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MARINE CORPS ORDER 3000.13A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS READINESS REPORTING

Ref: (a) CJCSI 3401.02B, "Force Readiness Reporting," May 31, 2011  
(b) CJCSM 3150.02B, "Global Status of Resources and Training System (GSORTS)," March 25, 2011  
(c) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," May 11, 2015  
(d) JP 1-02, "DoD Dictionary of Military and Associated Terms," December 15, 2016  
(e) MCO 5311.1E  
(f) MCO 3400.3G  
(g) MCO 3000.11E  
(h) MCO 1553.10  
(i) MCO 3500.26 Series  
(j) MCO 3500.110  
(k) MCO 3125.1B  
(l) NAVMC 3500.14  
(m) NAVMC 3500.18B  
(n) SECNAV M-5210.1  
(o) OPNAVINST 5442.4  
(p) OPNAVINST 4790.2  
(q) MCO 351136  
(r) SECNAVINST 5300.30E  
(s) BUMEDINST 6110.14  
(t) 5 U.S.C. 552a, Privacy Act of 1974, as amended  
(u) SECNAVINST 5211.5e

Encl: (1) Marine Corps Readiness Reporting Guidance

Reports Required: I. Defense Readiness Reporting System-  
Marine Corps (Report Control Symbol  
EXEMPT), par. 4.a.(2)

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1. Situation. To promulgate policies and procedures for reporting readiness on Marine Corps organizations. This Order amplifies the policies, procedures, and reporting requirements delineated in references (a) through (c).

2. Cancellation. MCO 3000.13.

3. Mission. This Order provides policy and procedures to units, selected installations, and other organizations in the Marine Corps on reporting readiness in accordance with references (a) through (n) in order to meet service and Department of Defense (DoD) reporting requirements.

4. Execution

a. Commander's Intent and Concept of Operations. In 1952, while deliberating on role of the Marine Corps, the 82<sup>nd</sup> Congress stated:

*"The nation's shock troops must be the most ready when the nation is least ready...to provide a balanced force in readiness for a naval campaign and, at the same time, a ground and air striking force ready to suppress or contain international disturbances short of large-scale war."*

In 2016, the 114th Congress re-affirmed the importance of the readiness of the Marine Corps to the national defense.

(1) Commander's Intent. Pursuant to Title 10, United States Code, the Marine Corps reports readiness in order to meet service and DoD reporting requirements.

(2) Concept of Operations. The Marine Corps will establish a readiness reporting architecture that integrates Marine Corps Authoritative Data Source (ADS) systems and informs elements of readiness reporting implementation. Using ADS system data, the Marine Corps will maintain the Defense Readiness Reporting System-Marine Corps (DRRS-MC) as a single, uniform system for the preparation, approval, and maintenance of readiness reporting. Through interaction with Deputy Commandants and Marine Corps Component Commanders, the Deputy Commandant for Plans, Policies and Operations (DC PP&O) integrates service-wide readiness activities and advocates Marine Corps readiness equities to Congress, the Joint Staff,

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Combatant Commanders (CCDR), and sister services. This reporting requirement is exempt from reports control per reference (n), part IV, paragraph 7.h. which provides mandatory standards for administrative orders and directives development, format, and staffing within the Department of the Navy. Future enhancements to DRRS-MC in support of evolving readiness requirements will be captured in subsequent changes to this Order.

b. Subordinate Element Missions

(1) Deputy Commandant for Plans, Policies and Operations (DC PP&O)

(a) Establish service policy, procedures, training, and guidance on unit readiness reporting.

(b) Maintain DRRS-MC per DoD, Joint, SECNAV, and Marine Corps directives.

(c) Coordinate proposed service readiness policies and procedures with other services, Combatant Commands, the Joint Staff, and the Office of the Secretary of Defense (SecDef).

(d) Participate in the mission essential task list (METL) development, review, and approval process per reference (j).

(e) Register units, organizations, and installations that are required to report readiness in DRRS-MC. Audit DRRS-MC at least annually to ensure that 100% of its Unit Identification Codes (UICs) are validated per reference (a).

(f) Assign provisional UICs to task-organized units required to report readiness in DRRS-MC.

(g) Integrate service-directed readiness initiatives and serve as the functional advocate for DRRS-MC.

(h) Coordinate the activation, deactivation, relocation, and reassignment of Marine Corps units with the Deputy Commandant, Combat Development & Integration (CD&I), Total Force Structure Division and DC M&RA as directed in the associated MCBUL 5400 messages.

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(i) Post and maintain an updated DRRS-MC User's Guide in DRRS-MC.

(j) Maintain supporting documentation of units authorized to report level '6' for personnel, equipment and supplies, and equipment condition.

(k) Coordinate with Deputy Commandants (DCs) in maintaining synchronization, alignment, and interface of ADS systems in support of an enterprise-wide readiness reporting process.

(l) As advocate for the Ground Combat Element (GCE), coordinate and approve critical military occupational specialties/critical skills, mission essential equipment and the unit of employment (UE) by unit type for GCE units.

(2) Deputy Commandant, Manpower & Reserve Affairs (DC M&RA).

(a) With regards to manpower capacity and personnel readiness, assist deputy commandants, advocates, and Marine Corps component commanders (MARFORs) with: establishing service policy, procedures, and guidance; refining standards; and making assessments (e.g., staffing, deployability, risk, trend analysis) to meet human resource demands.

(b) Maintain the Marine Corps Total Force System as the service ADS for individual and unit personnel data and information by which manpower capacity and personnel readiness is determined.

(c) Provide oversight of the administration, maintenance, and validation of data provided via ADS interface with DRRS-MC.

(d) Monitor manpower capacity and personnel readiness of individuals and units in collaboration with DC, PP&O; Commander, Marine Corps Forces, Pacific (COMMARFORPAC); Commander, Marine Corps Forces Command, (COMMARFORCOM); Commander, Marine Forces, Special Operations Command (COMMARFORSOC); Commander, Marine Forces, Cyberspace Command (COMMARFORCYBER); and Commander, Marine Corps Forces, Reserve (COMMARFORRES).

(e) Support DRRS-MC development, initiatives, testing, and training.

(3) Deputy Commandant, Installations and Logistics (DC I&L)

(a) Coordinate with DC PP&O to establish service policy, procedures, and guidance on installation and logistic combat element (LCE) unit readiness reporting in DRRS-MC.

(b) Coordinate with DC PP&O and DC CD&I the designation, registration, and training of selected installations to report in DRRS-MC.

(c) Integrate Marine Corps readiness initiatives relative to installations.

(d) Participate in the METL development, review, and approval process per reference (j).

(e) Identify the readiness reportable ground principal end items (PEI) and mission essential equipment (MEE) selected for readiness reporting. In coordination with other DCs and advocates, identify MEE by unit type.

(f) Monitor installation readiness data for accuracy, timeliness, and quality. If necessary, initiate corrective actions.

(g) Provide oversight of the administration, maintenance, and validation of data provided via ADS interface with DRRS-MC.

(h) As advocate for the LCE, coordinate and approve critical military occupational specialties/critical skills, mission essential equipment and the UE by unit type for LCE units.

(4) Deputy Commandant, Aviation (DC AVN)

(a) Coordinate with DC PP&O on policy, procedures, and guidance for aviation unit readiness reporting.

(b) Participate in the METL development, review, and approval process per reference (j).

(c) Identify the readiness reportable ground PEI and MEE selected for readiness reporting applicable to aviation units.

(d) Provide oversight of the administration, maintenance, and validation of data provided via ADS interface with DRRS-MC.

(e) As advocate for the aviation combat element (ACE), coordinate and approve critical military occupational specialties/critical skills, mission essential equipment, and the UE by unit type for ACE units.

(5) Deputy Commandant, Combat Development & Integration (DC CD&I)

(a) Manage, coordinate, maintain, and serve as the primary review authority of the Marine Corps Task List (MCTL) and update it as required. Provide periodic examination of the MCTL to reflect installation METLs, unit core METs, named operation METLs, and top priority plans (CONPLAN/OPLAN) METs. Define doctrinal tasks and support operational reporting requirements. Maintain the MCTL and task library within the ADS database repository and system of record for MCTLs, the Marine Corps Training Information Management System (MCTIMS). Maintain current iterations of MCTL, and program support products accessibility within the MCCDC/CD&I website:  
<http://www.mccdc.marines.mil/Units/Marine-Corps-Task-List/>

(b) Coordinate the activation, deactivation, relocation, and reassignment of Marine Corps units and installations with DC PP&O, DC I&L, and DC M&RA.

(c) Coordinate with DC PP&O on policy, procedures, and guidance for command element (CE) unit readiness reporting.

(d) Participate in the METL development, review, and approval process per reference (j).

(e) Assist Deputy Commandants, advocates, and the Marine Corps Component Commanders (MARFORs) in the development of core METLs, with conditions and standards, for all units and installations per references (i) and (j).

(f) Maintain MCTIMS as the service ADS for unit METs and associated standards.

(g) Provide oversight of the administration, maintenance, and validation of data provided via MCTIMS interface with DRRS-MC.

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(h) In accordance with reference (e), support DC PP&O in the appropriate use of unit naming conventions, unit organizational constructs and the management of unit, billet (active, reserve, USN), equipment requirements and documented force structure tables of organizations and equipment (T/O&E) data which are maintained within the Total Force Structure Management System (TFSMS).

(i) Incorporate standardized unit core METs and associated training standards in Ground and Aviation T&R Manuals.

(j) Support DRRS-MC development, initiatives, testing and training.

(k) As advocate for the CE, coordinate and approve critical military occupational specialties/critical skills, mission essential equipment and the UE by unit type for CE units.

(6) Commander, U.S. Marine Corps Forces Command (COMMARFORCOM)

(a) In coordination with DC CD&I, load core METs and associated standards for like-type conventional units and installations into the service organizational MET database.

(b) Maintain templates for unit named operations and top priority plan METLs.

(c) Integrate named operation and top priority plan METL development into force sourcing actions.

(d) Support the development and periodic review of METs and associated conditions and standards for units and installations. Chair, host, and/or facilitate workshops as required.

(e) With DC CD&I and MCCDC/TECOM, serve as a functional area manager for the authoritative service organizational MET database.

(f) Assist in the development and refinement of joint/Marine Corps readiness standards in collaboration with DC PP&O, DC CD&I, DC M&RA, MARFORs and other appropriate Marine Corps organizations.

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(g) Provide recommendations to DC PP&O regarding the readiness/certification of operational forces allocated to satisfy validated CCDR requirements.

(h) Monitor the readiness of Marine Corps operating forces in collaboration with DC PP&O, DC M&RA, COMMARFORPAC, COMMARFORSOC, COMMARFORCYBER, and COMMARFORRES.

(i) In collaboration with DC PP&O, conduct unit readiness assessments (e.g., manpower, training, equipment, etc.), including trend analysis, of the service's capacity to execute current, emergent, and future contingency requirements.

(7) Marine Corps Component Commanders (MARFORs)

(a) Establish procedures to monitor the readiness reporting of subordinate units for completeness, accuracy, and timeliness in accordance with the policies established in this order. Direct corrective actions as required within five days of subordinate unit reports being submitted in DRRS-MC.

(b) Inform the supporting MARFOR when OPLAN/CONPLAN assessments require units to develop and report top priority plan METs and/or Joint Missions Essential Task (JMETS). Marine Corps Forces Special Operations Command (MARFORSOC) is the exception when providing forces to Theater Special Operations Commands.

(c) Support subordinate units' development of named operation and top priority plan METs and/or JMETS. Inform DC PP&O, DC CD&I, and MARFORCOM if such METs need to become the focus of resourcing and training efforts instead of Core Unit METs.

(d) Integrate named operation and top priority plan METs and/or JMETS into unit deployment orders.

(e) Support DRRS-MC development and testing; conduct training as required.

(f) Coordinate with DC PP&O on policy, procedures, and guidance for evolving requirements and new unit readiness reporting.

(g) Coordinate with DC CD&I and COMMARFORCOM to load core METs and associated conditions and standards for all like-type units into MCTIMS.



(8) Reporting Units, Organizations and Installations.

(a) Assess organizations in DRRS-MC as outlined in this Order.

(b) Submit complete, accurate, and timely reports to DRRS-MC.

(c) Train and identify organizational readiness representatives as established in Chapter 1.

(d) Intermediate commands will establish procedures to verify, within five days of submission, the completeness and accuracy of reports submitted by subordinate reporting organizations. If required, direct subordinate organizations to submit a corrected report when computation or administrative errors are discovered. Intermediate commands must maintain a record of the report verification for a period of 12 months.

(9) Advocates and Proponents.

(a). In accordance with reference (q), Marine Corps advocates and proponents will:

(1) Monitor the readiness and capabilities of units which perform missions or functions within their areas of responsibility.

(2) In coordination with the reporting units and their higher headquarters, assist PP&O, POR in the development and publication of effective readiness metrics and reporting criteria for their areas of responsibility.

(3) Provide subject matter expertise to PP&O, POR, the MARFORs, and Headquarters Marine Corps (HQMC) agencies to inform service processes that impact readiness.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to DC PP&O (POR) via the chain-of-command.

b. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (n).

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c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (t)) and implemented per reference (u).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. L. BAILEY

Deputy Commandant for  
Plans, Policies and Operations

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## Chapter 1

### Readiness Overview

1. Purpose. This chapter outlines general policy for operational readiness reporting. It includes information on which organizations report, reporting occasions, reporting channels, security, and the release of readiness data outside of the Marine Corps.

2. Policy. Reference (a) contains the general provisions, detailed instructions, and formats to submit readiness data in support of joint requirements. Supplemental instructions are provided by this Order. This Order is the governing authority for all Marine Corps readiness reporting requirements. DRRS-MC is the ADS for readiness reporting. All Marine Corps reporting organizations will use DRRS-MC to create and submit readiness reports.

### 3. Background

a. Readiness. Per reference (d), readiness is defined as the ability of U.S. military forces to fight and meet the demands of the National Military Strategy (NMS). Readiness is the synthesis of two distinct but interrelated levels.

(1) Unit Readiness. The ability to provide capabilities required by the CCDR to execute their assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. Unit readiness is reported by the military services.

(2) Joint Readiness. This is the CCDR's or joint task force commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions. Accurate and timely unit readiness reports are essential for joint readiness reporting and force sourcing.

b. Legal Requirement To Report Readiness. Title 10, section 153(a)(3)(D), United States Code (U.S.C.), directs the Chairman of the Joint Chiefs of Staff to advise the Secretary of Defense on critical deficiencies and strengths in force capabilities identified during the preparation and review of contingency plans. Title 10, section 117(a), U.S.C., directed the Secretary of Defense to establish a comprehensive readiness reporting system that would measure in an objective, accurate, and timely manner the capability of the U.S. military to carry



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out the National Security Strategy, Defense Planning Guidance, and the NMS. Title 10, section 5042(b)(2), U.S.C., directs Headquarters, Marine Corps, to investigate and report upon the efficiency and preparation to support military operations by CCDR.

c. Marine Corps Institutional Readiness. The institutional readiness of the Marine Corps is dependent upon the proper balance between five pillars of readiness. DRRS-MC data directly reports on the unit readiness and capability and capacity to meet requirements pillars while supporting analysis on the remaining pillars. The five pillars of institutional readiness are:

(1) Unit Readiness. This pillar is the result of the aggregate of the investment in personnel, training, and equipment to ensure that units are prepared to perform missions at any given time.

(2) Capability and Capacity to Meet Requirements. This pillar involves force-sizing to meet geographic CCDR requirements with the right mix of capacity and capability.

(3) High Quality People. Recruiting and retaining high quality people results in higher performance and plays a key role in maintaining the Marine Corps high state of readiness.

(4) Infrastructure Sustainment. Adequately resourcing the sustainment of bases and stations is essential to readiness, because they provide the platforms at which units train and from which they deploy.

(5) Equipment Modernization. Ground and aviation equipment must meet the needs of the current and evolving security environment.

d. Uses. Readiness information supports in priority order: crisis response planning, deliberate or peacetime planning, and management responsibilities to organize, train, and equip combat-ready forces for the combatant commands. Readiness reporting information is also used in: service testimony, reports to Congress, the Chairman of the Joint Chief of Staff's Readiness System, and other venues. DRRS-MC also provides data for use by joint automated systems (e.g. Global Transportation Network (GTN), Joint Operation Planning and Execution System, and Joint Planning and Execution Services) in support of the joint planning process.

4. Scope. This Order applies to all Marine Corps readiness reporting organizations.

5. Reporting Organizations. Only organizations designated by PP&O, POR will submit readiness reports. Requests for organizations to report in DRRS-MC will be forwarded with justification to PP&O, POR through the chain of command.

a. Organizations Required to Report. Designated GCE, ACE, LCE, and CE units of the Marine Air Ground Task Forces (MAGTFs), MARFORs, and designated organizations and installations will report their readiness. Each type of organization is deployable, designed for warfighting, or provides support to the warfighting Marine. These will include designated task organized units. Designated task organized units without an existing unit identification code (UIC) will receive a provisional UIC from HQMC, DC PP&O, POR, in coordination with DC M&RA and DC CD&I, for reporting.

b. Organizations Not Under Marine Corps Operational Control (OPCON). Marine Corps organizations transferred to a non-Marine Corps command and under the operational control (OPCON) of that command will submit their reports through DRRS-MC. This applies to deployed Marine Expeditionary Units (MEUs), units in contingency operations, and aviation squadrons participating in Navy carrier integration.

c. Non-Marine Corps Organizations OPCON to Marine Organizations. Those organizations will report their readiness per their channels, not in DRRS-MC. Exceptions may be requested of DC PP&O, POR through the chain of command.

6. Core and Assigned Readiness Assessments. DRRS-MC allows commanders of reporting organizations to uniformly assess and accurately report their core and assigned missions in a single report. Commanders capture their ability to accomplish their core mission, the mission for which the organization was designed, via a C-level and core mission capability assessment. When applicable, commanders will also capture their organizations' ability to accomplish assigned missions via the Assigned Level (A-level) and an assigned mission capability assessment. An assigned mission is an operational requirement that a unit is formally assigned to plan for, prepare for, or to execute. Units may have more than one assigned mission at a particular time. In cases where units have more than one

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assigned mission, higher headquarters will provide guidance on which assigned mission is reported as the current focus.

a. C-level and A-level Assessments. Both indicate the degree to which a unit has achieved prescribed levels of fill for personnel and equipment, the materiel condition of available equipment, and the training proficiency status of the unit. A-level is synonymous with the term "percent effective (PCTEF)" used in references (a) and (b). C-level and A-level are discussed in Chapter 7.

b. Core and Assigned Mission Capability Assessments. One of the most significant aspects of readiness reporting is the requirement for commanders to assess their organizations' capabilities to accomplish the mission essential tasks (METs) to specified conditions and standards. Those MET assessments are then used by commanders to assess their organizations' capabilities to accomplish their core and assigned missions. MET assessments are discussed in Chapter 4. Capability mission assessments are described in Chapter 7.

7. Reporting Channels. Readiness reports are the responsibility of the organization commander and must reflect the commander's experience and best judgment regarding the organization's readiness. Organizations submit their reports directly into DRRS-MC and the use of the Network Unit Status Report - Marine Corps (NETUSR) module in the DRRS-MC software is mandatory. Coordination of readiness issues with higher, supported, and supporting commands ensures a shared understanding of unit capabilities and any support that may be required. Commanders and staffs must avoid actions which may impair the submission of timely, accurate, and complete readiness assessments by subordinate organizations. Higher headquarters will not require higher level review of reports prior to submission or direct levels of reported readiness.

8. Training Requirements. All personnel involved in the readiness management process will receive and document training related to readiness policy, reporting procedures and systems.

a. Reporting unit commanders, authorized agents and points of contact must complete the online DRRS-MC policy course within 30 days of appointment and review the Commander's Readiness Handbook each calendar year.

b. Unit readiness officers/SNCOs will complete the online DRRS-MC policy course and the NETUSR web-based training within

30 days of appointment. They must also receive formal training from a DRRS-MC trainer that is approved by their respective MARFOR within 90 days of appointment.

c. Completion of the online DRRS-MC policy course, the NETUSR web-based training, and refresher training from a MARFOR-designated DRRS-MC trainer are calendar year requirements for unit readiness officers/SNCOs.

9. Appointment. Unit commanders will appoint in writing authorized agents and readiness officers/SNCOs.

10. Unit Readiness Boards. Reporting units will use a board process to prepare readiness reports. The structure of the readiness board will be as directed by the commander establishing the board. When the following personnel are available to the reporting organization, it is recommended the board include the S/G-1, S/G-3, S/G-4, CBRN defense officer and medical officer. The result of the board is the completed readiness report, which only the commander or an authorized agent may submit into DRRS-MC. Units must maintain a record of the board meeting used for each report for a period of 12 months.

11. Report Verification. Reporting organizations at all levels must develop a program to audit their readiness data to ensure data accuracy and fidelity. MARFORs and major subordinate commands (MSCs) will develop procedures that enable subordinate intermediate commands to verify subordinate unit reports within five working days of submission and maintain a record of that verification for a period of 12 months. Higher headquarters are not authorized to change the readiness reports of subordinate organization. When computation or administrative errors are discovered, higher headquarters will contact the subordinate unit directing submission of a corrected report within 24 hours.

a. Review of DRRS-MC Data. Resource data and mission and MET assessments can be accessed through DRRS-MC with the Marine Corps Readiness Analysis Tool (MCRAT). All MARFORs, MSCs, and intermediate level commands will have access to MCRAT to allow them to quickly aggregate and analyze subordinate unit readiness data.

b. Edit of Reports. Report originators will be notified of errors detected. Erroneous reports will be corrected and resubmitted within 24 hours of notification.

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12. Commander's Standing Notification Events (CSNEs). Commands will create and employ CSNEs appropriate to their organizations to aid in notifying the commander of events that could impact the unit's readiness.

13. Reporting Occasions. Reports will be submitted within 24 hours of the occasions listed in Table 1-1 for the organizations specified. Units will continue to report when deployed for training, deployed in response to a crisis, deployed in execution of a top priority plan or named operation, and in combat.

a. Increased Reporting Frequency. Higher headquarters may direct increased reporting frequency and more detailed remarks to provide updated information for crisis planning.

b. Cyclical Reporting. To align reporting processes in support of higher headquarters readiness reporting and service level planning, MARFORs may establish cyclical submission timelines for subordinate units. Reporting occasions established in Table 1-1 take precedence over any cyclical submission timeline.

c. Waivers. Units and installations requesting waivers of reporting requirements will submit the request through the chain of command to DC PP&O, POR.

14. Security Classification. The classification of readiness data will be based on the highest classified item in the report. Top secret information will not be reported. Units will classify readiness reports according to the following guidelines:

a. Battalion, squadron, and company reports with no assigned mission will indicate on the basic unit information (BUI) page that their Defense Readiness Reporting System-Marine Corps (DRRS-MC) reports are confidential. This classification applies to the C-level, top concerns, core mission assessment, associated comments, core MET assessments, and other text fields that would reveal unit capabilities, limitations, and vulnerabilities.

b. Battalion, squadron, and company reports with an assigned mission will indicate on the BUI page that their DRRS-MC reports are secret. This applies to the A-level, assigned mission assessment, associated comments, assigned MET assessments, and other text fields that would reveal unit

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capabilities, limitations, and vulnerabilities associated with an OPLAN or planned deployment.

c. Units above the battalion or squadron level will indicate on the BUI page that the DRRS-MC reports are secret. This classification applies to the C-level, A-level, top concerns, mission assessments, associated comments, MET assessments, and other text fields that would reveal unit capabilities, limitations, and vulnerabilities.

d. Data reported in DRRS-MC that were derived from unclassified sources (MCTFS, GCSS-MC, MCTIMS) remain unclassified (normally for official use only). Examples include personnel, supply, maintenance, and training.

15. Release and Access to Reports. Marine Corps readiness information will not be released outside the DoD without the written approval of DC PP&O, POR. Outside agencies with a valid need-to-know and the appropriate clearance should submit requests to DC PP&O, POR.

Table 1-1.--Reporting Occasions

Occasion	Unit	MARFOR	Installation	A-Level
Every calendar month with no more than 35 days since last report	X	X		X
90 days since last report			X	
Activation or deactivation	X	X	X	X
Change in C-level or A-level	X			X
Change in Core or Assigned Mission Assessment (Yes, Qualified Yes, No)	X	X	X	X
On all forecasted changes to C-level, A-level, core mission capability assessment or assigned mission capability assessment dates of the prior report	X			X
Change in administrative control or operational control (OPCON)	X		X	X
Change of location of unit or CE	X		X	X
Change of geographic location of unit's personnel or equipment (e.g. mobilized reserve unit's arrival at site of initial activation, a unit's arrival at Integrated Training Exercise , or arrival overseas)	X		X	X
Employed in support of an in-lieu of mission (one that does not match the core mission)	X		X	X
Assignment to named operations (e.g. Operation Inherent Resolve) or operational plan/concept plan (TOP PRIORITY) by D-90	X	X	X	X
Receipt of an order to execute any of these missions: homeland defense, homeland security, peacekeeping, peace enforcement, humanitarian assistance, consequence management, counter-drug, civil disturbance, natural disaster relief (including wildfire fighting), or execution of immediate response authority.	X		X	X
Receipt of an alert, formal warning, or execute order for deployment or NLT 60 days prior to deployment/be prepared to deploy date, whichever comes first	X			X
12 months prior to a reserve unit's planned activation	X			X
Mobilization of reserve unit	X			X
Significant new encroachment concerns or environmental impacts			X	
Natural disasters affecting installation operations			X	
Legislative changes significantly impacting training capability			X	

## Chapter 2

Personnel

1. Purpose. This chapter outlines policy, procedures, reason codes, and mandatory remarks for personnel reporting.

2. Policy. A personnel-level (P-level) is based on the unit's ability to provide deployable, military occupational specialty (MOS) qualified personnel and DoD civilians to accomplish its missions. Contractors are not considered when determining P-levels. It is one of the four measured areas that are factors in determining a unit's C- and/or A-level. Reportable personnel will be accounted for by only one organization at a time. P-levels may also be used as part of the validation for standards being assessed as resourced in an organization's METs.

3. Scope. This section applies to Marine Corps readiness reporting units which report resources, not installations or MARFORs. Intermediate level commands will provide a subjective assessment of personnel resource level based upon the resource levels of subordinate units.

4. Reporting Requirements. Personnel information should be consolidated by the G-1/S-1 and provided to the authorized agent or point of contact assembling the readiness report in DRRS-MC on behalf of the commanding officer (CO).

a. P-Level. The P-level is based on the lower percentage of the personnel strength and MOS fill (MOSFL) calculations. Figure 2-1 depicts the formulas for calculating these percentages. Task organized units and units detaching personnel to task organized units will comply with paragraph 5 of this chapter when calculating personnel percentages. Table 2-1 depicts how the percentages determine the P-level. The P-level will be calculated as of the time of the report and will not be a future projection. P-levels that are not 1 require a reason code and mandatory remarks in the personnel resource area per paragraphs 7 and 8 of this chapter. On rare occasion, only PP&O POR may direct an organization to report its personnel level as a P-6 - not measured.



Figure 2-1.--Personnel Percentages

<b><u>Personnel Strength Percentage</u></b>	
$= \frac{(\text{Assigned Strength} + \text{Attached}) - (\text{Detached} + \text{Non-Deployables} + \text{IA/JIA})}{\text{Structure Strength}} \times 100$	
<b><u>MOSFL</u></b>	
$= \frac{(\text{MOSFL} + \text{MOSFL Attached}) - (\text{MOSFL Detached} + \text{MOSFL Non-Deployables} + \text{IA/JIA})}{\text{Structure Strength}} \times 100$	

Table 2-1.--P-Levels

<b>Rule</b>	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>
Personnel Strength	≥90%	80-89%	70-79%	<70%
MOSFL	≥85%	75-84%	65-74%	<65%

b. Structure Strength

(1) Core Mission Structure Requirements. The Total Force Structure Management System (TFSMS) is the authoritative source for obtaining a unit's table of organization (T/O) structure strength data to calculate its P-level. Unit personnel structure is automatically populated into a unit's readiness report in DRRS-MC from TFSMS. A unit's personnel structure may change when the authorized strength report is updated in TFSMS. Units will validate the personnel structure for each type personnel (Marine commissioned (MC), Marine enlisted, etc.) resident in DRRS-MC. To validate the unit's personnel structure in DRRS-MC, only account for chargeable billets. Individual mobilization augmentation (IMA) billets and unfilled Navy billets identified with a "M" code (medical billets to be augmented by the hospital staff) will not be counted. Billets designated as mapped from on a unit's T/O are part of the parent unit structure in TFSMS, but are not part of the parent unit's structure for DRRS-MC reporting (parent units will identify these as mapped to billets on their T/O). Billets designated as MT on a unit's T/O are subtracted from the parent unit's structure in TFSMS and are a part of the receiving unit's structure for DRRS-MC reporting. Site support personnel will not be counted in reserve units. Occasionally, the majority of a unit will deploy, but still retain personnel at the home station. The unit continues to account for these personnel at the home station in their readiness report, unless the personnel are detached to another

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reporting unit. Reserve units activated and deployed do not count the Marines not activated with the unit (left at home station) upon deployment.

(2) Assigned Mission Structure Strength (Manning Document). Units that are task-organized for an assigned mission will use an approved manning document for their structure strength since TFSMS does not capture personnel requirements for task organized units. In DRRS-MC, units will manually enter the personnel requirement from the manning document into DRRS-MC for the assigned mission by type personnel if they are different from the core mission.

c. Assigned Strength. The Marine Corps Total Force System (MCTFS) is the authoritative source for units' personnel status and will be used to determine the assigned strength for the core mission as these personnel. The administration section/S-1 should provide the total numbers of personnel assigned to the unit for each category listed on the personnel page in DRRS-MC. Personnel attached from another unit to support the assigned mission are not listed in the assigned field; instead, enter these personnel under the attached field. Personnel information will be entered on the personnel page for each type personnel as follows:

(1) Assigned. Reporting units will list their entire assigned personnel quantities staffed to the unit in the assigned field. Do not include individual mobilization augment (IMA) or medical billets augmented by the hospital staff. Reservists individually activated to support individual augment (IA) or joint individual augment (JIA) requirements are not counted as assigned to their parent unit. Upon activation reserve units will report in accordance with the above instruction.

(2) Attached. Enter the quantity of personnel the unit gained and/or received under the attached column (ASGND and MOSFL). This includes any IA or JIA personnel attached to the unit. Coordination must occur between the task organized and providing units to avoid double counting of personnel. Not applicable (N/A) to reserve units prior to activation.

(3) Detached. Enter the quantity of personnel detached (ASGND and MOSFL) under the detached column that the unit provided to other units. These detached personnel are attached to another unit and are not available to the unit for deployment. Coordination must occur between the unit

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providing the personnel to the unit receiving the personnel (task organized unit) to avoid double counting of personnel.

(4) Individual Augment (IA) and Joint Individual Augment (JIA) Billets Detached from the Unit. Enter the personnel quantities assigned as an IA or JIA billet external to the unit under the IA/JIA column by type personnel.

(5) Non-deployable Personnel Quantities. Non-deployable personnel data is to be pulled directly from MCTFS data using the criteria for deployable and non-deployable status depicted in Tables A-1 and A-2 in accordance with references (r) and (s). Enter the total non-deployable personnel quantities, by category, under the non-deployable column. Significant discrepancies with MCTFS data should be described in personnel comments.

d. MOS Fill (MOSFL). The MOSFL is determined by taking the number of personnel matched against T/O billet identification codes (BIC) by MOS for both military and DoD civilian personnel. A unit will report Marines filling T/O billets using either a primary or additional MOS, but not both. One person cannot fill two billet lines, even if that person has two MOSs. Each person will be aligned with a specific T/O line number/BIC by MOS, and the rank (alpha grade for civilians) may vary one above or one below that listed in the T/O. For example, Marines assigned to billets such as scout sniper, will use their primary MOS with a necessary skill designator to match against the unit's T/O (i.e., 0369 with a billet MOS of 8541 scout sniper). Additionally, the preparer of the readiness report must be cognizant of feeder MOSs and grades. For example, a gunnery sergeant with a PMOS of 0629 (radio chief) who is formally selected for master sergeant (which will result in a PMOS change to 0699, communications chief) may be performing in the billet associated with the selected grade, but he will not be granted the PMOS of 0699 until actual promotion. In cases where line numbers require more than one MOS, each MOS must match to count as an MOS match.

e. Critical MOS/Critical Skill. Units will report on the most important MOS/skills, military or civilian, that have the largest effect on the unit's ability to accomplish its core and assigned missions. For designated unit types, a standard list of approved critical MOS/critical skills will appear in DRRS-MC; reporting organizations will report the assigned strength for each of these pre-selected critical MOS/critical

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skills. Commanders may report additional critical MOS/critical skills not identified by DRRS-MC for their unit type in the commander's comments. Critical MOS/critical skill calculations do not directly impact the calculated P-levels.

f. Key Leader. To measure the level of enlisted leaders resident at the unit level, units will report on these individuals as identified by billet with an appropriate special manning category code (SMC code) in the unit T/O. Key leader calculations do not directly impact the reported P-levels.

5. Task-Organization. Task-organized units gaining personnel and the units providing personnel will adjust their personnel quantities as described in paragraph 4.c. Coordination must occur between the task-organized and providing units to avoid double counting of personnel. Remarks explaining the personnel adjustments will remain in the task organized and providing units' reports until the detachments are returned to the providing units or transferred elsewhere. Figure 2-2 provides an example of these adjustments with an artillery battalion providing a battery to form a battalion landing team for an assigned mission. Task-organized units use a manning document for structure strength, since task organized units do not have structure in TFSMS.

Figure 2-2.--Personnel Task Organization Adjustments

<b>Prior to Task Organization</b>			
<u>Artillery Battalion</u>		<u>Assigned + Attached - Detached</u>	<u>Infantry Battalion</u>
550	=	Structured Strength	=
600 (per T/O)			748
			760 (per T/O)
<b>After Task Organization</b>			
A battery of 134 Marines and Sailors detached to the battalion landing team			
<u>Artillery Battalion</u>		<u>Assigned + Attached - Detached</u>	<u>Battalion Landing Team</u>
416	=	Structured Strength	=
600 (per T/O)			882
			894 (manning document)

6. Personnel Remaining Behind From Deployment. When an active duty unit deploys and has personnel that still belong to the unit remaining behind, the commander will still account for those personnel at the home location and will consider

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them in the core P-level calculation, C-level and mission capability assessment. They will not be considered in A-level, assigned P-level, or assigned mission capability assessments.

## 7. Reason Codes

a. Personnel Reason Codes. Enter the personnel reason codes resident in DRRS-MC to explain the unit's status when the P-level is less than 1.

b. Employed/Deployed Codes. When five percent (5%) or more of a unit's personnel are detached to deploy with another unit, the providing unit will use the employed/deployed codes resident in DRRS-MC to report the percentage deployed.

c. Personnel Location. Personnel assigned to the unit, but located at temporary locations other than the present location will be reflected under the personnel at location field using standard geographical location codes or naval ship UIC for personnel embarked aboard ships. When personnel are located at temporary locations, they still belong to the unit, (e.g, FAP, training, etc.). Do not list such personnel as detached and do not list detached personnel in this field. Reserve units will reflect subordinate elements geographic location for all elements not collocated with CE.

8. Mandatory Personnel Remarks. Mandatory remarks and examples are:

a. Personnel Strength. Identify changes due to assigned strength. Example remarks of unit providing personnel: "Personnel strength decreased by detaching B Battery to BLT 1/2; 7/125/0/2 MC/ME/NC/NE. Estimated return 2 Jun."

b. P-Level is Not 1. List pertinent quantities of assigned strength, detachments, non-deployables, MOSs, and unit structure/manning document; explain problem causes if known; identify assistance already requested; and highlight further actions required. Use the following format to briefly describe the concern: bottom line up-front (BLUF), actions taken, results. An example is provided below.

"BLUF: Shortage of (MOS) and (MOS) makes unit incapable of conducting MET(s) A and B.

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Actions Taken: Coordinated with OccField sponsor, HHQ, and M&RA to fill vacancies.

Results: Vacancies expected to be filled in early FYXX."

c. Employed/Deployed Personnel. State the percentage of personnel employed or deployed when five percent (5%) or more of a unit's personnel are detached to another unit and the impact on the unit's ability to execute its mission. See Table A-3.

d. Reserve Specific Reporting. Reserve units will adjust assigned and MOS fill numbers upon activation of subordinate elements. Do not use the attached, detached, or IA/JIA columns prior to activation. Commander's personnel remarks will reflect the loss and mission of those elements of the command that are activated. Upon unit activation, the rules for reporting as an active component unit apply.

## Chapter 3

### Equipment

1. Purpose. This chapter outlines policy, procedures, reason codes, and mandatory remarks for both equipment and supplies possessed (S-level), and equipment condition (R-level). The S-level is a materiel measurement of an organization's possessed equipment or in-reporting status aircraft quantity against its designed requirement. The R-level indicates the materiel condition of the organization's possessed equipment or in-reporting aircraft.
2. Policy. Reporting on equipment to determine a S-level and a R-level is based on the unit's ability to provide the quantities and quality of equipment to accomplish its missions. The S and R-levels are two of the four measured areas that are factors in determining a unit's C and A-levels. S and R-levels may also be used as part of the validation for equipment standards being assessed as resourced in an organization's METs. Equipment will be accounted for by only one organization at a time, and the present materiel status, not future projections, will be used. Active and reserve units will compute their S and R-levels in the same way.
3. Scope. This section applies to Marine Corps readiness reporting units. It does not apply to installations or MARFORs. Intermediate level commands will provide a subjective assessment of their equipment levels based upon their subordinate units' S and R-levels.
4. Reporting Requirements. Equipment information should be consolidated by the logistics office (G-4/S-4) with the support of the supply and maintenance officers. Equipment identified in a unit's Table of Equipment (T/E) as readiness reportable will automatically be populated for the unit in DRRS-MC as either MEE or PEI.
5. Reportable Equipment. Selected pieces of equipment are designated to accurately capture the equipment readiness of Marine Corps units. The selected equipment is reported as either MEE or PEI.
  - a. Ground Equipment. Reference (g) defines MEE and PEI for ground equipment and sets forth the procedures for updating them. Updated MEE and PEI are published in Marine Corps Bulletin 3000, identifying MEE by unit type and PEI for all

units. Reporting units will only report on equipment identified by this bulletin against the quantities listed on the individual units' table of equipment for the core mission.

b. Aircraft and Aviation Support Equipment. Flying squadrons, to include MEU(ACE) designated squadrons, will consider their aircraft as MEE when calculating their S and R-levels. Flying squadrons will not calculate aviation support equipment as PEI. Marine Aviation Logistics Squadrons will calculate S and R-levels using aviation support equipment/ Individual Material Readiness List (IMRL) as PEI.

c. MEE Location. Units will report the quantities and associated location of all possessed MEE using standard geographical location (GEOLOC) codes or ship UICs for embarked equipment on the equipment page of DRRS-MC.

6. S-Level: Equipment and Supplies. Units will use DRRS-MC to calculate a S-level as of the time of the report and report the lowest S-level between the MEE and PEI calculations. Task organized units and units detaching equipment to task organized units will comply with paragraph 8 of this chapter when calculating S-levels. Table 3-1 depicts the criteria for S-level calculations. All units not reporting S-1 must provide mandatory remarks and reason code, per paragraph 11 of this chapter. Only PP&O POR may direct an organization to report its S-Level as S-6 - not measured.

Table 3-1.--Equipment and Supplies (S-level)

Rule	S1	S2	S3	S4
1. <u>Mission Essential Equipment</u>				
GROUND: Total service-selected mission essential equipment possessed (minus excess) divided by prescribed wartime requirements [T/E]	≥90%	80-89%	65-79%	<65%
AVIATION: Total in reporting (IR) status aircraft possessed divided by the primary mission aircraft authorized (PMAA)	≥90%	80-89%	60-79%	<60%
2. <u>Support Equipment (PEI)</u>				
Total service-selected principal end-items possessed (minus excess) divided by prescribed wartime requirement (T/E)	≥90%	80-89%	65-79%	<65%



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a. Prescribed Wartime Requirement

(1) Core Mission. TFSMS is the authoritative source for a ground unit's core mission prescribed wartime requirement. The prescribed wartime requirement appears on a unit's table of equipment under the T/E column. The primary mission authorized aircraft (PMAA) requirement by type/model/series (T/M/S), are the prescribed wartime requirement for tactical aviation flying units. The PMAA is maintained in DRRS-MC by T/M/S and automatically populated and/or updated for a unit's wartime requirement. DC AVN (APP) advises DC PP&O POR if changes to a T/M/S requirement are needed in DRRS-MC. The prescribed wartime requirement for aviation support equipment comes from the Support Equipment Resources Management Information System. Units' core mission prescribed wartime requirements are automatically pre-populated in DRRS-MC. Units will use the DRRS-MC equipment page to account for equipment, both ground and aviation.

(2) Assigned Mission. Task organized units will use their approved equipment density list (EDL) for their assigned mission prescribed wartime requirement.

b. Possessed Equipment. Ground and aviation supply regulations determine the possessed status of equipment. Excess possessed equipment (quantities above the prescribed PEI and MEE wartime requirement) does not change a unit's structure. Equipment possessed quantities are listed in a unit's accounting documentation and include all MEE and PEI possessed by the unit; this includes excess. Equipment above the T/E quantities are reflected in DRRS-MC as excess. Excess equipment for flying squadrons is determined by adjustments to their primary mission aircraft inventory by DC Aviation. Excess equipment will be identified by each respective TAMCN and it will not be used to calculate S-levels.

c. Intermediate Level Commands. Intermediate commands subjectively assess their S-levels. They should consider the impact of any excess equipment in their subordinate units when making a subjective S-level assessment.

7. R-Level: Equipment Condition. Units will use DRRS-MC to calculate a R-level as of the time of the report. R-Levels will report the lower of the MEE and PEI calculations described in this paragraph. Applicable maintenance directives and references (g), (o) and (p) determine a mission capable status. Excess possessed equipment (quantities above the prescribed

wartime requirement) will be included in determining R-levels. Total possessed quantity will include excess equipment per TAMCN. Each TAMCN and aircraft T/M/S will be calculated individually and have a R-level.

a. Deadline Quantity. Of the total possessed/IR equipment, enter the total quantity of deadlined equipment in the deadlined field.

b. Flying squadrons will report both the number of aircraft that are mission capable (MC) and full mission capable (FMC) in equipment condition (R-level) calculations. Squadrons will identify the number of MC aircraft and then further identify the number of MC aircraft that are FMC.

c. Table 3-2 depicts the criteria for the R-level calculations. Units not reporting R-1 must provide mandatory remarks and reason code, per paragraph 11 of this chapter. On rare occasion, PP&O POR may direct an organization to report its R-Level as R-6 - not measured.

Table 3-2.--Equipment Condition (R-level)

Rule	R1	R2	R3	R4
<u>1. Mission Essential Equipment (MEE)</u> GROUND: Total service-selected mission essential equipment possessed and "mission capable" divided by total quantity possessed  AVIATION: Total MC and FMC aircraft possessed divided by total aircraft in reporting status	$\geq 90\%$  $\geq 75\%$	70-89%  60-74%	60-69%  50-59%	<60%  <50%
<u>2. Principal End Item (PEI)</u>  Total service-selected principal end-items possessed and mission capable divided by the total quantity possessed	$\geq 90\%$	70-89%	60-69%	<60%

8. Equipment Remaining Behind From Deployment. When an active component unit deploys and has equipment that still belongs to that unit remaining behind, the commander will still include that equipment in the S and R-level calculations for the C-level, core MET, and core capability assessment unless possession is transferred to another DRRS-MC reporting unit.

They will not be considered in A-level and assigned MET and assigned mission assessments. This policy is N/A to Reserve units, because remain behind equipment is transferred to another unit when they deploy.

9. Reason Codes

a. Equipment Reason Codes. Enter the equipment reason codes to explain the unit's status when the S and/or R-level are not 1. Reason codes are resident in DRRS-MC.

b. Employed/Deployed Codes. When five percent (5%) or more of a unit's equipment is detached to deploy with another unit, the providing unit will use the employed/deployed codes to report the percentage deployed. Reason codes are resident in DRRS-MC.

10. Mandatory Equipment Remarks. Mandatory remarks and examples are:

a. S and/or R-Level Not 1. List equipment types with problems; state quantities for possessed, prescribed wartime requirement, available, and in reporting status; explain problem causes if known; identify assistance already requested; and highlight further actions required. Example: "8 of a PMAA of 12 aircraft are in-reporting status. 3 of the 8 are not mission capable for structural repair and awaiting depot level maintenance. 4 aircraft out of reporting status are awaiting PMI induction at depot. No further actions required."

b. Aircraft Out of Reporting Status. State the quantities and status. Example: "2 aircraft awaiting in-service repair with an estimated completion date greater than 120 days; 1 aircraft awaiting depot induction."

c. Reserve Units' Training Allowances (T/A). Marine Corps Reserve units will state in the S-level remarks the percentage of the unit T/A that is possessed. This calculation is not the same as the S-level.

## Chapter 4

### MET Assessments

1. Purpose. This chapter outlines policy and procedures for assessing METs.
2. Policy. METs will be developed per references (i), (j), and (q). Core METs are published within training and readiness (T&R) manuals and form the foundation for a community's T&R standards. A mission essential task list (METL) contains the list of a command's essential tasks with appropriate conditions and performance standards to assure successful mission accomplishment. The assessment of METs will be based on the organization's present state, not a future projection.
3. Scope. All readiness reporting units including intermediate commands, installations, and MARFORs will assess their METs.
4. Reporting Requirements. MET assessment information should be consolidated by those personnel who comprise the Unit readiness board, as described in Chapter 1, and others as deemed necessary by the commander to provide resource information regarding MET conditions and standards.
5. MET Assessment
  - a. General. A MET is an externally focused action, process, or activity (task) that is deemed critical to mission accomplishment. All readiness reporting Marine Corps organizations will have a METL per references (a), (c), and (i). Assessments at all levels will include evaluations of the resources available and training readiness to perform METs to prescribed standards. The assessments will assist the commander in determining the organization's ability to execute core and assigned missions.
  - b. Types of MET Assessments. Commanders will assess METs for core and assigned missions. Top priority plans and assigned named operations are the principal types of assigned missions, but higher headquarters may also direct other types of assigned missions.
    - (1) Core METs. Core METs define the designed capabilities of a unit and are developed using tasks documented in the MCTL, reference (i). The MCTL contains Marine Corps tasks developed and sanctioned by advocates, and approved by

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Marine Corps Combat Development Command (MCCDC) and DC CD&I. Core METs are reflected in the T&R manuals and provide the foundation for a community's T&R standards. The events by which core METs are measured are only valid for specified periods of time as identified in a community's T&R manual. The conditions and standards for training to core METs are reflected by evaluation coded (E-coded) collective events, which serve as the measures to gauge readiness against the performance of the task. Core METs and associated standards are standardized by unit type, developed by each community, approved by the associated advocate, and loaded by MARFORCOM into the MCTIMS Taskmaster database.

(2) Assigned METs

(a) Top Priority Plan METs. Top priority plans are OPLANs or CONPLANs designated in the Joint Strategic Capabilities Plan. When such plans drive unique training or resourcing requirements and specific units are apportioned to the plan, DC PP&O may direct assessment in DRRS-MC. METs and associated standards are developed and approved through a process established by the supported Marine Forces component commanders. The supported Marine Corps component commanders are the approving authorities for top priority plan specific METs for their major subordinate units and will ensure unit METs support CCDR capability requirements.

(b) Named Operation METs. Assigned missions reported in DRRS-MC are specific unit deployments, named operations, or alert missions (e.g., Unit Deployment Program, Tactical Aircraft Integration, Special Purpose MAGTF, Operation Enduring Freedom, Global Response Force). Assigned named operation METs are developed and approved through a process established by the supported Marine component commander, who ensures that the METs meet the requirements of the supported CCDR, assisted by COMMARFORCOM, and loaded into DRRS-MC. Assigned mission task sets may also be developed to meet local capability requirements. For example, a unit's higher headquarters may direct certain units to maintain proficiency in selected core plus tasks to broaden the aggregate capability spectrum.

6. MET Assessment Definitions. The commander will assess their METs as yes, qualified yes, or no. The definitions for those assessments are below.

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a. Yes "Y" Assessment. Unit can accomplish the task to established standards and conditions. The "yes" assessment should reflect demonstrated performance in training or operations. This equates to a high level of confidence in the unit's ability to accomplish the task. Pre-deployment certification (if required for the mission) has been completed for this task.

b. Qualified Yes "Q" Assessment. A unit can achieve output standards, and meets most resource and training standards. The specific training or resource standards that cannot be met will be fully and clearly detailed in the MET assessment. Organizations assessing a task as "Q" may be employed for those tasks.

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

7. MET Assessment Direction. Additional direction on the MET assessment definitions is listed below and depicted in Figure 4-1. Based on the commander's assessment of MET performance standards, the commander will complete the MET assessment by checking resourced, trained, and observed as appropriate. The relationship among these three selections will drive the MET assessment of Y/Q/N. See Table 4-1.

a. Resourced. The unit is resourced to accomplish a task to established output standards. Any resource standards (personnel, equipment, and subordinate forces) that are not met must be fully and clearly detailed in the MET assessment and supporting comments. This includes those units where resources have been explicitly identified to allow it to execute assigned tasks when ordered.

b. Trained. The unit is trained to accomplish a task to established output standards. Any training standards not met must be fully and clearly detailed in the MET assessment and supporting comments.

c. Observed. Output measures have been demonstrated, in training or operations, under realistic conditions. Pre-deployment certification (if required for the mission) must also be completed. Based on these factors, the commander is confident that the unit can accomplish the task. Any output standards not met must be fully and clearly detailed in the MET assessment and supporting comments.

Table 4-1.--MET Assessment Direction

Resourced	Trained	Observed	MET Assessment (Y=Yes, Q=Qualified Yes, N=No)
√	√	√	Y
√	√	-	Q
-	√	√	N
√	-	-	N
-	√	-	N
-	-	-	N

8. Mandatory MET Remarks. If any METs are assessed as "Q" or "N", explain the capability shortfall, as well as the training or resources required to mitigate the shortfall. Address any standards and conditions assessed as not meeting required criteria. Example: "80% trained to standard, not able to train to actions requiring embarkation until DEC when amphib ships are available."

Chapter 5

Training

1. Purpose. This chapter outlines policy for reporting training (T-level) for core and assigned missions.
2. Policy. The T-level is one of the four measured areas that are factors in determining a unit's C- and/or A-level. The determination of a T-level will be based on the unit's present state, not a future projection.
3. Scope. T-levels will be calculated only by regular and intermediate reporting level units, not by installations or MARFORs.
4. Reporting Requirements. Training information should be consolidated by the training office (G-3/S-3) and provided to the authorized agent or point of contact assembling the readiness report on behalf of the CO. The use of MCTIMS as the ADS is required prior to starting the report.
5. Training (T-Level). The T-level is an assessment of the unit's training to accomplish its mission.

a. Regular and intermediate level reporting units will base their T-level on the percentage of METs trained to standard using Table 5-1 as a reference. For example, if a battalion was trained to standard and current in four of its five METs, it would have a T-level of T-2 (80%).

Table 5-1.--T-level Calculation

Rule	T1	T2	T3	T4
Percentage of Core METs Trained to Standard	≥85%	70-84%	55-69%	<55%

b. Aviation Units. Squadrons with aircraft have additional considerations when determining a T-level.

(1) For aviation units guided by references (k) and (l), the T-level reported will be the lower of either the combat leadership assessment or the T-level calculation. Combat leadership is an integral component to defining the capability of aviation units to fully conduct the METL. Combat leadership consists of advanced, highly-specialized flight leadership qualifications that enable a unit to fully conduct and manage



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all aspects of aviation operations during a mission. Similar to aircrew core model minimum requirement (CMMR), each aviation community has an objective flight leadership CMMR standard established for both full squadron and squadron (-) configurations as outlined in their respective T&R manuals. Combat leadership is calculated per reference (l), by first pulling T&R event completion data from Marine Sierra Hotel Aviation Readiness Program. Combat leadership qualified aircrew will be totaled per combat leadership category per the squadron's status as either a full unit or squadron (-). Similar to the METL calculation, a squadron will then divide combat leadership categories trained to standard by the total number of combat leadership categories for the unit. The resulting percentage will be compared to Table 7-4 in the respective T&R program manual to assess the final rating.

(2) Squadron (-). This subparagraph pertains only to the T-levels of flying squadrons that have transferred detachments of personnel and aircraft to another operational, task organized unit and have squadron (-) standards resident in their T&R manuals. This subparagraph also applies to reserve unit established as a squadron (-) with appropriate standards resident in the T&R manual.

(a) Squadron (-) Training Standards. These are defined in applicable T&R manuals, ref (k), and are based on the number of MET-capable crews and combat leaders for a squadron (-) sized unit.

(b) Squadron (-) Training Level. When directed, the commander will assess the T-level to squadron (-) training standards using the mission MET assessment page in DRRS-MC. There are mandatory training remarks, per paragraph 7 of this chapter, when assessing to squadron (-) training standards.

(c) Other Squadron (-) Assessments and Calculations. All other levels (P, S, R, and CBRN) will be calculated per the requirements of a full squadron. The C-level will be assessed against the core mission of a full squadron using full squadron P, S, and R-levels and a squadron (-) T-level.

6. Reason Codes. Enter the training reason codes to explain the unit's T-level when it is not T-1. Reason codes are resident in DRRS-MC.

## 7. Mandatory Training Remarks

a. METS Not Trained to Standard. Comment on the METs not trained to standard and their impact on readiness. Provide amplifying remarks outlining the support needed to improve training (training areas available, lack of simulations, lack of host instillation support, lack of personnel or supply resources, ect.). Example: "80% trained to standard, not able to train to deck landing qualifications until Dec when amphib ships are available."

b. Squadron (-) Training Remarks. When assessing T-levels as a squadron (-), commanders will make the following T-level comments: example "Unit is squadron (-). Training and output standards assessed against squadron (-) T&R standards."

Chapter 6

Chemical, Biological, Radiological, and Nuclear (CBRN) Readiness

1. Purpose. This chapter outlines policy, procedures, reason codes, and mandatory remarks for reporting CBRN readiness.
2. Policy. Reference (a) requires a unit commander to provide a subjective assessment of the unit's readiness to accomplish its mission under CBRN conditions. The CBRN assessment is a separate assessment based on the reported levels of CBRN equipment and training. As a separate reporting requirement, the CBRN assessment does not directly influence or contribute to a unit's overall C-level calculations; however, a commander may subjectively change the unit's overall reported core or assigned mission assessment when a CBRN deficiency or asset directly impacts the unit's ability to carry out its mission. CBRN will be assessed in each readiness report.
3. Scope. Installations and MARFORs will not report CBRN readiness. All other units reporting in DRRS-MC will use this policy when reporting CBRN readiness.
4. Reporting Requirements. CBRN defense information should be consolidated by the unit CBRN defense officer/chief (G-3/S-3) or command identified subject matter expert and provided to the authorized agent or point of contact assembling the readiness report on behalf of the CO. The use of the CBRN calculator and MCTIMS as the ADS is required.
  - a. Overall CBRN Level. Units will determine the overall CBRN level based on calculated levels of CBRN defense equipment and CBRN training. The reported CBRN level equates to the lowest of the levels for CBRN defense equipment and CBRN training. When the individual preparing the report believes the calculated levels do not accurately reflect the unit's CBRN equipment readiness, subjective levels should be assessed for CBRN sense, CBRN shape, CBRN shield, CBRN sustain, CBRN medical, and the CBRN equipment S-level. The unit commander will be informed and decide whether to report the calculated or subjective levels.
  - b. CBRN Defense Equipment (S-Level).
    - (1) When determining the CBRN S-level, units in possession of their own CBRN equipment, including deployed units

and those units within 30 days of deployment, are to use the equipment tab of the CBRN calculator.

(2) Non-deployed units that do not possess CBRN equipment or those units whose CBRN equipment is maintained and stored in a supporting consolidated storage facility will report a CBRN Defense Equipment level of S-6. When the S-6 is selected, the reason code of SNM (equipment not measured) will be automatically populated in the unit's report in DRRS-MC with a pre-populated comment.

(3) MEF intermediate level reports are to report on the status and capabilities of all regionally consolidated storage facilities. MEFs will coordinate with the regional consolidated storage facilities to conduct joint inventories and equipment inspections as needed to facilitate an accurate roll-up report on the availability of CBRN Defense equipment in support of MEF readiness reporting.

Table 6-1.--CBRN Defense Equipment S-level

Rule	S1	S2	S3	S4
Aggregate average of total serviceable selected CBRN equipment possessed divided by total required quantity	90-100%	80-89%	65-79%	0-65%

d. CBRN Defense Training (T-Level). CBRN training requirements are per references (f), and (i). The CBRN T-level is an assessment of the unit's training to accomplish its designed mission under CBRN conditions. All units will base their CBRN T-level on the percentage of their core METs trained to standard under CBRN conditions within the past 12 months. Determine the CBRN T-level using the CBRN readiness calculator and Table 6-2. Identify exactly which METs have been trained to under CBRN conditions for greater clarification.

(1) CBRN Readiness Calculator. A CBRN readiness calculator is maintained by DC PP&O, PS Division, and is available at <http://gccsportal.mcw.ad.usmc.smil.mil/sites/ppo/ps/CBRN%20Readiness/Pages/Default.aspx> (use the DOD EMAIL digital certificate when prompted).

(2) The calculator will be used to provide the commander with a recommended T-rating based on individual, team, and unit level CBRN defense readiness training.

Table 6-2.--CBRN Defense Training T-level

Rule	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>T4</b>
Percentage of METs trained to standard under CBRN conditions in the past 12 months	<u>≥</u> 85%	70-84%	55-69%	<u>≤</u> 55%

5. Reason Codes. Provide a reason code when the overall CBRN level is not CBRN-1. Reason codes are resident in DRRS-MC.

6. Mandatory CBRN Remarks. The commander will state in the remarks a forecasted improvement/downturn date when the overall CBRN level is less than CBRN-1 and briefly explain what is required to return the unit to CBRN-1. When determining an improvement/downturn date is not possible, state so, and provide the reason why.

## Chapter 7

### Unit of Employment

1. Purpose. This chapter outlines policy, procedures, guidance and mandatory remarks for the UE reporting within a commander's readiness assessment of the organization.

2. Scope. Units identified in Table 7-1 will report on their UE. Advocates will support DC PP&O in identifying reporting organizations that will provide information on UE. In the future, Table 7-1 will expand to identify additional UE reporting requirements.

3. UE Remarks. UE is the level at which a unit most often generates forces for deployment, normally the building blocks of standard task-organization. The commander's assessment will include focused narratives that also capture force capability and capacity at the UE levels. Example remarks: "Since the last reporting period, X battalion conducted a battalion internal strategic mobility exercise. The overall readiness of the battalion is C-2. Personnel are the leading degrader of readiness; staffed to 89% of T/O structure. The battalion can execute its core METL to standard. 2 of 5 maneuver companies are fully resourced, trained, and ready to deploy. The remaining companies are short key leadership, degrading their ability to deploy. 9 (MOS) Sgts and 2 (skill) Marines are required to improve personnel readiness levels to a deployable level for these companies."

a. Non-standard UE. Where standard units of employment are not quantifiable, units may use an estimated percentage of capability. Example remarks: "15% of capability deployed in support of 22 MEU, 85% of structured unit remains. Residual capacity is staffed at 75% strength, providing capability to support a Marine Expeditionary Brigade; MEF-level support requires augmentation of 50 personnel."

b. Impact on Resourcing or Mission Assessments. UE reporting does not impact resourcing and training level calculations or MET assessments.

c. UE Identification. Table 7-1 identifies the UE for various unit types. UE will be designated and reviewed as part of unit METL reviews conducted per reference (j).

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Table 7-1 - Unit of Employment Reporting

MAGTF ELEMENT	REPORTING UNIT	COMPANY/BTRY EMPLOYMENT	PLATOON/DET EMPLOYMENT	TEAM EMPLOYMENT
CE	LE BN	LE CO		
	CAG			CAG TM
	ANGLICO	ANGLICO CO	BDE PLT	SALT FCT
	MIG	MOC		
	INT BN	IOC	METOC DET HUMINT DET	GSP TM
	RAD BN		RAD PLT OCE	
	COMM BN	COMM CO		
GCE	INF BN	INF CO		
	ARTY BN	ARTY BTRY		
	TANK BN	TANK CO	TANK PLT	
	CEB BN	CEB CO	CEB PLT	
	AAV BN	AAV CO	AAV PLT	
	LAR BN	LAR CO	LAR PLT	
	RECON BN	RECON CO	RECON PLT	
ACE	VMFA		VMFA DET	
	VMA		VMA DET	
	VMGR		VMGR DET	
	VMM	VMM (-)		
	HMLA	HMLA (-)		
	HMH	HMH (-)		
	MWCS		MWCS DET	
	MWSS		MWSS DET	
	MASS			ASLT ASE DASC
	MACG		MACG DET	
	MACS			TAOC EW/C ATC MMT
	VMU		VMU DET	

MAGTF ELEMENT	REPORTING UNIT	COMPANY/BTRY EMPLOYMENT	PLATOON/DET EMPLOYMENT	TEAM EMPLOYMENT
LCE	HQ REGT		DISPERSING DET LEGAL SERV DET POSTAL DET FOOD SERV DET	CONTRACTING TM
	CLR	GS CLB LNDG SPT CO COMM CO PRPC	CBRN PLT	
	MED BN	SURG CO	SURG PLT SHOCK TRAUMA PLT FRSS	
	DEN BN			DEN TM
	ESB	EOD CO ENG LINE CO BULK FUEL CO ENG SPT CO BRIDGE CO	EOD PLT ENG PLT BULK FUEL PLT	EOD TM
	SUP BN		INT SUP PLT	DLC
	MAINT BN		INT MAINT PLT	
	TSB	MT CO	MT PLT	LS TM AIR DELIV TM
OTHER	CBIRF	IRF		



## Chapter 8

### Commander's Assessments

1. Purpose. This chapter outlines policy, procedures, guidance, reason codes, and mandatory remarks for the commander's readiness assessment of an organization.
2. Policy. The commander's assessments encompass the C-level and capability assessments for the organization's core mission, as well as the A-level and capability assessments for any assigned mission(s). The commander's assessments will be based on the organization's present state, not a future projection. Remarks will provide additional information, such as projected changes in readiness.
3. Scope. C- and A-levels will be calculated by all DRRS-MC regular and intermediate level reporting units. All Marine Corps readiness reporting organization commanders will make capability assessments of their core and assigned missions.
4. Reporting Requirements. Policy, guidance, reason codes, and mandatory remarks regarding the commander's assessments are explained in this chapter. The operational readiness of Marine Corps organizations is directly impacted by their capabilities, resourcing, and training. Accurate, uninflated assessments by commanders are essential for helping the Marine Corps, combatant commands, and the DoD understand the capability to accomplish tactical, operational, and strategic goals.

#### a. C-level Assessment

(1) The C-level reflects the status of the selected unit resources measured against the resources required to undertake the core mission for which the unit is task organized or designed. The C-level also reflects the condition of available equipment, personnel, and unit training status. The determination of a C-level will be based on the unit's present state, not a future projection. C-levels, by themselves, do not project a unit's combat performance once committed to combat. C-levels are not a report card on the unit and they should not be inflated. The five C-levels and their definitions are listed in Table 8-1.

Table 8-1.- C-level Definitions

C-level	Definition
C-1	The unit possesses the required resources and is trained to undertake the <u>full</u> wartime mission(s) for which it is organized or designed. The resource and training area status will neither limit flexibility in methods for mission accomplishment nor increase vulnerability of unit personnel and equipment. The unit does not require any compensation for deficiencies.
C-2	The unit possesses the required resources and is trained to undertake <u>most</u> of the wartime mission(s) for which it is organized or designed. The resource and training area status may cause isolated decreases in flexibility in methods for mission accomplishment, but will not increase vulnerability of the unit under most envisioned operational scenarios. The unit would require little, if any, compensation for deficiencies.
C-3	The unit possesses the required resources and is trained to undertake <u>many, but not all, portions</u> of the wartime mission(s) 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 would require significant compensation for deficiencies.
C-4	The unit <u>requires additional resources</u> or training to undertake its wartime mission(s), but it may be directed to undertake portions of its wartime mission(s) with resources on hand.
C-5	The unit is undertaking a Commandant of the Marine Corps (CMC)-directed resource action and is not prepared, at this time, to undertake the wartime mission(s) for which it is organized or designed. A level of C-5 does not prevent the deployment of ready detachments from the unit. The unit may be capable of undertaking non-traditional, non-design related missions.

(2) The calculated C-level will equate to the lowest level of the unit's individually measured resource and training levels (P, R, S or T). Levels measured as a "6" will not be used in this calculation. The C-level for VMA(-), HMH(-), and HMLA(-) squadrons will be assessed against the core mission of a full squadron using full squadron P, S, and R-levels and a squadron(-) T-level. Reserve units established as a squadron(-)

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will report against originating structure and equipment levels of a squadron(-). Chapter 5, paragraph 4.b.(2) contains directions for reporting squadron(-) T-levels.

(3) C-5 Level

(a) C-5 is used for units undergoing CMC directed resource actions or placement in cadre status. Units will not report C-5, unless directed to do so by DC PP&O, POR or a Marine Corps Bulletin (MCBUL) 5400. Changes in the resource and training levels (P, S, R, and T) of C-5 units will be tracked by using the appropriate numeric levels of 1 through 4.

(b) Units reporting C-5 will remain C-5 until all levels (P, S, R, and T) are 3 or higher, unless directed otherwise by PP&O, POR or a MCBul 5400.

(4) Subjective C-level Changes

(a) Subjective changes of C-levels demand cautious scrutiny by the commander submitting the report. Although the commander may subjectively change the calculated C-level, unit commanders should carefully consider subjective upgrades as this can portray an elevated and unjustified assessment of unit readiness. To provide full visibility of potential readiness degraders while accurately assessing its capability to accomplish the mission, the commander will determine the C-level definition in Table 8-1 that best describes the unit's current capabilities and deficiencies. For instance, units missing critical personnel or equipment should be guarded against subjective upgrades.

(b) A subjective change of the C-level does not permit a change to the resource and training levels (P, R, S and T). Resource and training levels will be reported without adjustment.

(c) A subjective change of the C-level results in the mandatory requirements to submit a reason code (Table 8-3) and a remark, per paragraph 5 of this chapter.

(d) The reported C-level will correlate with capability assessments of core mission as depicted in Table 8-5.

(5) Forecast C-level and Date. The commander will report any forecasted increase or decrease in the unit's C-level with the date of the forecasted change. Forecast date

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expiration triggers a reporting occasion and commanders must submit an updated report within 24 hours. Mandatory remarks are per paragraph 5 of this chapter.

(6) C-level Reason Codes. A C-level reason code is mandatory when the level is not 1 or when the commander subjectively changes the level per their judgment. The "X" code for a Subjective C-level change has precedence over the other codes and should be used first.

Table 8-2.- C-level Reason Codes

<u>CODE</u>	<u>DEFINITION</u>
X	Commander's Subjective Judgment (Explanatory remarks are required.)
P	Personnel
S	Equipment and Supplies On-hand
R	Equipment Condition
T	Training
N	Not Available (CMC directed)

b. A-level Assessment.

(1) A-levels are calculated like C-levels. Chapter 2 addresses personnel levels, Chapter 3 addresses equipment levels, and Chapter 5 addresses training levels. A-levels and their definitions are contained in Table 8-3. There is no A-level of 5. The commander may subjectively upgrade or downgrade their calculated A-level.

(2) The policy for subjective A-level changes is the same as for C-level changes, as stated in paragraph 4.a.(4) of this chapter. In determining the need for a subjective upgrade or downgrade of the A-level, the commander will determine the A-level definition in Table 8-3 that best describes the unit's current capabilities and deficiencies. Subjective changes of A-levels demand cautious scrutiny by the commander submitting the report.

Table 8-3.- A-level Definitions

A-level	A-level Definitions
1	Unit possesses the required resources and is trained to undertake the assigned mission.
2	Unit possesses the required resources and is trained to undertake <u>most</u> of the assigned mission.
3	Unit possesses the required resources and is trained to undertake <u>many, but not all</u> , portions of the assigned mission.
4	Unit requires additional resources or training to undertake the assigned mission, however, the unit may be directed to undertake portions of the mission with resources on hand.

(3) A commander's evaluation of the unit's ability to perform the assigned mission should not be based solely on P, S, R, and T-levels. The cumulative effect of these measured areas, with other important factors, could have a positive or negative impact on the unit's ability to execute its assigned mission. For the commander to assess the unit's current military capability to respond to the full spectrum of designated mission requirements, the commander must consider additional factors. Although not all inclusive, other factors for the commander's consideration are: personnel turnover, availability of ranges and training areas, installation support, operational tempo, exercises, and leadership. Enclosure C of reference(a) contains additional factors.

(4) If the unit has more than one assigned mission, then the assigned mission the unit is focusing on for training and execution will be the basis for the A-level assessment.

(5) The A-level assessment will not necessarily be the same as the unit's overall C-level, because the missions are different. For instance, if an infantry battalion is assigned a humanitarian assistance mission, the A-level will capture an assessment against the humanitarian assistance mission while the overall C-level will assess the unit's ability to execute its core mission.

(6) A-level Reason Codes. An A-level reason code is mandatory when the level is not 1 or when the commander subjectively changes the level per their judgment. Use paragraph 4.a.(6) of this chapter for reference.

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(7) The reported A-level will correlate with capability assessments for assigned missions as depicted in Table 8-5.

c. Core and Assigned Mission Capability Assessments

(1) Commanders will assess the capability of their organizations to execute their core and assigned (top priority plans and named operation) missions using a yes (Y), qualified yes (Q), and no (N) criteria based on their assessed METs for those missions. The mission assessments will consider resourcing reflected in P, S, R and T levels, the missions as a whole and should reflect the commander's experience and judgment on all the tasks and factors that affect the organization's ability to meet mission objectives. Table 8-4 contains the definitions and guidelines for the Y, Q, and N mission assessment criteria.

Table 8-4.- Mission Capability Assessments

Assessment	Definition	Guidance
Yes (Y)	The organization can accomplish the mission to standards and prescribed conditions.	The majority (51% or greater) of the METs are assessed as yes and the remaining METs are assessed as qualified yes.
Qualified Yes (Q)	The organization can accomplish the mission to standards under most conditions.	The majority (51% or greater) of the METs are assessed as qualified yes and the remaining METs are assessed as yes.
No (N)	The organization cannot accomplish the mission to standards and conditions prescribed.	A no MET assessment will normally preclude a mission assessment of yes or qualified yes.

(2) If a MET is assessed as "no", the commander must make a determination whether or not the unit can perform its principal tasks (e.g., maneuver, support, etc.) under anticipated operating conditions, to include combat operations where appropriate. If the commander makes a subjective change of "no" to "qualified yes" the commander must clearly explain the justification for such a change, to include the shortfall, effect on the overall mission and any workarounds or mitigation actions that will be taken.

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(3) C/A-level and Core/Assigned Mission Capability Assessments. These assessments will correlate per Table 8-5.

Table 8-5.- Assessment Correlation

C/A-level	Core/Assigned Mission Capability Assessment
1	Y or Q
2	Y or Q
3	N
4	N
5	N

#### 5. Mandatory Remarks

a. General remarks are required of all C-level, A-level, core, and assigned mission capability assessments to help higher headquarters understand the organization's mission, readiness, and capabilities.

(1) All DRRS-MC reporting units are to explain, in succinct and easily understood terms, the "bottom line" assessment of organization's capability to carry out its missions. Include the commander's top readiness concerns to help higher headquarters understand the organization's status. This is especially important for intermediate commands, which must not simply repeat data and remarks from subordinate units.

(2) Identify changes to the unit's tasking, organization, or renaming of the unit due to operational requirements. Example: "Regt redesignated as SPMAGTF A."

(3) Describe readiness shortfalls in sufficient detail to support corrective action and prioritization of resources. Key information needed from each commander are the resources and capabilities needed for the unit to report C-1 or a "Y" mission assessment and the length of time required to train to the unit's METs once the resources are on hand.

(a) Critical Shortfall: Shortfall drives the unit to C-4 or A-4, potentially negating capability to support an OPLAN, the unit's core mission or assigned mission(s).

(b) Major Shortfall: Shortfall drives the unit to C-3/4 or A-3/4, potentially reducing capability to support an OPLAN, the unit's core mission or assigned mission(s).

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(c) Significant Shortfall: Shortfall drives the unit to C-3, limiting capability to deploy and conduct operations. Reserve component unit is below its equipment training allowance.

(d) Minor Shortfall: Shortfall drives the unit to a reduced C/A-level (eg. C-2 to C-3). Corrective action is required to achieve optimized or expected levels of readiness.

(4) Intermediate level units will highlight subordinate unit issues, shortfalls, and state actions taken to assist them.

(5) All DRRS-MC reporting organizations will comment on their UE as outlined in chapter 7 of this Order.

b. Mandatory C/A-level and Capability Assessment Remarks

(1) When the C-level/A-level Is Other Than 1. Clarify the impact the resource and training levels have on the ability of the unit to carry out its core and assigned missions.

(2) Forecast C-level/A-level Changes. State the dates when the C-level and/or A-level are anticipated to change, why, and the predicted level (1-5). Explain why, if a forecasted change or date is not possible. When units have an assigned mission with a start and end date, the forecast will not extend beyond the completion date of the mission. For example, a MEU is assigned a Global Response Force (GRF) mission for which it is reporting A-1/Y. The commander is aware of the end of that mission assignment on a future date. GRF forecasts will not extend beyond that end date.

(3) C-5 Units. State why the unit is C-5. Example: "VMA-211 is transitioning to VMFA-211, ref MCBUL XXXX directing C-5 status with anticipated IOC date of X June XX and FOC date of X April XX."

(4) Subjective Change in C or A-level. Identify the reasons and provide supporting comments. Example: "Changed to C-2, when S-level is S-3, because host nation support is providing engineer equipment and contracted maintenance in support of the battalion's mission."

6. Guided Remarks. If not stated in other remarks, commanders should provide amplifying remarks for these instances to assist with resourcing, training, and force management decisions:



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- a. Explain any changes in C/A-level, P/S/R/T levels, and CBRN levels since last report.
- b. Explain any changes in mission assessments since the last report.
- c. State what actions are being taken to mitigate readiness degraders and what assistance is needed from higher headquarters.
- d. Identify key readiness degraders within each section of the report (personnel, equipment, training, CBRN, etc).
- e. Fully explain any overrides (upgrades or downgrades).
- f. Address any METs assessed as "no." Explain why the unit is not capable of performing the task. Identify resources or training required.
- g. Highlight instances where P/R/S-levels are not accurate indicators of unit readiness (e.g., P-levels that fail to capture shortfalls in specific MOS, S-levels that reflect non-essential T/E equipment).
- h. Discuss residual capabilities after detaching personnel or equipment for task-organization and describe capacity at the UE level. See Chapter 7 for detailed instructions regarding UE reporting.
- i. Distinguish between structure (T/O) issues/shortfalls and the effects of detaching personnel to other organizations/units.
- j. Distinguish between equipping (T/E) issues/shortfalls, maintenance shortfalls, effects of distribution or detaching equipment to other organizations/units.
- k. Recommend improvements to assigned missions / METs (tasks and standards).
- l. Link budget shortfalls to current/future readiness.
- m. Spell out acronyms and write for someone unfamiliar with your organization.

Appendix A

Amplifying Guidance

Table A-1.--Deployable Personnel

Deployable Personnel
On duty in a billet that serves the overall mission of the command, to include personnel attending local command schools
Temporary Additional Duty (TAD)
Fleet Assistance Program (FAP)
Terminal leave voluntary request to transfer FMCR (not at Service limit)
Annual leave
Deferred hostile fire
Restricted as result of nonjudicial punishment
Assigned, but not departed for next duty station (PCS)
Insufficient security clearance
Exceptional family member
Request retirement
Retirement approved (voluntary request, not at Service limits)
Request transfer to FMCR
Transfer to FMCR approved (voluntary request, not at service limits)
Request resignation
Resignation approved

Table A-2.--Non-Deployable Personnel

Medical	
Medically indeterminate personnel	
Not medically ready personnel	
Limited duty / temporary limited duty personnel	
Administrative	
End of active service (EAS) within 7 days	
Home awaiting orders (PEB)	
Mandatory retirement within 90 days	
Awaiting administrative separation disposition by separation authority other than for expiration of enlistment or fulfillment of service obligation	
Unauthorized absence	
Absentee or deserter	
Captured or prisoner of war	
Missing in action	
Sole surviving son or daughter	
Hazardous area restrictions	
Undergoing primary MOS training/school	
Humanitarian transfer or temporary additional duty	
Hardship discharge approved	
Legal	
Confined awaiting action by higher authority *	
Confined awaiting trial by general court martial	
Confined serving sentence from general court martial	
Involuntary hold beyond EAS as a court martial prisoner	
On leave awaiting results of appellate review	
In the hands of civilian authorities	
* See MCTFS PRIUM, paragraph 7-70506	

Table A-3.--Percentage Employed/Deployed

CODE	PERCENT	DEFINITION
D	5-15	Percentage of personnel and/or equipment unavailable due to detachments assigned to other unit(s) (e.g. MEU)
E	16-25	
F	26-35	
G	36-75	

Appendix B

Abbreviations

A-level	Assigned Level
ACE	Aviation Combat Element
ADS	Authoritative Data Source
BIC	Billet Identification Code
CCDR	Combatant Commander
CD&I	Combat Development & Integration
CE	Command Element
CMC	Commandant of the Marine Corps
CMMR	Core Model Minimum Requirement
CO	Commanding Officer
COMMARFORCOM	Commander, Marine Corps Forces Command
COMMARFORCYBER	Commander, Marine Forces, Cyberspace Command
COMMARFOR	Commander Marine Forces
COMMARFORRES	Commander, Marine Corps Forces, Reserve
COMMARFORPAC	Commander, Marine Corps Forces, Pacific
COMMARFORSOC	Commander, Marine Forces, Special Operations Command
CONPLAN	Concept Plan
CS	Combat Support
CSERV	Combatant Command or Service Command
CSNE	Commander's Standing Notification Event
CSS	Combat Service Support
DEPLOY	Deployment Status
DoD	Department of Defense
DRRS	Defense Readiness Reporting System
EDL	Equipment Density List
FAP	Fleet Assistance Program
FORECAST	Forecasted Category Level
GCE	Ground Combat Element
GEOFILE	Geo-Location Code File
GEOLOC	Geographic Location Code
HQMC	Headquarters, U.S. Marine Corps
IA	Individual Augment
IMA	Individual Mobilization Augment
IMRL	Individual Material Readiness List

IR	In Reporting
JIA	Joint Individual Augment
JMET	Joint Mission Essential Task
LCE	Logistics Combat Element
MAGTF	Marine Air-Ground Task Force
MARFOR	Marine Forces
MARFORCOM	Marine Forces Command
MARFORRES	Marine Forces Reserve
MCBUL	Marine Corps Bulletin
MCCDC	Marine Corps Combat Development Command
MCO	Marine Corps Order
MCRAT	Marine Corps Readiness Analysis Tool
MCTFS	Marine Corps Total Force System
MCTIMS	Marine Corps Training Information Management System
MCTL	Marine Corps Task List
MEE	Mission Essential Equipment
MEF	Marine Expeditionary Force
MET	Mission Essential Task
METL	Mission Essential Task List
METS	Mission Essential Task(s)
MEU	Marine Expeditionary Unit
MEU(SOC)	Marine Expeditionary Unit (Special Operations Capable)
MOS	Military Occupational Specialty
MOSFL	MOS Fill
MSC	Major Subordinate Command
N/A	Not Applicable
OPCON	Operational Control
OPLAN	Operation Plan
P-Level	Personnel Level
PCTEF	Percent Effective
PEI	Principal End Items
PMAA	Primary Mission Aircraft Authorization
R-Level	Equipment Condition Level
RECON	Reconnaissance
RBE	Remain Behind Element
SECDEF	Secretary of Defense
S-Level	Equipment and Supplies-On-Hand Level

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T/A	Training Allowance
T/E	Table of Equipment
TECOM	Training and Education Command
TFSMS	Total Force Structure Management System
T/M/S	Type/Model/Series
T/O	Table of Organization
T&R	Training and Readiness
TSOC	Theater Special Operations Command
UE	Unit of Employment
UIC	Unit Identification Code
U.S.C.	United States Code

## Appendix C

### Glossary

A-level. Commander's assessment of the unit's ability to execute its currently assigned mission. It is referred to as the PCTEF in Joint Staff directives.

Assigned. 1. To place units or personnel in an organization where such placement is relatively permanent, and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel. 2. To detail individuals to specific duties or functions where such duties or functions are primary and/or relatively permanent.

Assigned mission. An assigned mission is an operational requirement that a unit is formally assigned to plan for, prepare for, or to execute. Units may have more than one assigned mission.

Assigned mission essential tasks. The METL tasks developed by the unit commander based on the mission that the unit has been directed to plan for or undertake.

Assigned mission capability/readiness assessment. A commander's evaluation on the unit's ability to accomplish the mission(s) for which it was assigned to plan for, or to execute.

Assigned strength. The number of personnel assigned to the organization, whether they are present or not, including personnel for temporary duty, FAP, etc.

Ad hoc unit. A unit formed to perform a particular mission in support of specific operation without consideration of wider service application.

Attachment. 1. The placement of units or personnel in an organization where such placement is relatively temporary. 2. The detailing of individuals to specific functions where such functions are secondary or relatively temporary, e.g., attached for quarters and rations; attached for flying duty.

Authorized agent. An individual appointed in writing that is authorized to submit readiness reports in DRRS-MC on behalf of the unit's CO.

Authoritative data source (ADS). A recognized or official data production with a designated mission statement or source/product to publish reliable and accurate data for subsequent use by customers. Note: an ADS may be the functional combination of multiple, separate data sources.

Aviation support equipment. All equipment required to make an aeronautical system, command and control system, support system, subsystem or end item of equipment operational in its intended environment.

C-level. The C-level reflects the status of the selected unit resources measured against the resources required to undertake the wartime missions for which the unit is organized or designed. The C-level also reflects the condition of available equipment, personnel, and unit training status. C-levels, by themselves, do not project a unit's combat performance once committed to combat.

Combatant command. A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Military Departments. The organization is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command.

Combat-essential equipment. The primary weapon system(s) or service-designated items of gear assigned to a unit to accomplish its core or assigned mission.

Combat leadership. Tactical leaders who provide the commander the leadership skills and qualities required to execute the unit METL and project combat power. Note: Combat Leadership assessment is applicable to the entire unit T-level assessment and is not tied specifically to individual METs.

Combat support unit. Those elements that primarily provide CS to the combat forces and that are a part, or prepared to become a part, of a theater, command, or task force formed for combat operations.

Combat service support unit. Those elements whose primary missions are to provide service support to combat forces and which are part, or prepared to become a part, of a theater, command, or task force formed for combat operations. See also operating forces; service troops; troops.



Commander's assessment. An evaluation by COs on the unit's ability to execute the currently mission.

Composite report. A report submitted by a major unit providing an overall assessment based on condition of subordinate measured units and their ability to operate together.

Core mission. Fundamental mission for which a unit was designed or organized. Core, designed, and wartime missions are the same thing.

Core mission essential tasks (METs). The basic capabilities which an organization was organized or designed to perform. They draw from tasks published in MCO 3500.26\_, Marine Corps Task List (MCTL), which serves as the authoritative Marine Corps publication on Marine Corps tasks.

Core mission essential task list (METL). A standardized approved list of specified tasks a unit is designed or organized to perform. Selected tasks are drawn from the Marine Corps Task List (MCTL) and are standardized by type unit. A unit's Core METL is resident in the MCTIMS Task Master Module.

Core plus mission essential task. Valid task that may be required of a unit in addition to core METs, but which is not required by all units of the same type. It is uniquely tailored to specific situations that are not required in core METs. Core plus METs reflect additional capabilities to support missions or plans which are limited in scope, theater-specific, or have a lower probability of execution. They include the non-core METs found in assigned missions.

Critical MOSs. Those specialties that directly affect the unit's ability to accomplish its mission.

Critical skill. A skill that is essential to accomplish a unit's METs is identified with an applicable SMC code on the units T/O.

Deploy. The relocation of forces, personnel, or equipment from home station to meet operational requirements.

Designed mission. Fundamental mission for which a unit was designed or organized. Core, wartime, and designed missions are the same thing.

Detachment. 1. A part of a unit separated from its main organization for duty elsewhere. 2. A temporary military or naval unit formed from other units or parts of units.

Employment. The strategic, operational, or tactical use of forces.

Enlisted leader. An enlisted individual that is essential for a unit to accomplish its METs and is identified with an applicable SMC code on the unit's T/O.

End-item. A final combination of end products, component parts, and/or materials that is ready for its intended use; e.g., ship, tank, mobile machine shop, aircraft.

Equipment condition level (R-level). A level which indicates the materiel condition of the organization's on-hand equipment.

Equipment density list (EDL). A unit's approved list of combat, CS, and combat service support equipment authorized/required for operations.

Equipment and supplies on hand level (S-level). A level based on a materiel measurement of an organization's on-hand posture against its equipment requirement.

Force structured strength. Force structure represents the total requirement in terms of units, billets, and items of equipment necessary to accomplish USMC Core METs.

Individual material readiness list (IMRL). A consolidated list showing items and quantities of certain aviation support equipment required for material readiness of the activity to which the list applies.

Individual augment. An individual member selected to fulfill military billets external to the MAGTF that are not available to their parent unit for deployment.

In-lieu of mission. A mission that is different from the designed (core/wartime) mission. An example is a tank battalion executing as a MAGTF headquarters. The in-lieu of mission is the same as an assigned mission.

In reporting status. Aircraft is in the inventory system and it requires subsystem capability impact reporting (SCIR)

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documentation. In reporting aircraft does not include those waiting on flight line depot level maintenance.

Installations. A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base.

Intermediate level commands. They include Marine Expeditionary Forces, Marine Expeditionary Brigades (when deployed), Marine Expeditionary Units, Marine Divisions, Marine Aircraft Wings, Marine Logistics Groups, Regiments, Marine Aircraft Groups, Marine Expeditionary Force Headquarters Groups, and applicable installation commands.

Joint manning document. An individual selected to fill a joint military duty billet external to the MAGTF and is not available to the parent unit for deployment.

Joint readiness. The CCDRs or Joint Task Force Commander's ability to integrate and synchronize ready combat, and support forces to conduct assigned missions.

Marine Corps total force system (MCTFS). The authoritative source for unit personnel status, and used to determine Assigned Strength. It also records, processes, and maintains personnel and pay data for all active, reserve, and retired personnel.

Medically indeterminate. Individuals with an overdue PHA, PDHRA (Navy), or in a Dental Class 4 status

Measured unit. Combat, CS, and combat service support units of the operating forces, including Active, National Guard, Reserve and provisional units, apportioned to or deployed in support of an OPLAN, a CONPLAN, a SIOP, a service war-planning document, or assigned in the 'Forces For Unified Commands' document are designated as measured units. Provisional, task-organized and "ad hoc" combat, CS, and combat service support units of each service, combatant command are also designated as measured units as designated by HQMC, PPO, POR on a case by case basis.

Military occupational specialty (MOS). The grouping of duty positions requiring similar qualifications and the performance of closely related duties.

Mission. 1. The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. 2.

In common usage, especially when applied to lower military units, a duty assigned to an individual or unit; a task.

Mission capability assessment. The commander's assessment of his organization's ability to accomplish its mission.

Mission capable aircraft. Aircraft that is/are able to perform at least one and potentially all of its missions.

Mission essential equipment (MEE). MEE are items of equipment whose availability is essential and indispensable for the execution of the mission of the unit in support of a CCDR. Items designated as MEE are of such importance that they are subject to continuous monitoring throughout the DoD.

Mission essential task (MET). An externally focused activity (task) selected by a commander, deemed critical to mission accomplishment. Essential is defined as absolutely necessary; indispensable; critical.

Mission essential task list (METL). The command's list of METs (tasks, conditions, and standards) considered essential for accomplishment of the unit's missions.

MOS fill. The number of personnel matched against the T/O BIC by MOS (using the primary or secondary MOS but not both).

Named operations. Named operations are those operations designated as such by the President, Secretary of Defense, or Joint Chiefs of Staff, e.g. Operation IRAQI FREEDOM. The METs for Named Operations are also known as assigned mission METLs.

Non-deployable personnel. Personnel assigned to a reporting unit that are detached, or are restricted from deploying or employing with the unit as defined by Table A-2 of this Order. Note: non-deployable service members degrade a unit's personnel strength (personnel strength is not synonymous with assigned strength). Non-deployable personnel are identified by the types of personnel using non-deployable codes.

Out of reporting (OOR) status. Aircraft is in the inventory reporting system, but does not require subsystem capability impact reporting documentation.

Partial unit deployment. An element that deploys separately from its parent unit. It is applicable when a unit deploys only a part or portion of its mission capability to support an

operation. It applies to small unit elements that are not registered in GSORTS separately from their parent unit.

Percent effective (PCTEF). The current percent of effectiveness of the organization. Commander's subjective assessment of the unit's ability to execute its currently assigned mission. Note: It is referred to as the A-level in DRRS-MC.

Personnel available. Personnel are considered available if they are assigned to a reporting unit, are physically present or can be present within the prescribed response time, and are not restricted from deploying or employing with the unit for any reason.

Personnel level (P-Level). A personnel resource level determined by the lowest percentage between personnel strength and MOSFL.

Point of contact. An individual identified by a command to answer questions related to the command's readiness report

Principal end items (PEIs). Ground equipment that has been nominated by either DC I&L, MARFORS, HQMC advocates, Operational Advisory Groups, or supporting commands i.e. LOGCOM, SYSCOM as reportable in DRRS-MC. PEIs are equipment whose serviceability/operational capability do not undergo frequent inspection or cannot be readily replaced by the unit's first source of supply. PEIs have been designated as combat essential in the Total Force Structure Management Information System (TFSMIS), and are of sufficient range to provide an adequate measure of overall equipment status or capability for MARFORS.

R-level. A level which indicates the materiel condition of the organization's on-hand equipment.

Readiness. The ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels.

Readiness officer/SNCO. An individual who assists the CO and authorized agents in assessing and reporting a unit's readiness in DRRS-MC.

Registered unit. Forces designated to report readiness in DRRS-MC using a TFSMS-issued UIC. These include all units that have the potential to support, by deployment or otherwise, a

CJCS/combatant command directed OPLAN, CONPLAN, or contingency operation.

Remain behind personnel (RBP)/equipment (RBE). Personnel that remain behind; may or may not be in a non-deployable status. RBE may or may not impact a unit's ability to carry out its designed mission.

Resource levels. Three criteria on personnel and materiel resources (P, S, and R levels) used by reporting units to help determine an overall readiness level.

S-level. The equipment and supplies resource level used by reporting units to help determine an overall readiness level.

Standard depot level maintenance. Aircraft or equipment that are enroute to, awaiting, or undergoing repair at a depot.

Structured strength. The wartime manpower requirements for an organization shown on service documents (TFSMS).

Subordinate unit standards. Those criterion that reflect capabilities required by subordinate organizations in order for the higher level unit to perform specific tasks.

Table of organization and equipment. A TFSMS document that prescribes the wartime (core) mission, capabilities, organizational structure, and equipment and personnel requirements for military organizations.

Table of equipment requirement. Equipment required by T/E to provide designed capabilities.

Tasked. Assignment to perform a specific mission or task allotted by higher component.

Task organized unit. A service or CCDR directed temporary assembly of personnel and equipment organized for a limited period of time for accomplishment of a specific mission. Task organized units will receive a provisional UIC assigned by DC PP&O, PO, POR, in coordination with DC M&RA and DC CD&I, for reporting in DRRS-MC

Task-organizing. The act of designing an operating force, support staff, or logistic package of specific size and composition to meet a unique task or mission. Characteristics to examine when task-organizing the force include, but are not

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Limited to: training, experience, equipage, sustainability, operating environment, enemy threat, and mobility.

Total force structure management system (TFSMS). Total Force Structure Management System (TFSMS) is an enterprise system that combines manpower and equipment data for the purpose of managing the Total Force. The primary mission of TFSMS is to serve as the primary data source and business process engine for the activities defined in Marine Corps Order 5311.1D.

Training allowance. A reduced portion of a Reserve unit's T/E needed to conduct home station training.

Training level (T-level). A level based on the percentage of METs trained to standard.

Unit identification code (UIC). A code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

Unit of employment. The level at which a unit most often generates forces for deployment, normally the building blocks of standard task-organization.

Unit readiness. The ability to provide capabilities required by the CCDRs to execute their assigned missions. It is derived from the ability of each unit to deliver the outputs for which it was designed.

Unit T/E requirement. Wartime (core) requirement at the Unit Identification Code (UIC) level for a specific TAMCN. Formerly called the unit approved acquisition objective in the Total Force Structure Management System.

Wartime mission. The fundamental mission for which a unit was designed or organized. Wartime, core, and designed missions are the same.

Wartime resources. Personnel, equipment and organic supply assets required to accomplish a unit's wartime mission.

Wartime requirements. Doctrinally established requirements needed by type units to full perform as designed and as part of the total force.