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I MARINE EXPEDITIONARY FORCE ORDER 3000.3

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (I MEF) POLICIES AND PROCEDURES FOR
REPORTING IN DEFENSE READINESS REPORTING SYSTEM MARINE CORPS
(DRRS-MC)

Ref: (a) MCO 3000.13 (Marine Corps Readiness Reporting Standing
Operating Procedures)
(b) MCO 3501.1D (Marine Corps Combat Readiness Evaluation)
(c) I MEF 152234Z Apr 14 (Chemical Biological Radiological Nuclear
(CBRN) Defense Training and Readiness Calculator)

Encl: (1) SECTION 1: Personnel
(2) SECTION 2: Equipment
(3) SECTION 3: Training Assessment
(4) SECTION 4: Mission Essential Task (MET) Assessment
(5) SECTION 5: Commanders Assessment

1. Situation. This Order provides policies outlining general instructions for the Defense Readiness Reporting System-Marine Corps (DRRS-MC). Further, it amplifies the policies, procedures and reporting requirements delineated in reference (a). The DRRS-MC provides information on a unit's selected resource (personnel and equipment) and training status, relative to its ability to undertake its assigned mission(s). Unit DRRS-MC reports populate the Global Status of Resources and Training System (GSORTS) and the Defense Readiness Reporting System Strategic (DRRS-S) databases which provide readiness data to the Department of Defense, Office of the Secretary of Defense, and Service and Combat Support Agencies. "Readiness" is defined as the ability of forces, units, weapon systems, or equipment to accomplish the missions for which they were designed including the ability to deploy and employ without unacceptable delays.

2. Mission. I Marine Expeditionary Force (I MEF) Major Subordinate Commands/Elements (MSCs/MSEs) and their units will adhere to the policy and direction of this Order to ensure consistent and accurate readiness reporting within I MEF.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure current, consistent, accurate, and timely readiness reports by I MEF commands.

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(2) Concept of Operation. Readiness is a broad concept that includes tangible and intangible components. Tangible components include resources that can be directly measured (e.g., numbers of people, pieces of equipment, condition of equipment, or the mobility assets). Intangibles (e.g. unit cohesion, level of training) are mainly measured subjectively or indirectly through exercises and evaluations, which attempt to approximate actual situations.

(a) To accurately assess a unit's level of readiness and sustainability, the commander must consider both the tangible and intangible components that affect the unit's ability to undertake the mission. Enclosures one through five of this Order were developed to support this effort.

(b) The Following guidance will ensure consistent readiness reporting within I MEF.

1. The unit DRRS-MC report shall reflect the ability of the unit to accomplish its full, wartime mission. If a unit is providing detachments of personnel and equipment in support of Combatant Commander (CCDR) requirements, the DRRS report should reflect the unit's ability to meet its wartime mission with the remaining personnel and equipment.

2. Unit readiness reports shall depict the current status of unit resources, not future, expected readiness. The DRRS system allows for forecasting future readiness levels in appropriate sections.

3. Commander's Override should be used only by exception in cases where the calculated resource ratings do not accurately represent the ability of the unit to meet the wartime mission. When a commander overrides the overall readiness level, he/she shall provide appropriate comments that offer clear justification for the change.

(c) The above guidance will result in a more consistently applied standard. DRRS-MC is not a direct performance appraisal of the unit or the unit commander. Commanders should not feel pressured to report higher than actual readiness levels for fear that it may be viewed as a negative aspect of their unit's performance. On the other hand, commanders should strive to provide the most accurate and timely data reflecting their unit's readiness in order to arm senior decision makers with the very best information to facilitate appropriate allocations of scarce resources.

b. Subordinate Element Missions

(1) All DRRS-MC Reporting Commanding Officers

(a) Ensure reported DRRS-MC data is current, accurate, and timely. Evaluated tasks should be demonstrated at the level associated with the reporting requirement.

(b) Validate the accuracy of the unit's DRRS-MC report and sign each report prior to submission.

(c) Assign unit DRRS-MC officer in writing.

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(d) Assign unit DRRS-MC data handlers in writing.

(e) Ensure that DRRS-MC personnel receive the appropriate training and possess an official certificate of completion. Training must be completed within 60 days of assignment.

(2) DRRS-MC Officer

(a) Coordinate with appropriate staff sections to ensure unit resources are continuously monitored.

(b) Submit DRRS-MC data per reference (a).

(c) Train and familiarize staff sections with the DRRS-MC business rules outlined in reference (a) and this Order.

(3) DRRS-MC Data Handler

(a) Become familiar with reference (a) and readiness reporting requirements as well as this Order.

(b) Submit DRRS-MC data as required by the DRRS Officer per reference (a).

c. Coordinating Instructions

(1) MSC's must submit their unit's DRRS-MC report by the 20th of each month or within 30 days of the last submission, whichever comes first.

(2) All Units will use the CBRN Defense Calculator to determine CBRN defense readiness per reference (c).

(3) Self-paced DRRS-MC police training is available on Marine Net. The course number is DRRSPOL01A.

(4) A copy of the Commanders Handbook on Readiness reporting can be downloaded by accessing the following URL:

[http://www.hqmc.marines.mil/ppo/Units/OperationsDivision\(PO\)/ReadinessBranch\(POR\).aspx](http://www.hqmc.marines.mil/ppo/Units/OperationsDivision(PO)/ReadinessBranch(POR).aspx).

4. Administration and Logistics. Directives issued by these Headquarters are published and distributed electronically.

5. Command and Signal

a. Command. Office of primary responsibility for this Order is the I MEF G-3 (Attn: I MEF Readiness Officer at (760) 763-4769).

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


D. H. BERGER

DISTRIBUTION: I/II

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SECTION 1: Personnel

1. Purpose. This section provides amplifying instructions for personnel reporting in accordance with Chapter 2 of reference (a). Guidance on personnel reporting procedures, mandatory remarks, and reason codes are contained in Appendix A of reference (a).

2. Personnel Reporting Guidance

a. Units Providing Personnel to Task Organized Units. Task organized units are temporary organizations approved by Headquarter Marine Corps (HQMC) and are structured and equipped to accomplish a specific assigned mission. I MEF units that provide personnel to Task Organized Units will input the number and type personnel (Marine Commission (MC), Marine Enlisted (ME), Navy Commission (NC), Navy Enlisted (NE)) in the appropriate detached/chopped field on the personnel tab within the DRRS-MC application.

b. Personnel Remaining Behind From Deployment. When a I MEF unit deploys and has personnel that are assigned to the deploying unit remaining behind, the commander must consider them in the P-rating calculation and C-level assessment for the CORE mission. They will not be considered in the A-level, assigned Mission Essential Task (MET), and mission assessments. If some of these personnel are subsequently transferred to another unit, their quantity is removed from the assigned strength for the CORE mission, not the structure strength.

c. Personnel Reason Codes. Units that provide detachments in support of requirements are performing their mission, but that mission has a cost. Readiness reporting accounts for that cost. If a unit reports P-2 or below due to providing personnel to another task organized DRRS-MC reporting unit, I MEF units must select the Personnel Deployed reason code (P-09) from Table G-1 of reference (a) to qualify why the unit's P-level is less than one.

3. Personnel Remarks. If a unit reports P-2 or below for personnel, mandatory remarks providing details on the reason for the reported level are required. Remarks should include a clarification of the impact personnel issues (P-rating) have on the unit's ability to carry out the full wartime mission. Mandatory remarks will include by type personnel, the number of Marines or Sailors detached or chopped to another DRRS-MC unit, to include the name of the unit and the expected return date of the personnel.

4. Employ/Deploy Codes. When five percent or more of a unit's personnel are detached to deploy with another unit, the providing unit will use the employ/deployed codes from Appendix G, Table G-6 of reference (a) to report the percentage deployed to support the reason code for their Overall C-Level.

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SECTION 2: Equipment

1. Purpose. This section provides amplifying I MEF guidance for reporting of both equipment and supplies on hand (S-rating), and (R-rating) in accordance with Chapter 3 of reference (a). The selected equipment is reported as either Mission Essential Equipment (MEE), or Principal End Items (PEI) as published in Marine Corps Bulletin 3000. Flying Squadrons will report on MEE only and the levels are based upon the number of aircraft they are authorized and currently possess. The S-rating is a materiel measurement of an organization's possessed equipment quantity against its designated requirement. The R-rating indicates the materiel condition of the organizations' possessed equipment. Guidance on equipment supply and equipment readiness reporting procedures, mandatory remarks, and reason codes are contained in Appendix B of reference (a).

2. Equipment Reporting Guidance

a. Accounting for Equipment. S-Level and R-Level reporting are based on the unit's ability to provide the quantities and quality of equipment to accomplish its full wartime mission. Equipment will be accounted for by only one organization at a time, and the present materiel status, not future projections, will be used.

b. Units Providing Equipment to Task Organized Units. Equipment that is temporarily loaned to a unit for less than 30 days will continue to be reported under the owning unit's possessed numbers. I MEF units that provide equipment to Task Organized Units will subtract the number of individual PEI or MEE from their possessed equipment in the DRRS-MC application.

c. Equipment Remaining Behind From Deployment. When a I MEF unit deploys and has a remain behind equipment, the commander must consider the equipment in the S-rating calculation, R-rating calculation and C-level assessment for the CORE mission. That equipment will not be considered in the assigned MET and mission assessments. If some of the equipment is subsequently transferred to another unit, that quantity is removed from the possessed equipment for the CORE mission, not the authorized equipment.

d. Equipment Reason Codes. If a unit reports S-2 or below for equipment supply due to providing equipment to another task organized DRRS-MC reporting unit, that unit shall select the Equipment Deployed (Mission Support) reason code (S-84) from Table G-1 of reference (a) to qualify why the unit's S-level is less than 1.

3. Equipment Remarks. If a unit reports S-2 or below for equipment, mandatory remarks providing details on the reason for the reported level are required. Appropriate remarks include clarification of the impact the equipment quantity (S-rating) has on the unit's ability to carry out the full wartime mission. Mandatory remarks will include, by TAMCN, the quantity of equipment detached or chopped to another DRRS-MC unit, to include the name of the unit and the expected return date of the equipment. R-Level remarks will list equipment types with maintenance issues; quantity possessed or in-reporting status; quantity available or in-reporting status that are mission capable; maintenance issues or causes if known; requested assistance; anticipated get-well date, and highlight further required actions.

4. Employ/Deploy Codes. When five percent or more of a unit's equipment is detached to deploy with another unit, the providing unit will use the

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employ/deployed codes from Appendix G, Table G-6 to report the percentage deployed when selecting the reason code to support the reason code for their overall C-Level.

5. R-Level Calculation. Units will calculate the R-Level at time of the report submission and report the lower R-Level between the MEE and PEI calculations. R-Level reflects the percentage of equipment in a "mission-capable" status compared with what the unit possesses.

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SECTION 3: Training Assessment

1. Purpose. This section provides amplifying instructions for training rating assessment and reporting in accordance with reference (a). Guidance on training reporting procedures, mandatory remarks, and reason codes are contained in Chapter 5 and Appendix G of reference (a).

2. Training Assessment Guidance

a. T-Level. The T-Level is an assessment of the unit's training to accomplish its mission. Units, to include intermediate level units, will base their T-Level on the percentage of METs trained to standard according to the appropriate Training and Readiness manual. Squadrons with aircraft have additional considerations to make when determining a T-Level. For aviation units, the T-Level reported will be the lower of the Combat Leadership assessment or the T-Level calculation.

b. Training and Readiness (T&R) E-coded events. The following guidance is provided to ensure consistent assessment of T&R E-coded events accomplishment in accordance with reference (b).

(1) If 66 percent or above of event components delineated in the appropriate T&R Manual are observed and assessed as accomplished, the T&R event is considered "Fully Trained."

(2) If 65 percent to 33 percent of event components delineated in the appropriate T&R Manual are observed and assessed as accomplished, the T&R event is considered "Partially Trained."

(3) If below 33 percent of event components delineated in the appropriate T&R Manual are observed and assessed as accomplished, the T&R event is considered "Not Trained."

c. Combat Leadership calculation. Combat leadership is calculated per NAVMC 3500.14C, T&R Program Manual, Chapter 7, by first pulling T&R event completion data from Marine Sierra Hotel Aviation Readiness Program (MSHARP).

d. MET Training Assessment. If greater than 51 percent of T&R Events aligned to each MET are assessed as "Fully Trained" or "Partially Trained", the commander should consider that MET to be trained to standard in accordance with reference (b).

e. Training Remarks. Report the exact percentage of METs trained to standard, list the METs not trained to standard and their impact on readiness, and provide amplifying remarks outlining the support needed to improve training. List the unit's participation in training exercises and evaluations lessons learned or training accomplishments.

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SECTION 4: Mission Essential Task (MET) Assessment

1. Purpose. This section provides amplifying instructions for reporting MET and mission assessments in accordance with Chapter 4 of reference (a). The readiness reporting system allows commanders to uniformly determine and accurately report their organization's ability to accomplish the core mission for which the organization was designed and assigned unit mission when appropriate. Commanders assess their organizational capabilities to accomplish METs to specified conditions and standards, and therefore assess the capability to accomplish the unit's missions. Mission and MET assessment guidance, reporting procedures, and mandatory remarks are contained in Appendix C of reference (a).

2. MET and Mission Assessment Guidance

a. MET Reporting. A MET is a task in which a unit or organization must be able to accomplish in support of its wartime mission. The standards for METs are defined criteria which serve as the measures to gauge readiness against the performance of the task. METs are assessed according to whether the unit is resourced with appropriate personnel and equipment, trained for the task, and if the Commander and or a certifying agency have observed the unit executing the task during training or an operation. Units that select "Resourced" for a MET, indicate that they meet all of the resource standards for the MET or the resources have been explicitly identified. Units that select "Trained" for the MET indicate that they are trained for the MET, according to all of the required T&R standards. Units that select "Observed" for the standard indicate that they met the output standards and have observed their unit executing the task in training or operations.

(1) An organization that is resourced, trained, and observed to accomplish the task in accordance with defined standards, should report a "Yes" (Y) for the MET.

(2) An organization that is resourced and trained to accomplish all or most of the task to standards, should report a "Qualified Yes" (Q) for the MET.

(3) An organization that is not resourced or trained to accomplish the task to prescribed standards, should report a "No" (N) for the MET.

b. Mission Reporting. Intangible aspects of readiness (e.g. unit cohesion, mental preparedness, and realistic training, etc.) dominate the impression that most Marines have of readiness. Commanders, their staffs, and or outside observers when available, conduct an analysis that provides an informed opinion on the intangible aspects of readiness. Other factors that are outside the control of the service (e.g. available shipping, funding, etc.) may prove important to the leaders' assessments of individual Marines or units. These factors directly and indirectly impact the unit's reportable readiness. If the commander deems these aspects important, comments addressing the factors should be added to the Commander's Overall remarks.

(1) Units should report an overall Mission Assessment of "Yes" (Y) when the majority of the METs are assessed as "Yes" (Y) and the remaining METs are assessed as "Qualified Yes" (Q).

(2) Units should report an overall Mission Assessment of "Qualified Yes" (Q) when the majority of the METs are assessed as "Qualified Yes" (Q)

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and the remaining METs are assessed as "Yes" (Y). A "Qualified Yes" equates to a "Yes" in that it sends the message to higher headquarters that the organization is prepared to conduct the mission under the prescribed standards.

(3) Units should report an overall Mission Assessment of "No" (N) when the majority of the METs are assessed as "Yes" (Y) or "Qualified Yes" (Q) and the remaining METs are assessed as "No" (N). A "No" (N) MET assessment will normally preclude a mission assessment of "Yes" or "Qualified Yes." The Commander must make a judgment if the mission can still be accomplished if any MET is assessed as "No" (N).

3. Mission/MET Remarks. Remarks should include a clarification of the impact the Resource Ratings (P, S, R, and T) and MET assessment have on the unit's ability to carry out their wartime mission. If a unit assesses a MET as "Yes" or "Qualified Yes" and do not meet all of the standards for the MET, units will provide detailed remarks addressing mitigation for the shortfalls to justify the assessment level for the task. Mitigation remarks for a Mission Assessment of "Yes" (Y) or "Qualified Yes" (Q) are required, when any MET is assessed as a "No" (N).

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SECTION 5: Commanders Assessment

1. Purpose. This section provides amplifying instructions for commanders to consider when reporting the OVERALL C-level or A-Level in accordance with Chapter 7 of reference (a). A readiness report is official correspondence declaring a formal command position on the readiness of the unit. The readiness report represents the final assessment from the unit commander. Commander's Overall assessment guidance, reporting procedures, mandatory remarks, and reason codes are contained in Appendix E of references (a).

2. Commander's Assessment Guidance. The readiness report is an honest appraisal of whether or not the unit is capable of executing CORE or assigned tasks with the resources available. Unit commanders will provide a subjective assessment of the unit's ability to execute the core mission and/or assigned mission when applicable. The Commander's Summary Page provides a means for the Commanding Officer to comment on the P, S, R, T and CBRN levels for both the Core and Assigned missions. When the Overall level, P, S, R, T and CBRN is not one, the reason code dropdown will enable justification through the selection of the appropriate reason code selected.

a. Employ/Deploy Codes. If a unit during steady-state rotational requirements normally supports the generation of detachments to support other units, then it must honestly report that it does not possess its full organic capability for a major wartime mission. When five percent or more of a unit's personnel or equipment is detached to deploy with another unit, the providing unit will use the employ/deployed codes from Appendix G, Table G-6 in MCO 3000.13 to report the percentage of capability deployed when selecting the reason code for their Overall C-Level. A secondary reason code must then be selected.

b. Remarks. Be clear, concise and use plain English. Avoid the use of uncommon acronyms and spell them out the first time. Avoid remarks that direct the reader to see other comments (e.g. see personnel remarks, see MET remarks, see subordinate unit remarks, etc.). Remarks for I MEF reporting unit will include:

(1) A commander's evaluation of the unit's ability to undertake its full wartime mission or assigned mission when applicable.

(2) The percentage of unit that is no longer available to conduct the wartime mission for which the unit was designed. This percentage will consist of personnel or equipment deployed with another DRRS-MC reportable unit or employed somewhere other than the home station for an extended period of time.

(3) Primary concerns that would cause a degradation of effectiveness to their execution of their assigned MET.

(4) Identify equipment and personnel shortfalls and the impact they have on the unit's overall CORE and assigned missions.

(5) Estimate of the resources and the time required to achieve P, S, R, T levels of 1 or 2 if applicable.

(6) DRRS-MC requires commander comments reflecting the units' ability to accomplish its METs under CBRN Conditions.

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c. Commanders Over-ride. In providing assessments and/or subjectively altering the results of a readiness report, commanders must remember the intent of readiness reporting and provide substantive justifications in the commander's remarks. In determining the need for a subjective upgrade or downgrade of the C-Level/A-Level, the commander will determine whether the subjective changed C-Level/A-Level would be in consonance with the C-Level/A-Level definitions listed in Appendix E, Table E-1 of reference (a). Units that are missing critical personnel or equipment should guard against a subjective upgrade. Subjective changes of two or more levels should expect close scrutiny from higher headquarters. Commanders Over-ride should be used by exception. Providing resources to another readiness reporting unit is not justification for using the Commanders Over-ride. Future capability assessment is not justification for using the Commander Over-ride.

d. Forecast Date. Commanders must provide a change level and date if reporting other than C-1/A-1. The forecasted "get-well" date is a best estimate of when you anticipate the C-Level or A-Level will change. Commanders may also use this field to report an anticipated decline in C-Level. Remarks should be included to explain the rationale for the Commander's forecast. For example, "Anticipate crews being combat ready by YYYYMMDD after gunnery qualifications."

e. Correlation. Units reporting C1/C2 shall be a YES (Y) or Qualified YES (Q) for Mission Assessment. Units reporting C3/4/5 shall be a NO (N) for Mission Assessment. Comments addressing why the report does not correlate are required as part of the overall comments.