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PERSONNEL AND
READINESS

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

SUBJECT: Defense Readiness Reporting System (DRRS) Interim Implementation
Guidance, Serial 4.0

This guidance directs reporting in support National Guard missions, expands the development of mission essential tasks to include stability operations and theater security engagement, and clarifies issues in codifying authoritative DRRS data.

Should your staff have any questions on this guidance or DRRS in general, please contact Col Pat Sherman, ODUSD (Readiness) at (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 4.0**

PURPOSE: Provides additional guidance to support National Guard missions and force visibility, directs the development of mission essential tasks for stability operations and theater security engagement, and clarifies issues in codifying authoritative data.

REFERENCE(S):

(a) CJCS Memorandum, dated December 29, 2005, Subj. "Visibility of Reserves and National Guard"

(b) DRRS serial guidance 1.0 (November 2, 2004), serial 2.0 (August 10, 2005), and serial 3.0 (January, 17, 2006)

(c) Deputy Secretary of Defense Memorandum, dated January 22, 2006, Subj. "DSB Report: Institutionalizing Stability Operations Within DoD"

(d) National Guard Bureau (NGB) Memorandum, dated March 1, 2006, Subj. "(All States Log Number P06-0004) Defense Readiness Reporting System (DRRS) Implementation Guidance

(e) Strategic Planning Guidance (SPG) FY 2008-2013, dated March 2006

DISCUSSION: This guidance clarifies procedures for National Guard forces to report readiness for Title 10 and Title 32 missions in DRRS (see reference (a)). This serial also builds on earlier guidance (reference (b)) for achieving global force visibility in DRRS through validation of authoritative data sources for readiness reporting and Global Force Management. This guidance also implements Stability, Security, Transition, and Reconstruction (SSTR) reporting in DRRS per reference (c).

PROCEDURES:

National Guard (NG) reporting in DRRS.

1. All NG organizations supporting Title 10 or Title 32 missions will register and report in DRRS. These organizations include:

a. All Joint Force Headquarters-State (JFHQ-State) and State Joint Task Forces.

b. CBRNE consequence management, critical infrastructure protection, reaction forces, and counter-drug organizations.

c. Units or capabilities organized for homeland defense (HLD) and Direct Support to Civil Authorities (DCSA) operations.

2. All NG reporting organizations will develop and report against mission essential tasks (METs) for each approved mission. These include JFHQ-State missions, COCOM or State Plans, named operations in support of HLD, and DSCA.

a. Priority for MET development will be given to states that are most likely to face catastrophic natural or man-made emergencies of national significance.

b. Units in states most likely to experience hurricanes (FEMA regions IV, VI, and III) will develop and assess METs immediately.

c. Organizations outside of the hurricane region (FEMA regions IV, VI, and III) will develop METs according to the schedule set in reference (d).

d. JFHQs and their subordinate joint organizations in the states of Arizona, Texas, New Mexico and California will begin reporting on their assigned mission(s) by November 30, 2006.

e. JFHQs and their subordinate joint organizations in the remaining states and regions will begin reporting on assigned missions by July 31, 2007.

Mission Essential Tasks for Stability, Security, Transition, and Reconstruction (SSTR) reporting.

1. Organizations with a current defined SSTR mission will report their readiness for these missions in DRRS:

a. Develop in DRRS mission essential tasks with appropriate standards and conditions for the SSTR mission by October 31, 2006.

b. Assess in DRRS the ability to execute these tasks to standard by November 20, 2006 using the "Yes, Qualified Yes, and No" framework in DRRS.

2. Organizations that gain a defined SSTR mission will:

a. Develop in DRRS mission essential tasks with appropriate standards and conditions for the SSTR mission within 30 days of mission assignment.

b. Assess in DRRS the ability to execute these tasks within 45 days of mission assignment using the "Yes, Qualified Yes, and No" framework in DRRS.

Ensuring Accurate Data in DRRS.

1. The DRRS database serves as the main store of readiness data in a schema designed for accuracy, timeliness, ease of use, and replication. As such, all data in DRRS must be thoroughly codified and validated.
2. The Military Services will provide standardized data in accordance with the Defense Readiness Reporting System data schema (reference (e)) to ensure the transition to a single readiness reporting system for the Department of Defense.
3. All providers of authoritative data in DRRS (reference (b and e)) will:
 - a. Provide a point of contact, data dictionary, data schema, and data extracts for each authoritative dataset to the DRRS Implementation Office (DIO) by October 31, 2006. The complete list of Service authoritative datasets for DRRS is at <http://readiness.pr.smil.mil>.
 - b. Promptly complete a System Interface Agreement (SIA) between the DIO and data provider to ensure data access and refresh.
 - c. Correct any data anomalies in the authoritative data discovered by the DIO or through use in DRRS.
4. All Services and Joint organizations will provide a means to report Administrative Control (ADCON) and Operational Control (OPCON) for entities reporting in DRRS.
 - a. These data elements will be consumed by the DRRS Global Force Management (GFM) Organizational (ORG) server by October 31 2006.
 - b. In the event that authoritative data sources are not available, organizations will use the functionality in the DRRS GFM ORG server to capture this information.

Reporting Theater Security Cooperation (TSC) Tasks.

Each Geographic Combatant Commander develops a regional strategic plan that describes the security environment, identifies cooperation objectives and lists associated support to achieve those objectives. These plans should be treated as a “mission” in DRRS reporting.

- a. Geographic Combatant Commands (COCOMs) will develop and assess mission essential tasks for the TSC mission in DRRS in lieu of the current “core” mission report. The TSC mission will be assessed against the "Y", "Q", and "N" definitions in previous guidance by November 1, 2006.
- b. Geographic COCOMs will continue to follow previous guidance in developing METs for "Major plans" and "Named Operations".

Coast Guard Reporting in DRRS.

All Coast Guard organizations supporting Title 10 missions will register in DRRS. These organizations will develop and report against mission essential tasks (METs), with appropriate conditions and standards for these missions.