



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO  
OPNAVINST 3501.360  
N43  
28 Jan 08

OPNAV INSTRUCTION 3501.360

From: Chief of Naval Operations

Subj: DEFENSE READINESS REPORTING SYSTEM - NAVY (DRRS-N)

Ref: (a) DOD Directive 7730.65 Department of Defense  
Readiness Reporting System  
(b) COMUSFLTFORCOM/COMPACFLTINST 3501.3A Fleet Training  
Continuum  
(c) DOD Directive 8320.2 Data sharing in a Net-Centric  
Department of Defense  
(d) NTTP 1-03.3 Rev A. (CHANGE 1), Status of Resources and  
Training System Joint Report-Navy (SORTSREPNV),  
(e) OPNAVINST 5513.1F Department of the Navy  
Security Classification Guides  
(f) DOD Directive 8320.02-G, Guidance for Implementing  
Net-Centric Data Sharing

Encl: (1) USD(P&R) Memorandum, DRRS Serial Guidance 3.0, of  
17 Jan 06

1. Purpose. To specify policy, procedures and responsibilities for the Defense Readiness Reporting System - Navy (DRRS-N).
2. Background. Reference (a) established the requirement for a new DOD-wide readiness reporting system to replace the current Joint Global Status of Resources and Training System (GSORTS). The Defense Readiness Reporting System - Navy (DRRS-N) has been established as the Navy authoritative system to comply with reference (a) and fulfill Navy's readiness reporting requirements.
3. Scope. This instruction applies to all fleet operational units, units providing direct operational mission support, and all higher Navy echelons responsible for managing operational readiness.
4. Policy. This instruction provides DRRS-N readiness reporting policy and guidelines to be implemented throughout the Navy and Military Sealift Command (MSC). Supplemental guidance, promulgated by fleet commanders, TYCOMS, Commander, Navy Installation Commands (CNIC), and Military Sealift Command may amplify, but shall not conflict with nor modify the criteria, guidance, or format provided in this instruction.

28 Jan 08

a. Guidance on U.S. Coast Guard participation in DRRS-N will be provided separately.

b. DRRS-N reporting shall not be used in any capacity as input for the performance appraisal of the unit nor for the fitness report of the unit commanding officer.

5. Discussion. Reference (a) identifies guidelines and procedures for a comprehensive readiness reporting system that evaluates readiness on the basis of the mission(s) and capabilities assigned to the forces. To achieve the goal of improved accuracy, reliability and timeliness of DoD readiness data, reference (a) directed the Services to align all of their readiness reporting systems to the single Defense Readiness Reporting System (DRRS).

a. DRRS-N is the Navy's capabilities-based readiness reporting system fully aligned and interoperable with the DoD DRRS. All Navy readiness reporting systems, including shore installations, shall be aligned to fulfill DRRS-N requirements. As SORTSREPNAV provided the mechanism for Navy readiness reporting to the legacy DoD GSORTS, DRRS-N will replace SORTSREPNAV and provide the mechanism to report Navy unit readiness data to DRRS. Navy commanders at all levels will have visibility on near real-time readiness data of reporting units and aggregated groups through the DRRS-N web-enabled system.

b. The DRRS-N system measures and reports the readiness of Navy forces and the supporting infrastructure to accomplish assigned missions through the construct of Mission Essential Tasks (METs). A MET is a task with associated conditions and standards, assigned to a specific organization, that is critical to the success of a mission. All of the organizational METs required to accomplish an assigned mission make up a Mission Essential Task List (METL). The assessment of METs is the foundation of capabilities-based reporting and the standardized reporting scheme directed for use by all Services and DoD agencies. Reference (b) provides information on roles and responsibilities regarding Mission Essential Tasks (METs).

c. Reporting entities utilize DRRS-N to collect and report readiness information from units, shore installations, and combat support activities, providing a means to assess and display unit and group capability to execute assigned mission(s). Information collected from DRRS-N, as well as other Department of Defense (DoD) Authoritative Data Sources (ADS), is processed and displayed in the DRRS-N automated system. This system aids Navy commanders at all levels to determine available resources and provides an

28 Jan 08

assessment of a unit's ability to accomplish their assigned mission(s) and essential tasks associated with those missions.

d. DRRS-N measures resource availability for Personnel, Equipment, Supply, Training and Ordnance (PESTO), as well as facility data for shore installations. Resource availability, observed performance, military experience/judgment as well as the assigned task, conditions, and standards are all factors a commander takes into consideration when evaluating his/her unit's ability to perform its METs. The MET assessment is based on "Yes", "Qualified Yes", or "No" DRRS criteria. Navy-assessed METs and essential DRRS-N data elements are subsequently reported to and captured within DRRS to fulfill requirements promulgated in reference (a).

e. DRRS-N provides the means to manage and report the readiness and general status data of Navy units to the National Command Authorities (NCA), the Office of the Secretary of Defense (OSD), the Joint Chiefs of Staff (JCS), the Chief of Naval Operations (CNO), fleet commanders, and other operational commanders. All Navy Readiness Reporting systems are to be aligned and interoperable with DRRS-N, fully supporting the DoD Net-Centric Data Strategy (reference (c)) and the Global Information Grid (GIG).

## 6. Action

a. All levels of command shall implement and manage the DRRS-N program in compliance with the guidance set forth by this instruction, supplemental guidance, and directives as promulgated.

b. Reporting units shall continue to use the TYCOM Readiness Management System (TRMS) and comply with all provisions in reference (d) until receiving guidance from U.S. Fleet Forces (USFF) directing transition to DRRS-N reporting.

c. Units that have transitioned completely to DRRS-N shall continue to update SORTSREPNV data via methods promulgated in TYCOM supplemental reporting guidance until further notice. The SORTSREPNV data fields that must be updated are listed in the DRRS-N Interim Reporting Guidance published by USFF.

d. All Navy type commanders, assigned fleet commanders, training strike groups, DRRS-N reporters, shore installations, and readiness subject matter experts are directed to review own and subordinate organization status to ensure NMETL information is current and accurately presented.

28 Jan 08

7. Technical Support. DRRS-N guidance, users manuals, contact information, and current system status will be posted on the USFF web site at <https://www.fleetforces.navy.mil>. General questions can be sent by E-mail to: [drsrn@navy.mil](mailto:drsrn@navy.mil).

8. Reporting Criteria

a. The following units will register and report in DRRS-N:

(1) All combat, combat support, and combat service support Navy units that have the potential to support, by deployment or otherwise, a CJCS/combatant command directed OPLAN, CONPLAN, or contingency operation.

(2) Strike groups, carriers, individual ships, submarines, aircraft wings, aircraft squadrons, separate deployed or deployable detachments, platoons, teams, special boat units, shore installations, and deployable staffs.

(3) Other units designated by Chief of Naval Operations (CNO) or a Fleet Commander (FLTCDR).

(4) All MSC mobile logistic units that are under the operational control of a FLTCDR.

b. Reporting and Training Guidance

(1) DRRS-N is the only tool Navy organizations will use to report Navy MET readiness data and comply with Office of Secretary of Defense DRRS requirements.

(2) A unit must have an approved METL before it can be assessed and reported through DRRS-N.

(3) All unit reporters shall receive training by a designated USFF administrator prior to reporting in DRRS-N. Reporting guidance and training aids will be established and maintained by USFF and available through the DRRS-N program on the USFF unclassified web-site. The training aids will consist of interactive web-based tutorials and reference materials that will help users understand the reporting requirements and data entry processes for DRRS-N reports and Navy MET assessments. Information will be updated as necessary to ensure accuracy and timeliness with Navy readiness reporting data and to comply with emerging DoD DRRS requirements.

28 Jan 08

c. Data Submission

(1) Commanders shall ensure all respective units register in DRRS-N and submit reports upon commissioning.

(2) Commanders shall ensure assessments for individual tasks (METs) and missions, including comments and supporting data, are updated within 24 hours of a significant change in readiness. Units shall report an updated assessment within 30 days of the last assessment, even if there is no change in status. (Note: A significant change in readiness means a change in value (yes, qualified yes or no) for either an individual task or the mission as a whole).

(3) All deployable entities, or their designated representative, shall provide MET/METL readiness assessments regardless of deployment status.

d. Data Classification. The DRRS-N system resides on the SECRET Internet Protocol Routing Network (SIPRNET). It gathers and processes information from numerous Department of Defense (DoD) systems and Authoritative Data Sources. Any effort to downgrade or declassify data within DRRS-N shall be made from the authoritative source where the data originated and in accordance with security classification guidelines promulgated in reference (e). The minimum classification for all commander's MET assessments within DRRS-N is SECRET.

9. Reporting Responsibilities

a. **Chief of Naval Operations shall:**

(1) Establish policy, criteria, and reporting procedures; provide guidance, and serve as coordinator and review authority for changes to this instruction.

(2) Provide oversight of the DRRS-N program and implement process improvement initiatives to correct any system or training deficiencies.

(3) Determine DRRS-N reporting requirements and align all DRRS-N readiness reporting systems and sub-systems to comply with reference (a).

(4) Monitor DRRS-N reporting and databases for completeness, timeliness and accuracy. Initiate corrective action and feedback, when necessary, to ensure accuracy.

28 Jan 08

(5) Identify capability shortfalls within DRRS-N and take appropriate action to provide resources as necessary to resolve deficiencies.

(6) Collaborate with Coast Guard and MSC to ensure their systems are aligned and interoperable with DRRS and DRRS-N.

(7) Coordinate a Readiness Reporting Conference as necessary.

**b. USFLTFOR shall:**

(1) Act as Executive Agent on behalf of OPNAV for development and implementation of DRRS-N.

(2) Register all reporting units in DRRS-N upon receipt of a valid request.

(3) Provide DRRS-N information assurance and information management processes oversight. Ensure all reporting units comply with DRRS-N guidance.

(4) Provide continuous and constructive feedback to all units on the quality, accuracy, and timeliness of DRRS-N reports and assessed Mission Essential Tasks.

(5) Develop and execute a DRRS-N training program, and maintain all official DRRS-N training documents to ensure Navy personnel are knowledgeable of the requirements and procedures for preparing timely and accurate DRRS-N reports and MET assessments.

(6) Maintain the DRRS-N website current with all policies, documents, and training tools.

(7) Establish and maintain a technical support center with appropriate staffing and qualified support personnel, to include telephonic and e-mail support.

(8) Identify a DRRS-N Portfolio Manager (PM) to maintain oversight of the Navy readiness reporting IT portfolio and ensure all active and reserve readiness reporting applications are interoperable with DRRS-N and comply with the Department of the Navy/Chief Informational Officer (DON/CIO) requirements promulgated in reference (f).

(9) Ensure DRRS-N Portfolio Manager conducts routine DRRS-N configuration control boards (CCBs) and fully complies with requirements promulgated in reference (f).

28 Jan 08

(10) Use the Fleet Modernization Program (FMP) to develop and execute a DRRS-N software installation plan in conjunction with all warfare enterprises.

**c. Naval Network Warfare Command (NNWC) shall:**

(1) Use the Fleet Modernization Program (FMP) to develop and execute a DRRS-N hardware installation plan in conjunction with all warfare enterprises.

(2) Coordinate DRRS-N hardware installs with USFF software installations. Disseminate to the fleet DRRS-N install schedules and periodic updates as required.

(3) Establish life cycle maintenance and updates for DRRS-N hardware.

**d. Commander Navy Reserve Forces (COMNAVRESFOR) shall:**

(1) Ensure Navy Reserve units, including commissioned units and augment units, will report readiness in accordance with guidelines established by their active component supported commander.

(2) Work with USFF and Operational Support Officers assigned to support TYCOMs when necessary to determine readiness reporting criteria and adapt to emerging readiness reporting requirements.

**e. Fleet Commanders, TYCOMS, and Major Commands shall:**

(1) Monitor DRRS-N data for organizations under their cognizance for completeness and accuracy and ensure all units comply with the requirements of this instruction.

(2) Incorporate DRRS-N reporting requirements into planning, conducting, assessing, and evaluating training.

(3) Perform an annual review of respective METLS to ensure accuracy and full compliance with fleet training and readiness reporting requirements.

(4) Initiate or forward requests, as applicable, for unit registration to USFLTFOR as appropriate.

28 Jan 08

**f. Reporting Units shall:**

(1) Ensure the accurate and timely submission of DRRS-N reports and MET assessments in accordance with the requirements of this instruction.

(2) Implement the methodology and concepts presented herein and ensure that DRRS-N reporters within their command are fully trained and comply with DRRS-N reporting requirements within this instruction.

(3) Initiate requests to the appropriate TYCOM for registration of major detachments, platoons, and teams organized and required to report in accordance with this instruction.

**g. Commanders of Navy shore installations shall:**

(1) Implement the methodology and concepts presented herein and in compliance with enclosure (1) as appropriate to facilitate DRRS-N reporting.

(2) Ensure DRRS-N reporters within their command are fully trained and comply with DRRS-N reporting requirements within this instruction.

10. Review. Understanding the policy, roles, and responsibilities at all levels is vital to DRRS-N success and compliance with mandated DRRS. It is anticipated that this instruction will be updated in conjunction with DRRS policy and emerging requirements. Updates shall draw heavily from fleet users, and recommendations to improve the DRRS-N system are highly encouraged. Forward all recommendations to Chief of Naval Operations, 2000 Navy Pentagon, Code: N43, Washington, DC 20350-2000.



M. E. LOOSE  
Vice Admiral, CEC, U.S. Navy  
Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

**Distribution:**

Electronic only, via Department of the Navy Issuances Website  
<http://doni.daps.dla.mil>