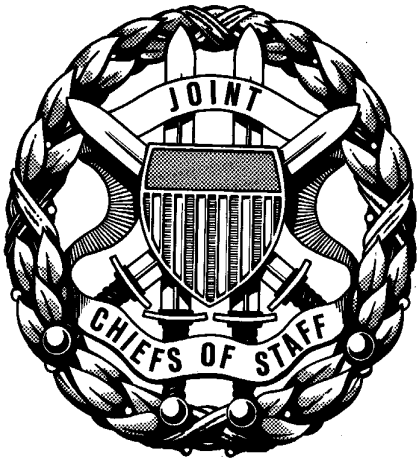
CJCSI 3401.02B
31 May 2011
Directive Current as of 17 July 2014

FORCE READINESS REPORTING



JOINT STAFF
WASHINGTON, D.C. 20318

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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

Directive current as of 17 Jul 2014

J-3 CJCSI 3401.02B
DISTRIBUTION: A, B, C, JS-LAN, S 31 May 2011

FORCE READINESS REPORTING

References: See Enclosure D.

1. Purpose. This instruction establishes uniform policy, procedures, and criteria for the reporting of authoritative information to the President and Secretary of Defense related to the readiness of military forces to meet missions and goals assigned by the Secretary of Defense.

2. Cancellation. CJCSI 3401.02A, 27 February 2004, "Global Status of Resources and Training System," is cancelled.

3. Applicability. This instruction applies to the Joint Chiefs of Staff, the Joint Staff, combatant commands, the Services, and Department of Defense Combat Support Agencies (CSA's) responsive to the Chairman (DIA, DISA, NGA, DLA, DCMA, NSA, DTRA, and their subordinate agencies when applicable).

4. Policy. Reference a directs the Chairman of the Joint Chiefs of Staff to advise the Secretary of Defense on critical deficiencies and strengths in force capabilities identified during the preparation and review of contingency plans (reference a, section 153 (3)(C)). The statute also requires the Chairman to establish, after consultation with the combatant commands, a uniform system for evaluating the preparedness of each combatant command to carry out assigned missions (reference a, section 153 (3)(D)). Additionally, the Chairman will setup a uniform reporting system on the readiness and responsiveness of the CSAs to perform with respect to a war or threat to national security (reference a, sections 193 (A) and (C)).

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. Transfers all Information Technology (IT) procedures for the "Global Status of Resources and Training System (GSORTS)" implementation to reference b. Applicable portions of reference c and associated guidance memorandums, are also incorporated into this instruction. This instruction has been significantly rewritten and requires a thorough review.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page, reference d.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

WILLIAM E. GORTNEY
VADM, USN
Director, Joint Staff

Enclosure(s):

A -- Responsibilities
B -- Guidelines
C -- Reporting Requirements
D -- References
GL -- Glossary

DISTRIBUTION

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ENCLOSURE A

RESPONSIBILITIES

1. Joint Staff, J-3 Readiness Division

a. Provide the staff element office of primary responsibility (OPR) for Readiness policy and procedures contained in this instruction and reference b.

b. Establish joint policy and procedures, for readiness systems in accordance with this instruction. The Joint Staff will coordinate all changes with the Services, combatant commands (COCOMs), CSAs, and the Office of the Secretary of Defense prior to publication.

c. Provide guidance and direction to designated DISA staff elements providing technical support to the Services, COCOMs, CSAs, and Joint Staff in the design, development, maintenance, enhancement, test, and deployment of readiness information applications.

d. Coordinate with appropriate offices (ex: JSSC and OUSD(P&R) the assignment of unit identification codes (UICs) to organizations of the Department of Defense (except those of the Services), foreign governments, and international organizations.

e. Identify to COCOMs those forces of foreign nations required by the Chairman to be assessed.

f. Monitor readiness assessments, ensure policy compliance, and initiate corrective action in coordination with the Services, COCOMs, or CSAs, as appropriate.

g. Establish guidance for the Readiness Working Group (RWG), in accordance with reference e, to ensure continued technical enhancements of DOD Readiness Reporting System - Strategic (DRRS-S). The RWG will exercise oversight of technical enhancements, integration, and management of all readiness applications.

2. Director, DISA

a. Provide technical support to the Joint Staff, Services, COCOMs, OUSD(P&R) and CSAs in the development, integration, operation, and maintenance of readiness information applications.

b. In coordination with J-3 Readiness Division and OUSD (P&R), register and annually validate the UICs of the Department of Defense (except those of the Services), foreign governments, and international organizations.

c. Maintain all Joint, CSA, and Service-unique data elements in the appropriate readiness database.

d. In coordination with OUSD(P&R), ASD(NII), USJFCOM and the Joint Staff J-6, develop and maintain the integrated architecture of readiness systems to ensure interoperability and supportability with other information technology and national security systems.

e. Conduct technical performance and results based evaluations to determine how well readiness systems are supporting their designed purpose. These evaluations will address technical and performance based metrics.

3. Directors, CSAs

a. Ensure all units that are required to perform readiness assessments are registered in readiness reporting system(s) (i.e. GSORTS, until GSORTS is retired, and DRRS-S assumes this functionality).

b. Monitor readiness reporting of subordinate registered organizations for accuracy and timeliness within their respective assigned responsibilities and initiate corrective action as required.

c. Develop supplemental instructions to ensure applicability and understanding of readiness reporting policy and procedures among subordinate forces as required.

4. Service Chiefs

a. Ensure all Active and Reserve Component forces required to report readiness are registered in readiness reporting system(s) (i.e. GSORTS, until GSORTS is retired, and DRRS-S assumes the central registry functionality).

(1) Make timely corrections to UIC Basic Identity Data Elements (BIDE) in the GSORTS database for newly established/commissioned and disestablished/decommissioned units/ships.

(2) Develop detailed implementation guidance for readiness reporting to include assessing Mission Essential Task/Mission Essential Task List (MET/METL) readiness within their Service.

(3) Develop and implement an audit plan to ensure that 100 percent of their UICs are validated, IAW guidelines established in reference b, at least annually.

b. Monitor readiness data for accuracy, timeliness, and quality within their respective assigned responsibilities, and initiate corrective action as required. Services will specifically:

(1) Forward unit data within required time limits.

(2) Ensure parent commands receive data on units temporarily transferred away from them.

(3) Identify and transfer readiness reporting responsibilities to organizations as necessary.

(4) Ensure required readiness reports are submitted.

(5) Develop reporting procedures for units geographically separated from home station without transfer of responsibilities to subordinate reporting organizations.

c. Ensure the GSORTS database contains all required Service-unique data elements in accordance with reference b.

d. If necessary, develop supplemental instructions to ensure applicability and understanding of readiness policy and procedures among subordinate forces.

5. Combatant Commanders

a. Develop Joint Mission Essential Task Lists (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. Register selected joint organizations (e.g., Joint Task Forces Headquarters, Standing Joint Force Headquarters, JTF Capable Headquarters) established by the Combatant Commander.

(1) Make timely corrections to UIC BIDE in the GSORTS database for newly established and disestablished joint organizations.

(2) Develop and implement an audit plan to ensure that 100 percent of CCDR created UICs are validated, IAW guidelines established in reference b, at least annually.

c. Upon notification, register foreign nation organizations or forces committed to, or who coordinated on, an operation involving both U.S. and foreign forces that are required to be reported by the Chairman.

d. For Joint units that are assigned to Combatant Commanders, ensure Measured Unit readiness data is reported and monitored for accuracy, timeliness, and validity within their respective assigned responsibilities, and initiate corrective action as required.

e. As required, develop supplemental instructions to ensure applicability and understanding of readiness policy and procedures among subordinate forces.

6. Commanders of Service Major Commands, Service Separate Operating Agencies, or Combatant Command Service Component Commands

a. Within their assigned responsibilities, ensure measured units submit readiness reports.

b. Within their assigned responsibilities, monitor readiness data reporting for accuracy, timeliness, and validity, and initiate corrective action as required.

c. If necessary, develop supplemental instructions to ensure applicability and understanding of readiness policy, training requirements, and procedures within their subordinate forces.

d. Identify personnel and equipment necessary to provide a capability for uninterrupted reporting (including forwarding of subordinate reports) during peacetime, crisis, and wartime.

e. Make timely corrections to UIC BIDE in the GSORTS database for newly established and disestablished organizations.

7. Commanders of U.S. Forces Under the OPCON of a Coalition Force

a. Perform readiness assessments on organizations of the U.S. Armed Forces under their OPCON.

b. When directed, submit readiness reports on foreign national forces committed to, or who coordinated on, an operation involving both U.S. and foreign forces.

ENCLOSURE B

GUIDELINES

1. Scope. This CJCSI provides the policy for units to register and report readiness in the two existing, complementary readiness reporting systems: DRRS-S and the GSORTS. Eventually, these two reporting tools will be integrated into the DRRS-S, providing standardized resource metrics to complement and inform MET reporting. Reference a directs the Chairman, Joint Chiefs of Staff, to conduct quarterly readiness assessments and provide results to the Secretary of Defense. Reference c directs a capabilities-based readiness system designed to measure and report the readiness of military forces to meet missions assigned by the Secretary of Defense. The readiness reports directed in this CJCSI support that guidance (i.e. references a and c) and constitute a significant component of DOD and CJCS readiness reviews. DRRS merges previously unrelated stove piped data environments into one authoritative source providing capabilities-based mission assessments and associated METs culminating in timely and accurate information for planning, readiness, and risk assessment purposes in a joint environment. GSORTS reports provide resource-based assessments in the personnel, equipment, and training domains as well as a unit's ability to accomplish their mission in a chemical and biological environment, and provides an overall status reflecting a unit's ability to meet the unit's designed mission requirements. DRRS-S provides mission assessments and associated METs in a joint environment. Taken together, these assessments provide a comprehensive view of a unit's capability status. These assessments are utilized at the unit through Service HQ level as well as at the combatant command, Joint Staff, and OSD levels for planning, assessment, and operational mission execution purposes.

a. GSORTS

(1) GSORTS provides broad bands of readiness information on selected unit status indicators and includes a commander's subjective assessment on the unit's ability to execute the mission(s) for which a unit was organized or designed (Core). When employed in response to a crisis or operations plan, GSORTS provides a broad assessment of unit status based on the unit's ability to execute the mission(s) for whom the unit was organized or designed (Core) and the current mission(s) on which the unit may be employed. GSORTS provides a building block for DRRS-S as described in reference c.

(2) GSORTS is an internal readiness management tool used by the Chairman of the Joint Chiefs of Staff, OSD, Services, COCOMs, and CSAs. GSORTS is the single automated system within the Department of Defense that

functions as the authoritative central registry of U.S. Armed Forces units and organizations as well as certain foreign organizations. Units are identified in GSORTS by their unique UICs and associated BIDE. The central registry supports the Global Force Management processes of assignment, apportionment, and allocation and the identification of measured units for readiness reporting.

(3) As a resource and unit monitoring system, GSORTS indicates the level of units' selected resources and training status required to undertake the mission(s) for which they were organized or designed (core). This information supports management responsibilities to organize, train, and equip combat-ready forces for the COCOMs. GSORTS provides information to assist in joint planning and the readiness assessment process associated with contingency planning. GSORTS also provides the Chairman with the necessary unit information to develop adequate and feasible military responses to crisis situations. In addition, GSORTS provides data for use by other joint automated systems (e.g., Global Transportation Network (GTN) and Joint Operation Planning and Execution System (JOPES)) in support of the joint planning process.

(4) In the event this instruction conflicts with reference b, this instruction will take precedence.

(5) GSORTS is the authoritative joint reference source for unit registration and resource assessment. DRRS-S is projected to assume this functionality after security, interoperability, and operational testing requirements have been satisfied. The DJ-3 is the final approval authority for the integration of DRRS-S with Global Command and Control System - Joint (GCCS-J), per reference e.

b. DRRS-S.

(1) DRRS-S provides a mission-focused, capabilities based common framework to the Secretary of Defense, Joint Chiefs of Staff, Combatant Commanders, Military Services, CSAs, and other key DOD users. This authoritative, collaborative environment allows users to evaluate, in near real-time, the readiness of U.S. Armed Forces to accomplish assigned and potential tasks. It provides readiness data in the form of capability-based mission assessments and establishes a common language of tasks, conditions, and standards to describe capabilities.

(2) DRRS-S provides mission assessments based on outputs and capabilities, which are measured using the MET construct. This construct includes a mission essential task, coupled with a set of conditions in which the task is expected to be executed, and a set of standards that the commander deems necessary for determining successful accomplishment of the task.

Standards are based on performance measures and criteria that can be output, outcome, or process-oriented. Conditions are based on considerations of the environment such as terrain and weather, military force characteristics and political considerations such as access rights and civil conditions.

(3) Collectively, these tasks, with their associated conditions, and standards, are known as a METL. Organizations derive their METL from several sources including the Universal Joint Task List, the Service/CSA task lists, and the Coast Guard task list.

(4) Overall, these METLs allow COCOMs, Services, and CSAs to measure their mission readiness based upon their mission essential capabilities under specified standards and conditions. Furthermore, by linking these Mission/MET assessments to parent, subordinate or planned units, those parent subordinate or gaining units can, by extension, make more informed Mission/MET assessments.

2. Registered and Measured Units

a. Registered Units At a minimum authoritative organizations will register all units and organizations that are assigned in reference f or have the potential to support, by deployment or otherwise, a CJCS/combatant command directed OPLAN, CONPLAN, contingency operation, homeland security operation, or defense support to civil authorities. This includes units such as brigades, battalions, regiments, ships, squadrons, groups, wings, regional HQs, bases, stations, installations, hospitals, training units, and schools. The Navy will support Coast Guard reporting by registering Coast Guard units. The Joint Staff J-3 or COCOMs will register selected joint units not having a Service affiliation organized under an approved joint manning document. Additional guidance on unit registration requirements, procedures, and formats is in reference b. Until the functionality is resident in DRRS-S (Enclosure B 1a(5)) DISA, under Joint Staff direction, will maintain the authoritative composite registry in GSORTS of all registered UICs.

b. Measured Units

(1) Department of Defense 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. Measured units will report capability assessments in the DRRS - Enterprise (DRRS-E); Service and Joint units as outlined in (2)(f) below will also report their status of training and resources in GSORTS (until the functionality is resident in DRRS-S) according to this instruction and the procedures in reference b.

(2) Examples of measured units include:

(a) Army. Corps headquarters, Division headquarters, brigade combat teams, regiments, theater sustainment commands, sustainment brigades, maneuver enhancement brigades, functional brigade headquarters, Special Forces groups, special operations aviation regiments, ranger regiments, civil affairs commands, and psychological operations groups. Armored cavalry and aviation regiments/brigades, battalions, squadrons and separate companies, batteries, or detachments.

(b) Navy. Ships (i.e. CVN, LHA, CG, DDG, SSBN, etc), aircraft squadrons, separate deployed or deployable detachments, platoons, teams, special boat units and staff; nuclear weapons support facilities, information operations, cyberspace operations, and major combat support and combat service support units (including the Military Sealift Command).

(c) Marine Corps. Marine Air-Ground Task Force (MAGTF), MEF, MEB, or MEUs. MAGTF elements (to include Logistics Combat Element, Ground Combat Element, and Aviation Combat Element), battalions, squadrons, and designated companies.

(d) Air Force. Wing, group, squadron, and separate detachments or flights including, but not limited to, attack, fighter, bomber, special operations, tactical and strategic reconnaissance, air support, medical airlift, air rescue, airborne command and control, airborne warning and control, airlift, aerial refueling, communications, civil engineering, medical, security forces, air control, air intelligence, air support operations centers and sector or regional operations control centers, combat logistics support, missile, missile warning, space surveillance, satellite command and control, weather, service, logistics readiness squadrons, mission support, munitions, nuclear munitions, missile maintenance, aircraft maintenance, information operations, cyberspace operations, and personnel.

(e) Coast Guard. National Security Cutter, High-endurance cutters, medium-endurance cutters, 110 foot patrol boats, polar icebreakers, ocean-going buoy tenders (when deployed to U.S. Navy), maritime safety and security teams, and port security units when deployed to U.S. Navy and/or deployed in support of named operations, and other Coast Guard units as required by Coast Guard instructions.

(f) Joint Organizations. Joint task force HQs, JTF Capable HQs, and standing joint force HQs.

(g) Combat Support Agencies. Any operational and support organizations so designated by the CSA Director.

(h) Joint National Guard Units. Joint Force Headquarters State.

3. Reporting Criteria

a. All measured units will continuously monitor changes in the overall unit level, resource category levels (C-level), unit location, and capability assessments.

(1) Measured units will report any unit location changes away from their home station, installation, or base, to include partial unit deployment, if applicable.

(2) When the unit commander identifies a change, measured units will report these changes in the overall unit, C-levels, and/or mission assessments (Core/Named Operations/Top Priority Plans (Level IV)) within 24 hours of the event necessitating the change. If no change occurs within 30 days of the last report submission, measured units will submit a validation or complete readiness report in the DRRS-E and/or GSORTS (until all functionality is resident in DRRS-S) in accordance with reference b (Units reporting C-5 are exempt from this requirement).

b. Units will continue to report when deployed for training, deployed in response to a crisis, or deployed in execution of an OPORD.

c. Units requesting waivers of reporting requirements or changes to the frequency, content, or level of reporting will submit the request through their Service, combatant command HQs, or CSA headquarters to the Joint Staff. The Chairman, in coordination with the Service Chiefs and affected Combatant Commanders, must approve any waivers or changes to the frequency, content, and level of reporting.

d. The Chairman, in coordination with the Service Chiefs and the affected Combatant Commanders, may require units to report more frequently. Combatant commanders may require assigned units, or units over whom they exercise OPCON, to report more frequently. In each case, consideration should be given to the impact on the unit of increased reporting.

4. Report Submission. Measured units' mission capability and resource assessments will arrive at the appropriate database (i.e. DRRS and/or GSORTS) within 24 hours of the event necessitating the report. Composite reports will arrive at the readiness database within 96 hours of the oldest individual unit GSORTS report date of change.

5. Reporting Instructions

a. The reports required by this instruction are exempt from licensing in accordance with Enclosure D, reference g.

b. The Services, COCOMs, and CSAs will ensure all measured units comply with the policy and procedures found in this instruction and Enclosure D, reference b.

c. When employed in response to a crisis or OPORD execution, units will assess their status based on the ability of the unit to execute the core capabilities for which it was organized or designed and any missions currently assigned. Measured units' reports will reflect:

(1) Mission assessments based on mission essential tasks with prescribed standards and conditions expected in the theater of operations to which they would be employed for.

(2) Any attachments or detachments.

(3) A decrement or improvement to the individual resource levels based on attachments, detachments and/or the employment's effect on the ability of the unit to accomplish the core functions or tasks for which it was organized or designed.

(4) A decrement or improvement to the overall level, based on attachments, detachments and/or the employment's effect on the ability of the unit to execute the mission(s) for which it was organized or designed.

(5) An assessment of the unit's ability to execute the current mission to which the unit is assigned.

d. A unit's resource status is reported in accordance with procedures defined in Enclosure D, reference b. The Services or COCOMs, in coordination with the Joint Staff, may require measured units to report additional unique data. However, any requirements for additional or unique data must not interfere with accurate and timely receipt of required reports specified in this instruction. Reporting organizations at all levels must develop a program to audit portions of their readiness data quarterly to ensure data accuracy and fidelity.

e. Measured units will independently assess their ability to accomplish their mission in a chemical and biological, environment. Measured units will report this status in accordance with Enclosure C and Enclosure D, reference b.

f. The Services, COCOMs, and CSAs may develop supplemental instructions for meeting the standards for readiness reporting. The Joint Staff may include these instructions as Service, combatant command, or CSA chapters within reference b or as separate directives. The Navy and Coast Guard will coordinate supplemental reporting instructions. Services, COCOMs, or CSA will coordinate changes to these supplements/directives with the Joint Staff prior to publication. In the event this instruction conflicts with any Service, combatant command, or CSA supplemental instruction, this instruction will take precedence.

g. Reserve Component units assigned to a combatant command for mobilization purposes will also comply with any supplemental instructions issued by that Combatant Commander. The combatant command will staff any supplemental instructions in accordance with Enclosure B, subparagraph 5g.

6. Security Classification Guidelines

a. The minimum classification requirements for readiness information are based on identifying the specific types of information and reporting levels requiring protection from unauthorized disclosure.

b. Information contained in DRRS-S is no higher classification than SECRET. Information of higher classification can not be entered into DRRS.

c. Reference b provides minimum classification guidelines for resource data. Data extracted from the DRRS/GSORTS database will be classified by the reporting organization or in accordance with reference b, whichever is higher. Composite or aggregated information extracted from a DRRS/GSORTS database may be classified at a higher level than individual readiness reports in accordance with Service directives.

d. The reporting headquarters will review classified readiness data and ascertain whether the classification level still applies. The service headquarters will determine the downgrading of classified material on a case-by-case basis.

7. Release of Readiness Data

a. Reference h governs the release of readiness information. To protect against unauthorized disclosure of sensitive information, any requester outside the Department of Defense will notify the Joint Staff J-3 of all requests for DRRS/GSORTS data.

b. OSD, the Joint Staff, Services, COCOMs, and CSAs may release readiness data in accordance with appropriate security guidelines. COCOMs and CSAs will only release data on assigned units. Services will only release

information on Service units. The releasing headquarters will provide only that amount of information required to satisfy the requirement. Releasers will notify J-3 Joint Staff and OSD (Readiness) of any release of readiness data to any requester outside the Department of Defense.

c. Specific access authorizations to readiness information:

(1) To ensure timely access during crisis and wartime, as well as conduct more efficient contingency planning in peacetime, Services, COCOMs, and CSAs, and the Office of the Secretary of Defense will have full access to all readiness data elements on all registered units.

(2) All Joint and/or Service mission application systems (e.g., JOPES, GTN, Common Operational Picture (COP)) that use or provide access to readiness data will ensure that approved Interface Control Documents are in place prior to accessing readiness data. All applications using readiness data will ensure that only appropriately designated personnel are authorized access to the readiness data according to approved permissions.

(3) USELEMNORAD may release information on NORAD-assigned units to Canadian personnel assigned to NORAD, provided the Canadian personnel have a valid need to know and hold the appropriate level of security clearance.

(4) Defense Manpower Data Center (DMDC) will maintain the official record of historical GSORTS and DRRS data. DMDC will maintain this data online, available to all GCCS users. The Joint Staff J-3, in coordination with OSD (Readiness), will approve the release of all DRRS/GSORTS data to all non-GCCS users.

ENCLOSURE C

REPORTING REQUIREMENTS

1. Unit Resource Assessment

a. Each measured unit will report an overall C-level. The C-level reflects the status of the selected unit resources measured against the resources required to undertake the wartime missions for which the unit is organized or designed (core). The C-level also reflects the condition of available equipment, personnel, and unit training status. C-levels, by themselves, do not project a unit's combat performance once committed to combat. The five unit C-levels are:

(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 vulnerability of unit personnel and equipment. The unit does not require any compensation for deficiencies.

(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 vulnerability of the unit under most envisioned operational scenarios. The unit would require little, if any, compensation for deficiencies.

(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 vulnerability of the unit under many, but not all, envisioned operational scenarios. The unit would require significant compensation for deficiencies.

(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.

(5) C-5. The unit is undergoing a Service, Combatant Commander, defense agency, or other Department of Defense-directed resource action and is not prepared, at this time, to undertake the wartime missions for which it is organized or designed. However, the unit may be capable of undertaking non-traditional, non-wartime related missions. C-5 units are restricted to:

(a) Units undergoing major equipment conversion or transition (C-5 status will not exceed a period of 18 months for Active units and 3 years for Reserve units from the designated start date of conversion or transition. Navy ships or submarines in overhaul may exceed the 18-month requirement.)

(b) Naval vessels and Coast Guard cutters in overhaul or restricted availability for 30 days or longer. (C-5 status may exceed a period of 18 months.)

(c) Units placed in cadre status by the authoritative organization.

(d) Units within 3 months of deactivation or that have drawn down to a point where the unit is no longer capable of accomplishing its wartime missions.

(e) Units not staffed or equipped, but required in the wartime force structure.

(f) Training units that are likely to be tasked to perform wartime missions. This does not include training units tasked under the Joint Strategic Capabilities Plan (JSCP) or operations plans.

b. The unit's overall C-level will be based only on the resources and training organic (assigned or allocated) to the measured unit or its parent unit. Air Force communications organizations may include those resources on loan that can be re-deployed within organizational-tasked response time, not to exceed 72 hours. The Army may provide two C-levels for pre-positioned stocks or stock decrement: one based on organic resources and one based on its pre-positioned stocks, or stock decrement resources plus its equipment on hand. Each pre-positioned stock must be properly identified or assigned to only one unit for deployment and reporting.

c. 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) or naval mission area. For Navy units the overall C-level will be either: one -- equal to the lowest of the unit's resource ratings (personnel, equipment, supplies, training, or ordnance) or, two -- one rating higher than the lowest Navy Primary Mission Area (PRMAR) when only one area is the lowest, or three -- equal to the lowest Navy PRMAR when there are two or more mission areas that equal the lowest rating. If prudent, the unit commander may subjectively raise or lower the units overall C-level. In determining the need for subjective upgrade or downgrade, the unit commander will examine whether the calculated C-level is in consonance with the C-level definitions listed above. For instance, units missing personnel or equipment designated as critical should be particularly

cautious about reporting C-1, even if the arithmetic computations support such a level.

d. Only the commander, or designated representative, of the measured unit, can assess the overall unit C-level. Unless factors like those described below warrant subjectively changing the value, use the same C-level as the lowest measured area. If the C-level is subjectively changed, state the reason clearly in the REMARKS Segment.

e. Although not authorized to change the reported levels or delay submission of a report, commanders at a level above a reporting unit have the opportunity to review readiness reports of subordinates and submit remarks, as applicable, on a unit's status, and on their ability to assist the measured unit.

f. Assumptions for Forecasting Resource Status. At authoritative organization direction, units calculate resource status either as of the report time or projected mission or alert response time. The mission or alert response time may run anywhere from 1 to 72 hours. When the forecast option is used, resources expected to qualify by the response time are counted instead of those currently qualifying. The following are assumed:

(1) Unit is in actual deployable posture as dictated by current situation and existing deployment orders.

(2) Delivery schedules for ordered items from outside agencies will not change from current projections.

(3) Necessary deployment orders are received. Even if a unit or a portion of a unit is currently committed to an operation, that unit is available even if deployed.

g. Factors to Consider When Making an Overall C-Level Assessment. Consider the lowest measured area (except "6") as the principal factor. As a minimum, review the factors listed below to determine if they are sufficient individually or in combination with other factors to warrant subjectively upgrading or downgrading the C-level. Authoritative organizations will review and expand on the following factors, as required, in their directives.

(1) Personnel Factors

(a) Availability of personnel able to accomplish mission tasks, but without required occupational specialties or formal skill levels.

(b) Availability of personnel with certain occupational specialties that have a larger effect than indicated by total personnel or critical personnel fill rates.

(c) Unusually high or low formal education level, individual morale, or unit esprit de corps compared to similar units.

(2) Equipment and Supplies On-Hand Factors

(a) Availability of specific equipment items (e.g., pacing items) that have a larger effect than indicated by equipment fill rate.

(b) Availability of older items able to substitute functionally and operate with required items.

(c) Status of plans to move resources from peacetime temporary locations to wartime locations.

(d) Availability of special equipment increasing prospects for success under more conditions or adding flexibility to mission accomplishment.

(3) Equipment Condition Factors

(a) Demonstrated maintenance surge ability during exercises, inspections, or operations.

(b) Programmed depot maintenance status and unscheduled depot maintenance probability.

(c) Modification program status and impact of modifications on day-to-day operations.

(d) Mission-capable rates.

(4) Training Factors

(a) Quality of training and availability and quality of facilities, areas, ranges, flying hours, and other similar factors.

(b) Time intervals and turnover of key personnel since major training events.

(c) Completion of special training that increases prospects for success under more conditions, thus adding flexibility to mission accomplishment.

(5) Other Factors

(a) Inspection and assistance team results and program readiness reviews.

(b) Availability of C4I assets that enhance the ability of the measured unit to undertake its wartime mission with current resource and training levels.

(c) Availability of subordinate leaders with demonstrated superior leadership abilities.

(d) Demonstrated or extensively exercised ability to operate in a nuclear, biological, and chemical environment.

(e) Another unit's C-level when the reported unit is always programmed to operate with the other unit in wartime.

(f) Host or tenant requirements.

(g) Demonstrated readiness in operations.

(h) Service-directed maximum C-levels.

(i) Ability of contractors to provide contracted service in crises or wartime.

2. Unit Resource Measured Areas. Units will measure and report status in four areas: personnel (P-level), equipment and supplies on hand (S-level), equipment condition (R-level), and training (T-level). They will also measure and report the status of their chemical-biological defense readiness training (CBDRT). They will assign a numeric value in the range from one through six for each of the four areas and to CBDRT according to the procedures outlined in Enclosure D, reference b. A resource or training area that is not measured is given a status level of "6." A table showing type units authorized to report a status level of "6" along with supporting rationale will be included in authoritative organization supplements. A status level of "6" is not used for overall C-levels. If a status level of "6" is assigned to a measured resource area, the overall C-level will be the lowest of the remaining resource areas not assigned a value of "6." Modification of the computed status of each individually measured area is not permitted.

a. Personnel (P-level). Units will report the lowest P-level between total personnel and critical personnel (and optional grade fill), including both military and DOD civilians, based on the Wartime Table of Organization. Table 1 outlines personnel area calculations and associated status level bands.

Units will calculate a P-level as of the time of the report or forecast an estimated level projected to the shorter of the unit's mission alert, alert response time, or 72 hours. Personnel Status Report reporting should be consistent with P-level reporting to provide integrity and consistency on the status of personnel resources.

(1) Calculating a Total Personnel P-Level

(a) Determine the total number of personnel required (i.e., structured strength). The authoritative organization will direct which source document to use.

(b) Determine total number of personnel available.

1. Count the number of personnel available as of the time of the report or the number available within the forecasted mission or alert response time.

2. Count available personnel regardless of occupational specialty, skill levels, or grades.

3. For an active duty unit, do not count RC personnel attached for training (e.g., annual active duty tours) or individual mobilization augmentees (IMAs) unless they have been assigned as part of a mobilization or Presidential call-up.

(c) Calculate a Total Personnel Percentage

1. Divide the total number of personnel available by the total number of personnel required, then multiply the result by 100 and round off to a whole number.

2. Calculate percentages for low-density personnel according to authoritative organization direction.

3. Convert the total personnel percentage into a total personnel P-level using Table 1.

(2) Calculating a Critical Specialty P-Level

(a) Determine the number of critical specialty positions required. The authoritative organization will direct which source document to use.

(b) Determine the number of critical specialty personnel available.

1. Count the number of personnel available at the time of the report or within the forecasted mission or alert response time.

2. Count the critical positions for which there are qualified personnel available. To count as qualified, personnel must have the required occupation specialty and meet or exceed the skill level required. Count each person against only one position.

3. If the unit is an active duty unit, do not count RC personnel attached for training (e.g., annual active duty tours) and IMAs unless they have been assigned as part of a mobilization or Presidential call-up.

(c) Calculate a critical specialty personnel percentage.

1. Divide the number of critical specialty personnel available by the number of critical specialty positions required, multiply the result by 100 and round off to a whole number.

2. Calculate percentages for low-density specialty personnel according to authoritative organization direction.

(d) Convert the critical specialty personnel percentage into a critical specialty P-level using Table 1.

(3) Calculating a Critical Grade Fill P-Level. If Service-directed, calculate a critical grade fill P-level.

(a) Determine the number of critical grade positions required. The Service will direct which source document to use.

(b) Determine the number of critical grade personnel available.

1. Count the number of personnel available at the time of the report or within the forecasted mission or alert response time.

2. Count the critical grade positions for qualified personnel that are available. To count as qualified, personnel should meet or exceed the grade required. Count each person against only one position.

3. If the unit is an active duty unit, do not count RC personnel attached for training (e.g., annual active duty tours) and IMAs unless they have been assigned as part of a mobilization or Presidential call-up.

(c) Calculate a critical grade fill personnel percentage.

1. Divide the number of critical grade personnel available by the number of critical grade positions required, multiply the result by 100 and round off to a whole number.

2. Calculate percentages for low-density critical grade personnel according to Service direction.

(d) Convert the critical grade fill personnel percentage into a critical grade fill P-level using Table 1.

(4) Selecting the Unit P-Level

(a) Select the lowest P-level from the total personnel P-level, critical specialty P-level and, if calculated, the critical grade fill P-level as the unit P-level.

(b) For USN and USCG units, determine personnel status for each PRMAR assigned as well as total officer and total enlisted. The reported P-level status reflects the worst calculated level if more than one mission area is degraded. If only one PRMAR is degraded, the unit reports one better than the worst calculated, degraded PRMAR.

	Resource Area Status Level			
RULE	P-1	P-2	P-3	P-4
1. Total Available Strength. Total available strength divided by structured strength	>>=90 percent	>>=80 percent	>>=70 percent	< <70 percent
2. Critical Personnel. Designated critical MOS/personnel specialty available strength divided by critical MOS/personnel specialty structured strength	>=85 percent	>=75 percent	>=65 percent	<65 percent
3. Critical Grade Fill (Optional)	>=85 percent	>=75 percent	>=65 percent	<65 percent
Note: P-5 and P-6 are reported per authoritative organization direction				

Table 1. Personnel

b. Equipment and Supplies On Hand (S-level). Units will calculate an S-level as of the time of the report, or forecast an estimated level projected to the shorter of the unit's mission alert or alert response time or 72 hours. Units will report the lowest fill level between Service-selected combat essential equipment

and Service-selected support equipment. Table 2 outlines equipment and supplies on hand calculations.

(1) Calculating a Combat-Essential Equipment S-Level

(a) Determine the number of combat-essential equipment items required. The authoritative organization will identify the GSORTS-measured combat-essential equipment for each type of measured unit and direct which source documents to use.

(b) Determine the number of possessed combat-essential equipment items according to paragraph 2b(4) below.

(c) Calculate the percentage of combat-essential equipment on hand.

1. Divide the combat-essential equipment items possessed by the number of combat-essential equipment items required, multiply the result by 100 and round off to a whole number.

2. Calculate percentages for low-density combat essential equipment on hand according to authoritative organization direction.

(d) Convert the combat-essential equipment on-hand percentage into a combat-essential equipment S-level using Table 2.

(2) Calculating an Other End-Item and Support Equipment S-Level

(a) Determine the number of other end-item and support equipment required. The authoritative organization will identify which items are GSORTS-measured, other end-item and support equipment for each type of measured unit and direct which source documents to use.

(b) Determine the number of possessed other end-item and support equipment items according to paragraph 2b(4) below.

(c) Calculate percentage of other end-items and support equipment on hand.

1. Divide the number of possessed other end-item and support equipment items by the number of other end-items and support equipment items required, multiply the result by 100 and round off to a whole number.

2. Convert the other end-item and support equipment on hand percentage into an S-level using Table 2.

(3) Selecting a Unit S-Level. Select the lowest S-level from the combat essential equipment S-level and the other end-item and support equipment S-level as the unit S-level. For USN and USCG units, determine equipment and supplies on hand status for each PRMAR assigned. The reported S-Level status reflects the lowest calculated level if more than one mission area is degraded. If only one PRMAR is degraded, the unit reports one better than the lowest calculated degraded PRMAR.

(4) Determining Which Equipment Items Count as Possessed. Count equipment and supply items as possessed regardless of their location if the unit retains actual responsibility for the items according to applicable authoritative organization supply directives. However, do not count the following items as possessed:

(a) Items in programmed depot maintenance or time-compliant technical order depot modification.

(b) Items temporarily in the hands of another unit because of maintenance lasting more than 7 days or because of crash and/or battle damage. If a unit has such items from another unit, they are not counted.

(c) Items loaned to another unit to augment its resources unless the authoritative organization directs that the loaned items should be counted. The authoritative organization must ensure that only one unit counts items as possessed.

RULE	Resource Area Status Level			
	S-1	S-2	S-3	S-4
1. Combat-Essential Equipment. Total available designated combat-essential equipment divided by prescribed wartime requirement	>=90 percent	>=80 percent	>=65 percent	<65 percent
Total available aircraft divided by prescribed wartime requirement (if applicable)	>=90 percent	>=80 percent	>=60 percent	<60 percent
2. Support Equipment. Total available designated support equipment divided by prescribed wartime requirement	>=90 percent	>=80 percent	>=65 percent	<65 percent
Note: Certain major equipment items with unique capabilities do not lend themselves to a percentage measurement. Authoritative organizations will develop supplemental instructions to measure the status of these items. Note: S-5 and S-6 are reported per authoritative organization direction				

Table 2. Equipment and Supplies On-Hand

c. Equipment Condition (R-level). Units will calculate R-level as of the time of the report or forecast an estimated level projected to the shorter of the unit's mission response time, alert response time or 72 hours. Units will report the lowest equipment condition level between designated combat-essential equipment and designated support equipment. Table 3 outlines equipment condition calculations and associated status level bands.

(1) Calculating a Combat-Essential Equipment R-Level

(a) Determine the number of combat-essential equipment items assigned (USAF and USMC units calculate based upon items possessed). The authoritative organization will identify the GSORTS-measured combat-essential equipment for each type of measured unit.

(b) Determine the number of operationally ready and available combat-essential equipment items according to paragraph 2c(4).

(c) Calculate combat-essential equipment condition percentage. Divide the number of operationally ready and available combat-essential equipment items by the number of assigned (possessed for USAF) combat equipment items. Multiply the result by 100 and round off to a whole number.

(d) Convert the combat-essential equipment condition percentage into a combat-essential equipment R-level using Table 3.

(2) Calculating an Other End-Item and Support Equipment R-Level

(a) Determine the number of other end-item and support equipment assigned. The authoritative organization will identify the end-items and support equipment for each type of measured unit.

(b) Determine the number of operationally ready and available other end-item and support equipment items according to paragraph 2c(4) below.

(c) Calculate other end-items and support equipment condition percentage.

1. Divide the number of operationally ready and available other end-item and support equipment items by the number of other end-item and support equipment items possessed, multiply the result by 100 and round off to a whole number.

2. Calculate percentages for low-density end-item and support equipment condition according to authoritative organization direction.

(d) Convert the other end-item and support equipment condition percentage into an R-level using Table 3.

(3) Selecting a Unit R-Level. Select the lowest R-level from the combat--essential equipment R-level and the other end-item and support equipment R-level as the unit R-level.

(4) Determining Which Equipment Items Count as Operationally Ready and Available. At authoritative organization direction, count the number of items operationally ready and available as of the time of the report or forecast the number operationally ready and available within the mission or alert response time.

(a) Determining Which Equipment Items Count as Operationally Ready. For most equipment, count the items as available if they are capable of safe use and in condition to perform the functions for which they were designed. The authoritative organizations may expand on this definition for specific equipment types (e.g., aircraft).

(b) Determining Which Equipment Items Count as Available. Count the items as available if they can deploy to a required location and be ready to conduct the unit mission within the alert or mission response time. When making the assessment, consider if the items are self-deploying or require outside assistance to deploy.

RULE	Resource Area Status Level			
	R-1	R-2	R-3	R-4
1. Combat-Essential Equipment Condition. Total designated available, mission-capable combat-essential equipment divided by total on-hand	>=90 percent	>=70 percent	>=60 percent	<60 percent
Total available, mission-capable aircraft divided by total aircraft on-hand (if applicable)	>=75 percent	>=60 percent	>=50 percent	<50 percent
2. Selected Major End-Item Condition. Total designated available, mission-capable major end-items divided by the total on-hand	>=90 percent	>=70 percent	>=60 percent	<60 percent
Note: Certain major equipment items with unique capabilities do not lend themselves to a percentage measurement. Authoritative organizations will develop supplemental instructions to measure the status of these items. Note: R-5 and R-6 are reported per authoritative organization direction				

Table 3. Equipment Condition

d. Training (T-level). Units will report the present level of training of assigned personnel as compared to the standards for a fully trained unit as defined by joint directives for joint units not having a Service affiliation organized under an approved joint-manning document, and Service directives for Service units. Language requirements will be considered where appropriate (e.g., special operations forces, linguists, and intelligence analysts). Table 4 outlines training area calculations and associated status levels. To ensure decision makers are provided useful, consistent and accurate information, assessing and reporting unit training status in GSORTS will be based on joint and Service-identified training events that must be completed at specified

intervals, under designated conditions and executed to measurable standards for the unit to be considered fully trained IAW its Service or joint HQs-developed mission essential tasks. Joint training assessments documented in the Joint Training Information Management System should be used to help determine T-level. Training proficiency evaluations from multiple joint training events can be compiled and analyzed to develop training proficiency assessments and mission training assessments to determine overall organizational capability to perform mission essential tasks.

(1) Calculating the Training T-Level. Calculate a T-level using one of the following methods or as directed by the authoritative organization.

(a) Operationally Ready and Available Crews Method

1. Determine the number of crews assigned. The authoritative organization will direct which source documents to use.

a. To count a crew as assigned, members must be assigned for each position. However, this is not limited to "by name" formed crews. For example, if there is a three-person crew with only two people assigned and another crew with one person assigned, this could be counted as one assigned crew if all three members can fill the positions.

b. Count members as assigned from the time they sign in on a permanent change of station (PCS) or become attached on temporary duty (TDY) until they sign out.

2. Determine the Number of Crews Operationally Ready and Available

a. To count a crew as operationally ready and available, it must have operationally ready and available members for all of the positions.

b. Count members as operationally ready if they meet the operationally ready criteria in the training directive or plan identified by the authoritative organization. Authoritative organizations will specify a training plan or directive that has mandatory training events to be completed within specified intervals.

c. Count the number of personnel available as of the time of the report or the number available within the forecasted mission or alert time.

3. Calculate a Training Percentage. Divide the number of operationally ready and available crews by the number of assigned crews, multiply the result by 100, and round off to a whole number.

4. Convert the Training Percentage. Use Table 4 to convert the percentage to a T-level.

(b) Percent of Mission-Essential Tasks Trained to Standard Method

1. Determine the Number of Personnel Assigned. The authoritative organization will direct which source documents to use. Count personnel as assigned from the time they sign in on PCS orders or become attached on TDY until they sign out.

2. Determine the Total Number of Mission-Essential Tasks That Must Be Trained to Standard.

a. For each assigned individual, determine the number of mission-essential tasks for which he or she must maintain currency through initial or recurring training as identified in the training directive, the plan identified by the authoritative organization or required by tasked CJCS- or CBTCOM-directed OPLANs, CONPLANs, a or Service war planning documents to which the unit is apportioned. Authoritative organizations will specify a training plan or directive (including mandatory training events) to be completed within specified intervals.

b. Add the numbers for each assigned individual to get the total number of mission-essential tasks requiring training.

3. Determine the Total Number of Mission-Essential Tasks for Which Assigned Individuals are Currently Qualified

a. For each assigned individual, count the number of mission-essential tasks for which she or he is currently qualified according to authoritative organization training directives or plans.

b. Add the numbers for each assigned individual to get the total number of mission-essential tasks currently trained.

4. Calculate a Training Percentage. Divide the number of mission-essential tasks currently trained by the number required, multiply the result by 100, and round off to a whole number.

5. Convert the Training Percentage. Use Table 4 to convert the percentage into a T-level.

6. For USN and USCG Units, Determine Training Status for each PRMAR Assigned. The reported T-Level status reflects the level of the lowest calculated PRMAR if more than one mission area is degraded. If only

one PRMAR is degraded, the unit reports one better than the lowest calculated degraded PRMAR.

RULE	Resource Area Status Level			
	T-1	T-2	T-3	T-4
1. Percentage of operationally ready available crews	>=85 percent	>=70 percent	>=55 percent	<55 percent
2. Percentage of mission-essential tasks trained to joint, Service, or agency-designated standards for available personnel	>=85 percent	>=70 percent	>=55 percent	<55 percent
Note: T-5 and T-6 are reported per authoritative organization direction				

Table 4. Training

e. CBDRT-level. Commanders will provide a subjective assessment of their unit's readiness to perform the mission(s) for which a unit was organized or designed under chemical or biological conditions. Commanders will provide this assessment based on the reported levels of CBD equipment and training (Table 5).

(1) CBDRT Training level (T-level) is a measure of the unit's chemical-biological training status. Base the CBDRT T-Level on the measurement of individual and collective CBD training as directed by each authoritative organization.

(2) CBDRT Equipment and Supplies On Hand level (CBDRT S-Level) is a measure of the serviceable quantity of a unit's wartime required CBD Equipment. CBD equipment is reportable in six categories. The lowest percentage among the six reportable categories becomes the basis for the CBDRT S-Level.

(3) Selecting a Unit CBDRT-level. Select the lowest level from the CBDRT Training level and the CBDRT Equipment and Supplies On Hand level.

RULE	Resource Area Status Level			
	CBDRT-1	CBDRT-2	CBDRT-3	CBDRT-4
1. Days of training required.	<=14 days	>14<=28 days	>28<=42 days	>42 days
2. Percentage of operationally ready wartime CBD equipment.	>=90 percent	>=80 percent <90 percent	>=65 percent <80 percent	<65 percent
Note: T-5 and T-6 are reported per authoritative organization direction				

Table 5. CBDRT

3. Commander's Assessment of Percent Effective (PCTEF)

a. PCTEF (assigned mission) provides an assessment of the unit's ability to execute its currently assigned mission. PCTEF reporting is required no later than 90 days prior to deployment or upon receipt of an execute order. PCTEF assessment continues until redeployment or release from orders for the assigned mission.

b. PCTEF will not necessarily correlate with the unit's overall C-Level. For example, if the unit is currently assigned a mission, PCTEF will capture the commander's assessment against this mission while the overall C-Level will continue to assess the unit's ability to execute the wartime mission(s) (core) for which it is organized or designed. Valid entries for the PCTEF field are "1," "2," "3" or "4" as defined in Table 6.

c. While reporting PCTEF units will continue reporting overall unit C-Level, IAW Enclosure C, paragraph 1. This will reflect that portion of the unit's full wartime mission (core) it is able to perform within the next 72 hours, if alerted or committed.

d. Units may have more than one assigned mission at a particular time. The PCTEF assessment should reflect the lowest rating of the assigned missions, with a remark field indicating the assessment level of each mission.

e. Commanders remarks are mandatory when reporting PCTEF. These remarks will specify the nature of the assigned mission(s), along with an assessment of any limiting factors.

PCTEF (Assigned Mission) Reporting Level			
PCTEF-1	PCTEF-2	PCTEF-3	PCTEF-4
The unit possesses the required resources and is trained to undertake the assigned mission.	The unit possesses the required resources and is trained to undertake MOST of the assigned mission.	The unit possesses the required resources and is trained to undertake many, but not all, portions of the assigned mission.	The unit requires additional resources or training to undertake the assigned missi however, the unit may be directed to undertake portion the mission with resources o hand.

Table 6. PCTEF (Assigned Mission)

4. Capability Assessments

a. All measured units will accomplish a capability assessment by reporting their ability to accomplish METs, and their associated conditions and standards – referred to as a Mission Essential Task List (METL). METLs provide the means for a commander's assessment of the organizations ability to conduct assigned mission(s). Capabilities are represented via the METL construct. The assessment of resources should inform METL assessments.

b. There are three categories of METL assessments that are used to reflect the unit's capabilities: Core Tasks, Named Operations, and Top Priority Plans (Level 4). The Core category relates to the "designed" mission of the unit, while the Named Operations and Top Priority Plans categories relate to the "assigned" mission(s) of the unit. METLA METL assessment in DRRS of Core and assigned missions informs both joint and Service organizations and provides commanders readiness information and status.

(1) **Core Task.** The fundamental capabilities for which a unit was designed or organized. Geographic COCOMs will report against tasks that support their Theater Campaign Plan.

(2) **Top Priority Plans.** Are those designated as "level 4" in the Joint Strategic Capabilities Plan.

(3) **Named Operations.** Those operations designated by the President, Secretary of Defense, and/or the Joint Chiefs of Staff (e.g. OPERATION IRAQI FREEDOM (OIF)).

c. METL Assignment and Assessments. Generally, a unit commander receives assigned missions through a higher headquarters directive, plan, or order, which normally contains a mission statement and command guidance or

intent. After a mission analysis, the commander specifies which METs will be used by their units.

(1) Joint, CSA, and Service units will develop their METLs using the UJTL or the supporting Service/Agency Task Lists. Reference i governs the use of the UJTL and explains its relationship to the Service Task Lists.

(2) Guidance for METL development and construction is found in reference j, and various Service documents.

(3) To enable their assessments, commanders should focus their METL on what is critical to mission success (essential), and select conditions and standards that most affect mission accomplishment and that are feasible to observe. The METL construct requires rigorous mission analysis and risk assessment.

(4) Joint tasks are actions or processes accomplished by a joint organization under joint command and control using joint doctrine. They are assigned by joint force commanders to be performed by joint forces, staffs, and integrated Service and functional components.

(5) Service tasks are, by their nature, not joint and are documented in appropriate, supporting Service task lists. Service tasks, however, may be identified as linked to UJTL tasks to show that they support joint tasks.

(6) METs. METs will be assessed via the three-tier (Y/Q/N) scale.

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

(b) Qualified Yes (Yellow). 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.

(c) No (Red). Unit unable to accomplish the task to prescribed standard and conditions at this time.

(7) DRRS-S automatically calculates a "Standards Based" assessment for each MET. If each standard has an assessed value that satisfies its associated criterion, the Standards assessment will be a "Yes." However, if one or more of the standards do not meet their associated criterion, the standards based assessment will be a "No."

(8) Commanders must review and approve the capability assessment before submittal. A rating other than "Y" requires remarks. Remarks should explain the fundamental shortfalls of the unit and what is necessary to mitigate the shortfalls. The following guidelines will be used to ensure consistent mission assessments.

(a) If the majority (51 percent) of the METs are assessed as "Yes" and the remaining METs are assessed as "Qualified Yes," then the overall mission assessment should be "Yes."

(b) If the majority (51 percent) of the METs are assessed as "Qualified Yes" and the remaining METs are assessed as "Yes," then the overall mission assessment should be "Qualified Yes."

(c) If any of the tasks are assessed as "No," then the commander must make a judgment as to whether the mission objectives can still be accomplished. If the commander makes a subjective upgrade for an overall mission assessment to anything other than "No," the commander should clearly explain how the plan will be accomplished despite the inability to accomplish the MET and any mitigation actions that will be taken.

(9) Commanders should consider the resource information available when conducting a capability assessment. It is important that commanders review the specific taskings to determine the required resources and intended goals of the assigned mission.

d. Staff Supporting Tasks, Subordinate Unit Tasks, and Command-Linked Tasks. As applicable, Commanders may use the assessments of their subordinate units, internal staffs, and other pre-designated external supporting organizations to inform their own MET assessments. This information is derived from staff supporting tasks, subordinate unit tasks, and command-linked tasks.

(1) A staff supporting task is performed by the organization's internal staff elements. When developing or refining the METL, OPRs will work with staff elements in determining appropriate tasks, conditions, and standards. Staff supporting task OPRs are also assigned. As with METs, these tasks should strongly connect to the mission -- they should not be routine activities, such as keeping the facility clean, maintaining computers, conducting training (unless one of these is the organization's mission), etc.

(2) A subordinate unit task is performed by organizations one level below a MET owner's chain of command. MET owners identify subordinate unit tasks from the linked unit's existing METL that are essential to accomplishing the MET. Each unit creates its METL based on its assigned mission, so specific tasks are not assigned to a unit by higher headquarters. If

the appropriate task, conditions, and standards cannot be identified, the higher headquarters coordinates with the subordinate unit headquarters to determine how to identify the required support.

(3) A command-linked task is performed by organizations external to the MET owner's chain of command. MET owners identify command-linked tasks directly from the linked unit's existing METL. If the appropriate task, conditions, and standards cannot be identified, the linking organization coordinates directly with the service Component/Headquarters or Agency to identify the required support.

e. Command linked tasks are identified by the supported commander. They provide the supported commander visibility of the capabilities that are provided by the command-linked organization in support of a particular MET. The act of command-linking tasks in DRRS nests the identified tasks within the organizations J/Agency Mission Essential Task List structure and informs the organization's assessment process. Command-linking in DRRS is intended for information exchange and for assessment feedback.

f. Command linking is normally done across equivalent levels of command However, by exception, command linking can be made at different levels provided both organizations agree and the linking is coordinated.

5. Installation Capability Assessments

a. Installations designated by the Services/Agencies will report readiness by mission area using METs.

b. Installation mission areas include: airfield operations, port operations, range operations, munitions supply, storage and distribution (SSD), and unaccompanied personal housing. New or modified mission areas will be approved by the DOD Installation Capabilities Council reference k.

c. Per reference a, installations must submit a report annually or within 72 hours of a change as outlined below.

(1) A change in status resulting in a "No" assessment for any of the installation's METs.

(2) New encroachment concerns, or environmental impacts.

(3) Natural disasters affecting installation operations.

(4) Legislative changes impacting training capability.

d. Installation commanders will assess the ability of the installation to accomplish assigned tasks to standard under specified conditions. These assessments should be informed by performance measures, resource availability, and military experience/judgment.

ENCLOSURE D

REFERENCES

a. Title 10 USC Sec. 117

b. CJCSM 3150.02 Series, "Global Status of Resources and Training System (GSORTS)"

c. DOD Directive 7730.65, 3 June 2002, "Department of Defense Readiness Reporting System"

d. "CJCS Directives Electronic Library," Information Management Division, 21 December 2010, <http://www.dtic.mil/cjcs_directives> (accessed: January 5, 2010)

e. CJCSI 3265.01 Series, "Command and Control Governance and Management"

f. DOD Memorandum, Series, Forces For Unified Commands, FY 2009

g. DOD Manual 8910.01M, 30 June 1998, "Department of Defense Procedures for Management of Information Requirements"

h. CJCSI 5714.01 Series, "Release Procedures for Joint Staff and Joint Papers and Information"

i. CJCSI 3500.01 Series, "Universal Joint Task List (UJTL) Policy and Guidance for the Armed Forces"

j. CJCSM 3500.03, 31 August 2007, "Joint Training Manual for the Armed Forces of the United States"

k. DOD Instruction 4001.01, 10 January 08, "Installation Support"

SUPPORTING DOCUMENTS

CJCSI 3401.01 Series, "Joint Combat Capability Assessment"

CJCSM 6120.05 Series, "Manual for Tactical Command and Control Planning Guidance for Joint Operations"

AR 220-1, 15 APR 2010, “Army Unit Status Reporting and Force Registration - Consolidated Policies”

AFI 10-201, 13 April 2006, “Status of Resources and Training Systems”

NTRP 1.03-5; Defense Readiness Reporting System - Navy Reporting Manual

MCO P3000.13D,17 April 2002, “Marine Corps SORTS SOP”

CJCSM 3150.13 Series, “Joint Reporting Structure - Personnel Manual”

GLOSSARY

PART I-- ACRONYMS

ASD(NII)	Assistant Secretary of Defense for Networks and Information
BIDE	basic identity data element
CBD	Chemical-Biological Defense
CBDRT	Chemical-Biological Defense Readiness Training
C-level	category level
CONPLAN	operation plan in concept format
CSA	combat support agency
DCMA	Defense Contract Management Agency
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DMDC	Defense Manpower Data Center
DRRS	DOD Readiness Reporting System
DRRS-E	DOD Readiness Reporting System - Enterprise
DRRS-S	DOD Readiness Reporting System - Strategic
DTRA	Defense Threat Reduction Agency
GCCS	Global Command and Control System
GCCS-J	Global Command and Control System - Joint
GSORTS	Global Status of Resources and Training System
GTN	Global Transportation Network
JMETL	Joint Mission Essential Task List
JOPES	Joint Operation Planning and Execution System
MAGTF	Marine Air-Ground Task Force
MEB	Marine expeditionary brigade
MEF	Marine expeditionary force
MET	Mission Essential Task
METL	Mission Essential Task List
MEU	Marine expeditionary unit
MOS	military occupational specialty
NGA	National Geospatial-Intelligence Agency
NORAD	North American Aerospace Defense Command
NSA	National Security Agency

OPLAN	operation plan in complete format
OPCON	operational control
OPR	office of primary responsibility
OSD	Office of the Secretary of Defense
PCTEF	Percent Effective
PRMAR	Primary Mission Area
RICDA	date of change of category information (GSORTS data field 'unit report' date)
UIC	unit identification code
UJTL	Universal Joint Task List
USELEMNORAD	U.S. Element, North American Aerospace Defense Command

PART II--DEFINITIONS

assigned strength. The number of personnel assigned to the organization, whether present or not.

ad hoc unit. A unit formed to perform a particular mission in support of specific operation without consideration of wider Service application.

attachment. 1. The placement of units or personnel in an organization where such placement is relatively temporary. 2. The detailing of individuals to specific functions where such functions are secondary or relatively temporary, e.g., attached for quarters and rations; attached for flying duty.

authoritative organization (AO). An organization with oversight authority at the appropriate level for the organizing, training, and equipping of a unit. Generally, for Service units this is the Service Headquarters; for Agencies, the Office of the Director of the Agency; for Joint units of a combatant command (such as Standing Joint Force Headquarters-Core Element), the CCDR; for National Guard-Joint units, National Guard Bureau.

authorized strength. The number of billets or spaces authorized for the organization by work force documents, a joint manning document or by an approved DOD budget.

collective assessment. Collective assessments are commanders' subjective assessments of their unit's ability to undertake their wartime missions for which they are organized or designed. The assessment will be in the form of a C-level, as defined in Enclosure C, subparagraph 1a. It may or may not include other measured areas (i.e., personnel, equipment, and supplies on hand, equipment condition, and training).

combatant command. A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Military Departments. The organization is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command.

combat-essential equipment. The primary weapon system(s) or Service/SOCOM reference a designated items of gear assigned to a unit to accomplish its wartime mission.

combat support unit. Those elements that primarily provide combat support to the combat forces and that are a part, or prepared to become a part, of a theater, command, or task force formed for combat operations.

combat service support unit. Those elements whose primary missions are to provide service support to combat forces and which are part, or prepared to become a part, of a theater, command, or task force formed for combat operations.

composite report. A report submitted by a major unit providing an overall assessment based on condition of subordinate measured units and their ability to operate together.

command-linked tasks. Discrete activities or actions designated by a joint force commander or identified by the lead federal agency that must be performed by commands and CSAs outside the command or directive authority of the joint force, if the joint force is to successfully perform its missions. Command-linked tasks are selected by the supported command or lead federal agency and are normally scheduled for training, evaluated, and assessed by the organization providing the support.

detachment. 1. A part of a unit separated from its main organization for duty elsewhere. 2. A temporary military or naval unit formed from other units or parts of units.

end item. A final combination of end products, component parts, and/or materials that are ready for its intended use; e.g., ship, tank, mobile machine shop, aircraft.

essential task. In the context of joint operation planning, a specified or implied task that an organization must perform to accomplish the mission. An essential task is typically included in the mission statement.

full mission-capable. Material condition of an aircraft or training device indicating that it can perform all of its missions.

joint mission essential task. A mission task selected by a joint force commander deemed essential to mission accomplishment and defined using the common language of the UJTL in terms of task, condition, and standard.

installation. A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base.

interface control document. A memorandum of agreement/understanding established between organizations that outlines intersystem-access authorizations to applications and data base information.

measured unit. Department of Defense 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.

MOS. Military occupational specialty, as used by the U.S. Army and U.S. Marine Corps; also used herein to encompass requirements for U.S. Navy enlisted ratings, U.S. Navy officer designator, and Air Force specialty codes.

partial unit deployment. An element that deploys separately from its parent unit. It is applicable when a unit deploys only a part or portion of its mission capability to support an operation. It applies to small unit elements that are not registered in GSORTS separately from their parent unit.

Percent Effective (PCTEF). The current percent of effectiveness of the organization. Commander's subjective assessment of the unit's ability to execute its currently assigned mission.

personnel available. Personnel are considered available if they are assigned to a reporting unit, are physically present, or can be present within the prescribed response time, and are not restricted from deploying or employing with the unit for any reason.

possessed/on-hand strength. Total number of military personnel physically present with an organization (including personnel present for temporary duty).

provisional unit. A Service- or Combatant Commander directed temporary assembly of personnel and equipment organized for a limited period of time for accomplishment of a specific mission.

registered unit. All units that are assigned in reference f or have the potential to support, by deployment or otherwise, a CJCS/combatant command directed OPLAN, CONPLAN, or contingency operation. These units are created with a unique UIC and a BIDE set describing the unit.

Structured strength. The wartime work force requirements for an organization shown on Service work force documents.

support equipment. One of the two major categories of equipment in GSORTS that includes, but is not limited to, equipment in unit's allowance lists, war

readiness spares kits, repair parts, test equipment, and other Service-directed items of equipment for the organization to perform the mission for which organized or designed.

tasked. Assignment to perform a specific mission or task allotted by higher component.

unit identification code (UIC). A code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

U.S. Armed Forces. The Army, Navy, Air Force, Marine Corps, and Coast Guard.

wartime resources. Personnel, equipment, and organic supply assets required to accomplish a unit's wartime mission.

wartime table of organization. The Service or joint-manning document specifying the personnel requirements to accomplish a unit's wartime mission.

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