status of every individual that is assigned to a position within Team Builder.
- 10.2.3.3. (Added) Denoting Experience. Roster Management within Team Builder gives units the ability to annotate each individual's experience level. Experience level standards are outlined in the units' training volumes. Delineating experience can assist in the planning process to ensure that experienced members are distributed between crews when possible. All units utilizing team builder will document the experience level of every individual that is assigned to a position within Team Builder. This documentation will be reviewed by the FLDCOM CRO as part of the monthly readiness review, and corrective actions will be tracked
- 10.2.3.4. (Added) Manning Use. 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. If a unit has teams with unfilled positions, it will document the challenges preventing full staffing and provide detailed notes in Team Builder.
- 10.2.4. (Added) Personnel Training Requirements. The personnel training requirements tab will display the training requirements for both the teams within Team Builder as well as the individual training packets for non SPAFORGEN units that are required to report the training measured area. It will display all the training requirements as identified in the training tables for each of these individuals and it gives the ability to a unit to mark individuals as trained or not trained. Units will document the training status of every individual that is displayed within the Personnel Training Requirements tab.
- 10.2.4.1 (Added) Training Requirements and SFIT. 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 that have training documented as trained or not trained. While this tab is located outside of the SFIT report, any edits made within the Team Builder or Personnel Training requirements tabs after reports have been submitted, will be captured in the T-rating of the next generated report. The data from Team Builder is only populated to a unit's SFIT report when a new draft report is created. If changes to Team Builder or personnel training requirements are required after creating a draft report, the draft report will need to be deleted and a new draft report created for those changes to be reflected within the SFIT report.

- 10.2.4.2. (Added) Edits made to the personnel training requirements button on the Personnel tab within the SFIT report, will update the Personnel Training Requirements tab outside of SFIT and no duplication of work will be required. It is important to note if a current report is in a draft status and personnel training edits are made outside of the SFIT report, the user will be prompted to "re-calculate" the SFIT report to capture the edits to the Personnel Training Requirements tab in the draft report. Re-calculating the report will not delete any previously made comments or edits in the draft.
- 10.2.5. (Added) Senior Leader Tools. The SPAFORGEN Capacity Viewer is a set of tools that senior leaders can use to view the entire force structure that is being presented to the CCMD. The SPAFORGEN Capacity Viewer displays all the CSq and CDet crews which are made up of the force element teams from Operations, Cyberspace and Intel FGSs. Each Combat Crew shows the training status and crew position fill status for each force element that makes up that combat crew as well as the SPAFORGEN phase (Prepare, Ready and/or Commit) each combat crew is currently in. The makeup of the combat crews is controlled by the Combat Squadron Tables which are managed by the SpOC Command Readiness Office (CRO). If edits are required, route changes through the applicable Delta and HQ SpOC FAM for concurrence prior to submitting the changes to the SpOC CRO.
- 10.2.6. (Added) **Scheduling Tools within Team Builder.** There are two different scheduling tools within Team Builder; Phase Schedules and Team Schedules. Phase Schedules manage the scheduling of each SPAFORGEN phase (Prepare, Ready, Commit). Team Schedules manage the scheduling of duty shifts (days, swings, mids) for each force element (MSE, MPC, Ops Crew).
- 10.2.6.1. Phase Schedules. It is mandatory for the FGS/CC to document the phase schedule for every team within Team Builder. The scheduling tool that manages the phase schedules within Team Builder allows a unit to identify the type of phase schedule that applies to each force element as well as documenting the start date and duration of each phase. The available phases to assign to a force element are either the Prepare, Ready, Commit phases, the committed/uncommitted phases or the always committed phase. Units utilizing the 8-crew model for their Ops teams will use the Prepare, Ready, Commit phase cycle and identify what phase each of the 8 teams are in at any given time. For their MSE and MPC teams, they will use the committed/uncommitted phase schedule. OCONUS remote and CONUS ISOLATED units will use the always committed phase cycle for all of their teams.
- 10.2.6.2. (Added) Team shift schedules. There is a shift schedule tool built into Team Builder that allows the FGS to document the shift schedules for each of the committed teams. The shift schedule provides the ability to identify which shift (8hr D/S/M, 12hr D/N or 8hr D Mon-Fri and On-call after hours and weekends) each team is scheduled to work. The shift schedule provides a color codes view of the documented schedules for each day that will identify what days have all shifts fully covered and what days have gaps in the documented duty schedule. The team shift scheduler function populates the capacity viewer which is used inform the Space Staff and the Combatant Commanders on the Space Force's ability to meet its operational requirements. Use of the shift scheduler function is encouraged for all SPAFORGEN units.

10.3. (Added) **Commander Responsibilities.** Commanders will ensure 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 use it as the authoritative data source for the transfer of forces to the CCMD via a Space Operations Duty Order. FGS/CCs can elect to have their duty schedulers and/or training managers get DRRS-S accounts. These individuals may edit the training status of personnel assigned to teams, use the scheduling tool within Team Builder to manage duty schedules, and edit the Personnel Training Requirements Tab to keep training documentation up to date.

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

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 - (Added) 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 CCDR requirements. CDet operations are typically terrestrial based, and operational affects are localized to that AOR. Typically, CDets are allocated to a CCDR on a temporary basis. USSF Service Retains all CDets that are not deployed, to meet United States Code Title 10 § Section 9084, responsibilities to train, equip, and maintain space forces. There are some CDets that are permanently forward based, and are assigned to the CCMD they physically reside in.

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

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

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

Combat Units (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 (Added) - 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, regardless of whether the capabilities are fully funded and whether the capabilities have been delivered to the unit.

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.

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

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

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.

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

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

Attachment 2 (Added)

READINESS TABLES AND FIGURES (Added)

Table A2.1. (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) when 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 remains unreported and the unit has a resource area not measured, the unit will report a 6 in a remaining data field.

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Reason Code	Description
N	Unit undergoing a transition (reporting C-5 overall)
X	Commander assesses C-Level to rating other than lowest measured area rating
P	Personnel not P-1
S	Equipment and Supplies On-Hand not S-1
R	Equipment Condition not R-1
T	Training not T-1
6	Unit is reporting C-1, one or more resource area(s) is not measured

Figure A2.1 (Added) Mission and MET Assessment Comment Format.

This figure provides instructions for reporting Capability Readiness comments.

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

2. MET Assessment Details

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

2.2. Format for MET Assessment Details.

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

MEASURE NUMBER: The Measure Number and title of "Not Achieved" will be clearly labeled at the top of the Assessment.

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

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

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

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

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

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

acquisition of Y. Request Delta/Field Command/HQ USSF assistance.

- 2.3 Mission Assessment Details. The "Mission Assessment Details" is an overall assessment of the unit's ability to achieve their mission and is based upon an evaluation of the unit's ability to conduct each MET.
- 2.3.1 Organizations will format Mission Assessment Details using the example provided above with the exception that MEASURE NUMBER is not required. The remaining areas BLUF, ISSUE, OPERATIONAL IMPACT, MITIGATION FIX ACTION, GWD and HHQ should concentrate on the largest overall driver(s) impacting a units ability to achieve a met.

Figure A2.2. (Added) Top Concerns Format.

This figure provides instructions for reporting Top Concerns in DRRS-S.

Order: Select the order of precedence for the most important to least important Top Concern

Title:

(Classification) TC# - Unit – TC Topic – MMM YYYY (Current Month and year of this TC submission, date identified is para 6 below)

Example: TC#1 – 62 CYS – Insufficient Equipment Authorizations – Jan 2024

Description:

- 1. (Classification) ISSUE/MAJOR POINTS: 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.
- 2. (Classification) NARRATIVE/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.
- 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.
- 4. (Classification) FIX ACTIONS/RECOMMENDATION: 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?
- 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.
- 6. (Classification) DATE IDENTIFIED: DD MMM YYYY. Enter the date the issue was first identified.

- 7. (U) POCs: Include below all staff/organizations you are partnering with to resolve the issue.
- A. (U) Unit POC: Name, rank, organization, DSN and commercial phone numbers.
- B. (U) FLDCOM POC: Name, rank, organization, DSN and commercial phone numbers.
- C. (U) Outside FLDCOM POC(s): Name, rank, organization, DSN and commercial phone numbers. This can include SSC, STARCOM, USSC, HQSF, etc.

Figure A2.3 (Added) Personnel Remark Format.

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

Personnel Reason (PRRES) Remark:

Issue: In one or two sentences provide a summary in layman's terms why the unit is not P-1. Then provide a complete list of the specific shortfalls/issues that need to be resolved to fix the issue(s). Examples: shortages of funded manpower billets--list the number of unfunded positions by AFSCs, SFSCs, OCCs; shortages of assigned personnel--list numbers by AFSCs/SFSCs & skill levels and OCCs; shortages of availability of personnel—list numbers by DAV codes, duty status codes and/or medical (IMR) codes; illnesses—list numbers by disease/condition; combat casualties, etc.

Impact: Provide a layman's summary of the mission impact for this issue. Provide a detailed explanation needed by subject matter experts to work the issue(s). Include a risk assessment when appropriate.

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.

GWD: Provide a realistic GWD to P-1 for the issue(s).

Figure A2.4 (Added) Equipment and Supplies On-Hand Remark Format.

This figure provides instructions for reporting Equipment and Supplies On-Hand Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS-S.

Equipment and Supplies On-Hand Reason (ESRES) Remark:

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. 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.

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.

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

Figure A2.5 (Added) Equipment Condition Remark Format.

This figure provides instructions for reporting Equipment Condition Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS-S.

Equipment Condition Reason (ERRES) Remarks:

Issue: In one or two sentences provide a summary in layman's terms why the unit is not R-1. List all equipment affected.

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.

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.

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

Figure A2.6 (Added) Training Remark Format.

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

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.

Figure A2.7 (Added) PCTEF Remark Format.

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

PCTEF Remark: A PCTEF remark is required when 5% or more of a unit's resources (personnel and/or equipment) are deployed or preparing to deploy. Each different deployment requires a separate PCTEF remark regardless of the percentage of resources for that deployment once the 5% total is reached.

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

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

Start Date: Select the start date of the deployment.

End Date: Select the end date for the deployment.

Percent of resources: Enter the percent of the unit's capability (1-3 character numeric field) (combination of personnel and/or equipment) that is tasked for this deployment. Is the unit experiencing any reduced readiness conditions of its tasked personnel and/or equipment? Select the Yes or No selection box.

Rating (Is the unit experiencing any reduced readiness conditions of its tasked personnel and/or equipment?): Select the Yes or No selection box.

-If No is selected, A-Rating is auto populated with an A-1 rating. If Yes is selected, unit selects the rating of A-2, A-3 or A-4 and enters a remark,

Describe Issue: Provide a layman's explanation which describes why the units PCTEF rating is less than A-1 (250 characters),

Fix Action: Identify those actions being taken or required to improve the unit's PCTEF rating (250 Characters)

GWD: Provide a realistic GWD for this issue.

Unit can also select, "This issue requires HHQ help" if applicable.

Figure A2.8 (Added) CBDRT Remark Format.

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

CBDRT Remark:

The CBDRT Remark is a 250 character (max) field BLUF remark used to provide a strategic summary (1-2 sentences) explaining why the unit is reporting a CBDRT of less than C-1. Use layman's terms and include as much detail as possible within the character limitation to identify all CBDRT personnel and equipment degradations.

Figure A2.9 (Added) CBDRT Training Remark Format.

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

CBDRT Training Level Reason (TRUTC) 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 used 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.

Figure A2.10 (Added) CBDRT Equipment On-Hand Remark Format.

This figure provides instructions for CBDRT Equipment On-Hand Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS-S.

CBDRT Equipment Reason (ESRAT) 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 used 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.

Figure A2.11 (Added) Overall C-Level Remark Format.

This figure provides instructions for reporting Overall C-Level Resource Readiness remarks imbedded in the Space Force Input Tool (SFIT) in DRRS-S.

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).

Format of the SFIT Overall BLUF. In the "Overall" tab of the Resource Report (SFIT), the unit submits a BLUF briefly explaining why the unit's Readiness Level is less than C-1. If the commander has received permission to upgrade or downgrade their "C" level, the "reason for change field" will include both the BLUF and the reason for the change. The BLUF should be one or two sentences (less than 250 characters) and answer the who, what, when, where, and why (5W's) for the unit's degraded readiness. Example: The equipment at site X is undergoing an upgrade. Capability X will be degraded for X days/weeks/months etc. The unit will implement a backup until the upgrade is complete.

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

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

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

F0412: Unit will sustain generator power in the event of electrical failure

- (U) ISSUE: One of the squadron's three generator units is currently down. Due to its age, we cannot obtain the correct voltage regulator or find a qualified technician to fix it.
- (U) IMPACT: In the event of electrical failure, the array will not have sufficient generator power to function correctly, causing mission degradation and the inability of the array to cover the Northern Pacific region.
- (U) FIX ACTION: The unit has contacted base contracting and is working with General Electric to fabricate the broken voltage regulator on the generator. Part is no longer manufactured by GE and is expected to take three weeks to create. Once the part fabrication is complete, base contracting will find a suitable contractor to repair the unit, with an estimated repair time of two weeks. The last contact with base contracting was on 15 October 2024. Currently, GE is two weeks into the fabrication of the part. Repair should begin in one week. (U) GWD: 12 November 2025.

F0901 - Receives Mental Health support

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

(U) **GWD:** 1 December 2025.

- F0432 Sensitive Compartmented Information Facility (SCIF) meets mission requirements **(U) ISSUE:** Our unit does not have enough Sensitive Compartmented Information Facility (SCIF) space to fulfill mission requirements. The current SCIF only has capacity for 30 of our 45 intel operators.
- **(U) IMPACT:** We have resorted to "hotel desking" and creative scheduling to ensure guardians can access SCIF terminals. We are not as productive as we could be without the full complement of terminals within a SCIF.
- (U) FIX ACTION: The squadron DO coordinated with the facility manager (Mr. Jack Smith) at Ft Meade to discuss what is required to obtain more SCIF space. Coordination has been weekly for the last 7 months, with the last coordination occurring on 19 May 25. There doesn't appear to be a solid solution to this issue at our squadron level. I request that Delta leadership intervene with this problem set.

(U) **GWD**: 1 December 2026.

Not applicable example:

F0902 - Receives Chaplain services support.

- (U) ISSUE: Our unit has no military or GS civilian personnel that require Chaplain support as they are all contractors.
- (U) IMPACT: None.
- (U) **FIX ACTION**: Request this Measure be removed from our MET.
- (U) GWD: 1 July 2025.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

SPACE FORCE INSTRUCTION 10-201
27 APRIL 2023

Operations

FORCE READINESS REPORTING



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(Colonel Nathan D. Boardman)

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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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Office of the Chief of Space Operations (OCSO) (Space Staff) Force Generation Division Readiness Branch (SF/S7O), 2020 Space Force Pentagon, Washington, DC 20330. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The authorities to waive delta/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See the Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers.

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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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.

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 ANGRC. 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 ANGRC. 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.

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**)

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**)

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**)

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.** Unscored Training. Some training events/items may be reported but not measured (i.e., not included) in the training level computations. This is known as unscored 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**)

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**)

CAPABILITY READINESS – MISSION ESSENTIAL TASKS (METS)

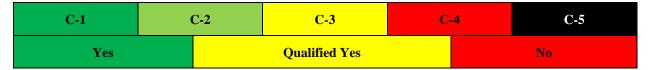
- **8.1. Overview.** All measured units will accomplish a capability assessment by reporting their ability to accomplish METs under their associated conditions and to their established standards. **(T-0)** METs identify units' capabilities in a DoD standard format. All units report on a Core METL, which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



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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 prerequisite 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.