



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 3501.383  
N430  
20 Oct 2010

OPNAV INSTRUCTION 3501.383

From: Chief of Naval Operations

Subj: FLEET READINESS REPORTING GUIDANCE

Ref: (a) CJCSI 3100.01B  
(b) CJCSI 3401.01E  
(c) DoD Directive 5149.02 of 23 Jul 2002  
(d) OPNAVINST 3501.360

Encl: (1) Standard Assessments and Reports  
(2) Navy Joint Forces Readiness Review (JFRR)  
Requirements

1. Purpose

a. To outline and provide required policies, procedures, and responsibilities to ensure that reporting of fleet readiness is accurate, timely, and consistent across reporting entities and receiving organizations.

b. Navy commanders provide readiness information for the Chief of Naval Operations, the Secretary of the Navy (SECNAV), combatant commanders (CCDR), Joint Staff, Office of the Secretary of Defense, other government agencies, and Congress as required by law, policy, and regulation. Readiness information is also provided in the form of responses to ad hoc taskers originating from multiple sources. Without adequate coordination and communication, the possibility of inconsistent or inaccurate information being reported is increased. Although much of Navy reporting to higher level authorities is executed by the Office of the Chief of Naval Operations (OPNAV), echelon 2 commanders with assigned fleet operating forces may have parallel reporting requirements to CCDRs or other joint force providers. Fleet commanders also have a unique perspective and visibility of readiness issues that are not always apparent at the echelon 1 level. This instruction is intended to ensure accurate reporting, consistency in parallel reporting, and OPNAV reporting that is fully informed by fleet commanders' perspectives.

## 2. Policy

a. Reference (a) governs the Joint Strategic Planning System and includes guidance for the Comprehensive Joint Assessment (CJA) and the Chairman's Risk Assessment (CRA) that are foundational to describing readiness of the military services. These two assessments are executed on annual timelines.

b. Reference (b) describes the Joint Combat Capability Assessment (JCCA) process to support the Chairman in his execution of title 10 responsibilities and to inform other Joint Staff processes that require readiness input. JCCA outputs include the quarterly Joint Forces Readiness Review (JFRR), Quarterly Readiness Report to Congress (QRRC) and Plans Assessments. The Navy service-level JFRR input provides a current and projected readiness assessment, describes the most critical Navy readiness issues, and presents an assessment of Navy readiness to man, train, and equip forces for each assigned Joint capability area (JCA). Enclosure C of reference (b) provides detailed guidance on content and format.

c. Reference (c) assigns responsibility for preparing the QRRC to the Senior Readiness Oversight Council. The JFRR provides key capability-focused information that is included in annexes A and B of the QRRC. Annexes C and D of the QRRC provide a broad cross-section of resource-focused readiness data by Service, as specified by Congress, presented graphically with notes.

d. Reference (d) provides policy, procedures, and responsibilities for the Defense Readiness Reporting System - Navy (DRRS-N), which is replacing the Type Commanders' Readiness Management System (TRMS) as the definitive system for reporting Navy readiness information to the Global Status of Readiness and Training System (GSORTS) and DRRS-Strategic. When fully implemented in Fiscal Year 2011, DRRS-N will be the authoritative data source for Navy unit-level readiness.

## 3. Procedures

a. Enclosure (1) provides a listing of regularly occurring assessments and reports. It specifies the OPNAV lead and coordinating organizations, and the timeline for execution. The

OPNAV lead office for each of these assessments and reports is responsible for obtaining all necessary inputs and developing, coordinating, and submitting the consolidated Navy response. The OPNAV lead will maintain and promulgate a current point of contact list for each assessment and report and will engage the designated fleet counterparts to participate in the development and or chop of the readiness products, as appropriate.

b. Enclosure (2) lists essential elements of information for the Navy service-level JFRR. To ensure consistency and accuracy, each echelon 2 naval component commander making a JFRR input to a CCDR shall provide a copy to Deputy Chief of Naval Operations, Fleet Readiness and Logistics (CNO N4). To avoid duplicate reporting, this will suffice as their Navy JFRR input, provided the enclosure (1) timeline is met and the enclosure (2) elements are included or added. Detailed guidance for format is provided in enclosure C of reference (b).

c. U.S. Fleet Forces (COMUSFLTFORCOM) in coordination with Commander, U.S. Pacific Fleet (COMPACFLT) shall provide fleet force provider JFRR inputs to CNO N4 and review and concur on final OPNAV consolidated reports. Force provider input will focus on Service man, train, and equip responsibility, and Navy component commanders (NCCs) will clarify issues concerning their ability to meet CCDR plans as warranted.

d. OPNAV Functional Capability Board leads, via the OPNAV Capabilities Assessment Steering Council (CASC), will review tier 1 JCA assessments developed for the JFRR and other assessments as appropriate. The CASC will ensure synchronization of reported readiness with their longer-range resource responsibilities.

#### 4. Responsibilities

a. CNO N4 shall:

(1) Be the OPNAV lead for readiness reporting and analysis.

(2) Lead or contribute to assessments and reports as identified in enclosure (1).

(3) Participate in the Joint Combat Capability Assessment Group (JCCAG).

b. Deputy Chief of Naval Operations, Manpower, Personnel, Training, and Education (CNO N1) shall:

(1) Provide or validate all personnel readiness information.

(2) Lead or contribute to readiness assessments and reports as identified in enclosure (1).

c. Deputy Chief of Naval Operations, Information Dominance (CNO N2/N6) shall:

(1) Review and assess Fleet Cyber Command readiness inputs and forward to CNO N4.

(2) Lead or contribute to readiness assessments and reports as identified in enclosure (1).

d. Deputy Chief of Naval Operations, Operations, Plans, and Strategy (CNO N3/N5) shall:

(1) Lead Navy participation in the JCCAG.

(2) Lead or contribute to readiness assessments and reports as identified in enclosure (1).

(3) Provide information on current location and disposition and historical employment of forces as required for OPNAV reporting.

e. Deputy Chief of Naval Operations, Integration of Capabilities and Resources (CNO N8) shall:

(1) Coordinate OPNAV CASC review of JFRR JCA and provide feedback to CNO N4, as appropriate.

(2) Lead or contribute to readiness assessments and reports as identified in enclosure (1).

f. COMUSFLTFORCOM, in coordination with COMPACFLT, shall:

(1) Participate in readiness assessments and reports as identified in enclosure (1).

(2) Provide force provider JFRR input, as submitted to U.S. Joint Forces Command, to meet enclosure (2) requirements.

(3) Review draft and final assessments and reports as identified in enclosure (1), providing appropriate force provider feedback.

(4) Ensure the timeliness and accuracy of DRRS-N information reported by fleet units.

(5) In addition, COMUSFLTFORCOM will:

(a) Provide a copy of the monthly Fleet Integrated Readiness Report to CNO N4.

(b) Provide technical support for development and execution of DRRS-N business intelligence (BI) tool reporting and analysis.

g. Echelon 2 naval component commanders shall:

(1) Provide a copy of their CCDR JFRR input to CNO N4, or directly submit a Navy JFRR input following enclosure (2), if not otherwise reporting.

(2) Provide copies of other external readiness reporting to CNO N4 for information to enable consistency of reporting across the Navy.

(3) Designate points of contact for specific products to ensure synchronization and facilitate liaison.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

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6. Reports Control. Reporting requirements within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005.



W. R. BURKE  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

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**Standard Assessments and Reports**

1. **Assessment: CJA**

Timeframe: Fourth quarter, each FY (may skip third year of 4-year cycle)

- Navy response to Joint Staff questionnaire/OPNAV assessment

OPNAV Lead: N3/N5 (Director, Strategy, Concepts and Policy (N51))

OPNAV Coordination: N1 (Strategic Affairs Office (N1Z))  
N2/N6 (Director, Net-Centric Capabilities Division (FP1) and Director, Intelligence, Surveillance and Reconnaissance Division (F3))

N3/N5 (Director, Information, Plans and Security (N31))

N4 (Director, Fleet Readiness Division (N43))

Fleet Coordination: U.S. Fleet Forces Command (USFF)

Executive Director (N02) (Director, Fleet Readiness Enterprise Management and Assessment Division (USFF N022))

2. **Assessment: CRA**

Timeframe: First quarter, each FY

- Navy response for assessment input as requested by Joint Staff

OPNAV Lead: N3/N5 (N51)

OPNAV Coordination: N2/N6 (FP1)

N3/N5 (N31)

N4 (N43)

Fleet Coordination: USFF N02 (N022)

3. **Report: Navy JFRR**

Timeframe: Due 15 January; April; July; October

- CNO N4 data call on second Monday of December; March; June; September
- Previous report provided with data call for reference and format
- Inputs due final working day of December; March; June; September
- Final draft released for coordination: fourth working day of January; April; July; October
- Concurrence due 3 working days prior to January; April; July; October due dates for final OPNAV chop and release

OPNAV Lead: N4 (N43)

Data Call Inputs:

- CNO N2/N6 for Fleet Cyber Command (FLTCYBERCOM) capabilities
- OPNAV Supply, Ordnance and Logistics Operations Directorate (N41) for logistics/ordnance capabilities
- USFF N022 for consolidated fleet force provider input
- Echelon 2 NCCs for assigned forces /capabilities (FLTCYBERCOM via CNO N2/N6)

OPNAV Coordination: N2/N6 (FP1)  
N3 (N31)  
N4 (N43)

Fleet Coordination: USFF N02 (N022)

4. **Report: Chairman, Joint Chiefs of Staff JFRR**

Timeframe: Joint Staff releases for final coordination 15 March; June; September; December

- Reflects previous quarter's Service input
- Due end of March; June; September; December

OPNAV Lead: N4 (N43)

Fleet Coordination: USFF N02 (N022)

5. **Report: Navy Input Annex C and D, QRRC**

Timeframe: Due 15 January; April; July; October

- Annexes A and B are constructed by Joint Staff and Office of the Secretary of Defense (OSD) with JFRR data
- OPNAV annex C and D data call second Monday of December; March; June; September
- Inputs due fourth working day of January; April; July; October
- Final draft coordination due 3 working days prior to January; April; July; October due dates

OPNAV Lead: N4 for annexes C and D (N43, N41)

Annex C Data Call Inputs:

- OPNAV N43 for DRRS-N data (equipment/personnel/training) (supported by DRRS-N BI tool)
- OPNAV N43 for aviation mission capable/full mission capable rates (supported by Naval Air Systems Command (NAVAIR) Deckplate Database)
- OPNAV Director, Warfare Integration (N8F) and Director, Air Warfare Division (N88) for age of ships and aircraft
- Naval Supply Systems Command (NAVSUP) Enterprise Planning Division (Code 31) for supply support information



- OPNAV N43 for aircraft deferred maintenance and engine backlog
- OPNAV N41 for Navy munitions status
- Assistant Chief of Naval Personnel for Military Personnel Policy and Career Progression (N13) for recruiting and personnel stability information
- OPNAV N31 for operational statistics
- NCC operations directors (N3s) for multi-national exercises

Annex D (Cannibalization Rate) Data Call Inputs:

- USFF (Deputy Chief of Staff, Fleet Readiness (N4)) for ships/submarines
  - Naval Air Systems Command (Aviation Readiness and Resource Analysis Department (AIR 6.8)) for aviation
- Fleet Coordination: USFF N02 (N022)

6. **Report: OSD QRRC**

Timeframe: Final draft released for coordination: 15 March; June; September; December for previous quarter's input

- All annexes posted on OSD Readiness Web page for comment
- OPNAV Lead: N4 (N43)  
Fleet Coordination: USFF N02 (N022)

7. **Report: Weekly Readiness Summaries**

Timeframe: Weekly on Thursday; bi-weekly on Tuesdays

- Summary of DRRS-N reporting for carrier strike groups (CSGs) and amphibious ready groups (ARGs) against FRP requirements; submarine force (SUBFOR) FRP output; and Navy ordnance status
- CNO N4 coordinates overall product and provides CSG/ARG status
- Commander, Submarine Force Atlantic provides SUBFOR output (bi-weekly) and OPNAV N41 provides Navy ordnance status (bi-monthly)
- Drafts released on the date due by 0930; chop due at 1500
- Consumer is Navy Operations Center for their further reporting to senior leadership

OPNAV Lead: N4 (N43)

OPNAV Coordination: N3/N5 (N31)

Fleet Coordination: USFF N02 (N022)

**Navy Joint Forces Readiness Review (JFRR)**  
**Requirements**

1. JFRR inputs are provided to CNO N4 by COMUSFLTFORCOM, in coordination with COMPACFLT, based on their perspective as the fleet force providers and as co-leads for the Fleet Readiness Enterprise. Force provider JFRR inputs will include the following:

a. Recommended current and projected readiness assessment level (RA1-RA4) with timeframe as appropriate per paragraph 2 of enclosure C of reference (b), modified to focus on the force provider perspective.

b. Top two readiness concerns with justification in format specified in appendix A to enclosure C of reference (b), including recommended narrative discussion. Criteria for selection as a top concern should include severity of warfighting impact, number of Joint mission essential task/mission essential task (JMET/MET) impacted, and length of time anticipated to correct the condition.

c. Additional prioritized readiness concerns with associated JMET/MET and formatted per appendix B to enclosure C of reference (b). Format elements specific to CCDR vice Service reports may be modified or marked as "Not Applicable." The OPNAV data call will include previous report for reference.

d. COMUSFLTFORCOM also provides development and technical assistance for JFRR data reports using the DRRS-N BI tool. For the JFRR, OPNAV N430 uses DRRS-N BI to prepare summary pie charts identifying fleet readiness levels in the following categories: Overall, Deployed, Next to Deploy (within 120 days), and Non-Deployed (exclusive of "Next to Deploy" units) projected to the JFRR delivery date.

2. Each echelon 2 naval component commander will submit a JFRR input to CNO N4 that provides the following information:

a. Current and projected readiness assessment (RA1-RA4) per paragraph 2 of enclosure C of reference (b), if provided to cognizant CCDR.

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b. Readiness deficiencies (identified by JMET/MET) in priority order. Follow format of appendix B to enclosure C of reference (b) with emphasis on MET assessment comments. To avoid multiple reporting requirements, a copy of echelon 2 naval component commanders' JFRR input to a CCDR will suffice as their OPNAV input, provided the above requirements are included or added, and the submission timeline of enclosure (1) is met.