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AUG 10 2005

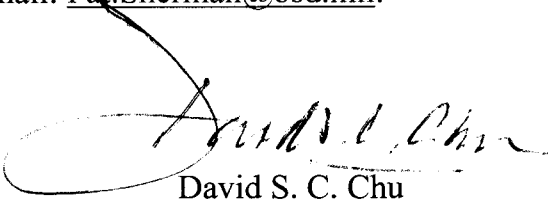
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF THE DEFENSE AGENCIES

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

The promulgation of this second implementation guidance continues the deliberate and measured approach in the DoD wide implementation of the new Defense Readiness Reporting System (DRRS).

This memorandum, with attachment, clarifies implementation issues associated with mission essential task assessment, the integration of DRRS with other DoD readiness reporting processes and systems, and the use of the DRRS to meet global force visibility requirements. We have carefully considered your comments and issues and have 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.


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Attachment(s): As stated



Defense Readiness Reporting System (DRRS) Implementation Guidance, Serial 2.0

PURPOSE: Provides guidance on responsibilities and actions required to support global force visibility with DRRS, further clarifies implementation issues surrounding mission essential task assessment and DRRS reporting requirements.

REFERENCE(S):

- (a) USD (P&R) Memorandum, dated November 2, 2004, Subj. "Department of Defense Readiness Reporting System (DRRS) Interim Implementation Guidance"
- (b) Secretary of Defense Memorandum, dated June 25, 2004, Subj. "Policy Implementation to Establish Commander, USJFCOM (CDRUSJFCOM), as the Primary Joint Force Provider"
- (c) DoD Directive 7730.65, Department of Defense Readiness Reporting System
- (d) CJCSI 3401.01D, Chairman's Readiness System

DISCUSSION: This serial provides implementation guidance for achieving global force visibility within DRRS. This guidance also clarifies implementation issues associated with mission essential task assessment and the integration with other readiness reporting processes and systems. This guidance builds upon earlier guidance (ref a) and is to be used in conjunction with DRRS software and users guides. Serial guidance is designed to provide flexibility required for spiral development and is not intended to be exhaustive in nature. All DoD components should supplement this guidance as required to ensure uniform DRRS implementation and compliance.

PROCEDURES:

Organizations to Report in ESORTS:

1. In accordance with reference (a), the Services will implement Mission Essential Task (MET) based reporting for all units by September 2005. Additional guidance in meeting this requirement includes:
 - a. The Services will ensure that all units currently reporting in GSORTS will register and report in ESORTS by September 30, 2005.
 - b. The Combatant Command (COCOMs) will register and report in ESORTS all Joint Forces, Joint Force Headquarters, and Joint Task Forces by September 30, 2005.
 - c. The Services will ensure that all units assigned a "Derivative Unit Identification Code" (DUIC) register and report in ESORTS. The Military Services have the discretion to report other lower level organizations in ESORTS as needed.
2. The Combat Support Agencies (CSAs) will identify key organizations, both deployable and non-deployable, that provide capabilities to the Commandant Commanders and register them in ESORTS no later than September 30, 2005. Non-deployable organizations would typically be those that provide support through reach-back.

Developing Mission Essential Tasks in ESORTS:

1. In accordance with Ref. (a), all Joint organizations and the Services will develop mission essential tasks by “Core Tasks”, “Major plans”, and “Named Operations” in ESORTS. All organizations reporting in ESORTS will use the following guidance to ensure consistent use:
 - a. “Core tasks” represent the fundamental capabilities for which a unit was designed or organized. For the Services, core tasks for tactical units should be drawn from the Service Universal Task List and standardized across all like type entities, e.g. tank battalions; destroyers, F-16 Squadrons. Core tasks for the COCOMs and CSAs will be defined by the Commander/Director to represent the fundamental activities of those organizations.
 - b. “Major plans” are those designated as a “level 4” plan in the Contingency Planning Guidance. All units/organizations with designated responsibilities in these plans will develop mission essential tasks for each assigned plan in ESORTS.
 - c. “Named Operations” are those operations designated as such by the Joint Chiefs of Staff, e.g. OPERATION IRAQI FREEDOM (OIF).
2. The National Guard will include both Title 10 and Title 32 missions and assessments in ESORTS.

Assessing Mission Essential Tasks and Missions in ESORTS: Reference (a), section 8c, requires that an organization’s ability to achieve a mission essential task to standard be assessed as “Yes”, “Qualified Yes” or “No.” This serial builds upon that guidance for use in mission and task assessment.

1. Commanders/Agency Directors will assess the ability of the unit to accomplish the task to standard under specified conditions. This assessment should be informed by observed performance, resource availability, and military experience/judgment. All assessments will be documented in accordance with the following definitions:
 - a. “Yes” (Green) Assessment: The organization can accomplish the task to prescribed standards and conditions. The “Yes” assessment should reflect demonstrated performance in training or operations.
 - b. “Qualified Yes” (Yellow) Assessment: The organization is expected to accomplish the task to standard, under most conditions, but this performance has not been observed or demonstrated in training or operations. Organizations assessing their task or mission as a “Qualified Yes” can be employed for those tasks.
 - c. “No” (Red) Assessment: The organization is unable to accomplish the task to prescribed standards and conditions at this time.
2. Commanders/Agency Directors will also assess the ability of the organization to execute the mission essential task list (METL) to meet mission objectives. This assessment will also be based on the “Yes”, “Qualified Yes”, “No” basis, but will consider the mission as a whole. As such, this assessment should reflect the military experience/judgment on all the tasks and

factors that affect the ability to meet mission objectives. The following guidelines will be used to ensure consistent mission/METL assessments:

- a. If the majority of the Command level METs are assessed as “Yes”, and the remaining METs are assessed as “Qualified Yes”, then the overall assessment should be “Yes”.
 - b. If the majority of the Command level 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” (Red), then the Commander must make a judgment as to whether the mission objectives can still be accomplished. Any “No” task would normally preclude an overall mission assessment of “Yes”. If the overall mission is rated 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.
3. All organizations reporting in ESORTS will update their task and mission assessments at least monthly. Furthermore, task and mission assessments will be updated in ESORTS within 24 hours of a significant change in the organization’s ability to execute them.

Unit Resource Data in ESORTS: Unit resource data are available in ESORTS to provide an objective resource status to the commander and support the MET/METL assessments. ESORTS includes detailed inventory and authorization data on personnel, equipment, supply, and ordnance. Likewise, other relevant readiness data, such as training events and status, are also available for use in readiness assessment. To ensure the accuracy and usability of these data, the following actions will be undertaken:

1. The DRRS Implementation Office (DIO) will ensure all ESORTS resource data are authoritative and updated in conjunction with the authoritative datasets. The software should highlight the pedigree and date of the resource data for all ESORTS users.
2. By October 1, 2005, the DIO will enable user defined “goal and variance” resource measures in ESORTS as well as a standard set of variance flags that mirror current GSORTS resource metrics.
3. All DRRS users will consider resource status when making task or mission assessments.

Achieving Global Force Visibility: The Secretary of Defense directed that USD (P&R) develop DRRS to support GFM data requirements as identified by the Global Force Management (GFM) user community (Ref b). The following guidance implements that direction:

1. Establishing Authoritative Data in DRRS. Authoritative and reliable data on equipment, personnel, supply, training, ordnance, location, and availability are required to ensure a consistent and accurate basis for force management.
 - a. The DIO will establish and publish an initial comprehensive listing of DRRS data requirements no later than August 15, 2005. Any required updates to the data requirements list will be coordinated as part of the DRRS battle staff process.

- b. The Military Departments and Directors of the Combat Support Agencies (CSAs) will identify authoritative data sources to support these requirements by October 12, 2005. Access to these data will be provided to the DIO as soon as possible, but not later than October 26, 2005.
 - c. The DIO will ensure the data requirements meet the needs of DRRS users, and provide the technical means to update these data routinely in DRRS until web service enabled support is available. The DIO, in coordination with Assistant Secretary of Defense Networks and Information Integration (ASD(NII)), will establish the readiness domain data standards (XML schema definition).
 - d. The Combatant Commands, Joint Staff, Services, and CSAs will provide initial administrative command hierarchical organizational data by September 2, 2005, in a file format provided by the DIO. This listing (with updates) will serve as the organizational baseline in DRRS until the GFM organizational (ORG) server is in place.
2. Joint Capability Areas (JCA) Displays. The DIO will ensure that DRRS software can aggregate and display MET and mission assessments by Joint Capability Areas.
3. Enabling Joint Task Force (JTF) Readiness. The ability to measure JTF readiness is essential to understanding the capabilities of the DoD to respond to crises. Accurate JTF readiness indicators will be implemented in DRRS.
 - a. The DIO will develop within DRRS the capability to view JTF readiness in support of requirements of the Combatant Commands and the Joint Staff.
 - b. All JTFs and Standing Joint Force Headquarters (SJFHQ) are required to assess their readiness by JMETL and assigned missions in DRRS monthly. The JTF should include the capabilities of any allocated forces in their overall assessment.

DRRS Integration with Other Readiness Reporting Processes and Systems: All systems used for readiness reporting and assessment will be fully integrated and consistent with DRRS. This allows for consistent information and assessment on readiness across the Military Services, Combatant Commands, and Defense Agencies. To ensure this consistency, the following actions will be undertaken:

1. Service Readiness Systems:
 - a. The Air Force and the DIO will work to ensure that the AEF Reporting Tool (ART) is fully integrated into ESORTS software. This integration should include the ability to address MISCAP and UTC reporting.
 - b. The Army and the DIO will work to capture and fully integrate data elements unique to ASORTS in ESORTS. The DIO will implement any necessary input tools into DRRS to capture those data currently unique to Army readiness reporting.
 - c. The Navy and the DIO will integrate DRRS-Navy into the ESORTS and the DRRS portal.

- d. The Marine Corps and DIO will coordinate all USMC unique data requirements in ESORTS. The DIO will implement any necessary input tools into DRRS to capture those data currently unique to Marine Corps readiness reporting.
2. GSORTS to ESORTS Transition:
 - a. DIO, in coordination with the Joint Staff and the Services, will publish an integration/transition plan for GSORTS to ESORTS.
 - b. The Services will report all organizational data updates to ESORTS starting in October 2005. At that time, ESORTS will serve as the authoritative source for reporting and maintaining unit registration for DoD.
 - c. The DIO will ensure that this information is available to fully support legacy systems dependent on GSORTS unit data.
 3. Mission Task/Readiness Assessments in the Joint Quarterly Readiness Review (JQRR).
 - a. By October 31, 2005, all mission and task assessments for use in the JQRR will use the “Yes -Green” “Qualified Yes -Yellow” and “No – Red” to ensure consistency in mission task assessments with ESORTS assessments. M-ratings will no longer be used.
 - b. The Joint Staff will provide interim reporting guidance to reflect this change, and will revise and conform all readiness reporting instructions to reflect this assessment methodology and ESORTS functionality in future changes. The DIO will modify the ESORTS software “JQRR views” in support of Joint Staff requirements.
 - c. The requirement for JQRR “text messages” should be eliminated for all organizations reporting in ESORTS.
 4. Joint Doctrine, Education, and Training Electronic Information System (JDEIS). By October 28, 2005, the DIO will enable JDEIS linkage through the DRRS portal page for task retrieval and submission in support of capabilities-based reporting and MET development.
 5. Security Classification Guidelines.
 - a. MET and METL assessments will be classified in accordance with Joint Staff and Service guidance.
 - b. Composite or aggregated data (including by Service, command, or type unit) will be classified at the same or higher level as the most highly classified component.
 - c. Information derived from ESORTS data will be classified in accordance with Service directives.
 - d. Additional guidance will be published in a separate document.