Department of Defense
INSTRUCTION

SUBJECT: Guidance for the Defense Readiness Reporting System (DRRS)

References: See Enclosure 1

1. <u>PURPOSE</u>. This Instruction:

    a. Establishes policy and assigns responsibilities for readiness reporting throughout the DoD in accordance with the guidance in DoD Directive (DoDD) 7730.65 (Reference (a)) and implements policy established in Reference (a) in accordance with the authority in DoDD 5124.02 (Reference (b)).

    b. Incorporates and cancels the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandums (References (c) through (f)).

2. <u>APPLICABILITY</u>. This Instruction:

    a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

    b. Does not limit or otherwise affect:

        (1) The authority, direction, and control of the Secretary of Defense over the DoD.

        (2) Oversight responsibilities of OSD in relation to the Defense Agencies and the DoD Field Activities.

        (3) Authority and responsibilities of the Chairman of the Joint Chiefs of Staff (CJCS) as established in section 117 of title 10, United States Code (Reference (g)).

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

    a. The DRRS shall:

        (1) Comply with DoD Instruction 8410.02 (Reference (h)) and use an enterprise of collaborative, net-centric information technology systems (e.g., the DRRS-Enterprise), leveraging DoD approved data-sharing strategies to facilitate readiness reporting throughout the DoD.

        (2) Be used by the DoD Components and Military Services in accordance with Reference (a) as assigned by the Secretary of Defense Memorandum (Reference (i)), CJCS Instruction 3110.01G (Reference (j)), and the Unified Command Plan 2008 (Reference (k)).

        (3) Broaden the availability and access of readiness data beyond traditional measurement areas to ensure greater fidelity of metrics for detailed analysis and force management.

        (4) Extend readiness reporting through the use of the mission-essential task list (METL) construct to inform overall mission and capability assessments (e.g., readiness, Defense Critical Infrastructure Program, continuity).

        (5) Expand traditional readiness reporting by incorporating detailed resource data from various Service and joint authoritative data sources (ADSs). Detailed resource data will be included with traditional readiness resource schema to inform overall mission assessments.

        (6) Use the joint mission-essential task list (JMETL) and supporting METLs to give the Services, functional Combatant Commands, and combat support agencies (CSAs) an unambiguous view of Combatant Command requirements.

    b. Readiness processes and policies will integrate with other DoD transformation initiatives (e.g., training, adaptive planning, and global force management (GFM)) to enable a comprehensive view of readiness data for coordination, integration, analysis, and assessment of capabilities, deficiencies, resource status, and military risk. This process produces a strategic assessment of the DoD ability to execute the National Military Strategy (Reference (l)).

5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION REQUIREMENTS. The Defense Readiness Reporting System has been assigned Report Control Symbol DD-P&R(AR) 2439 in accordance with DoD 8910.01-M (Reference (m)).

7. <u>RELEASABILITY</u>. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.

8. <u>EFFECTIVE DATE</u>. This Instruction is effective immediately upon its publication to the DoD Issuances Website.
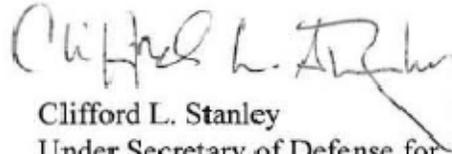
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Under Secretary of Defense for
Personnel & Readiness

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ENCLOSURE 1

REFERENCES

(a) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," June 3, 2002
(b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
(c) Under Secretary of Defense for Personnel and Readiness Memorandum, "Department of Defense Readiness Reporting System (DRRS) Interim Implementation Guidance, Serial 1.0," November 2, 2004 (hereby cancelled)
(d) Under Secretary of Defense for Personnel and Readiness Memorandum, "Defense Readiness Reporting System (DRRS) Interim Implementation Guidance, Serial 2.0," August 10, 2005 (hereby cancelled)
(e) Under Secretary of Defense for Personnel and Readiness Memorandum, "Defense Readiness Reporting System (DRRS) Interim Implementation Guidance, Serial 3.0," January 17, 2006 (hereby cancelled)
(f) Under Secretary of Defense for Personnel and Readiness Memorandum, "Defense Readiness Reporting System (DRRS) Interim Implementation Guidance, Serial 4.0," August 23, 2006 (hereby cancelled)
(g) Section 117 of title 10, United States Code
(h) DoD Instruction 8410.02, "NetOps for the Global Information Grid (GIG)," December 19, 2008
(i) Secretary of Defense Memorandum, "(S) Guidance for the Employment of the Force (GEF) 2008-2010," May 2008[1]
(j) Chairman of the Joint Chiefs of Staff Instruction 3110.01G, "Joint Strategic Capabilities Plan FY 2008," March 1, 2008
(k) Unified Command Plan 2008, December 17, 2008
(l) Chairman of the Joint Chiefs of Staff Publication, "The National Military Strategy of the United States of America 2011: Redefining America's Military Leadership", February 8, 2011
(m) DoD 8910.01-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
(n) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
(o) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
(p) DoD Directive 8320.02, "Data Sharing in a Net-Centric Department of Defense," December 2, 2004
(q) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

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[1] A copy of this document can be requested by contacting OUSD(Policy), Plans Directorate, at DSN 442-5711

ENCLOSURE 2

RESPONSIBILITIES

1. <u>USD(P&R)</u>. The USD(P&R), in addition to the responsibilities in section 2 of this enclosure, shall:

a. In coordination with the CJCS, establish a governance structure to oversee implementation of the DRRS so that reporting organizations may comply with procedures outlined through the governance structure.

b. Oversee the DRRS implementation by:

(1) Building upon the readiness assessment processes and tools in use throughout the DoD and ensuring the required level of data accuracy, timeliness, completeness, and system responsiveness is achieved.

(2) Implementing Reference (h) and providing the DoD with improved and enhanced abilities to collect, report, submit, display, and share readiness data among stakeholders across the DoD in accordance with DoDD 5400.11 (References (n)) and DoD 5400.11-R (Reference (o)).

c. Develop and maintain a comprehensive listing of the DRRS data requirements and sources in accordance with DoDD 8320.02 (Reference (p)), and coordinate required updates and changes within the DRRS governance process.

d. In coordination with the CJCS and the designated C2 Portfolio Manager, establish standard data exchange and data exposure requirements for DRRS-Enterprise in accordance with Reference (p).

e. Require that the DRRS supports the capability to:

(1) Access mission assessments by joint capability areas.

(2) Display detailed resource data under the categories of personnel, supply, equipment, ordnance, and training.

f. In coordination with the CJCS, the Service Chiefs, the Combatant Commanders (CCDRs), and the Directors of the CSAs, publish a transition plan for integrating traditional resource data schema (i.e., Status of Resources and Training System ratings) into the DRRS.

g. In coordination with the DoD Components, link readiness processes and policies to other DoD transformation initiatives (e.g., training, adaptive planning, and GFM) through the DRRS.

h. Develop and deliver comprehensive DRRS-Strategic training to facilitate implementation to full operational capability, to include newly developed functionalities.

i. In coordination with the Under Secretary of Defense for Policy, CJCS, the Service Chiefs, and the Commander, U.S. Northern Command, coordinate and standardize installation and range readiness capabilities-based reporting across the DoD.

2. <u>OSD PRINCIPAL STAFF ASSISTANTS (PSAs)</u>. The OSD PSAs shall:

a. Review and provide oversight of those aspects of the OSD Component mission readiness reports that fall within the scope of their responsibilities.

b. Issue OSD Component implementing instructions for the DRRS in coordination with the CJCS, the Secretaries of the Military Departments, the Defense Agency Directors, and the CCDRs.

3. <u>SECRETARIES OF THE MILITARY DEPARTMENTS</u>. The Secretaries of the Military Departments shall ensure the respective Military Services:

a. Develop Service component METLs, with conditions, standards, including supporting and supported tasks, as appropriate, in support of CCDR JMETLs. These will be constructed using either the Universal Joint Task List (UJTL), which is located on the Joint Staff J-7 Joint Doctrine, Education, and Training Electronic Information System website (www.dtic.mil/doctrine/training/ujtl_tasks.htm), or its supporting Service task lists.

b. Report Service readiness to execute Service component METLs in support of CCDR JMETLs to the CJCS in compliance with CJCS guidance.

c. Establish METLs for designated Service reporting installations and report them in the DRRS Enterprise.

d. Develop and monitor task and resource metrics to measure readiness and accomplish core and assigned missions.

e. Identify units within an organization that utilize METLs to assess and report on core mission, assigned named operations, and major plans.

(1) Ensure all units and organizations with designated responsibilities in these plans will develop METLs for each plan.

(2) In support of Reference (i), ensure units deploying in support of named operations will report in the DRRS-Enterprise their readiness for that operation prior to employment.

f. Identify readiness deficiencies, develop strategies for rectifying these deficiencies, and ensure they are addressed in program and budget planning and other DoD management systems.

g. Identify all ADSs that support readiness analysis of resources, GFM, and adaptive planning.

h. Provide standardized data to DRRS-Strategic per paragraph 1.d. of this enclosure.

i. Introduce the DRRS-Enterprise and capabilities-based reporting concepts into Service training programs.

4. <u>CSA DIRECTORS</u>. The CSA Directors shall:

a. Develop agency mission-essential task lists (AMETLs) in support of missions as assigned by the Secretary of Defense. The AMETL shall be derived from mission analysis and constructed from tasks found in the UJTL, Combatant Command JMETLs, agency task lists (if one exists), and Service task lists, as appropriate.

b. Report their ability to execute joint and integrated assigned tasks, or the ability to support the Combatant Commands, Services, and the DoD, in the context of mission assessments in DRRS.

c. Develop resource and training metrics for all organizations designed for inclusion in the DRRS, as well as collect and report metrics and supporting data for these organizations as specified by References (a) and (g) and this Instruction.

d. Identify and report on units that are required to accomplish their core mission(s) in support of named operations or major plans. Reporting organization may utilize AMETLs to conduct assessments in DRRS-Strategic. In support of Reference (i), units deploying in support of named operations will report their readiness in DRRS-Strategic prior to deployment.

e. Develop and monitor task-based metrics to measure readiness in terms of AMETLs.

f. Identify readiness deficiencies, develop strategies for rectifying these deficiencies, and ensure they are addressed in program and budget planning and other DoD management systems.

g. Coordinate inputs into DRRS with their respective PSAs. Identify all ADSs that support readiness analysis on resources and GFM in accordance with Reference (a).

(1) Coordinate with the USD(P&R) to correct data anomalies in identified ADSs.

(2) Provide standardized data to DRRS-Strategic in accordance with the DRRS data schema.

h. Coordinate with the USD(P&R) and the CJCS to provide command hierarchical organizational data to DRRS-Strategic.

5. <u>CJCS</u>. The CJCS shall:

a. Develop and publish policy and procedures for the conduct of unit and joint readiness reporting, assessments, and reviews.

(1) In coordination with the USD(P&R), develop and maintain a registry of forces required to report readiness and integrate data, where appropriate, into adaptive planning systems and processes.

(2) Provide policy and guidance for the Services, Combatant Commands, and CSAs to reflect the DRRS assessment methodology.

b. Develop and publish policy and procedures to facilitate the transition from the Global Status of Resources and Training System to the DRRS-Enterprise as the joint program of record for readiness reporting.

c. In coordination with the USD(P&R), establish a governance structure to oversee implementation of the DRRS and ensure reporting organizations comply with procedures outlined in the governance structure.

d. Ensure the Chairman's Readiness System is integrated with the DRRS and supports overall DoD readiness policy.

e. In coordination with the designated joint force trainer , identify training concepts and include DRRS and capabilities-based readiness reporting and force employment concepts in joint training programs.

f. Monitor force readiness to ensure that all units selected for deployment in support of a named or current operation report their readiness in DRRS-Enterprise prior to deployment.

6. <u>CHIEF, NATIONAL GUARD BUREAU (NGB)</u>. The Chief, NGB, shall:

a. Coordinate with the Directors of the Army, National Guard and Air National Guard, and the State Adjutant Generals, to facilitate the designation of title 32 and State missions for National Guard reporting units to include in their readiness assessments. Reporting units should include the Joint Force Headquarters-State organizations.

b. Direct National Guard reporting units to develop mission essential tasks, to include conditions and standards, for designated title 32 and State missions to include named operations in support of Homeland Defense and Defense Support of Civil Authorities.

7. <u>CCDRs</u>. The CCDRs shall:

    a. Develop JMETLs in support of missions as assigned by the Secretary of Defense. The JMETLs are based on tasks derived from mission analysis and selected from the UJTL.

    b. Identify, and include as measured units, any Service or joint operational assigned subordinate headquarters and units that use METLs or JMETLs to accomplish core and directed missions.

    c. Report Combatant Command ability to execute the assigned JMETL for core or theater campaign plans (TCPs), current operations, and major plans. In support of Reference (i), units deployed in support of named operations will continue to report their readiness in the DRRS-Enterprise for that operation prior to employment. CCDRs will use these assessments to inform Command JMETL assessments. CCDRs shall:

        (1) Assess Command capability to perform assigned missions in a joint, interagency, and multinational operational environment with the forces provided.

        (2) Ensure Service components of the Combatant Command by:

            (a) Assessing their capability to conduct missions as part of a joint organization, in support of Combatant Command JMETL, mission guidance, or commander's intent.

            (b) Issuing mission guidance or commander's intent to subordinate units for development of unit METLs and to support their Service Component joint assessment.

    d. Include readiness metrics for all CCDR-specified joint organizations; collect and report metrics and supporting data for these organizations in accordance with this Instruction.

8. <u>GEOGRAPHIC CCDRs</u>. The Geographic CCDRs, in addition to the responsibilities in section 7 of this enclosure, shall develop and assess JMETLs and capability to accomplish TCP missions in the DRRS in lieu of the current "core" mission report.

9. <u>COMMANDER, U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)</u>. The Commander, USSOCOM, in addition to the responsibilities in section 7 of this enclosure and in accordance with Reference (g), shall ensure assigned special operations forces (SOFs) and shall:

    a. Report USSOCOM readiness to execute the responsibilities assigned in subparagraph 9.c.(1) of this enclosure to the CJCS in compliance with CJCS guidance.

    b. Introduce the DRRS and capabilities-based reporting concepts into USSOCOM training programs.

c. In coordination with the Chiefs of the Military Services:

(1) Develop unit and USSOCOM Service component METLs, with realistic conditions and measurable standards, in support of USSOCOM mission requirements, force management responsibilities, and the functions described in Reference (a). These METLs will be constructed from tasks found in the UJTL, which is located on the Joint Staff J-7 Joint Doctrine, Education, and Training Electronic Information System website; a Combatant Command JMETL; or the Service task list, as appropriate.

(2) Develop and monitor task and resource metrics to measure readiness to accomplish core and directed missions.

(3) Identify units within assigned SOFs that utilize METLs to assess and report on core mission, assigned named operations, and major plans. All units and organizations with designated responsibilities will develop mission essential tasks for each plan as directed by USSOCOM. In support of Reference (i), units deploying in support of named operations will report their readiness for that operation prior to employment in the DRRS-Enterprise.

(4) Identify readiness deficiencies, develop strategies for rectifying these deficiencies, and ensure they are addressed in program and budget planning and other DoD management systems.

(5) Identify all authoritative data sources that support readiness analysis of resources, GFM, and adaptive planning. Provide standardized data to the DRRS Enterprise per paragraph 1.d. of this enclosure.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADS	authoritative data source
AMETL	agency mission-essential task list
CCDR	Combatant Commander
CJCS	Chairman of the Joint Chiefs of Staff
CSA	combat support agency
DoDD	DoD Directive
DRRS	Defense Readiness Reporting System
GFM	global force management
JMETL	joint mission-essential task list
METL	mission-essential task list
NGB	National Guard Bureau
SOF	special operations forces
TCP	theater campaign plan
UJTL	universal joint task list
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USSOCOM	United States Special Operations Command

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Instruction.

core or designed mission. A mission approved by the Service headquarters that is specific to the type of unit according to its authorization document and doctrine.

DRRS. Defined in Reference (a).

DRRS-Enterprise. A collaboration of independent Service, joint, and OSD readiness-focused IT applications, combined with readiness-specific authoritative data, all related by a common ability to support readiness reporting and assessment requirements. This aggregation is also collectively referred to as the DRRS Information Technology Enterprise Environment.

DRRS-Strategic. A collection of approved hardware and software components culminating in a web-based user interface.

JMETL. A list of joint mission-essential tasks selected by a joint force commander deemed essential to accomplish a mission, defined using the common language of the UJTL in terms of tasks, conditions, and standards, and requires the identification of supporting task and supported tasks, as applicable.

joint readiness. Defined in Joint Publication 1-02 (Reference (q)).

major plans. Plans designated as a level four plan in Annex A of Reference (i).

measured unit. DoD combat, combat support, and combat service support units of the operating forces; Joint organizations, including but not limited to, Joint Task Force Headquarters and Standing Joint Force Headquarters; CSAs; and provisional or task-organized units constituted in support of an operational plan, contingency plan, or named operation.

METL. A list of mission-essential tasks selected by a commander to accomplish a mission, defined using the common language of the Service task list in terms of tasks, conditions, and standards, and includes the identification of supporting and supported tasks, as applicable.

mission. Defined in Reference (q).

mission-essential tasks. Defined in Reference (b).

named operation. Operations designated as such by the President, Secretary of Defense, or the CJCS, as appropriate, e.g., Operation IRAQI FREEDOM.

net-centric. Exploitation of advancing technology that moves from an applications-centric to a data-centric paradigm (providing users the ability to access applications and services through web services) an information environment comprised of interoperable computing and communication components.

readiness. Defined in Reference (q).

UJTL. Defined in Reference (q).

unit readiness. Defined in Reference (q).