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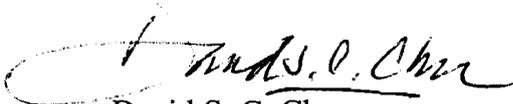
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMMANDERS OF THE COMBATANT COMMANDS  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Department of Defense Readiness Reporting System (DRRS) Interim  
Implementation Guidance, Serial 3.0

This serial provides implementation guidance for achieving installation and facilities reporting within DRRS. Section 117 (c)(3) of Title 10 directs DoD to “measure, on an annual basis, the capability of defense installations and facilities and other elements of DoD infrastructure, both in the United States and abroad, to provide appropriate support to forces in the conduct of their wartime missions.”

This memorandum, with attachment, clarifies implementation issues associated with this required reporting. We have crafted this guidance in coordination with the DoD Installation Capabilities Council and key elements of the readiness staff.

Should your staff have any further questions concerning DRRS, please contact Col Pat Sherman, Office of the Deputy Under Secretary of Defense (Readiness), phone (703) 693-5584 or DSN 223-5584, E-mail: [Pat.Sherman@osd.mil](mailto:Pat.Sherman@osd.mil).

  
David S. C. Chu

Attachment(s): As stated



**Defense Readiness Reporting System (DRRS)  
Implementation Guidance, Serial 3.0**

**PURPOSE:** Provides guidance for installation and facilities reporting and assessment requirements in DRRS.

**REFERENCE(S):**

- (a) Section 117(c)(3) of Title 10, United States Code
- (b) DoD Directive 7730.65, Department of Defense Readiness Reporting System, dated February 2, 2004 (Certified Current)
- (c) DoD Instruction 4165.14, Department of Defense Real Property Inventory and Forecasting, DRAFT
- (d) DRRS serial guidance 1.0 (November 2, 2004) and serial 2.0 (August 2005)

**DISCUSSION:** This serial provides initial implementation guidance for achieving installation and facilities reporting within DRRS. Reference (a) directs DoD to “measure, on an annual basis, the capability of defense installations and facilities and other elements of Department of Defense infrastructure, both in the United States and abroad, to provide appropriate support to forces in the conduct of their wartime missions.” This serial guidance is designed to provide the flexibility required for spiral development and is not intended to be exhaustive in nature. All DoD components should supplement this guidance as necessary.

**PROCEDURES:**

Installations to report in ESORTS:

1. The Services and Defense Combat Support Agencies will nominate installations to report in ESORTS to the DRRS Implementation Office (DIO). These nominations should be submitted no later than February 10, 2006.
  - a. At a minimum, all installations used in force deployment or force generation should be nominated for ESORTS reporting.
  - b. All nominated installations should be assigned a Unit Identification Code (UIC) and be registered in DRRS.
2. The DIO will review all Service nominated installations to uniform and consistent reporting. Any DIO recommend changes to the list will be coordinated with the affected Service or Combat Support Agency and approved by the USD (P&R).

Developing Installation Mission Areas and Essential Tasks:

1. All installations will report readiness by mission area using mission essential tasks. Services and Defense Combat Support Agencies will identify mission areas and associated mission essential tasks for each installation reporting in ESORTS by April 3, 2006.

- a. Mission areas include: airfield operations; port operations; range operations; munitions supply, storage, and distribution (SSD); POL SSD; and unaccompanied personnel housing.
  - b. One or more mission essential tasks, with applicable conditions and standards, will be used to describe key capabilities in each installation mission area.
2. To ensure consistency and uniform application, any new or modified mission areas for ESORTS reporting must be approved by the DoD Installation Capabilities Council (ICC) and the DIO before Service or Agency implementation.

#### Measuring Facilities in ESORTS:

1. For those installations reporting in ESORTS, facility status will be reported and assessed in support of installation mission essential task(s) that they enable.
2. Facility status will be reported using measures of capacity and capability as defined in reference (c). These facility measurements should occur at least annually or following any significant change in status. Facilities status will be reported in ESORTS no later than May 1, 2006.
3. Facility data will be displayed in ESORTS to support task and mission assessments. To ensure the accuracy and usability of these data, the following actions will be undertaken:
  - a. The Services and Combat Support Agencies will identify all facility related authoritative data (e.g. Service Real property inventory data bases) used in support of facility status assessment. Access to these data will be provided to the DIO as soon as possible, but not later than May 1, 2006.
  - b. The DIO will provide the technical means to display and update these data routinely in ESORTS for use in facility status assessment.

#### Assessing Missions and Mission Essential Tasks in ESORTS:

1. Commanders will assess the ability of the installation to accomplish assigned tasks to standard under specified conditions. These assessments should be informed by performance measures, resource availability, and military experience/judgment. The Services and CSAs shall provide these assessments for installations reporting in ESORTS no later than June 1, 2006.
2. All assessments will use the following assessment criteria with the following definitions:
  - a. "Yes" (Green) assessment: The organization can accomplish the task to standard under specified conditions. The "Yes" assessment should reflect demonstrated performance in support of operations.

- b. “Qualified Yes” (Yellow) Assessment: The organization is expected to accomplish the task to standard under most, but not all conditions. Organizations assessing their task or mission as a “Qualified Yes” can be utilized for those tasks.
  - c. “No” (Red) Assessment: The organization is unable to accomplish the task to standard at this time.
3. Commanders/Agency Directors will also assess the ability of the organization to execute all mission essential tasks for a given mission area. This overall mission assessment will use the “Yes, Qualified Yes, No” criteria for developing the assessment of the entire mission area, e.g. airfield operations. As such, this assessment should reflect the military experience/judgment on all the tasks and factors that affect the ability to meet mission objectives. The following guidelines will be used to ensure consistent mission and task assessments:
- a. If the majority of the tasks are assessed as “Yes”, and the remaining tasks are assessed as “Qualified Yes”, then the overall assessment should be “Yes”.
  - b. If the majority of the task are assessed as “Qualified Yes” and the remaining tasks assessed as “Yes”, then the overall mission assessment should be “Qualified Yes”.
  - c. If any of the tasks are assessed as “No” (Red), then the Commander must make a judgment as to whether the mission can still be accomplished. Any “No” task would normally preclude an overall mission assessment of “Yes”. If the overall mission is rated other than “No” the commander should clearly explain how the mission will be accomplished despite the inability to accomplish the task.

#### Software Development and Customer Support

1. The DIO will develop web based software to collect and display installation readiness data for the Services and affected Combat Support Agencies as part of the current DRRS architecture.
2. The DIO will also ensure 24-hour customer support is available to assist with questions concerning the use of the DRRS installation readiness tools.
3. DRRS users manuals, contact information, and current system status will be posted on the DoD Readiness Center portal at <http://readiness.pr.osd.smil.mil> and the Office of the Deputy Secretary of Defense Installations and Requirements web page at <http://www.acq.osd.mil/ie/irm/index.html>.