



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Department of Defense Readiness Reporting System (DRRS) Interim
Implementation Guidance

The Department of Defense Readiness Reporting System (DRRS) is designed to measure the readiness of military forces and supporting infrastructure to meet missions and goals assigned by the Secretary of Defense.

This memorandum, with attachment, specifies a number of discrete responsibilities for the DoD Components to implement DRRS and has incorporated your feedback to the extent possible.

Should your staff have any further questions concerning DRRS, please contact Col Pat Sherman, Office of Deputy Under Secretary of Defense (Readiness), phone (703) 693-5584 or DSN 223-5584, E-mail: Pat.Sherman@osd.mil or Dr. Laura Junor, Laura.Junor@osd.mil.

David S. C. Chu

Attachment(s): As stated



**Defense Readiness Reporting System (DRRS)
Enhanced Status of Resources and Training (ESORTS)
Implementation Guidance, Serial 1.0**

PURPOSE: This guidance identifies the roles, responsibilities, and actions required to support ESORTS reporting for DRRS Initial Operating Capability.

REFERENCE(S):

1. DoD Directive 7730.65, Department of Defense Readiness Reporting System
2. FY 2006-2011 Strategic Planning Guidance (SPG)
3. CJCSI 3401.01C, Chairman's Readiness System
4. USPACOM message 102232ZJun04, Subject: Department of Defense Readiness Reporting System (DRRS) Implementation in PACOM
5. Joint Electronic Library, UJTL Candidate Task Submission Form at: www.dtic.mil/doctrine/ujtl_coordination.html.

DISCUSSION: This serial is designed to provide initial guidance for Department of Defense (DoD) organizations to implement mission essential task based readiness reporting. This guidance is not exhaustive and compliments the DRRS Initial Operating Capability (IOC) software release. DRRS IOC software release includes publication of the ESORTS Users Manual. Future serial release instructions will reflect DRRS software improvements, corrections, user feedback, and future process improvements as required.

PROCEDURES:

Organizations Required to Report in ESORTS:

1. All Combatant Commanders, Sub-unified Commands, Directors of Combat Support Agencies (CSA), and PACOM Component Commanders will begin to report readiness by Mission Essential Task List (METL) in the ESORTS software by November 30, 2004.
 - a. The Combatant Commands and Combat Support Agencies are required to report the readiness of their headquarters or "top level" of command by this date.
 - b. All USPACOM reporting entities will begin reporting NLT December 31, 2004 per reference message to include Service components supporting USPACOM.
 - c. Base all ESORTS METL reporting on the Universal Joint Task List (UJTL) and/or Service/CSA authorized task lists.
2. For organizations required to report in the JQRR, use the criteria to support JQRR assessments per the guidance outlined in CJCSI 3401.01D (M-level criteria in table D-1). Commanders should conduct assessments at least bi-monthly, i.e. every two months, or whenever there is a significant organizational performance change.

3. Service Headquarters will develop detailed guidance for implementing reporting and assessing MET/METL readiness in ESORTS within their Service. The goal is to implement this process throughout the Services by September 30, 2005. Services should anticipate briefing their plans to OUSD (P&R) no later than December 31, 2004.
4. Combatant Commands will develop detailed guidance for implementing reporting and assessing MET/METL readiness in ESORTS within their Service Component Headquarters. Service Component Headquarters will begin reporting and assessing METL readiness in ESORTS no later than April 1, 2005.
5. To facilitate the transition to ESORTS, Service headquarters will register in GSORTS all Active, National Guard, and Reserve forces. The Navy will support Coast Guard reporting by registering Coast Guard units in GSORTS. The Joint Staff, Combatant Commands, and CSAs will register joint units and organizations not having a Service affiliation.
6. All units reporting in GSORTS will continue monthly reporting and significant status changes. GSORTS reports will serve as a data source for ESORTS until web-enabled data retrieval is functional. Expect transition from GSORTS to ESORTS to begin in FY05.
7. The initial fielding of ESORTS will provide limited resource information. This information will be automatically "pulled" from Service identified authoritative data sources and presented in the resource tab for each ESORTS reporting unit. The unit commanders will use this resource information, combined with the GSORTS data, in making their assessments.

Additional Information:

8. The ESORTS tool will provide unique capabilities for building, assessing, and managing METLs as well as gaining visibility on readiness resource information that will be outlined in the DRRS User's Manual. They include, but are not limited to, the following:
 - a. Reporting by core tasks, major plans, and named operations
 - b. Identifying and managing supporting tasks (staff, subordinate unit, and command-linked)
 - c. MET/METL assessments will be framed in accordance with the ESORTS software and based on "Yes", "Qualified Yes", and "No" criteria
 - d. Visibility of the latest GSORTS information reported by the unit
 - e. Detailed resource information from authoritative data sources with drill down and aggregation capability
 - f. The ability to query for capabilities based on METs that will map to units that provide the desired capability
9. Automated JQRR tools for the DRRS tool suite are under development. The Joint Staff, in coordination with the DRRS Implementation Office (DIO), will determine when these tools are functional and capable of supporting JQRR reporting. Once the JQRR tools are functional and capable, JQRR text messages will not be required. Until then, however, concurrent text message reporting to the Joint Staff for JQRR purposes is required.
10. For organizations currently using the JDRAT, all information will be migrated to ESORTS. The data will be migrated automatically and units will only enter data when automatic

transfer is infeasible. Migration from JDRAT to ESORTS is currently underway. The DIO will notify JDRAT reporting entities when it is time for their migration and assist them with the process.

11. Migrated assessments are “draft” assessments until the unit commander explicitly approves them. This allows each unit the opportunity to review and, if necessary, edit the migrated data before final command approval.
12. The USD (P&R) has established a DRRS Implementation Office (DIO) to provide assistance for units reporting in the DRRS system. Points of contact for the DIO in the Pentagon are COL Pat Sherman, (703)693-5584, Pat.Sherman@osd.mil, and Dr. Laura Junor, (703)693-5585, Laura.Junor@osd.mil. The DIO will also:
 - a. Publish an ESORTS User’s Manual.
 - b. Establish a DRRS Support Center (DSC). The DRRS Support Center personnel are available to answer JDRAT and DRRS functional questions as well as record technical issues (bug reports) and change requests on the locally maintained access database. The Support Center is open 24 hours a day Monday through Friday EST. During non-operating hours, support may be requested using email or phone answering machine. Contact information is as follows: Phone numbers: DSN 315-477-8261, Comm. 808-477-8261. Email: DRRS.Support.Center.FCT@pacom.smil.mil.
 - c. Provide additional information and briefings on ESORTS and DRRS on the DRRS Software Support Center website <http://www2.hq.pacom.smil.mil/teamapp/drrs/>.
 - d. Establish mobile training teams (MTT) to assist in JMET/MET development, and to assist units in initial ESORTS implementation. Additionally, the teams can assist with workshops to generate practical implementation schedules for components and to address organizational-specific issues.
 - e. Provide supplemental guidance as required to ensure a smooth and orderly DRRS implementation.