



UNITED STATES MARINE CORPS  
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I MARINE EXPEDITIONARY FORCE ORDER 3000.3A

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

Subj: I MARINE EXPEDITIONARY FORCE POLICIES AND PROCEDURES FOR REPORTING IN  
DEFENSE READINESS REPORTING SYSTEM MARINE CORPS

Ref: (a) MCO 3000.13a (Marine Corps Readiness Reporting Standing  
Operating Procedures)  
(b) MCO 3501.1D (Marine Corps Combat Readiness Evaluation)  
(c) MCO 3502.6A Marine Corps Force Generation Process

Encl: (1) SECTION 1: Organizational Responsibilities  
(2) SECTION 2: Personnel Assessment  
(3) SECTION 3: Equipment Assessment  
(4) SECTION 4: Training Assessment  
(5) SECTION 5: Mission Essential Task (MET) Assessment  
(6) SECTION 6: Commanders Assessment  
(7) APPENDIX A: MCTFS Codes  
(8) APPENDIX B: Override Scenarios

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 operational environments and tactical 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 its 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) Establish a Readiness Board to generate the unit's DRRS-MC Report.

(c) Validate the accuracy of the unit's DRRS-MC report.

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

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

(f) Ensure that DRRS-MC personnel receive the appropriate training and possess an official certificate of completion per reference (a). Training must be completed within 90 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) Input DRRS-MC data as required by the DRRS Officer per reference (a).

c. Coordinating Instructions

(1) MSCs must submit their unit's DRRS-MC report by the 20th of each month or within 35 days of the last submission, whichever comes first. I MEF will publish an AMHS message detailing fiscal year submission dates ensuring to account for holidays. MSCs are to adhere to other reporting occasions as outlined in reference (a) including the following:

(a) Within 24 hours of re-deployment.

(b) Within 24 hours of a change in mission.

(c) Within 24 hours of a change in assessment levels.

(2) When an out of cycle report is submitted an in cycle report is still required on the next scheduled reporting occasion.

(3) MSCs Readiness Officers or a duly designated Representative must attend the Monthly I MEF Readiness Working Group.

(4) All Units will use the Chemical Biological Radiological Nuclear (CBRN) Defense Calculator to determine CBRN defense readiness per reference (a).

(5) Self-paced DRRS-MC Policy Training is available on Marine Net. The course number is DRRSPOL01A.

(6) 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).

(7) Training support and other assistance can be requested from the I MEF G35 Readiness Analyst.

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-35 (Attn: I MEF Readiness Analysis at (760) 725-9096).

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

  
LEWIS A. CRAPAROTTA

## Section 1: Organizational Responsibilities

1. Overview. This chapter outlines specific roles and responsibilities for I MEF and its subordinate commands.

2. I Marine Expeditionary Force (I MEF). I MEF manages the readiness reporting of subordinate commands per reference (a) and synchronizes readiness reporting and assigned missions with force generation per references (a) and (c), and tracks the generation and certification of deploying forces per reference (b) and (c).

3. I MEF and Major Subordinate Commands

a. Ensure units are trained and equipped to execute their full wartime mission, as defined in their Core and Assigned Mission Essential Tasks (METs), to approved standards and under realistic conditions.

b. Ensure deploying organizations are trained and equipped to execute their assigned missions to meet the requirements of the supported Combatant Commander (CCDR).

c. Ensure that unit readiness is evaluated through a Marine Corps Combat Readiness Evaluation per reference (b).

d. Track, assess, and report organizational readiness in accordance with Marine Corps policy.

e. Establish Readiness Boards to track and report readiness for their organizations per reference a. At a minimum, the board will consist of representatives of the G1/S1, G3/S3, G4/S4, Comptroller and CBRN. Units may request collective training for their staffs (or Readiness Board members)

- 1) Major Subordinate Commands will participate in the Monthly I MEF Readiness Board.
- 2) Ensure you provide standard briefing slides to I MEF Readiness Officer NLT day of your units report submission.
- 3) Ensure comments are approved by your respective Commanding General for inclusion in the brief to CG I MEF.
- 4) Ensure Readiness Levels depicted on standard briefing slides are current and accurate.
- 5) Verify subordinate unit submitted DRRS-MC reports are current, accurate, and timely.
- 6) Be prepared to brief changes to MSC and subordinates reports since last reporting period.

f. Follow procedures for reporting, resolving and documenting readiness detailed in this order.

g. Identify shortfalls and request assistance from higher headquarters (HHQ) as required.

h. Implement assessments based on the unit of employment.

i. Capture qualifications and certifications for critical skill sets.  
Provide the right level of detail to capture issues currently hidden in macro calculations.

j. Improve force readiness by clearly identifying actionable shortfalls requiring HHQ engagement.

## SECTION 2: Personnel Assessment

1. Purpose. This section provides amplifying instructions for personnel reporting in accordance with Chapter 2 of reference (a).

2. Personnel Reporting Guidance

a. Units Providing Personnel to Task Organized Units. Task organized units are temporary organizations approved by Headquarters 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 Commissioned (MC), Marine Enlisted (ME), Navy Commissioned (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. 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.

d. Non-Deployables. Marine Corps Total Force System (MCTFS) and Medical Readiness Reporting System (MRRS) are the authoritative sources to determine the number of personnel that are considered non-deployable. There are only three categories that non-deployable personnel can be categorized as which is Legal, Administrative or Medical. Units will use tables 1-1 and 1-2 in Appendix A to determine the appropriate non-deployable category. One of the leading causes of misreporting in DRRS is using the wrong End of Active Service (EAS) cut off. For the purpose of DRRS, EAS cutoff is seven days in accordance with reference (a). DRRS reporting should not be confused with the Deployment Staffing Report (DSR) reporting process, which is used to direct manning to units that have a planned Global Force Management (GFM) event on their Training Exercise and Employment Plan (TEEP).

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 employed/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.

## SECTION 3: Equipment Assessment

1. Purpose. This section provides amplifying I MEF guidance for reporting of both equipment and supplies on hand (S-rating), and the status (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 organization's possessed equipment. R-Level reflects the percentage of equipment in a "mission-capable" status compared with what the unit possesses.

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 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 Supply 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 Table of Authorized Material Control Numbers (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.



a. Major Subordinate Command Element Directed Internal Redistribution or Consolidation 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 for equipment redistributed or consolidation within the same Major Subordinate Command Element will include, by TAMCN, quantity redistributed, gaining unit and duration of redistributed. If the redistribution is temporary the comment will state the equipment is temporarily loaned to the gaining unit and the item can be retrieved in the event of a deployment. If the redistribution is intended to be permanent the unit will include the associated Table of Organization and Equipment Change Request (TOECR) Number. Commanders will make a mandatory comment identifying what the S rating, including percentage, of their unit would be if all Major Subordinate Command/ Major Subordinate Element directed internal redistributed or consolidated equipment was returned. Commanders can apply the Commander's Override function when Major Subordinate Command or Major Subordinate Element directed internal redistribution or consolidations are the prime contributor reducing their unit's C-rating.

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 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.

## SECTION 4: 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 33 percent to 65 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 less than 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.

## SECTION 5: 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, 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 51 percent 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 51 percent of the METs are assessed as "Qualified Yes" (Q) and the remaining METs are assessed as "Yes" (Y).

(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).

## SECTION 6: 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. 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 Mission and Assigned Mission when applicable. 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.

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, and T levels of 1 or 2 if applicable.

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

(7) As part of the Overall DRRS-MC Commanders Comments include the Residual Readiness resulting from detailed analysis of non-deployed Command Element and Subordinates.

(8) Identify by name Battalions, Squadrons, Detachments, and Teams that provide a ready capability. If/when accessible in DRRS-MC, the use of the Subordinate Unit Tab is directed to identify ready Forces and to assist with identifying Unit of Employment readiness.

(9) Use the following business rules when commenting on your Residual Readiness:

(a) Deployed forces will remain deployed (and individual augment in support of named operations)

(b) Next to deploy forces will deploy with I MEF in support of MCO.

(c) Stop loss/stop move enacted, Marines with EAS 7 days greater than notification day will remain with their units and deploy.

(d) All Fleet Assistance Program/Camp Augmentation Program Marines and Sailors will be returned to their units (subject to EAS rule).

(e) 1 x Maritime Prepositioning Ship Squadron One available to first deploying units; all other Equipment will be embarked on available Amphibious/assault follow-on echelon.

(f) Notification of deployment (N-day) and I&W occur fifteen days prior to deployment, C-Day is N+15.

(g) Identify units or subordinate elements at C1 or C2 by C+30.

(h) Identify units or subordinate elements at C1 or C2 by C+31 and C+90.

(i) Identify units or subordinate elements that cannot reach C1 or C2 by C+90.

c. Commander's Override. 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). Commander's Override should be used by exception. Future capability assessment is not justification for using the Commander's Override.

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. For example, "Anticipate crews being combat ready by YYYYMMDD after gunnery qualifications.

## Appendix A

Code	MCTFS Code Description	Code	MCTFS Code Description
B	INSUF ACTIVE SERVICE (NON DEPLOY)	5	AWTG SEP
E	ADMIN (NON DEPLOY)	9	RMC PAST EAS
M	SOLE SURVIVING (NON DEPLOY)	I	UA
P	17 YRS	K	MIS
R	HAZ AREA RESTR	L	ADMIN DISCIP
C	PHYSICAL REMEDIAL PROGRAM	M	PAST EAS
G	LOD SIQ	Q	OTHER INC CAPTURED DETAINED INTERNED MIA
H	LOD LIGHT DUTY	S	DES
Q	TEMP LD (TLD) MED BOARD/TNPQ/NPQ	X	AWTG ADMIN DIS
X	EXPIRED TEMP LD (TLD) MED BOARD	2	OUTPATIENT NOT FULL DUTY
1	PERM LD (PLD) SHORT TERM NOT PAST EAS	B	AAHA
2	PERM LD (PLD) TO RETIREMENT	C	ADMINISTRATIVE STATUS
3	EXPD PLD (EPLD) COMBAT INJURY	E	CONFINED AWAITING TRIAL BY COURT MARTIAL
4	EXPD PLD (EPLD) CBT INJ CMC DIR NODEPLOY	F	SCM
D	MEDICAL (NON DEPLOY)	G	SPCM
K	WIA COMBAT ZONE	P	PATIENT HOSP
L	INJURED COMBAT ZONE	H	GCM
N	PREGNANCY (NON DEPLOY)	J	IHCA
S	RETN PERM LD (PLD) STATUS	0	FIELD HOSP
V	PEB REFERRAL	7	HOSP DRUG REHAB
Y	PEB CASE ACCEPTED	D	MEDICAL
		N	QTRS
		O	PATIENT HOSP FROM COMBAT ZONE
		R	PEB AT HOME
		T	TDRL
<b>Code</b>	<b>MCTFS Code Description</b>	6	TRNG
M	ANLV AWTG ADMIN DISCH/EOE SVC OBLIG		
N	JOINED FROM ANOTHER MCC AWTG SEP		
V	MISSING		
W	CAPTURED/POW		
Y	MIA	<b>Code</b>	<b>MCTFS Code Description</b>
Z	INTERNED	7	ATT TEMPACDU/ACDUTRA
3	CONFINED SPCM > 30 DAY	E	SEP/DESERT/REC STATUS
B	CONFINED-AWAITING GCM	F	PAROLEE STATUS
C	IHCA IN EXCESS OF 30 DAYS		
G	ON LV AWTG APELLATE REVIEW GCM/SPCM		
I	CONFINED-GCM TOTAL FORF PAY/ALLOW PAROLE		
J	CONF W/CA ACT APPROVED BCD/DD	<b>Code</b>	<b>Crisis Code Description</b>
K	INVOL HELD BEYOND EAS - SCM OR SPCM	3HQ	EBOLA: OPERATION UNITED ASSISTANCE (OUA)
R	SVG SENT TO CONF FM GCM TTL LOSS PAY/ALL	3HS	OPERATION FREEDOM'S SENTINEL (OFS)
S	SVG CONF FM GCM TTL PAY/ALL LOSS N/A	9BU	SOUTHERN WATCH
8	LOD RES SERVICE CONNECTED DISABILITY	9GF	OPERATION INHERENT RESOLVE
9	NPQ RES NON-SER CONN DISAT BUMED REVIEW		
E	AWAITING FINAL DETERMINATION FROM PEB		
L	HOSP>30 DAYS NOT COMBAT JOIN FM OTHERMCC		
O	TNPQ RES NON-SERVICE CONNECTED DIS<6MOS	<b>Code</b>	<b>Crisis Code Description</b>
P	AWTG ASSIGN FOLLOW RELEASE FM HOSP	AH	HUMANITARIAN REASONS
T	HOSP BAT CAS-NONBAT ILL-INJURY COMBAT UN		

## APPENDIX B

Unit Type	Conditions	Commander Override?
<p>Normally employed as full unit, and rarely provide dets</p> <p>MEB HQ, MAG HQ, DIV HQ BN, INF BN, ARTY REGT HQ, GS CLB (MFR), DS CLB, CLR HQ CO, MEU CLB, VMFA, VMFA (AW), VMM, VMAQ</p>	<p>Readiness normally captures lifecycles based on deployment schedules. Provide comments regarding the unit's readiness in terms of the expected readiness lifecycle. P/R/S/T are expected to accurately reflect unit capability - if they do not, recommend specific changes to HHQ.</p>	N
<p>Normally employed as a full unit, but are also used as force providers</p> <p>MWHS, MWSS, MEF CE, INF REGT HQ</p>	<p>Readiness captures combination of dets and cycles - distinguish in comments. Also distinguish between staffing shortfalls and task organization effects. If P/R/S/T are not accurate indicators, recommend specific changes to HHQ.</p>	N
<p>Designed for employment as a Bn/Sqdn(-), while also providing subordinate units or dets to steady-state operations</p> <p>AAV, HIMARS, LAR, TANK, ARTY, CEB, RECON, LAAD, MASS, MTACS, MACS, MWCS, VMU, COMM BN, INTEL BN, RADIO BN, LE BN, DENTAL, MEDICAL, SUPPLY, MAINT, TSB, ESB</p>	<p>DRRS-MC reports against full TO/TE, resulting in functional Bn/Sqdn (-) reporting P3/S3. In comments, distinguish between staffing shortfalls and task organization effects. Properly trained and resourced units should still be MET-capable. Overrides to C1/C2 should be used to reflect unit capability to deploy. Units provide detailed comments regarding the readiness and availability of subordinate units at the unit of employment level.</p>	Y if unit is still MET capable
<p>Aviation units either employed as full sqdn, or separated into standard det plus sqdn (-)</p> <p>HMH, HMLA, VMA</p>	<p>DRRS-MC reports against full TO/TE, resulting in functional squadron (-) reporting P3/S3. The variable task-organization at home station [sometimes as full squadron, sometimes as squadron (-)] results in inconsistent achievement of core MET standards. Force</p>	N



	providers report C4/P4/S4. To mitigate this effect, the Squadron (-) mission will be loaded as the assigned mission for force provider squadrons when the detachment is separated. In comments, distinguish between staffing shortfalls and task organization effects.	
Unit of employment below Bn/Sqdn  VMGR, ANGLICO, CBIRF, CAG, RAIDER BN, MCSF REGT	DRRS-MC reports against full TO/TE, resulting in functional units reporting P3/S3. Properly trained and resourced units should still be MET-capable. Overrides to C1/C2 should be used to reflect unit capability to sustain force generation requirements. In comments, distinguish between staffing shortfalls and task organization effects.	Y if unit is still MET capable
Aggregated unit; structure varies based on requirements of supported command  MALS	DRRS-MC reports against full TO/TE, resulting in functional units reporting P3/S3. Properly trained and resourced units should still be MET-capable. Overrides to C1/C2 should be used to reflect unit capability to sustain the operational requirements of the supported MAG. In comments, distinguish between staffing shortfalls and task organization effects.	Y if unit is still MET capable
Provisional units  SPMAGTF CE, SPMAGTF GCE, SPMAGTF ACE, SPMAGTF LCE	Selected SPMAGTF elements (in particular, the CE) are separate reporting organizations with personnel and equipment sourced by other organizations. Because they do not have formal structure, they report in DRRS-MC against manning documents and equipment density lists. Requirements are reviewed as part of the force synchronization process. METs are approved by the supported MARFOR and	N

	validated by PP&O POG. Organizations that sourced personnel or equipment to the provisional unit will report a corresponding degradation to their readiness.	
Non-deploying units designed to perform functional missions from a fixed site. Composited on a rotational basis  MCSCG, MCSF BN, CLC	These units normally report a high-level of readiness in DRRS-MC. "Non-deployable" personnel may apply differently to these units. In coordination with MARFORCOM and their chain of command, commanders of non-deploying units may refine the reporting of non-deployable personnel. For example, MCSF Bns may consider individual Personnel Reliability Program certifications as the primary consideration for calculating non-deployability, and waive those factors that are not pertinent to the unit mission, such as the Physical Remediation Program.	N
Composited on a rotational basis  MEU CE	Readiness normally captures cycles. The rotational nature of these units produces predictable and cyclical readiness.	N