BUMED INSTRUCTION 3501.1

From: Chief, Bureau of Medicine and Surgery

Subj: OPERATIONAL READINESS REPORTING AND MONITORING PROGRAM

Ref: (a) OPNAVINST 3501.360A
(b) DoD Directive 7730.65 of 11 May 2015
(c) COMCACFLT/COMUSNFLTFORCOMINST 3501.3D
(d) CJCSI 3401.02B
(e) NTRP 1-03.5 of February 2016
(f) DoD Instruction 8320.02 of 5 August 2013

Encl: (1) Definitions of Systems
(2) Defense Readiness Reporting Requirement-Navy Commander’s Assessment Process

1. Purpose

   a. Per references (a) through (f), Bureau of Medicine and Surgery (BUMED) establishes policy for Navy Medicine (NAVMED) operational readiness reporting and monitoring program. Enclosure (1) is a list of acronyms. Enclosure (2) provides systems definitions.

   b. To specify policy, procedures and responsibilities for the entire NAVMED enterprise’s ability to report readiness.

   c. This instruction is a complete revision to the BUMEDNOTE 6000 of 11 April 2016 and should be reviewed in its entirety. Significant revisions include:

      (1) Emphasizes the Defense Readiness Reporting System–Navy (DRRS-N) is the Navy’s authoritative system for readiness reporting, and the only system to be used to report readiness.

      (2) Confirms DRRS-N replaced the Navy’s readiness management system as the Navy’s program of record for readiness reporting.
(3) Announces the Navy organization server is the Navy’s authoritative system for authorized force structure data, and that any Navy systems and processes that require Navy authorized force structure data shall use the Navy organization server as the authoritative data source for that information.

(4) Emphasizes all NAVMED operational readiness subject matter experts (SME) are directed to review, as required at least annually, their own and any subordinate organization’s status to ensure Navy mission-essential task list (NMETL) information is current and accurately presented.

(5) Revises the reporting criteria and specifies which NAVMED units and commands are required to report readiness in either Defense Readiness Reporting System-Strategic (DRRS-S) or DRRS-N.

2. **Scope.** This instruction is applicable to BUMED, Budget Submitting Office (BSO) 18 activities, and supporting commands across the NAVMED enterprise required to report operational readiness of their platforms (i.e., deployable capabilities or augmentation to existing operational units).

3. **Background.** NAVMED provides agile, adaptable, and scalable capabilities that enable personnel to engage globally across the full range of military operations in support of the National Defense Strategy. Naval forces must be prepared to rapidly respond to a wide range of operational environments with mobile, scalable, and capable Naval Expeditionary Health Service Support (NEHSS) operating from the sea or deploying ashore into austere locations. NAVMED requires a comprehensive view of the readiness of its NEHSS platforms (e.g., forward deployable preventive medicine unit (FDPMU), expeditionary medical facilities (EMF)), in order to meet fleet and U.S. Marine Corps (USMC) current and future requirements. This change has been necessitated by a paradigm shift from global sourcing of individual augments to platform assignment and sourcing. In order to provide this view, NAVMED must now report the status of readiness in the following systems: Defense Readiness Reporting System–Navy (DRRS-N), BUMED Readiness and Cost Reporting Program (RCRP), Expeditionary Medicine Platform Augmentation Readiness Training System (EMPARTS), Joint Medical Asset Repository (JMAR), Defense Medical Logistics Standard Support (DMLSS), and Navy Training Information Management System (NTIMS).

4. **Action.** All current and future operational platforms across the NAVMED enterprise will report and monitor readiness data within the readiness reporting systems relevant to their mission and comply with DRRS-N Commander’s Assessment Process in enclosure (3).

5. **Responsibilities**

   a. **Assistant Deputy Chief, Manpower and Personnel (BUMED-M1) must:**
(1) Serve as principal advisor for NAVMED Total Force (active duty, Reserve, civilian, and contractor) programs and practices.

(2) Ensure enterprise-wide medical billets, to include the Reserve Component, are properly aligned in the Navy’s designated official manpower data system (i.e., Total Force Manpower Management System, Defense Medical Human Resource System-internet, and EMPARTS).

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

(4) Provide two designated representatives to serve as SMEs for the personnel pillar on the RCRP personnel, equipment, supply, and training (PEST) figure of merit (FOM) working group and as the personnel pillar lead and personnel pillar action officer.

(5) Confirm current personnel and relevant platform data elements have been populated from EMPARTS.

(6) Ensure timely submission of EMPARTS data extract to the designated RCRP program manager on the mutually agreed upon schedule, ensuring accurate data requirements are met and a contingency plan for timely submission is established.

(7) Collaborate with Director, Capabilities Integration (BUMED-M93) and PEST pillar managers to assist with issues regarding EMPARTS data and system changes that have a direct impact on readiness status reporting via RCRP.

(8) Provide SMEs to support annual RCRP periodic reviews which examine all resource-to-task relationships as requested by BUMED-M93.

(9) In collaboration with BUMED-M93, maintain current activity manpower documents which accurately reflect requirements for full expansion capability. This data must be reviewed annually.

(10) Monitor readiness reporting compliance of platform readiness requirements in EMPARTS.

b. Assistant Deputy Chief, Fleet Support and Logistics (BUMED-M4) must:

(1) Ensure NAVMED logistics readiness elements, including platform equipment and supply sets, are ready to execute requirements outlined in the respective platform required operational capability (ROC) and projected operational environment (POE) and report that readiness status in DRRS-N.
(2) Provide two designated representatives to serve as SMEs for the equipment and supply pillars on the RCRP PEST FOM working group as the equipment and supply pillar lead and supply pillar action officer.

(3) Ensure submission of JMAR data extract occurs on the mutually agreed upon schedule, ensuring accurate data requirements are met, to include a contingency plan to ensure deadlines are maintained. Any changes to either system affecting the agreed upon format will be coordinated with BUMED-M93 Readiness Reporting and Monitoring Branch prior to the change.

(4) Conduct quality assurance check on JMAR data extracts to ensure accurate DMLSS data is reflected for submission to RCRP.

(5) Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M93.

c. Assistant Deputy Chief, Information Management and Technology (BUMED-M6) must:

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

   (2) Provide designated representative(s) to serve as SME on the RCRP PEST FOM working group.

   (3) Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M93.

d. Assistant Deputy Chief, Education and Training (BUMED-M7) must:

   (1) Ensure proper platform training and policies are in place within NAVMED in support of operational readiness training requirements.

   (2) Provide oversight to BUMED platform education and training policy recommendations.

   (3) Provide two designated representatives to serve as SMEs for the training pillar on the RCRP PEST FOM working group as the training pillar lead and training pillar action officer. Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M93.

e. Assistant Deputy Chief, Operational Medicine and Capabilities Development (BUMED-M9) must:
(1) Serve as the executive lead for NAVMED operational readiness reporting and monitoring.

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

f. **Director, BUMED-M93**

(1) Oversee management of operational readiness compliance and readiness reporting via the BUMED-M93 Readiness Reporting and Monitoring Division.

(2) Align NAVMED deployment readiness strategy with Fleet, USMC, Joint, and Department of Defense strategic plans.

(3) Ensure support of current programs of record and capabilities per the Fleet Response Plan.

(4) Collaborate with the Director, Medical Resources, Plans, and Policy Division (N0931); Commander, U.S. Fleet Forces Command; and the USMC on NAVMED participation in operational exercises and certifications to facilitate readiness, monitoring, and tracking within DRRS-N.

(5) Ensure doctrine related to NAVMED operational capabilities is established and current in support of readiness monitoring requirements.

(6) Ensure alignment of NAVMED platform and capabilities readiness reporting to DRRS-N reporting requirements.

(7) Ensure full visibility of platform readiness in DRRS-N via RCRP.

g. **RCRP PEST FOM Working Group.** Must collaborate efforts with BUMED constituents in the DRRS-N FOM construct to ensure concurrence on RCRP approach, awareness and visibility of DRRS-N data and other developments that affect PEST pillar data development.

h. **NAVMED Echelon 3 Commands**

(1) Commanders, NAVMED East and NAVMED West must:

   (a) Ensure source commands provide ready medical personnel.

   (b) Monitor ability of sourcing commands to meet platform augmentation requirements, and training and readiness status using EMPARTS, which will be validated and reviewed within RCRP and DRRS-N. Provide analysis on readiness status to BUMED leadership, as needed.
(c) Provide a designated representative(s) to serve as SME and advisor to the RCRP PEST FOM working group.

(d) Provide operational SMEs to support annual RCRP periodic review, including reviews of the platform’s NMETL and fleet readiness training plan (FTRP) as requested by BUMED-M93. These experts may also be requested to augment staff expertise during the annual RCRP periodic reviews which examine all resource to task relationships which form the backbone of RCRP’s weighted methodology.

(e) Ensure communities with east and west coast echelon 4 commanders, establish reporting guidance at each echelon 4 level. All reporting guidance will be reviewed by BUMED PEST FOM working group for comment before promulgation.

(2) Commander, Navy Medicine Education, Training and Logistics Command (NAVMED ED TRN LOG CMD) must:

(a) Enable professional and occupational education and training to support NAVMED and operational forces by leveraging innovation in response to global contingencies.

(b) In conjunction with BUMED-M7, serve as the resource advocates for NAVMED readiness training requirements.

(c) Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M93 to include management of assessment of the effectiveness and relevance of NEHSS platform readiness training requirements.

(d) Provide designated representative(s) to serve as SME and advisor for RCRP’s PEST FOM working group.

i. NAVMED Echelon 4 Commands

(1) Commanding Officer (CO), Naval Medical Logistics Command (NAVMEDLOGCOM) must:

(a) Provide, coordinate, and execute healthcare services, medical equipment and supplies, acquisition support and contracting for all BUMED platforms within the established reporting systems (i.e., EMPARTS, RCRP, DRRS-N) to support operational forces.

(b) Report “operationally ready and available” status of equipment and supply as outlined in reference (e).

(c) Monitor and manage equipment and supply pillars within RCRP.
(d) Provide a commander’s assessment for equipment and supply sets assigned to the EMF within DRRS-N on a monthly basis to EMF COs for monthly commander’s assessment reports.

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

(f) Provide designated representative(s) to serve as SME and advisor for RCRP’s PEST FOM working group.

(g) Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M93.

(2) CO, Navy and Marine Corps Public Health Center (NAVMCPUBHLTHCEN) must:

(a) Provide force health protection through enhancement of organic preventive medicine, environmental health, health promotion, and wellness assets, while monitoring mission readiness within the established readiness reporting systems (i.e., EMPARTS, RCRP, and DRRS-N).

(b) Provide designated representative(s) to serve as SME and advisor for RCRP’s PEST FOM working group.

(c) Provide SMEs to support annual RCRP periodic reviews which examine all resource to task relationships as requested by BUMED-M93.

(3) Medical Treatment Facility COs and Officers in Charge (OIC) must:

(a) Ensure all readiness requirements (i.e., admin, personnel, and training) for members assigned to platforms are reported accurately in EMPARTS.

(b) Monitor platform readiness scores and collaborate with their respective NAVMED region as well as the BUMED-M93 Platform Management and Contingency Support Branch to resolve any issues or discrepancies.

(c) Ensure qualified personnel are assigned to billet specific operational platforms. Non-deployable members of an operational platform must have a ready alternate identified.

(d) Ensure each unit has designated personnel adequately trained in all reporting systems.

(e) Provide operational SMEs to support annual reviews of the platform’s NMETL and FRTP as requested by BUMED-M93. These experts may also be requested to augment staff expertise during the annual RCRP periodic reviews which examine all resource to task relationships which form the backbone of RCRP’s weighted methodology.
(4) COs and OICs, Operational Platform (i.e., EMF, FDPMU) must:

(a) Follow assignment process for platform commanders, COs, and OICs in charge that will be addressed in separate guidance.

(b) Complete the commander's assessment section in DRRS-N every 30 days and within 24 hours of a significant event for review by responsible region commanders.

(c) Ensure qualified personnel are assigned to billet specific operational platforms. Non-deployable members of an operational platform must have a ready alternate identified. Ensure NAVMED platforms and personnel are ready and accurately reported in respective systems of record (i.e., EMPARTS).

(d) Provide SMEs to support annual RCRP periodic reviews which examine all resource-to-task relationships as requested by BUMED-M93.

(e) Designate a primary and secondary member to have access to DRRS-N to report platform readiness in addition to the platform or unit CO or OIC.

(f) Ensure assessments are updated as outlined in enclosure (3).

(g) Upon implementation of DRRS-N reporting requirements, commanders of respective platforms are required to complete the commander's assessment section in DRRS-N monthly for review by responsible region commanders.

(h) Conduct monitoring, at a minimum, with each data load into RCRP to ensure data accuracy. Data loads into RCRP will be conducted twice monthly (second and fourth Friday). Any discrepancies should be reported immediately via e-mail to the RCRP helpdesk, usn.ncr.bumedfchva.list.m9-rcrp-helpdesk@mail.mil.

6. Point of Contact. Any questions relating to readiness reporting may be directed to BUMED-M9 at usn.ncr.bumedfchva.list.m9-rcrp-program-management@mail.mil.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-M9 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-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.

9. Information Management Control. The reports required in paragraphs 4 and 5 are exempt from reports control per Secretary of the Navy Manual-5214.1 of December 2005, part IV, paragraph 7k.

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-N.** As a SECRET Internet Protocol Routing Network web-based application, it serves as the Navy’s authoritative readiness reporting system which complies with reference (a) to fulfill Navy's readiness reporting requirements, fully aligned and interoperable with DRRS-S. DRRS-N provides the means to manage and report the readiness and general status data via NMETL for Navy units to the Office of the Secretary of Defense, the Joint Chiefs of Staff, the Chief of Naval Operations, fleet commanders, and other operational commanders.

2. **BUMED RCRP.** Serves as the web-based data management tool to provide DRRS-N with the PEST FOM readiness indicators for all Navy Mission Essential Tasks (NMET) and capabilities for BUMED readiness reporting units. RCRP enables NAVMED to report into DRRS-N.

3. **EMPARTS.** The system of record by which NAVMED BSO-18 personnel readiness is tracked and monitored. The NEHSS personnel pillar in RCRP is based completely on the information received from EMPARTS.

4. **JMAR.** Is an information technology systems which provides access to medical asset information. Data extracted from JMAR reports are uploaded in RCRP to establish the equipment and supply requirements and on-hand inventory for NEHSS inventory sets. Within RCRP, NEHSS units align with inventory sets to calculate resource readiness scores. The resource components of these inventory sets map to tasks translating resource scores into task oriented readiness scores for reporting into DRRS-N.

5. **DMLSS.** System of record to fulfill Department of Defense readiness reporting to include: materiel, facilities, services, and information resources essential to patient care in peace, during contingency operations, and wartime. The NEHSS equipment and supply pillars in RCRP are based completely on the information received from DMLSS via extract from JMAR.

6. **NTIMS.** The authoritative data source for the responsible organization (RESPORG) NMETL. Every NMETL has attached training resource requirements which are submitted via BUMED for uploading into NTIMS via the RESPORG FRTP. The FRTP includes BUMED pre-approved training schedules for each RESPORG including planned events, sub-events, and planned dates.
DEFENSE READINESS REPORTING SYSTEM-NAVY
COMMANDER’S ASSESSMENT PROCESS

1. The commander’s assessment entered into DRRS-N should be clear, concise, and detail any shortfalls affecting the readiness of the platform. Each shortfall should be addressed as a single entry with each of the elements listed below under “Capability Shortfall” addressed. The commander’s assessment is a qualitative evaluation of the unit’s ability to accomplish assigned NMET and capabilities. The PEST scores within DRRS-N are designed to inform, not dictate, assessments.

2. Commander’s assessments must be updated within 24 hours of a significant change in readiness, including justifying comments and supporting data. Platforms must report an updated assessment within 30 days of the last assessment, even if there is no change in status. A significant change in readiness is defined as a change in any capability rating (Yes [Green], Qualified Yes [Yellow], and No [Red]) from the previously reported value as determined by the platform commander. An update must be submitted within 24 hours following the submission of a category 3 or category 4 Casualty Report or a Casualty Correction Report. Affected NMETL and capabilities must be updated and comments entered to reflect degradation. Changes in PEST data can occur daily or hourly, and do not necessarily constitute a requirement for submitting a new readiness assessment. The determination of the need to submit an assessment resides in the judgment of the platform commander.

3. Use the guidance below for submission of the Commander’s Assessment (Figure 1):

   a. Capability Shortfall (List the “Capability” affected):

      (1) Issue - Define the issue problem. 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, detailed mitigation plans.

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

   b. Provide full name, rank, phone number, e-mail address, and date of entry. If they are 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 below):

      (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.”

![Commander's Assessment](image)

**Figure 1: Sample Commander’s Assessment**