Defense Logistics Agency Instruction

Defense Readiness Reporting System

References: Refer to Enclosure.

1. PURPOSE. This Defense Logistics Agency (DLA) Instruction (DLAI) establishes the policy and procedures associated with the management, execution, and staff supervision of the Department of Defense Readiness Reporting System (DRRS).

2. APPLICABILITY. This instruction applies to Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFA) personnel performing duties as the Defense Readiness Reporting System (DRRS) representative responsible for reporting unit readiness. The DLA PLFAs included are the Defense Supply Center Richmond (DSCR), Defense Supply Center Philadelphia (DSCP), Defense Supply Center Columbus (DSCC), Defense Distribution Center (DDC), Defense Energy Support Center (DESC), Defense Reutilization and Marketing Service (DRMS), Document Automation and Production Service (DAPS), and the Defense Logistics Information Service (DLIS).

3. POLICY.

   a. Congress directed in Title 10 US Code, Section 117(a), the Department of Defense (DoD) shall establish a comprehensive readiness reporting system for the DoD which measures the Armed Forces capabilities in an objective, accurate, and timely manner. When fully developed, DRRS will be composed of several readiness-related modules. Enhanced Status of Resources and Training System (ESORTS) is the organizational readiness reporting module within DRRS.

   b. Within ESORTS, readiness reporting is an assessment of the organization's capability to accomplish specific mission essential and supporting tasks. ESORTS assessments indicate the readiness of military forces and supporting organizations to meet the goals as assigned by the Secretary of Defense. DLA's readiness assessments will be focused on the capability to support the Combatant Commands (COCOM), either directly or through support of Component Commands.

   c. The intent of this instruction is to provide operating guidelines and policy for DLA as a Combat Support Agency (CSA) in the defense readiness reporting process.
This document sets policy for the Agency readiness reporting using the ESORTS module of DRRS. This guidance outlines tasks, procedures, and timelines for DLA organizations reporting capability within ESORTS.

(1) This DLAI establishes the guidance for representatives in readiness reporting. The DRRS representative will act as a liaison between the Agency and outside organizations for readiness reporting. The DRRS representative serves to provide a prompt, appropriate response to any request for readiness information regarding the organization (activity) within DLA. The DRRS representative and alternate are authorized to take official actions, as outlined in this instruction for readiness reporting.

(2) Readiness reporting considers the COCOMs to be DLA's primary customers.

d. Mission Essential Tasks (MET) will be Developed for Assessment of DLA Readiness:

(1) Readiness is defined as the ability to accomplish mission tasks.

(2) DLA METs are derived from the Agency's mission.

(3) Supporting tasks are comprised of HQ staff tasks, PLFA subordinate organization tasks, and tasks that are command linked with the COCOMs, Services, and other Combat Support Agencies.

e. DLA Mission Assessments. DLA will report on the following missions:

(1) The DLA Core Mission.

(2) DLA Support Plans supporting COCOM Major War Plans which are Joint Strategic Capabilities Plan (JSCP) Level 4 (OPLANS with time phased force deployment data [TPFDD]).

(3) DLA support to Named Operations: Operation Enduring Freedom (OEF), Operation Iraqi Freedom (OIF), and Global War on Terror (GWOT).

f. There are readiness metrics for this process that will be used to support task assessments.

g. The following three echelons of the Agency will report in DRRS:

(1) First echelon – HQ DLA.

(2) Second echelon - PLFAs: DSCR, DSCP, DSCC, DDC, DESC, DRMS, DAPS, and DLIS.

(3) Third echelon - Organizations that meet all of the following requirements:
(a) The organization provides support to the COCOM or its Component Commands directly or through its subordinates.

(b) Support to the COCOM is provided by deployment or reach back capability.

(c) The organization has a commander, director, officer in charge, or someone similarly in charge, that can exercise command authority, who reports directly to a second echelon commander. Geographic separation between echelons is not a requirement.

(d) Any deviation from the above guidance requires review and concurrence by HQ DLA.

h. Classification Requirements:

(1) While MET titles and definitions are unclassified, any DRRS information containing actual assessment information relating to a specific MET, functional area, combatant command, or unit will be classified SECRET.

(2) References to any COCOM operational plan, named operation timelines, planning guidance, assumptions, or strengths and deficiencies are also classified SECRET.

(3) Since DRRS resides on the Secret Internet Protocol Router Network (SIPRNET), the information is limited to no higher than SECRET.

i. Certification Requirements.

(1) The Unit Administrators and points of contact (POC) will become certified by completing the following training requirements on DRRS operation, in accordance with HQ DLA and Office of the Secretary of Defense (OSD) guidance prior to conducting an assessment in DRRS.

(a) Use of DRRS Portal.

(b) Overview of ESORTS.

(c) Conducting mission assessment.

(d) Viewing, building, and selecting groups.

(2) The unit administrators will become certified by completing the following additional training requirements on DRRS operation, in accordance with HQ DLA and OSD guidance, within 60 days of assignment as unit administrator.
(a) DRRS history and guidance documents.

(b) Review of primer for leaders.

(c) Detailed understanding of all capabilities in the ESORTS module (Build METL, Mission Assessment, Mission Management, and Office Management).

(d) Management of user's access and roles in DRRS.

(e) Reviewing other commands' assessments and comments.

(3) OSD is developing a DRRS certification tool. Once developed, a POC or unit administrator can become certified by successfully completing the test modules associated with the specified requirements.

4. RESPONSIBILITIES.

   a. HQ DLA Joint Logistics Operation Center (JLOC) is responsible for the following:

      (1) Overall responsibility for DLA DRRS reporting.

      (2) Develop and issue DRRS reporting and system operability guidance.

      (3) Represent DLA to OSD and the Joint Staff (JS) on all matters related to DRRS reporting.

      (4) Assist and monitor PLFAs’ DRRS reports.

      (5) Coordinate the annual Agency mission essential task list (AMETL) and Agency task list (ATL) review with the PLFAs and the HQ DLA Vice Director for review/approval of changes, updates, and new tasks to include in the ATL for DLA.

   b. PLFA Readiness Officer and DRRS Administrator will:

      (1) Designate by letter and train staff readiness officer and DRRS administrator.

         (a) Training for readiness officer and DRRS administrator will be provided by reporting senior readiness officer.
(b) Readiness officer and DRRS administrator will complete certification requirements on DRRS operation, as specified by reporting senior readiness officer and in accordance with OSD guidance.

(2) Aggregate recommended commander's assessment for all missions.

(3) Staff commander's draft mission assessment(s).

(4) Develop/review/update PLFA METs (task title, description, conditions, standards, and reference[s]).

(5) Input and update DLA's AMETL and supporting staff METs in DRRS.

(6) Identify task office of primary responsibility (OPR)/POCs in DRRS.

(7) Conduct DRRS OPR/POC training.

(8) Identify and train designated subordinate organizations readiness officers and DRRS administrators.

(9) Identify and train designated OPRs/POCs on DRRS.

(10) Assist and monitor designated subordinate organizations' DRRS reporting.

c. Command Staff OPRs will:

(1) Designate by letter POCs to each task.

   (a) Designate by letter specific primary and backup POCs by name for each task.

   (b) The POCs will be provided training by the staff readiness officer.

   (c) The POCs will complete certification requirements on DRRS operation, as specified by readiness officer, and in accordance with OSD guidance.

(2) Conduct monthly task readiness assessments.

(3) Develop/review/update HQ's staff METs (task title, description, conditions, standards, and references).

(4) Review subordinate organizations' related tasks.

(5) Assist in identification of task OPRs/POCs for ESORTS.
(6) Review draft mission and task assessments with staff director (or designate) to receive assessment approval.

5. PROCEDURES.

a. Initial Development.

(1) Determination as a required reporter.

(2) Acquire a unit identification code (UIC) or organization unique identifiers (OUID), as appropriate, from reporting senior.

(3) Designate a staff readiness officer (the individual who will ensure the commander's readiness report is completed, as required) and DRRS administrator (the individual who assists the readiness officer on technical issues required to conduct the readiness report).

(4) Develop commander's AMETL for all assigned missions using tasks from ATL or the universal joint task list (UJTL).

(5) Designate OPRs for each task. Assign specific primary and alternate POCs for each task.

(6) All users must have a SECRET clearance and access to the SIPRNET.

(7) The DRRS administrator will take the necessary steps to load new users, assign privileges and roles for users, and add/delete/modify the command's AMETL, as required.

(8) Each OPR shall determine the conditions under which their task will be performed. These conditions should be in-line with conditions specified by the immediate superior in charge (ISIC).

(9) Each OPR shall determine performance standards (measures). These standards should be in-line with standards specified by the ISIC.

b. Monthly Report Composition: Readiness for missions is conducted, as illustrated in Figure 1., includes the following:
(1) CORE. The day-to-day mission that is carried out by DLA on a world-wide scale to provide logistics support.

(2) Named Operations. Support provided to specific named operations designated by OSD and the JS. Currently, the named operations of which support is currently reported are Operation Enduring Freedom (OEF), Operation Iraqi Freedom (OIF), and Global War on Terrorism (GWOT).

(3) Major Plans. Support provided JSCP Level 4 OPLANS and any other plan so designated by OSD and the JS. Currently, the plans designated to report on are Pacific Command (PACOM) 5026 / 5027/ 5077 and Strategic Command (STRATCOM) 8010.

(4) DLA may choose to report support to specific joint capabilities area (JCA) Level I and Level II.

(5) DLA will report readiness, in accordance with the chairman's readiness system (CRS) using DRRS.

(a) DLA will conduct the joint forces readiness reports (JFRR), composed of the CORE mission assessment, to include the anticipated changes. Additionally, HQ DLA will update the Agency's top concerns and readiness deficiencies.
(b) DLA will conduct the joint combat capabilities assessment (JCCA) scenario assessments for approximately seven scenarios annually. The assessment process, detail, and timeline are directed by JS and associated COCOM.

(6) In accordance with OSD, P&R DRRS Serial Guidance 3, January 17, 2006; CSAs and Services will report installation readiness in DRRS for all installations they own. While DLA owns no installations, DLA PLFAs often act as the host organization on a service-owned installation. DLA Policy, Installation Master Planning, lists the permitted sites where DLA is host. The service may request the host organization report installation readiness using the service reporting system. In this case, the service will be required to provide notification, training, and guidance associated with the desired installation reporting.

c. Reporting times are as follows:

(1) All DLA units will report mission readiness monthly, or within 24 hours, of significant changes which require a change in the assessment rating of the command's ability to support the mission.

(2) The JFRR is reported quarterly, on specific dates, in separate correspondence from JS J-3 (as directed).

(3) CRS plan assessments will be conducted, in accordance with the timeline directed individually by JS and the associated COCOM.

(4) Installation readiness is reported yearly or as requested by the associated Service Component.

d. All readiness reports are made using the current version of the DRRS Web tool on the SIPRNET.

e. The monthly readiness report is composed of each MET and all associated supporting tasks (staff and subordinate) will be assessed by the associated OPR. Each assessment will be conducted according to the following:

(1) The OPR will update the task standards with assessed or observed values.

(2) Based on the standards and professional expertise, the assessor will rate the task according to the following definitions from the Office of the Secretary of Defense:

   (a) "Yes" (Y - Green) - 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" (Q - Yellow) - 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 "Qualified Yes" can be employed for those tasks.

(c) "No" (N - Red) - The organization is unable to accomplish the task to prescribed standards and conditions at this time.

f. If the task has no associated limiting factors, then the task should be assessed as "Yes." A task assessed as "Yes" will only have comments to provide updates on previously reported limiting factors. Specifically, if a task assessed as "Qualified Yes" or "No" on a previous report and is now assessed as "Yes," then comments are required to define the change.

g. If a task has associated limiting factors, then the task should be assessed as "Qualified Yes" or "No," and comments must be included. The comments must define the limiting factor in the following succinct outline format:

   (1) Issue - What is the command's constraint or limiting factor?

   (2) Impact - How does this issue impact the command's ability to support the war fighter (COCOM)?

   (3) Plan of Action - What action is the command carrying out to correct the issue or mitigate the impact? Identify the milestones (for example, if the fix has to be completed over an extended period of time due to funding, contracts, etc.).

   (4) Date - Estimated correction date or next major milestone in the plan of action.

h. The task OPR will review draft assessments with assigned staff director. Once the director approves the assessment, the approval is reflected in DRRS.

i. Once all METs in the AMETL are approved, the readiness officer, with the assistance of the unit administrator, will review and provide a draft mission assessment to the director/commander.

j. The director/commander, or designated subordinate, will review and approve the command's readiness to conduct assigned missions. At the reviewer's discretion, the review may be conducted as a brief of mission assessment or interactive with the DRRS.

k. The mission assessments will be for the previous month and are due based on guidance from the ISIC.

   (1) DLA will complete all mission assessments prior to the end of the following month.

   (2) All DRRS reporters will complete assessments prior to the 10th of the following month or the first business day following the 10th of the month.
l. The chairman's readiness system is composed of two types of reports, the JFRR and scenario assessments.

(1) The JFRR is conducted by the JS J-3 pulling the desired information from existing assessments in DRRS.

(2) HQ DLA will ensure the current DRRS assessment has been approved within 30 days of the JFRR.

(3) Any additional JCCA scenario specifics are promulgated on a case-by-case basis.

(4) Plan assessments process, detail, and timeline will be directed on a case-by-case basis by JS and associated COCOM and illustrated in Figure 2.

m. The installation readiness report is done in accordance with guidance provided by each of the Services.

n. Annually, the Agency will conduct a complete review of the AMETL and ATL to incorporate changes in the task structure and the tasks (task number, name, definition, suggested standards, and references).
(1) All commands are required to conduct an annual review of their command AMETL and applicable tasks from the ATL. Each command will forward their recommended changes to HQ DLA for final review/approval.

(2) HQ DLA will submit the updates to the ATL to JS for review/approval.

(3) All reviews will be completed annually by the end of December, in accordance with the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3500.01E.

6. EFFECTIVE DATE. February 19, 2009

Director, DLA Enterprise Support

Enclosure – References
Enclosure

References


5. DRRS Users' Guide.


