



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

IN REPLY REFER TO
BUMEDINST 3501.1B
BUMED-M7
3 Mar 2021

BUMED INSTRUCTION 3501.1B

From: Chief, Bureau of Medicine and Surgery

Subj: OPERATIONAL READINESS REPORTING AND MONITORING PROGRAM

Ref: (a) COMUSFLTFORCOMINST 3501.6
(b) DoD Directive 7730.65 of 11 May 2015
(c) DoD Instruction 7730.66 of 8 July 2011
(d) CJCSI 3401.02B of 31 May 2011
(e) OPNAVINST 3501.360A
(f) Navy Tactical Reference Publication (NTRP), Defense Readiness Reporting System – Navy Reporting Manual 1-03.5 of February 2016

Encl: (1) Definitions of Systems
(2) Defense Readiness Reporting System-Strategic Commander's Assessment Guidelines
(3) Continuous Monitoring and Reporting Guidelines
(4) Readiness Reporting Functional Control Board Charter of 27 Feb 2020

1. Purpose. To provide guidance to the Bureau of Medicine and Surgery (BUMED) operational forces on how to report their readiness to meet Readiness Reporting and Monitoring Program requirements. Enclosure (1) provides concise definitions of the systems that make up the Readiness Reporting and Monitoring Program. Enclosure (2) outlines guidelines for submitting a commander's assessment into the Defense Readiness Reporting System – Strategic (DRRS-S). Enclosure (3) delineates continuous monitoring and reporting guidelines. Enclosure (4) provides purpose and guidance for the Readiness Reporting Functional Control Board Charter. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 3501.1A.

3. Scope and Applicability. This instruction applies to BUMED, budget submitting office (BSO) 18 activities, and subordinate commands across the BUMED enterprise required to report operational readiness of their units (i.e., deployable capabilities or augmentation to existing operational units).

4. Background. BUMED provides agile, adaptable, and scalable capabilities that are employed globally across the full range of military operations in support of the National Defense Strategy. Naval forces must be prepared to respond rapidly to a wide range of operational environments. In order to ensure units are ready to deploy, BUMED requires a comprehensive view of the readiness of its Naval Expeditionary Health Service Support (NEHSS) units (e.g., forward deployable preventive medical unit (FDPMU) and expeditionary medical facilities (EMF)), to

meet U.S. Navy and U.S. Marine Corps current and future requirements. This change has been necessitated by a paradigm shift from global sourcing of individual augments to unit assignment and sourcing.

5. Policy. This instruction provides policy and guidelines for the implementation and management of BUMED's Readiness Reporting and Monitoring Program and the systems involved per references (a) through (f). Reference (a) is available at U.S. Fleet Forces Command (USFLTFORCOM) Sharepoint site at <https://usff.navy.deps.mil/sites/nrre/default.aspx> (CAC access only).

6. Action. BUMED deployable platforms will report and monitor readiness data within the readiness reporting systems relevant to their mission and comply with readiness reporting requirements in enclosure (2).

7. Roles and Responsibilities

a. Deputy Chief, Total Force (DCTF) must:

(1) Ensure oversight of operational readiness reporting and serve as approval authority for periodic review results.

(2) Act as coordinating body for all readiness reporting stakeholders listed in this instruction.

(3) Monitor DRRS-S reporting compliance and data quality.

(4) Recommend corrective measures for DRRS-S reporting and data quality deficiencies.

(5) Ensure Navy Medicine's costs associated with the Expeditionary Medicine Platform Augmentation Readiness System (EMPARTS) and Readiness and Cost Reporting Program (RCRP) are included in the BUMED budget.

(6) Review readiness reporting system reports monthly to ensure compliance with reporting timeliness and data quality.

(7) Submit recommendations to USFLTFORCOM for approval to designate or remove subordinate units from status as readiness reporters.

(8) Authorize the use of Status of Resources and Training System (SORTS) levels "C-5," "C-6," and "N/A" for unit types under their cognizance, upon approval by USFLTFORCOM.

b. Deputy Chief, Operations, Plans and Readiness (DC OP&R) must:

(1) Align BUMED deployment readiness strategy with Department of Defense (DoD); joint, fleet, and U.S. Marine Corps strategic plans.

(2) As requested, support DCTF with coordination of readiness reporting stakeholders in accomplishment of tasks described in this instruction.

(3) Collaborate with the Director, Medical Resources, Plans, and Policy Division (N0931); USFLTFORCOM; U.S. Pacific Fleet (COMPACFLT); Headquarters Marine Corps, Installations and Logistics (I&L); U.S. Marine Corps Forces Command (MARFORCOM), and U.S. Marine Corps Forces, Pacific (MARFORPAC), Naval Medical Forces Atlantic, and Naval Medical Forces Pacific on BUMED participation in operational exercises and certifications to facilitate readiness, monitoring, and tracking within DRRS-S.

c. Assistant Deputy Chief, Manpower and Personnel (BUMED-M1B) must:

(1) Ensure enterprise-wide medical billets, to include the Reserve Component (RC), are properly aligned in the Navy's designated official manpower data system, Total Force Manpower Management System (TFMMS).

(2) Designate a personnel pillar lead and action officer who will serve as subject matter experts (SME), Active Component (AC) and RC, for the personnel pillar on the Reporting Functional Control Board.

(3) Provide SME support for annual RCRP periodic reviews which examine all resource-to-task relationships.

(4) Maintain current unit activity manpower documents.

(5) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

(6) Monitor the accuracy of respective pillar data within RCRP and DRRS-S monthly.

d. Director, Human Resources Systems Support (BUMED-M14) must:

(1) Ensure operations and maintenance, technical development changes, and configuration control management meet EMPARTS readiness reporting requirements.

(2) Ensure all unit readiness requirements (e.g., personnel and unit billets) are maintained in EMPARTS as defined by Manpower Plans and Policy (BUMED-M12) for evaluation of personnel readiness status.

(3) Ensure timely submission of EMPARTS data extracts to the Assistant Deputy Chief for Training and Education (BUMED-M7B) Readiness Reporting and Monitoring Branch RCRP program manager on the mutually agreed upon schedule.

- (4) Coordinate in advance with BUMED-M7B any changes to reporting content or format.
 - (5) Collaborate with regions, BUMED-M7B, and personnel and training pillar SMEs to assist with issues regarding EMPARTS personnel data and system changes that have a direct impact on readiness status reporting via the RCRP.
 - (6) Monitor readiness reporting compliance by providing weekly deployer and data quality reports for review by regional commands for unit readiness requirements in EMPARTS.
 - (7) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).
 - (8) Monitor the accuracy of respective pillar data within RCRP and DRRS-S monthly.
- e. Assistant Deputy Chief, Fleet Support and Logistics (BUMED-M4B) must: Ensure equipment and supply (E&S) sets are ready to execute requirements outlined in the respective platform required operational capability and projected operational environment.
- f. Director, Logistics Policy and Programs (BUMED-M42) must:
- (1) Establish policy and guidance for equipment and supply readiness reporting.
 - (2) Monitor the status of equipment and supply readiness and coordinate with Navy Expeditionary Medical Support Command (NAVEXPMEDSUPCOM) and units to address any changes to assigned E&S sets.
 - (3) Monitor E&S pillars within RCRP and DRRS-S at least monthly.
 - (4) Maintain situational awareness of all personnel, equipment, supply, and training (PEST) resources via established reporting systems.
 - (5) Collaborate with regions, BUMED-M7B, and E&S pillar SME to assist responsible parties with E&S resource degradation corrective measures.
 - (6) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).
 - (7) Provide E&S pillar lead and E&S pillar action officer to serve as SMEs for the E&S pillars on the Reporting Functional Control Board.
 - (8) Provide SME support to annual RCRP periodic reviews.

g. Assistant Deputy Chief, Information Management and Technology (BUMED-M6B)
must:

(1) Ensure BUMED readiness reporting systems interoperability to fulfill RCRP and DRRS-S import requirements.

(2) Provide representative(s) to serve as SMEs on the Reporting Functional Control Board.

(3) In collaboration with Information Technology and Communications Services (ITACS), assist Navy Medicine regions and subordinate commands with Secure Internet Protocol Router (SIPR) capability and access.

h. Assistant Deputy Chief, Training and Education (BUMED-M7B) must:

(1) Serve as the executive lead for BUMED operational readiness reporting and monitoring.

(2) Direct the program and monitor operational readiness reporting compliance.

(3) Ensure operational readiness training requirements are codified in BUMED policy.

(4) Collaborate with regions and training pillar SME to address and resolve personnel operational readiness training issues.

(5) Provide training pillar lead and training pillar action officer to serve as SMEs for the training pillar on the Reporting Functional Control Board.

(6) Provide SME support to annual RCRP periodic reviews.

(7) Submit RCRP periodic review results and recommendations to DCTF for approval.

(8) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

(9) Submit RCRP budget data and programmatic funding requests to DCTF during annual BUMED budget call.

(10) Establish and maintain BUMED readiness reporting guidance.

(11) Ensure BUMED unit capability assessments align with DRRS-S reporting requirements.

(12) Conduct annual unit Navy mission essential task list (NMETL) and periodic reviews to ensure an accurate operational readiness picture and create the foundation for comprehensive score calculations in RCRP.

(13) Assess DRRS-S reports of subordinate units for content, completeness, timeliness, and accuracy. Report to enterprise leadership monthly unit readiness reporting compliance and data quality.

(14) Incorporate DRRS-S reporting into readiness assessment processes for assigned units and Navy Medicine's chain of command.

(15) Manage Navy Medicine's RCRP budget execution.

i. Assistant Deputy Chief, Capability Requirements (BUMED-M9B) must: Serve as coordinating review authority for the core or assigned mission essential task list (METL) of operational units of record under Navy Medicine's cognizance.

j. Director for Administration (DFA) (BUMED-M09B) must:

(1) Establish policies and procedures to acquire SIPR tokens for BSO-18 personnel who require access to SIPR based readiness reporting systems.

(2) Ensure Navy Medicine commands and activities have sufficient SIPR terminals installed to support readiness reporting requirements.

k. Readiness Functional Control Board: See enclosure (4).

l. BUMED Echelon 3 Commands:

(1) Commander, Naval Medical Forces Atlantic and Commander, Naval Medical Forces Pacific must:

(a) Provide oversight for NEHSS platforms within respective region to ensure maximum unit readiness.

(b) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

(c) Monitor and assist sourcing commands with the ability to meet unit, training, and readiness requirements. Report operational readiness status to BUMED leadership, as requested.

(d) Review and verify EMPARTS, RCRP, and DRRS-S data accuracy after each EMPARTS data load into RCRP. Report discrepancies immediately via e-mail to usn.ncr.bumedfchva.list.bumed--M72@mail.mil.

(e) Monitor the DRRS-S reports of subordinate units for content, completeness, timeliness, and accuracy. Ensure unit commander compliance with all operational readiness reporting requirements as outlined in this instruction.

(f) As an immediate superior in command (ISIC), submit commander's assessments on behalf of supported units in the event commanding officers (CO) of respective Navy Medicine Readiness and Training Commands (NAVMEDREADTRNCMD) or Commander, Navy and Marine Corps Public Health Center (NAVMCPUBHLHCEN) are unable to report due to extenuating circumstances. ISICs must not change the reported readiness levels nor delay submission of reports by unit CO or officer in charge (OIC).

(g) Notify unit COs immediately of any alternate personnel assignments of AC personnel from one unit to another in support of an ad hoc mission. These assignments must be reflected in EMPARTS and communicated with all stakeholders in an expeditious manner to support an accurate readiness posture in respective reporting systems.

(h) Provide designated representative(s) as requested to serve as SME and advisor to the Readiness Functional Control Board Working Group (WG).

(i) Provide operational SMEs as requested by BUMED-M7B to support annual RCRP periodic reviews including reviews of the platform's NMETL and Fleet Readiness Training Plan (FRTP).

(j) Establish guidance to ensure subordinate commands within respective regions fully comply with this instruction by providing timely and accurate readiness reporting across all pillars in RCRP and DRRS-S.

(k) Ensure all echelon 4 commands within respective regions establish reporting guidance that complies with this instruction.

(l) Review and assess DRRS-S data of subordinate units, with particular emphasis given to identified degradations and resource shortfalls. Take appropriate corrective or mitigating actions in coordination with respective BUMED pillar resource SMEs.

(2) Commander, Naval Medical Forces Support Command must:

(a) Enable professional and occupational education and training to support BUMED and operational forces. Establish and maintain operational training courses as required by training plans. All courses must be listed or hosted in Fleet Training Management and Planning System (FLTMPS).

(b) Serve as a resource advocate for BUMED readiness training requirements.

(c) Provide SMEs as requested by BUMED-M7B to support annual RCRP periodic reviews.

(d) Provide designated representative(s) to serve as SME and advisor for Readiness Functional Control Board WG.

(e) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

(f) Monitor training pillar within RCRP and DRRS-S.

m. BUMED Echelon 4 and 5 Commands

(1) Commander, Navy and Marine Corps Public Health Center (NAVMCPUBHLTH-CEN) must:

(a) Monitor mission readiness within the established readiness reporting systems in support of FDPMPUs.

(b) Provide designated representative(s) to serve as SME and advisor for the Readiness Functional Control Board WG.

(c) Provide SMEs to support annual RCRP periodic reviews.

(d) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

(e) As an ISIC, submit DRRS-S reports for any unit unable to submit a report within the required time limits. ISICs must not change the reported readiness levels nor delay submission of reports by unit OIC.

(2) COs, NAVMEDREADTRNCMDs must:

(a) Ensure all readiness requirements for members assigned to units are reported accurately in EMPARTS.

(b) Ensure billet management is conducted on a monthly basis to confirm operational billets are filled appropriately and the corresponding member is ready to deploy. Non-deployable AC members of an operational unit must immediately be replaced with an alternate member via the alternate personnel assignment process in coordination with the region.

(c) Immediately notify unit COs of any alternate personnel assignments from one unit to another in support of an ad hoc mission. These assignments must be reflected in EMPARTS and communicated with all stakeholders in an expeditious manner to support an accurate readiness posture in respective reporting systems.

(d) Monitor unit readiness scores in RCRP and collaborate with their respective Navy Medicine region.

(e) Monitor the DRRS-S reports of subordinate units for content, completeness, timeliness, and accuracy. Ensure unit commander compliance with all operational readiness reporting requirements as outlined in this instruction.

(f) As an ISIC, submit DRRS-S reports for any unit unable to submit a report within the required time limits. ISICs must not change the reported readiness levels nor delay submission of reports by unit COs.

(g) Ensure each unit has designated personnel adequately trained to use all reporting systems.

(h) Provide operational SMEs as requested by BUMED-M7B to support RCRP annual reviews of the unit's NMETL and FRTP. These experts may also be requested to augment staff expertise during the annual RCRP periodic review WGs which examine all resource to task relationships.

(i) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

(3) COs, EMFs, OICs, and FDPMUs:

(a) Begin reporting readiness in DRRS-S upon establishment, commissioning, or being placed in service, including being placed "in service, special."

(b) Complete the commander's assessment section in DRRS-S and submit monthly (no later than every 3rd Thursday of each month) and within 24 hours of significant event resulting in change to readiness status, for review by responsible region commanders.

(c) Notify ISIC and region to submit reports on the unit's behalf if unable to submit reports within the required time limits.

(d) Collaborate with ISIC and region for any alternate personnel assignments of AC personnel from one unit to another in support of an ad hoc mission. These assignments must be reflected in DRRS-S commander's assessments and communicated with all stakeholders in an expeditious manner to support an accurate readiness posture in respective reporting systems.

(e) Provide operational SMEs as requested by BUMED-M7B to support annual RCRP periodic review including reviews of the platform's NMETL and FRTP.

(f) Ensure BUMED-M7B is included as an addressee on any Operations Report-5 (OPREP 5) and Movement Report (MOVREP) messages; usn.ncr.bumedfchva.list.bumed---M72@mail.mil.

(4) CO, NAVEXPMEDSUPCOM:

(a) Conduct quality assurance checks on Joint Medical Asset Repository (JMAR) data extracts to ensure accurate Defense Medical Logistics Standard Support (DMLSS) data is reflected for submission to RCRP.

(b) Submit JMAR data extracts to the designated RCRP program manager and BUMED-M7B on the mutually agreed upon schedule, ensuring accurate data requirements are met. Any changes to either system affecting the agreed upon format will be coordinated with the Readiness Reporting and Monitoring Branch, BUMED-M7B prior to the change.

(c) Coordinate with BUMED-M42 to provide input regarding readiness of prepositioned equipment and supply sets to unit COs and OICs their consideration in preparing commander's assessment for submission to DRRS-S on a monthly basis. Any modifications to assigned equipment sets tailored to support ad hoc missions must be communicated to unit CO or OIC.

(d) Coordinate with BUMED-M42 to provide information regarding "operationally ready and available" status of E&S as outlined in reference (d) sufficient for unit COs and OICs to report readiness in DRRS-S.

(e) Manage E&S pillars within RCRP and DRRS-S at least monthly.

(f) Collaborate with regions, BUMED-M7B, and E&S pillar SMEs to assist with issues regarding DMLSS and JMAR equipment and supply data and system changes that have a direct impact on readiness status reporting via RCRP.

(g) Maintain situational awareness of all PEST resources via established reporting systems.

(h) Provide designated representative(s) to serve as SME and advisor for Readiness Functional Control Board WG.

(i) Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M7B.

(j) Ensure appropriate staff establish accounts in respective readiness reporting systems (e.g., EMPARTS, RCRP, DRRS-S).

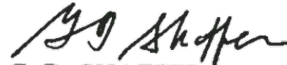
8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-M7B will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy (SECNAV), and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Information Management Control. The reporting requirements contained in subparagraphs 7a(2), 7a(5), 7d(6), 7h(11), 7h(13), 7h(14), 7l(1)(e), 7m(1)(e), 7m(2)(f); enclosure 2 subparagraphs 5a, 5b(6), 5d(4), 6a, 6b; enclosure 3 subparagraphs 1b, 2a(1)(a), 2a(2)(c), and paragraph 3; and enclosure 4 subparagraphs 2f and 2h of this instruction is exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.


G. D. SHAFFER
Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>

DEFINITIONS OF SYSTEMS

1. DRRS-S. DoD authoritative data system which provides a mission-focused, capabilities based common framework to the Secretary of Defense, Joint Chiefs of Staff, combatant commanders, military Services, combat support agencies, and other key DoD users. This collaborative environment allows users to evaluate, in near real time, the readiness of Military Services 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. DRRS-S is located on the classified SIPR Network.
2. DRRS-S Navy Status of Resources and Training System (SORTS) Input Tool. DRRS-S includes both mission essential task list (METL) and SORTS readiness reporting data inputs. Navy SORTS data is reported into the Navy SORTS input tool, if the unit reports into DRRS-S. This is a web-enabled module within the DRRS-S framework for U.S. Navy measured units to manage and submit a unit readiness status report.
3. BUMED RCRP. Serves as the web-based data management tool that delivers unit readiness data across the personnel equipment and supply, training figure of merit indicators for all Navy mission essential tasks and capabilities for BUMED operational units.
4. EMPARTS. The system of record by which BUMED BSO-18 personnel readiness is tracked and monitored. The Naval Expeditionary Health Service Support (NEHSS) personnel pillar in Readiness and Cost Reporting Program (RCRP) is populated solely on the files received from EMPARTS.
5. JMAR. This is a joint information technology system which provides access to medical asset information. Data extracted from Joint Medical Asset Repository (JMAR) reports are uploaded in RCRP to establish the equipment and supply (E&S) requirements and on-hand inventory for NEHSS inventory sets. Within RCRP, NEHSS units align with inventory sets to calculate resource readiness scores.
6. DMLSS. A system of record used to maintain material, facilities, services, and information resources essential to patient care in peace, during contingency operations, and wartime. The NEHSS E&S pillars in RCRP are based solely on the data files received from DMLSS via extract from JMAR.
7. Navy Training Information Management System (NTIMS). The authoritative data source for the Responsible Organization (RESPORG) Naval Mission Essential Task List (NMETL). Every NMETL has attached training resource requirements which are submitted via BUMED for uploading into NTIMS via the RESPORG Fleet Readiness Training Plan (FRTP). The FRTP includes BUMED pre-approved training schedules for each RESPORG including planned events, sub-events, and planned dates.

DEFENSE READINESS REPORTING SYSTEM-STRATEGIC
COMMANDER’S ASSESSMENT GUIDELINES

1. Assessment Roles. Only the commander, CO, or designated representative, of the reporting unit can assess and approve the overall unit C-level. Commanders above the reporting unit have the opportunity to review readiness input of subordinates and submit remarks as applicable. Users definitions are:

- a. Unit Commander (UC) – Approve and submit
- b. Unit Administrator (UA) – Can add in draft form but cannot approve or submit
- c. Unit Viewer (UV) – Read only

Access will be granted to two individuals per unit with UC or UA roles (i.e., commander, CO, or designee); two individuals per region with UA role; and one individual at echelon 4 with UA role (i.e., NAVEXPMEDSUPCOM). See Figure 1.

	UC Access	UA Access	UV Access
BUMED	1	1	2
Naval Medical Forces Atlantic and Naval Medical Forces Pacific	2	2	2
NAVMCPUBHLTHCEN	2	2	2
EMF CO or Designee	2	2	2

Figure 1

2. General. METL assessments, resource status inputs, and other data submitted in DRRS-S are Operation Reports (OPREP) used by joint and Navy commanders to inform force generation and employment decisions. The content of DRRS-S reports must be timely, accurate, concise, and consistent. The various elements of a DRRS-S report must be consistent with each other and with other OPREPs, mission specific situational reports, casualty reports, casualty correction reports, battle-rhythm support products submitted to operational commanders, etc.). Commander’s assessment remarks in DRRS-S and SORTS must align with the quantitative analysis provided in RCRP. The direction that follows ensures consistency of Navy readiness reporting and compliance with joint readiness reporting requirements.

3. Report Submission Criteria

- a. All DRRS-S reporting units must remain continuously alert to changes in unit status that would necessitate changes to their readiness reporting.

(1) UCs will report changes in readiness that affect overall C ratings (C-OVALL), resource category C-levels, percent effective (PCTEF), or mission essential task (MET) or mission assessments within 24 hours of the event that necessitates the change. If no change occurs within 30 days of the previous report submission, commanders will submit a complete report to validate the existing data.

(2) Units in maintenance phase or in inter-deployment stand-down, reporting C-5 OVALL in SORTS, except those assigned to the Forward Deployed Naval Forces, are exempt from the requirement to submit 30-day validation reports. Commanders remain obligated to submit reports within 24 hours following a significant change in the status reported in DRRS-S (e.g., extension of the duration of the maintenance availability or a change in location). Upon exiting C-5 OVALL status, commanders must immediately submit a complete report and resume normal reporting periodicity.

(3) Examples of events that require the submission of a DRRS-S report include, but are not limited to:

(a) Any unit location changes away from home station, installation, or base, to include partial unit deployment, if applicable.

(b) Receipt or loss of an operational certification (e.g., deployment certification).

(c) Departure or return of the unit, or operationally significant portion of the unit from deployment, or an operation (e.g., scheduled or surge deployment; contingency operations or execute order employment such as homeland defense or Defense Support of Civil Authorities).

(d) Significant change in the status of resources affecting the ability to execute a MET (e.g., gain or loss of critical personnel; degradation, restoration, or on and offload of mission essential equipment; on and offload of mission essential supplies).

(e) Change in status affecting the ability to meet deployment or employment timelines, to include the start or end of a stand-down.

(f) Submission of any other OPREP that documents a degradation in the ability to execute the unit's as-designed or assigned missions (e.g., Category 3 or 4 casualty reports (CASREP) or casualty correction (CASCOR); OPREP 3 or 5, or mission specific situation report, reporting a degradation or restoration of mission capability).

b. Units must immediately inform their ISIC if unable to submit reports as required. ISICs must assume reporting submission duties for any subordinate that is unable to submit reports directly.

4. Assessment of METs and Missions

a. Commanders must use the listed rationale and criteria when assessing METs and missions. Commanders must enter assessment comments per the direction in paragraph 6 of this enclosure for any mission or MET assessment other than Yes (Y/Green) or standard assessment other than “achieved” and must include the additional detail identified listed here:

(1) Yes (Y/Green). Unit can accomplish the task or mission to established standards and conditions. The “Yes” assessment should reflect demonstrated performance in training or operations.

(2) Qualified Yes (Q/Yellow)

(a) For core or assigned mission assessments, Q/Yellow indicates the unit can accomplish all or most tasks to standards under most conditions.

(b) For MET assessments, Q/Yellow indicates one or more MET standards cannot be fully achieved under the prescribed conditions. Commanders must enter assessment comments that clearly describe the specific standards and conditions that cannot be met, and the shortfalls or issues affecting the unit’s ability to accomplish the task.

(3) No (N/Red)

(a) For core or assigned mission assessments, N/Red indicates the unit is unable to accomplish the majority of tasks to prescribed standard and conditions.

(b) For MET assessments, N/Red indicates that the unit is unable to accomplish the task. Commanders must clearly detail the rationale for the assessment and identify the shortfalls or issues affecting the unit’s inability to accomplish the task in the assessment comments.

b. Units that have assigned missions (named operations and top priority plans) in addition to their core METL must assess each METL individually. Core METLs are based on the tasks the unit was organized or designed to perform for major combatant operations. Assigned mission METLs are based on the combatant commander requirements for that given mission.

c. Commanders must base assessments on the unit’s current ability to achieve the MET standards under the prescribed conditions. The unit’s ability to execute the requirements of the optimized fleet response plan (OFRP) phase or current employment is not a factor in assessing METs and missions. Commanders are required to assess the unit’s ability to execute their currently assigned mission, such as OFRP events (e.g., composite training unit exercise) or other employment, in the PCTEF entry of the SORTS assessment.

(1) Commanders must enter an assessed value for each prescribed MET standard. The assessed value must represent the commander's best judgement of ability to meet the prescribed criterion based on the totality of available evidence such as equipment status, qualification level, and supplies available. For example, a criterion previously assessed as "not achieved" due to an equipment failure (e.g., CASREP) may be assessed as "achieved" following repair and test, even if performance has not been demonstrated under full operational conditions. Similarly, a standard assessed as "not achieved" due to the vacancy of critical billets (e.g., ability to sustain 24-hour operations) may be assessed as "achieved" upon filling the billets with qualified personnel although the required operational tempo has not been demonstrated.

(2) Commanders may enter an observed value and date for a MET standard to document performance of a task that the unit has demonstrated in exercise or real world operations. These values are most informative when the associated measure addresses performance that depends upon perishable skills or infrequent observation of an operational capability (e.g., full unit deployment to a field exercise or operation). If the observed and assessed values differ, then the rationale for the difference must be explained in the MET comments.

(3) DRRS automatically calculates a "standards-based assessment" for each MET. If all standards have assessed values that satisfy the associated criteria, then the standards-based calculation will be "Yes (Y/Green)." However, if one or more of the standards do not meet the associated criterion, the standards-based calculation will be "No (N/Red)." This calculated "assessment" is merely a flag and is not authoritative. In particular, the standards listed for each MET do not, by design, encompass every factor that may affect MET performance. It is likely that commanders will encounter situations where all prescribed MET standards can be achieved but operational judgment dictates that the MET cannot be adequately performed. Similarly, conditions may exist such that failure to achieve one specific standard may not prevent or significantly limit performance of a MET. Commanders are always required to assess ability to perform each MET based on the totality of the information available to them.

d. Operational resource allocations do not supersede or override MET standards. Standards reflect unit designed or assigned mission requirements. If a unit receives an allocation of an essential resource (e.g., critical supplies) that is significantly less than the prescribed standard, then the MET must be no higher than Q/Yellow, and the affected SORTS resource category must be no higher than C-2. This prevents force-wide shortages of critical resources from being masked in DRRS by ensuring that units degrade MET and SORTS assessments when they are not resourced to meet warfighting capability or capacity requirements.

e. Commanders must ensure MET assessments are consistent with and specifically reflect the limitations reported via other operational channels (e.g., OPREPs, mission specific situation reports, CASREPs, etc.).

f. Commanders must enter comments for every MET not assessed as Yes (Y/Green) and every standard that is not assessed as achieved, per the direction in paragraph 6 of this enclosure. The comments must specifically address the rationale for the assessment.

g. Commanders must assess core and assigned mission readiness by considering the assessments of all associated METs. A mission assessment of Yes (Y/Green) indicates present day readiness to execute the core or assigned mission.

(1) Units must not report Yes (Y/Green) for a mission if any METs are assessed as No (N/Red). The highest allowable mission rating in this case is Qualified Yes (Q/Yellow) regardless of OFRP phase or currently assigned mission.

(2) Units must not report Yes (Y/Green) for a mission unless at least 51 percent of the METs are assessed as Yes (Y/Green) and the remainder as Qualified Yes (Q/Yellow).

(3) Commanders that assess any mission as other than Yes (Y/Green) must support this by ensuring that one or more associated METs are assessed as other than Yes (Y/Green).

(4) Ships and submarines must assess Core mission as No (N/Red) if the METs “Conduct Mobility” or “Conduct Command and Control” are assessed as No (N/Red).

5. SORTS Reporting

a. SORTS reports provide an evaluation of unit level resource sufficiency, as measured against the resources required to execute the unit’s core mission. SORTS reports include an assessment of the overall resource sufficiency (C-OVALL level), which incorporates the effects of independent assessments in up to five discrete resource categories (Personnel, Equipment, Supply, Training, and Ordnance (PESTO)). Additionally, commanders are required to independently assess their ability to accomplish the unit’s currently assigned mission (PCTEF) and the ability to accomplish the unit’s mission in a chemical and biological environment. Commanders must ensure that SORTS reports are consistent with the unit level core assessment and reflect resource status in relation to the unit’s core mission. Commanders must update or validate SORTS data fields as part of each DRRS-S report.

b. Overall and Resource Category Levels. SORTS overall and PESTO resource category levels (C-levels) are assessed using the rationale and criteria listed:

(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 of 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 of methods for mission accomplishment, but will not increase vulnerability of the unit under most envisioned operational scenarios. The unit requires 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 requires significant compensation for deficiencies.

(4) C-4. The unit requires additional resources or training to undertake its wartime missions; however, the unit may be directed to undertake portions of its wartime missions with resources on hand.

(5) C-5. The unit is in a planned period of operational unavailability (not resourced or trained) and is not prepared to undertake the wartime missions for which it is organized or designed. Example of this scenario is when units are being considered or slated for program objective memorandum cuts.

(6) C-6 or N/A. These levels do not factor into the overall C-level assessment. They indicate that a particular PEST resource category, or operations in a chemical or biological environment, are not part of the as-designed capability of the affected unit type. For example, a fleet surgical team that relies on a host unit to provide all facilities may be directed to report C-6 for the supply and equipment resource categories. Units must use these entries to indicate that a resource category is not measured only when directed by their coordinating review authority. Units must request BUMED DCTF authorization to use such levels as part of the METL approval process.

c. Commanders should normally assess C-OVALL as equal to the lowest measured (not C-6 or N/A) resource category, but may raise or lower C-OVALL based upon a subjective evaluation of all relevant factors. Commanders must carefully consider the combined effect of all resource categories when determining if a subjective change is warranted. For example, a unit evaluating multiple resource categories as C-2 may determine that the combined effect produces an overall C-level of C-3. If the overall C-level is subjectively changed, then the commander must provide the rationale for the change in the C-OVALL comments.

d. PCTEF. Commanders must use PCTEF to report an assessment of the unit's ability to execute its currently assigned mission.

(1) PCTEF will not necessarily correlate to the unit's C-OVALL or core mission METL assessments.

(2) Units may have more than one assigned mission at a time. PCTEF should be based upon the most limiting mission, and PCTEF comments must indicate the mission being assessed. If higher headquarters designate a unit's currently assigned mission as sensitive, commanders must assess PCTEF against core standards and indicate this in the comments.

(3) Commanders must update PCTEF within 24 hours of a change to the assigned mission or the ability to perform the assigned mission.

(4) PCTEF levels are reported on a scale of 1 through 4 that uses a rating rationale equivalent to that used for C-OVALL levels:

(a) Level 1 - The unit possesses the required resources and is trained to undertake the currently assigned mission.

(b) Level 2 - The unit possesses the required resources and is trained to undertake most of the currently assigned mission.

(c) Level 3 - The unit possesses the required resources to undertake many, but not all, portions of the currently assigned mission.

(d) Level 4 - The unit requires additional resources or training to undertake the currently assigned mission; however, they may be directed to undertake portions of the mission with resources on hand.

(e) Not Applicable (N/A). Unlike overall C-levels, there is no PCTEF level 5. Units reporting C-5 overall may report PCTEF as N/A.

(5) Comments are required for all PCTEF reports, except N/A, and are limited to 256 characters. Comments must indicate the mission to which the PCTEF assessment applies and must describe limitations when reporting PCTEF levels 2-4. Additional guidance for completing a PCTEF report can be found in reference (e).

e. SORTS reports require that commanders populate a number of entries with objective data describing current unit status (e.g., location, operational activity, etc.). Guidance and details for populating these fields can be found in reference (e).

6. Commander Comments

a. Commander comments are the most important and valuable portions of DRRS-S reports. Comments must be clear, concise, and focused on operational effects. They must be consistent among portions of the DRRS-S report and with other OPREPs.

b. As described in subparagraph 6a of this enclosure, commander's comments are required to supplement reports when:

(1) A MET or mission is not assessed as Yes (Y/Green).

(2) A MET standard is evaluated as "Not Achieved" or "Cannot Evaluate."

(3) A C-OVALL or resource category is not assessed as "C-1."

(4) A C-OVALL level is not assessed as equal to the lowest measured resource category (commander's subjective override is used).

(5) A PCTEF level is not assessed as "1." Note PCTEF requires a description of the mission reported upon for all levels, including "1."

c. Comments addressing specific shortfalls must provide substantive content that describes the specifics of each degradation or limitation being reported. Additional narrative comments are provided for clarity and context in describing mission, MET, and SORTS assessment rationale. At a minimum, comments must include one of these for each limiting degradation, if any exist:

(1) Description of degradation or shortfall.

(2) Specific operational limitations to task or mission.

(3) Ongoing corrective actions or mitigations.

(4) Estimated date of resolution.

d. Operational commanders and joint command and control systems process MET and resource category assessments, with associated comments, independently of the core mission and SORTS overall assessments. Therefore, MET and resource category comments must stand alone to describe the unit commander's rationale for the associated assessment. Entries such as "See Core comments," "nothing significant to report (NSTR)," or similar remarks are not acceptable. Additionally, units should avoid the use of Navy jargon, acronyms, or references. These assessments are used by the chain of command through the Office of the Chief of Naval Operations, combat commander, joint staff, and Office of the Secretary of Defense levels for planning, assessment, and operational mission execution purposes.

e. The core or mission level comments should summarize overall impacts and address specific METs driving the overall assessment. MET comments should address specific standards, as appropriate.

7. Use the guidance in subparagraphs 7a(1) through 7b(2) of this enclosure for submission of the written commander's assessment at the core and MET levels:

a. Capability shortfall (list the "capability" affected):

(1) Issue. Define the issue. What is causing the "capability" to be degraded?

(2) Risk. What is the risk with degradation of this "capability?" What requirements of the mission cannot be met?

(3) Mitigation. How can this shortfall be resolved? Provide clear, concise, and detailed mitigation plans.

(4) Milestone. What is the estimated time for resolution?

b. Provide full name, rank, telephone number, e-mail address, and date of entry. If entering the data on the behalf of another, submit both the commander's contact information and the complete information of the member providing the input. See examples:

(1) Submitted by CAPT Jack Willow, (888) 555-0809, jack.x.willow8.mil@mail.smil.mil on 26 April 2016.

(2) Submitted on behalf of CAPT Jack Willow, (888) 555-0809, jack.x.willow8.mil@mail.smil.mil submission by HM1 Millie Sailor, (877) 555-9999, millie.g.sailor.mil@mail.smil.mil on 26 April 2016.

CONTINUOUS MONITORING AND REPORTING GUIDELINES

1. General

a. Readiness reports and associated data will continuously be monitored for timeliness and accuracy by BUMED, and other higher authorities (e.g., Chief of Naval Operations and Joint Chiefs of Staff).

b. At least weekly, U.S. Fleet Forces Command will issue a data quality feedback report to BUMED-M7. These reports will also reflect compliance status for report submissions.

c. The procedural compliance, accuracy, and quality of unit-level reporting will be evaluated against the requirements established in this instruction. This monitoring supplements, but does not replace the echelon 2 command action to monitor the DRRS-S reports of subordinate units for content, completeness, timeliness, and accuracy.

2. Continuous Monitoring Program Criteria

a. The continuous monitoring program uses two types of criteria to evaluate the effectiveness of unit readiness reporting:

(1) Compliance criteria are based on the objective requirements of this instruction that can be effectively evaluated via automated means. These criteria are intended to flag clear evidence of non-compliance. Examples of compliance criteria include, but are not limited to:

(a) Report submitted within 30 days of previous report or within 24 hours of a change (e.g., submission of category 3 and 4 CASREPs or CASCOR reports).

(b) Core mission assessment consistent with MET assessments (e.g., core mission other than Yes (Y/Green) when all METs No (N/Red)).

(c) Assessed value provided for each standard.

(d) Comments provided for all METs where one or more standards are evaluated as “Not Achieved” or “Cannot Evaluate.”

(e) Comments provided when the overall C-level is not equal to the C-level of the lowest measured resource category.

(f) The SORTS equipment resource category level and at least one MET are degraded when a Category 3 or 4 CASREP is active.

(g) PCTEF comments provided.

(2) Qualitative criteria are used to flag reports that should be evaluated by the chain of command for rationale and consistency, but are not necessarily noncompliant at face value or cannot be found by automated means. Examples of qualitative criteria include, but are not limited to:

(a) Overall C-level equal to the lowest measured resource category level.

(b) PCTEF assessed as N/A.

(c) Report submitted within 24 hours of a change, for those changes that cannot currently be tracked by automated means (e.g., change in deployment status or loss of critical personnel).

(d) Core mission is assessed as Yes (Y/Green) and overall C-level is C-1 or C-2 during deployment or after operational certification. While it is not a requirement to be Yes (Y/Green) during deployment, it is important for the chain of command to review reports of units that are not Yes (Y/Green) during deployment.

3. Ad hoc Monitoring and Reporting. Ad hoc monitoring in addition to the periodic analyses and reports described. These reports may use the criteria of the periodic reports, but may also apply situational criteria. This reporting will be performed in response to real world operational events and in support of data calls from higher authority (e.g., Office of the Secretary of Defense, joint staff, Office of the Chief of Naval Operations, or General Accountability Office). These reports will be provided to affected echelon 2 and 3 commanders with specific direction for follow-up reporting.