Defense Health Agency
ADMINISTRATIVE INSTRUCTION

SUBJECT: Defense Readiness Reporting System (DRRS)

References: See Enclosure 1.

1. <u>PURPOSE</u>. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) through (c), and in accordance with the guidance of References (d) through (m), establishes the Defense Health Agency's (DHA) procedures to implement the policy and procedures associated with the management, execution, and staff supervision of the DoD DRRS. This DHA-AI produces a strategic assessment of the Agency's readiness to support the Combatant Commands (CCMDs) and their execution of the National Military Strategy outlined in Reference (j).

2. <u>APPLICABILITY</u>. This DHA-AI applies to all DHA personnel to include: assigned, attached, or detailed Service members, federal civilians, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at DHA, including the Defense Health Headquarters Building or any other Continental United States or Outside the Continental United States facility.

3. <u>POLICY IMPLEMENTATION</u>. It is DHA's policy, pursuant to References (d) through (m), that DHA personnel will:

    a. Comply with Reference (d) and use an enterprise of collaborative, net-centric information technology systems (e.g., the DRRS-Enterprise), leveraging DoD approved data-sharing strategies to facilitate readiness reporting throughout the DoD.

    b. Use DRRS to broaden the availability and access of readiness data beyond traditional measurement areas to support greater fidelity of metrics for detailed analysis and force management by the Combatant Commanders.

c. Enhance readiness reporting through the use of the Agency Mission-Essential Task List (AMETL) construct to inform the overall mission and capability assessments (i.e., readiness, Defense Critical Infrastructure Program, continuity, etc.).

d. Use the AMETL to address specific Service and CCMD identified health service support capability gaps that the DHA has the capacity to mitigate.

e. Expand traditional readiness reporting by incorporating detailed resource data from various Service and joint authoritative data sources. Detailed resource data will be included with traditional readiness resource schema to inform overall mission assessments.

f. Integrate readiness processes and policies with other DoD transformation initiatives (e.g., training, adaptive planning, and global force management) to enable a comprehensive view of readiness data for coordination, integration, analysis, assessment of capabilities, deficiencies, resource status, and military risk.

4. <u>RESPONSIBILITIES</u>. See Enclosure 2.

5. <u>PROCEDURES</u>. See Enclosure 3.

6. <u>RELEASABILITY</u>. **Not cleared for public release**. This DHA-AI is available to users with Common Access Card authorization on the DHA SharePoint site at: http://www.health.mil/dhapublications.

7. <u>EFFECTIVE DATE</u>. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (c)).

R.C. BONO
VADM, MC, USN
Director

Enclosures
    1. References
    2. Responsibilities
    3. Procedures
Glossary

ENCLOSURE 1

REFERENCES

(a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013
(b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
(c) DHA-Procedural Instruction 5025.01, "Publication System," August 21, 2015
(d) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," May 11, 2015
(e) DoD Instruction 7730.66, "Guidance for the Defense Readiness Reporting System (DRRS)," July 8, 2011
(f) DoD Instruction 8410.02, "NetOps for the Global Information Grid (GIG)," December 19, 2008
(g) Secretary of Defense Memorandum, "(S) Guidance for the Employment of the Force (GEF) 2015-2017," February 3, 2015[1]
(h) Chairman of the Joint Chiefs of Staff (S) Instruction 3110.01G, "Joint Strategic Capabilities Plan FY 2011," June 10, 2011[2]
(i) Unified Command Plan 2011, September 12, 2011
(j) Joint Chiefs of Staff Publication, "The National Military Strategy of the United States of America 2015: The United States Military's Contribution to National Security," June 2015
(k) Chairman of the Joint Chiefs of Staff Instruction 3401.01E, "Joint Combat Capability Assessment," April 13, 2010
(l) Chairman of the Joint Chiefs of Staff Manual 3500.04F, "Universal Joint Task Manual," June 1, 2011
(m) Chairman of the Joint Chiefs of Staff Guide 3401D, "CJCS Guide to the Chairman's Readiness System," November 15, 2010

[1] Document is Classified and is available on the SIPRNET
[2] Document is Classified and is available on the SIPRNET

ENCLOSURE 2

RESPONSIBILITIES

1. <u>DIRECTOR, DHA</u>. The Director, DHA, will:

   a. Develop an AMETL in support of missions as assigned by the Secretary of Defense (SecDef). The AMETL will be derived from mission analysis and constructed from tasks found in the Universal Joint Task List (UJTL), in accordance with Reference (l), CCMD Joint Mission Essential Task Lists, and Service task lists as appropriate.

   b. Report the DHA's ability to execute joint and integrated assigned tasks, or the ability to support the CCMDs, Services, and the DoD, in the context of mission assessments in DRRS.

   c. Propose and monitor metrics to measure readiness to execute mission-essential tasks (METs). These metrics include supporting data as specified in Reference (e).

   d. Identify critical readiness deficiencies, develop strategies for rectifying these deficiencies, and address them in program and budget planning and other DoD management systems.

   e. Review, at least on a quarterly basis, the readiness reporting accuracy, completeness, and timeliness of all DRRSs requiring DHA reporting units.

   f. Provide a DHA representative to participate in the quarterly Joint Combat Capability Assessment Group (JCCAG) meetings, the annual Global Readiness Conference, and attend the quarterly Executive JCCAG.

   g. Provide a quarterly Joint Force Readiness Review (JFRR) Top Concerns to the Joint Staff (JS), as well as a memorandum to the Chairman of the Joint Chiefs of Staff (CJCS) on DHA's ability to execute assigned missions and capability concerns.

   h. Designate, in writing, a primary and secondary Readiness Officer to ensure the Director's Readiness Report is completed.

2. <u>JOINT CODE DIRECTORS (JDIRs)</u>. The JDIRs who have a DRRS Office of Primary Responsibility (OPR) will:

   a. Designate, in writing, primary and alternate DRRS Readiness Officers to each subordinate MET for which the Joint Code has been designated as OPR.

   b. Ensure primary and alternate DRRS Readiness Officers meet all requirements to perform their duties including:

(1) Facilitating training opportunities at the DRRS Implementation Office for DRRS Readiness Officers, all DRRS OPR, and Offices of Coordinating Responsibility points of contact (POCs) (hereafter referred to as DRRS POCs).

(2) Monitoring all Defense Readiness Reporting System-Strategic (DRRS-S) data input.

(3) Representing the DHA at the quarterly O-6 JCCAG and the Combat Support Agency (CSA) Working Group (WG).

(4) Completing the following within 60 days of assignment: all training requirements mandated by the Office of the Under Secretary of Defense for Personnel and Readiness.

(5) Attending or completing any training required by the DRRS Implementation Office in accordance with Reference (f).

(6) Maintaining at least a SECRET clearance.

(7) Securing a Secret Internet Protocol Router Network (SIPRNET) access and email address.

(8) Obtaining a DRRS-S account.

c. Ensure the OPR conducts the monthly task Readiness Assessment (RA).

d. Review subordinate METs.

e. Review monthly subordinate task assessments with their respective DRRS POCs prior to entering into DRRS-S.

3. <u>DIRECTOR, OPERATIONS (J-3)</u>. The Director, Operations (J-3), in addition to all JDIRs requirements, will:

a. Develop, maintain, and annually review the DHA's AMETL for all assigned missions using tasks from the UJTL.

b. Designate a DHA OPR for each Core Task and Staff Supporting Task.

c. Identify the DHA Offices of Coordinating Responsibility for each Staff Supporting Task, and facilitate communication between all stakeholders.

d. Represent the DHA at the quarterly General Officer/Flag Officer JCCAG.

ENCLOSURE 3

PROCEDURES

1. AMETL WG

   a. The AMETL WG is comprised of Enterprise Support Activity subject matter experts from all the JDIRs and is chaired by the DRRS Readiness Officer.

   b. AMETL WG meetings:

      (1) The AMETL WG will meet the first Wednesday of each month with the Director, Operations (J-3), for the DRRS monthly task assessment approval.

      (2) The AMETL WG will meet the third Wednesday of each month with the DRRS Readiness Officer.

   c. The AMETL WG will conduct AMETL refinement when directed by the Director, DHA, or at least annually.

2. AMETL DEVELOPMENT

   a. The AMETL is an agency-specific listing of essential tasks, conditions, and standards required to perform the Agency's CCMD support mission, and is the basis for readiness reporting in DRRS-S and training assessments in the Joint Training Information Management System.

   b. METs are written in the common language of The Universal Joint Task Manual (Reference (l)). METs are based on mission analysis and are absolutely necessary, indispensable, or critical to the success of a mission. There are three categories of AMETL assessments that reflect DHA capabilities: 1) Core Tasks, 2) Named Operations, and 3) Top Priority Level 4 Plans. DHA's METs are further divided into Core Tasks and Staff Supporting Tasks.

      (1) Core Tasks – fundamental capabilities for which DHA was designed or organized.

      (2) Staff Supporting Tasks – performed by the DHA's internal staff elements.

   c. The following must be considered when developing METs:

      (1) The CCMDs are considered DHA's primary customers.

      (2) METs are used to assess DHA's readiness. Readiness is the ability of DHA to meet the demands of its assigned missions.

(3) METs must be reflective of the DHA mission.

d. The Director, Operations (J-3), will coordinate the development of the Core Tasks and the Staff Supporting Tasks for review and approval by the Director, DHA.

(1) The OPRs will determine performance standards (measures). These standards (measures) should be in-line with standards specified by the Director, DHA.

(2) OPRs will submit any suggested changes to the Core and Staff Supporting Tasks to the AMETL WG, which will vet the proposals through the Director, Operations (J-3), for approval by the Director, DHA, before they are officially added to the DHA AMETL in DRRS-S by the DRRS POCs.

e. The Agency will annually conduct a complete review of the AMETL to incorporate changes in the task structure and the tasks (e.g., task number; name; definition; suggested standards; and references).

(1) All JDIRs are required to conduct an annual review of their Staff tasks. This includes choosing any new applicable tasks from the UJTL. Once completed, the JDIRs will submit their recommended changes to the AMETL WG for staffing prior to submission to the Director, DHA, for final review/approval.

(2) The Director, DHA, will submit the updates to the AMETL to the JS for review.

(3) All annual reviews will be completed by the end of December in accordance with Reference (j).

2. REPORTING REQUIREMENTS

a. All JDIRs will report mission readiness to the Director, DHA, monthly at a minimum. Any significant changes, which would require a change of the DHA assessment rating in DRRS-S, will be reported to the Director, DHA, within 24 hours.

b. The JFRR is reported on a quarterly basis. Reference (m) requires JFRR submissions to be posted in the DRRS in March, June, September, and December. The JFRR is comprised of the following: the overall RA, the AMET Assessment, the Agency's Top Concerns, and the Director's Narrative.

(1) The Director, DHA, assigns an overall RA level to the current and projected RA. The overall RA level takes into account a variety of factors including: the AMETL assessment, the results of recent plans assessment, and readiness deficiencies.

Table 1: RA Levels

RA Level	Definition
RA-1	Issues and/or shortfalls have negligible impact on readiness and ability to execute assigned mission(s).
RA-2	Issues and/or shortfalls have limited impact on readiness and ability to execute assigned mission(s).
RA-3	Issues and/or shortfalls have significant impact on readiness and ability to execute assigned mission(s).
RA-4	Issues and/or shortfalls preclude accomplishment of assigned mission(s).

(2) The Director, DHA, assesses the ability of DHA to accomplish a task in accordance with the standards and conditions specified in the AMETL. This assessment is informed by the observed performance, resource availability, and military judgement. The AMETS are assessed using the three-tiered, Yes/Qualified/No (Y/Q/N) Readiness Metric shown below:

Table 2: Three-Tier Readiness Metric

Three-Tier Y/Q/N Scale	Definition
Y	DHA can accomplish task to established standards and conditions.
Q	DHA can accomplish all or most of the task to standard under most conditions. The specific standards and conditions, as well as the shortfalls or issues impacting the DHA task, must be clearly detailed in the MET assessment.
N	DHA unable to accomplish the task to prescribed standard and conditions at this time.

(3) The Director, DHA, identifies the top two readiness concerns for the DHA. Discussion includes background information, causal factors, and functional information to better understand the concern. The purpose of reporting Top Concerns is to improve joint RAs, and to inform the CJCS of the most important, near-term readiness issues.

(4) The Director, DHA, can provide a narrative to the CJCS to present additional discussion, detail, or issues regarding the DHA Organizational Readiness Reports.

3. REPORTING PROCEDURES

Note: DRRS-S users can find answers to technical questions concerning DRRS-S at: https://drrs.csd.disa.smil.mil/drrs/login, or by calling the support center at: 1-808-477-8261.

a. Chairman's Readiness System (CRS) Plan Assessments will be conducted in accordance with the timeline directed individually by the JS and the associated CCMD.

b. All Readiness Reports are made using the current version of the DRRS-S Web tool on the SIPRNET.

c. The monthly Readiness Report is composed of each MET and all associated Staff Supporting Tasks. These tasks will be assessed by the associated OPR. Each assessment will be conducted according to the following:

(1) The OPR assesses DHA's current ability to fulfill each task.

(2) The OPR, using standards and professional expertise, will rate DHA's ability to complete each task according to the following definitions from OSD:

(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 can accomplish all or most of the task to standard under most conditions. The specific standards and conditions, as well as the shortfalls or issues impacting the organization's task, must be clearly detailed in the MET assessment.

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

(d) 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 is now assessed as "Yes," then comments are required to define the change.

(e) 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. Subject/title labeling of the issue impacting the assessment of a specific MET/mission. What is the Command's constraint or limiting factor?

2. Discussion. Brief description of the issue.

3. Impact. Specific impact on MET/Mission/Joint Combat Capability Assessment. How does this issue impact the Command's ability to support the war fighter (CCMD)?

4. Options for Mitigation/Solution. What near and long-term efforts are being taken to mitigate the risk and proposed solutions? Identify the milestones (i.e., if the fix must be completed over an extended period due to funding, contracts, etc.).

5. Timeline for Resolution. Estimate of duration of time for an issue that will affect specified Joint Mission Essential Training Solutions, Joint Capability Assessments, and/or mission until resolved.

6. Links. Issues relationship to DHA Top Concerns, deficiencies, Global Force Management shortfalls (e.g., requests for forces), and risk drivers.

d. The OPR responsible for the task will review draft assessments with their respective JDIR, prior to bringing them to the AMETL WG for coordination and review at the second meeting each month. If required, the OPR will refine the assessment. The OPR will then present the assessment to the Director, Operations (J-3), at the first meeting of the month.

(1) DHA OPRs will complete their respective monthly task assessments no later than (NLT) the 27th day of each month.

(2) The respective JDIRs will ensure that they review all DRRS monthly task assessments prior to submission.

e. The Director, Operations (J-3), approves the assessments and forwards them to the Director, DHA. Once the Director, DHA, approves the assessments, the DRRS Readiness Officer will physically approve the assessment in DRRS-S.

f. Once all METs in the AMETL are approved, the DRRS Readiness Officers will draft a mission assessment, based on the prior month's task assessments, and provide it to the Director, DHA, through the Director, Operations (J-3). Once approved by the Director, DHA, the DRRS Readiness Officers will load it into DRRS-S.

g. Suspense dates for leadership reviews:

(1) The Director, Operations (J-3), will review all monthly task and mission assessments NLT the 5th day of each month.

(2) The Director, DHA, will review and approve the DHA AMETL for both the monthly task and mission assessments NLT the 15th day of each month.

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, CCMD, or unit will be classified SECRET.

(2) References to any CCMD Operation Plans, Named Operations timelines, planning guidance, assumptions, or strengths and deficiencies are also classified SECRET.

(3) Since DRRS resides on the SIPRNET, the information is limited to no higher than SECRET.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AMETL   Agency Mission-Essential Task List

CCMD   Combatant Command
CJCS   Chairman of the Joint Chiefs of Staff
CRS   Chairman's Readiness System
CSA   Combat Support Agency

DHA   Defense Health Agency
DHA-AI   Defense Health Agency-Administrative Instruction
DRRS   Defense Readiness Reporting System
DRRS-S   Defense Readiness Reporting System-Strategic

JCCAG   Joint Combat Capability Assessment Group
JDIR   Joint Code Director
JFRR   Joint Force Readiness Review
JS   Joint Staff

MET   mission-essential task

NLT   no later than
NMS   National Military Strategy

OPR   Office of Primary Responsibility

POC   point of contact

RA   Readiness Assessment

SecDef   Secretary of Defense
SIPRNET   Secret Internet Protocol Router Network

UJTL   Universal Joint Task List

WG   Working Group

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this DHA-AI.

AMETL. A list of agency METs selected by an agency director deemed essential to accomplish a mission, and defined using the common language of the UJTL in terms of tasks, conditions, and standards. It requires the identification of supporting and supported tasks, as applicable.

Core Tasks. The fundamental capabilities for which a unit was designed or organized.

CRS. A common framework for conducting commanders' RAs, blending unit-level readiness indicators with CCMD, Service, and CSA subjective assessments of their ability to execute the NMS.

DRRS-S. An information management system within the DoD that provides the department with authoritative, almost real-time information on U.S. and select foreign military units. DRRS-S is a comprehensive process and supporting enterprise of interrelated DoD readiness applications and databases. It is a centrally-installed system that enables globally-dispersed pre-registered units to report and update the status of their equipment, supplies, personnel, training, and their overall readiness for battle.

DRRS Executive Committee. The DoD's senior executive level forum providing operating guidelines and policies for governance of the DRRS in its development, fielding, and implementation. It is co-chaired by the Deputy Assistant Secretary of Defense for Readiness and the Director of the JS, with membership from the Office of the Under Secretary of Defense for Policy, Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD, Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, Office of the Assistant Secretary of Defense for Reserve Affairs, JSs J-3, J-6, and J-8, Military Services, National Guard Bureau, CCMDs, and the Defense Information System Agency.

JCCAG. A three-tiered body comprised of an Executive-level decision group, a General Officer/Flag Officer level steering group, and an O-6 level WG. The JCCAG facilitates collaboration on the JFRR, Plans Assessments, Readiness Deficiency Assessments, Chairman's Risk Assessment, Capability Gap Assessments, and the Annual Report on CCMD's requirements. Each JCCAG has readiness representatives from the JS, CCMDs, Services, OSD, and CSAs. On a quarterly basis, the JS provides a text summary of the JFRR to the SecDef as required for inclusion in the Quarterly Readiness Report to Congress. The summary includes a cumulative listing of readiness deficiencies and includes an overall RA-level of DoD's ability to execute the NMS. DRRS is the primary system of record for assessing, reporting, and displaying readiness data in support of the CRS.

JFRR. The principal assessment of the CRS. **Note**: It is conducted on a quarterly basis. It combines and analyzes unit and joint command, Service, or agency RAs pulled from DRRS and the Global Status of Resources and Training System to capture the DoD's strategic readiness to execute the NMS. The JFRR assists the CJCS in providing the best military advice to the President and SecDef by providing the Chairman's Risk Assessment, the Annual Report on

CCMD requirements, the Capability Gap Assessment, and the Quarterly Readiness Report to Congress.

Joint Mission Essential Task List. A Joint Force Commander's list of priority joint tasks derived from plans and orders. Along with associated conditions and measurable standards, it constitutes the Joint Force Commander's warfighting requirements based on assigned missions.

MET. Task based on mission analysis and approved by the commander that are necessary, indispensable, or critical to the success of a mission.

METL. An operational readiness construct that describes capabilities for assessment and reporting of readiness to conduct the missions prescribed in the NMS. A METL consists of METs with associated conditions and standards and appropriate supporting tasks.

Named Operations. Operations designated by the President of the United States, SecDef, and/or the Joint Chiefs of Staff (e.g., OPERATION IRAQI FREEDOM).

Readiness. The ability of military forces to fight and meet the demands of assigned missions.

Staff Supporting Tasks. Tasks performed by the organization's internal staff elements that are strongly connected to the mission. They should not be routine activities (e.g., keeping the facility clean, maintaining computers, conducting training, etc.).

Top Priority Level-4 Plans. Plans designated in the Joint Strategic Capabilities Plan.

UJTL. A menu of capabilities that may be selected by a Joint Force Commander to accomplish the assigned mission.