



# CHIEF NATIONAL GUARD BUREAU MANUAL

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10 May 2017

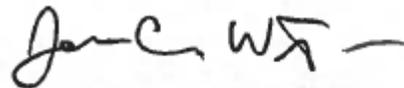
## READINESS REPORTING

References: See Enclosure F.

1. Purpose. This manual provides procedural guidance for the use of the Defense Readiness Reporting System Enterprise (DRRS-E), which manages and reports the readiness and capabilities of the National Guard Bureau Joint Staff (NGBJS), NG Joint Force Headquarters-State (NG JFHQs-State), NG units supporting the NG Chemical, Biological, Radiological, and Nuclear (CBRN) Response Enterprise (NG CRE), and NG missions, plans, and programs in, accordance with (IAW) references a and b.
2. Cancellation. None.
3. Applicability. This instruction applies to NG registered and measured units, which must participate in mission capability assessments:
  - a. NGB. This includes the Office of the Chief of the National Guard Bureau (OCNGB) and NGBJS.
  - b. NG JFHQs-State.
  - c. NG CRE. This includes Weapons of Mass Destruction Civil Support Teams (WMD-CST); Homeland Response Forces (HRF); and Chemical, Biological, Radiological, Nuclear, and High-yield Explosive Enhanced Response Force Packages (CERFP).
4. Procedures. NGBJS, NG JFHQs-State, NG units supporting the NG CRE, and NG missions, plans, and programs must report Joint Mission Essential Tasks (JMET) and Civil Support Tasks List (CSTL), as applicable, and IAW this manual.

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5. Summary of Changes. This is the initial publication of CNGBM 3300.02.
6. Releasability. This manual is approved for public release; distribution is unlimited. Obtain copies through <[www.ngbpd.c.ngb.army.mil](http://www.ngbpd.c.ngb.army.mil)>.
7. Effective Date. This manual is effective on the date signed and must be reissued, canceled or certified as current every five years.



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- A -- Readiness Report Requirements
- B -- Joint Training System
- C -- Joint Mission Essential Tasks
- D -- Assessments and Top Concerns
- E -- NG CRE Equipment Reporting
- F -- References
- GL -- Glossary

ENCLOSURE A

READINESS REPORT REQUIREMENTS

1. Report Submission. Timely and accurate submission of readiness reports are essential for decision making at all levels of leadership. The NGBJS, NG JFHQs-State, and NG units supporting the NG CRE, NG missions, plans, and programs should monitor changes in their ability to accomplish their tasks, missions, and programs.

a. All units will continuously monitor changes in the overall unit level, unit location, and capability assessments. When a unit commander identifies a change, units will report these changes within 24 hours of the event necessitating the change. Units will complete a readiness assessment if no change has occurred within 30 days from the last report submission.

b. Location changes from the home station, installation, or base, to include partial unit deployments, should be reported (if applicable).

c. Deployments for training, or in response to a crisis, should be reported.

2. Late Reports. Contact by the appropriate NGBJS functional proponent will be made by e-mail or phone according to Table 1 below. The following elements will be involved: Global Force Management and Joint Readiness Branch (NGB-J359); Future Operations Division (NGB-J35); Domestic Operations and Force Development Directorate (NGB-J3/7); The Adjutants General (TAG); The Commanding General of the District of Columbia National Guard (CG); State Joint Operations (State J3); State Director of Joint Staff (State DJS); and the Defense Readiness Reporting System – Strategic (DRRS-S) Primary Unit Commander. Mission/Program examples include, but are not limited to: HRF, CERFP, and National Guard Reaction Force (NGRF).

| <b>Days After Last Assessment</b> | <b>1-30 Days</b>  | <b>31-60 Days</b>         | <b>61-90 Days</b>                     |
|-----------------------------------|---|---------------------------|---------------------------------------|
| NG JFHQs-State                    | NGB-J359 contacts DRRS-S Primary Unit Commander   | NGB-J35 contacts State J3 | NGB-J3/7 contacts State DJS or TAG/CG |
| Missions/Programs                 | NGB-J359 contacts functional proponent for program oversight; proponent contacts mission/program Point of Contact (POC) | NGB-J35 contacts State J3 | NGB-J3/7 contacts State DJS or TAG/CG |

**Table 1.** Late Reporting Adjudication

3. NG Mission/Program Report Guidelines. NG Mission/Program functional proponents will monitor monthly readiness reports, ensure the timeliness of assessments, and challenge any misunderstood remarks.

a. NG JFHQs-State. NG JFHQs-States should:

(1) Ensure readiness assessments for all State units supporting NG missions or programs are updated through the DRRS-E.

(2) Coordinate with the appropriate NGBJS functional proponent in the designation of Title 32, State Missions, or programs for NG units to report in their readiness assessments.

b. NG CRE Commanders. NG CRE Commanders will:

(1) Manage and report mission readiness of their subordinate elements to execute Core, Regional Response Plans, United States Northern Command Contingency Plans, National Military Strategy, and other plans as assigned by the Secretary of Defense (SecDef) to meet the Unified Command Plan missions and responsibilities.

(2) Ensure readiness assessments reported in DRRS-S are current, accurate, and concise. WMD-CSTs will continue to report in Defense Readiness Reporting System – Army (DRRS-A) IAW reference c.

c. NGRF Commanders. NGRF Commanders should provide a readiness assessment on the status of their personnel tier level, training accomplished,

10 May 2017

Non-Lethal Capability Sets (NLCS), and overall readiness. Dedicated personnel for NGRFs will be reported in the DRRS-S assessment comments section, based on the following descriptions.

(1) Tier I: 300 or more personnel.

(2) Tier II: 150 to 299 personnel.

(3) Tier III: Less than 150 personnel.

(4) NLCS issues will be reported in the DRRS-S assessment comments section based on shortages from usage, shelf life expiration, damages, or lost items. Reports must:

(a) Provide NGRF unit designation.

(b) Identify NGRF Commander points of contact in the JMET/Mission assessment comments.

(c) Provide NG JFHQs-State Joint Operations Center phone number and e-mail address.

d. Air National Guard (ANG). ANG units supporting the NG CRE will:

(1) Report against the JMET/Joint Mission Essential Task List (JMETL)/CSTL coordinated with the NG Mission/Program functional proponent.

(2) Comply with reference d requirements for Measured Units.

e. Army National Guard (ARNG). ARNG reporting units with a State Mission will identify assigned missions in the DRRS-A Net-centric Unit Status Report under the Mission tab in the Manage Missions or Plans menu. This is accomplished by selecting Add Mission/Plan and identifying the mission as State. The A-level Source is always Assigned Mission Level Manning and Equipping (AML M & E). The AML M & E requirements will be validated by the State J3. For additional details, see reference c.

#### 4. DRRS-S Guidelines.

a. Unit Identification Codes (UIC).

(1) NGBJS will use DJGAAA.

(2) NG JFHQs-State will use DJGxxA, (xx = State Abbreviation\*).

(3) NG CRE. HRFs will use DJG0xx, (xx = FEMA region). CERFPs will use DJGxx9, (xx = State Abbreviation\*).

b. State Abbreviations. State Abbreviations that include the letter I, substitute the number one and for the letter O, substitute the number zero.

c. Roles and Permissions.

(1) NGBJS Directorates reporting in DRRS-S should designate a minimum of two individuals (one primary and one alternate) as Unit Users (UU) for their respective JMET.

(2) The NG JFHQs-State should designate at least one individual for the Unit Commander (UC) role, one individual for the Unit Administrator (UA) role, and a minimum of two individuals (one primary and one alternate), per directorate, as UUs for their respective JMET.

(3) The HRF/CERFPs will designate at least one individual for the UC role, one individual for the UA role, and a minimum of two individuals per element (one primary and one alternate) as UUs.

(4) UUs can assess and approve tasks for which they are assigned as the task OPR (Office of Primary Responsibility).

d. Mission Management.

(1) In DRRS-E, there are numerous missions available to report against. Table 2 below identifies categories organizations should use when applicable or as requested.

(2) In DRRS-S, the Mission Management Display Order tab will read top to bottom (or left to right on the Current Unit Status/METL/Mission Assessment page): Core, Major Plans, Named Operations, Title 32.

|               | Core | Major Plans | Named Operations | Title 32 |  | Assigned Missions |
|---------------|------|-------------|------------------|----------|--|-------------------|
| <b>DRRS-S</b> |      |             |                  |          |  |                   |
| NGBJS         | X    |             |                  |          |  |                   |
| NG JFHQ-State | X    |             | X                | X        |  |                   |
| HRF/CERFP     | X    | X           | X                | X        |  |                   |
| ANG units     | X    | X           | X                | X        |  |                   |
| <b>DRRS-A</b> |      |             |                  |          |  |                   |
| ARNG units    | X    |             |                  |          |  | X                 |

**Table 2.** Mission Management Requirements

5. DRRS-S Training Requirements.

a. Levels of Training Available.

(1) Level 1 – DRRS-S Executive Overview (one hour). Comprised of senior leaders (O6/E9/Department of Defense (DoD) Civilian equivalent and above) and describes DRRS-S, its importance, and its relationship to overall readiness.

(2) Level 2 – DRRS-S Intermediate Level Overview (four hours). Comprised of intermediate level leaders (O4 – O5/E7 – E8/ DoD Civilian equivalent) and explains the implementation of DRRS-S as a deliberate joint planning tool.

(3) Level 3 – DRRS-S Operator/User Course (three days). Comprised of Military personnel and DoD Civilians and trains operators/Users on DRRS-S functionality, includes Table Top Exercise.

(4) Level 4 – DRRS-S JMETL Development Workshop (one day). Comprised of Staff Officers at NGB and State levels (O3 – O6/E7 – E9/GS11 – GS14). Facilitates JMETL development and reviews, updates, and assesses JMETLs in DRRS-S.

b. Individuals With UC Role. Individuals with the UC role should complete Level 2 training and individuals with the UA and UU role should complete Level 3 training within 120 days of appointment. Individuals from ANG units supporting the NG CRE, with the UC or UA role will complete HAF-approved DRRS-S training IAW reference d.

c. Individuals Seeking Level 3 DRRS-S Operator/User Course. Individuals seeking the Level 3 DRRS-S Operator/User Course will register online on the NG Professional Education Center (PEC) website, IAW reference e.

d. Level 1, 2, and 4 Training. Level 1, 2, and 4 training will be administered as required. Contact the respective NGB Regional Defense Readiness Specialist (DRS) for dates/times. For a listing of Regional DRS', see reference f.

6. Security Classification Guidelines. The Chief of the National Guard Bureau (CNGB) is the original classification authority for DRRS-S data and this authority may not be re-delegated. The declassification of DRRS-S data is 10 years from the date of the original decision, unless the original classification authority determines the sensitivity of the information requires it be marked for declassification for up to 25 years from the date of the original decision. Information entered, stored, and reported through DRRS-S is classified as SECRET IAW reference g.

a. JMET/Mission assessment levels (for example: Yes, Qualified Yes, and No) and limiting factors are classified SECRET. Worksheets and briefing materials reflecting measured unit data will be given the same classification level as the material from which it was derived.

b. Sources used to compile a unit's DRRS-S report may be unclassified. Once compiled and associated with DRRS-S ratings, it becomes classified at the highest level associated with the data.

c. Comments incorporating JMET/Mission assessments or information concerning any of the following categories are considered classified: specified military plans, weapon systems, or operations; intelligence activities (including covert action), intelligence sources or methods, or cryptology; scientific, technological, or economic matters relating to the national security; U.S. Government programs for safeguarding nuclear materials or facilities; vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security.

d. Information extracted from the DRRS-S database is classified by reference h or by the reporting organization. Information extracted from the database must contain derivative classification markings IAW reference h and i, except where otherwise authorized. Persons applying derivative classification markings must carry forward to any newly created document the classification markings from the original source.

7. Release of Readiness Data. Authorized holders of DRRS-S data can only release it to military components with a valid need-to-know and appropriate clearance, IAW reference j. Requests deriving from entities outside of DoD will

10 May 2017

be forwarded to NGB-J3/7 for submission to The Joint Staff J-3 Operations. Readiness reports submitted to the NGB by NG units are analyzed, compiled, and forwarded to senior leaders within the NG, DoD, and other supporting agencies.

8. Quarterly Readiness Report to Congress (QRRC). The SecDef will submit a military readiness report to Congress, which includes an assessment of the readiness of the NG to perform tasks required to support civil authorities during domestic operations IAW reference k.

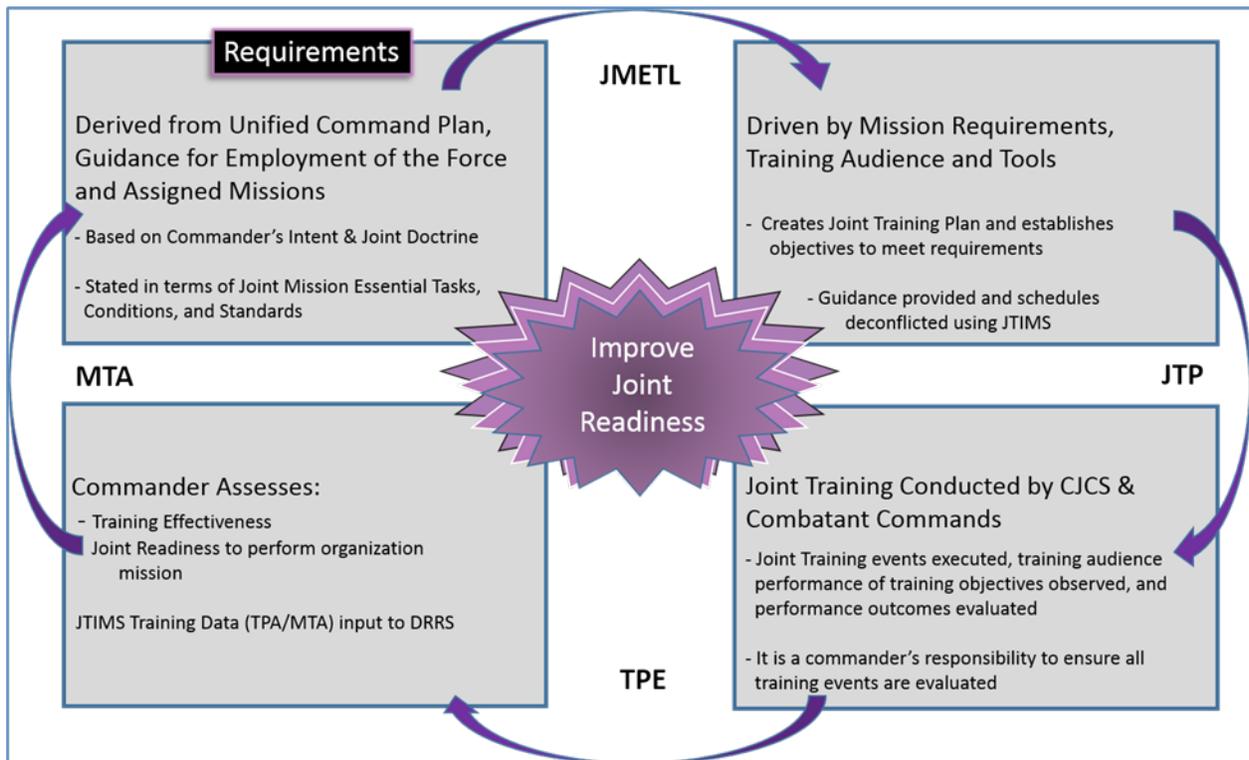
a. NGB-J359 will collect readiness assessments to integrate a whole-of-Guard report for the CNGB's input into the QRRC. Assessment information that is relevant to the NG of a particular State should also be made available to the Governor of that State.

b. Governors have the opportunity to provide the SecDef with an independent evaluation of that State's NG. The SecDef will include this information in each assessment submitted under subsection (e) of the QRRC.

ENCLOSURE B

JOINT TRAINING SYSTEM

1. The Joint Training System (JTS). The JTS is designed to synchronize and collaborate mission capability reporting and mission training preparation, plans, and assessments to be prepared for deployment execution as shown in Figure 1 below. The JTS enables mission predictability and promotes collaboration of effort to provide an integrated, requirements-based method for aligning training programs with assigned missions consistent with command priorities and available resources.



**Figure 1.** JTS Synchronization Effort

2. Phased Processes. The JTS is a phased iterative set of processes that aligns joint training strategy with assigned missions to produce trained and ready individuals, staffs, and units. The core of the JTS is comprised of the DRRS, Joint Training Information Management System, and the Joint Lessons Learned Information System.

3. Commanders. The JTS assists commanders at all echelons in defining the required level of individual, staff, and collective performance; determining the current level(s) of performance; executing training programs to improve performance; and assessing those levels of performance relative to mission capability requirements.

4. Assistance with Use. Contact a State Joint Training and Exercises representative or the Joint Training Requirements Specialist that supports that State for assistance in using the JTS and developing a Joint Training Plan.

ENCLOSURE C

JOINT MISSION ESSENTIAL TASKS

1. Scope. The JMETL is the source for reporting readiness as well as the development of a joint training program. The Universal Joint Tasks List (UJTL) and the CSTL are available to assist in defining organizational capabilities.

2. Standardized NG JMETL.

a. NGBJS is the functional proponent for mission and program oversight and will develop a list of standardized JMETs units should train to annually. Standardized JMETLs ensure consistency within the whole-of-the-Guard in assessing training effectiveness and readiness reporting, as emphasized in the Chairman's Joint Training Policy, and may also provide content for the QRRC.

b. NG JFHQs-State should load the recommended NGBJS specified tasks against the Core, Named Operations, or Title 32 missions and assess accordingly. NG JFHQs-States may load additional tasks/staff tasks, as directed.

c. HRF/CERFPs will review the Training & Evaluation Outline section found in reference 1 for the standardized JMET/JMETLs to be loaded. HRF/CERFPs will Command Link the appropriate task(s) to NG units providing element support.

d. NGRF Commanders ensure your NG JFHQs-State loads and assesses against the Yearly Planning Guide's specified JMETL/CSTL found in reference m.

e. Units will not delete or modify these standardized JMETLs without first coordinating with the NGBJS functional proponent that developed the list. Email documentation approving the deletion or modification will be maintained at the State or Command level in a DRRS-S continuity folder/book and also on file with the coordinating NGBJS functional proponent.

3. JMET Development Guidelines. A JMET includes a task, associated conditions, and standards. Organizations should have a limited number of JMETs. A JMETL is the complete list of JMETs required to accomplish an assigned mission and requires identification of staff, subordinate, and command-linked tasks. Tasks are discrete events or actions that enable a mission to be accomplished by an organization. Tasks are defined or specified in doctrine or plans and should not be organized to describe a sequence or a process.

- a. Specified tasks are specifically assigned to an organization by its higher headquarters.
- b. Implied tasks are not stated, but necessary to do the mission.
- c. Command-link tasks are supporting tasks required for successful accomplishment of a command JMETL, but reside in organizations outside of that command.
- d. Conditions are variables of the operational environment in which a unit is expected to operate that may affect task performance. Conditions selected for a task should be those that have the greatest impact on it. They are organized into three broad categories: Physical, Military, and Civil.
- e. Standards are the minimum acceptable proficiency required in the performance of a particular task under a specified set of conditions. A standard consists of a qualitative or quantitative measure, scale, and criterion.
- f. Measures provide the basis for describing varying levels of task performance. Measures can quantify the degree of perfection in accomplishing functions or tasks and can also qualify the accomplishment of mission objectives and achievements of desired effects.
- g. Scale is often expressed as hours, days, percent, miles, or some other dimension, as opposed to a binary Yes/No measure. This can be accomplished using either an absolute numerical or relative scale. This allows measuring and establishing trends, which binary measures do not. If binary Yes/No criteria must be used, the measure will be written as a question.
- h. Criteria reflects the key dimensions of task performance that can be observed and is specified to an acceptable level of performance for each dimension.

4. Civil Support Task List (CSTL). The CSTL consists of an inventory of appropriate tasks, conditions, and standards in a common language and reference system that draws on the foundational documentation of both the military and civilian responder community. The CSTL serves as a reference system for military planners and military units to leverage current equipment, training, personnel, and skills and translates those military capabilities into a language that can be rapidly integrated into the National Incident Management System. The CSTL was developed in association with the National Response Framework Emergency Support Functions. It is an optional resource and does not replace the UJTL or service specific task lists.

10 May 2017

a. The CSTL allows for capabilities based assessments without taking military units out of standard planning and training for their designed and assigned missions. Integration of CSTL-based assessments into DRRS-S will allow the TAGs/CG to assess, document and report their domestic readiness capabilities and top concerns. These assessments make up the CNGB's input into the QRRC.

b. The CSTL is posted in reference o.

ENCLOSURE D

ASSESSMENTS AND TOP CONCERNS

1. Task Assessments. All NG JFHQs-State and NG units supporting the NG CRE should assess their ability to accomplish tasks to standards under conditions specific in their JMETs and their missions and programs.
  
2. Measurement Criteria. Standard measurement criteria are necessary to provide similarly capable/trained units nationwide and support crisis planning, deliberate planning, and management responsibilities to organize, train, and equip ready forces for use before, during, and after an incident, both natural and manmade.
  - a. Task assessments should be informed by observed performance, resource availability, and military judgment and will be measured against the three tiered readiness metric listed in Table 3. When an observed performance is not recent, an assessed value will be used.
  
  - b. If a JMET receives a “Yes/Green” assessment and any of the Performance Measures within the JMET is/are not achieved, the OPR POC should offer an explanation of the issue(s) for not accomplishing the Performance Measure.
  
  - c. In all cases where a JMET receives a “Qualified Yes/Yellow” or “No/Red” assessment, an explanation of the issue(s) driving the JMET to this assessment should be provided.

| <b>Tiered Scale</b> | <b>Definition</b>   |
|---------------------|---|
| Y (Green)           | Unit can accomplish task to established standards and conditions.   |
| Q (Yellow)          | Unit can accomplish all or most of the task to standard under most conditions. The specific standards and conditions, as well as the shortfalls or issues impacting the unit’s task, must be clearly detailed in the JMET assessment. |
| N (Red)             | Unit unable to accomplish the task to prescribed standards and conditions at this time.   |

**Table 3.** Three-Tiered Readiness Metric

- d. Provide the classification for each paragraph and remark. Each assessment will stand alone. Use the following JMET Assessment Comment Format in Table 4.

| <b>Format</b>        | <b>COMMENT</b>   |
|----------------------|--|
| Issue                | Title issue impacting assessment of specific JMET. Identify the JMET.  |
| Effect               | Describe specific impact on unit's ability to accomplish JMET for functional management. Explanation should be clear and concise, but not at the expense of the details.                                       |
| Fix                  | Identify actions being taken or assistance needed to improve the unit's readiness. Identify previously requested assistance and remedial actions in progress; explain unit actions taken to resolve shortfall. |
| Coordination to Date | Provide a description of efforts and any mitigating strategy to resolve the issue. Identify the NGBJS office in coordination with and duration the issue will affect the specified JMET.                       |
| POC                  | Name, Rank, Organization, Commercial/DSN Phone Number, Government Non-Secure Internet Protocol Router (NIPR)/Secure Internet Protocol Router (SIPR) email address  |

**Table 4.** Sample JMET Assessment Comment Format

3. Mission/Program Assessments. Unit commanders inform NGB of their assessments of the unit's mission to provide a realistic indication of the unit's readiness.

a. Assessments provide comprehensive views of the organizations capability and capacity status and are utilized in planning, assessment, and operational mission execution purposes. Individual JMET assessments will be included as a whole when considering the missions assessment.

b. Assessments are influenced by military judgment, experience, and the political/military environment. Use following guidelines below to ensure consistent mission assessments.

(1) If the majority of the JMETs are assessed as "Yes/Green" and the remaining JMETs are assessed as "Qualified Yes/Yellow", then the Mission/Program assessment should be "Yes/Green".

(2) If the majority of the JMETs are assessed as "Qualified Yes/Yellow" and the remaining JMETs are assessed as "Yes/Green", then the Mission/Program assessment should be "Qualified Yes/Yellow".

(3) If any of the tasks are assessed as “No/Red”, the commander must make a judgment as to whether the Mission/Program can still be accomplished. If the commander makes a subjective upgrade to anything other than “No/Red”, the commander should clearly explain how the Mission/Program will be accomplished despite the inability to accomplish the JMET (s) and any mitigation actions that will be taken.

c. In all cases where a Mission/Program receives a “Qualified Yes/Yellow” or “No/Red” assessment, reporting units must offer an explanation of the issue(s) driving this assessment.

(1) Provide the classification for each remark and ensure every paragraph is marked Secret (S), Confidential (C) or Unclassified (U) accordingly.

(2) The Mission/Program Assessment should be comprised of a roll-up of all the JMETs. Do not copy JMET Assessment comments into the Mission/Program Assessment comments.

(3) Remarks should be clear and concise, but not at the expense of details needed.

(4) Remarks may change from assessment to assessment; therefore, do not refer to previous assessments. Do not submit remarks referencing other remarks as each remark must stand on its own.

(5) Abbreviations should not be used and acronyms must be spelled out once in each remark.

4. Reporting Top Concerns. All NG JFHQs-State and NG units supporting the NG CRE will provide their Top Concerns on a monthly basis, and should reflect a lack of capability or capacity in accomplishing tasks or assigned missions. They should be the most important readiness issues and shortfalls derived from, and supported by, objective data. Attach Top Concerns to the DRRS-S application at ESORTS/Current Unit Status/Top Concerns/Add. (See Table 5 for format.)

a. The NGBJS functional proponent for mission or program oversight will:

(1) Compile all Top Concerns, identified in DRRS-S, throughout the fiscal year and cross-walk readiness issues and shortfalls against requirements.

(2) Compile Top Concern information on a quarterly basis and present to NGB-J359. This information may also provide input to the QRRC.

10 May 2017

b. NGB-J359 will compile a Readiness Report and present to the NGB Joint Readiness Working Group for review and coordination annually, by the end of March. This report will be approved by NGB-J3/7 and submitted to the Programs and Resources/Comptroller Directorate (NGB-J8) for action during the Joint Capabilities Assessment and Development Process.

| <b>FORMAT</b>        | <b>EXPLANATION DESIRED</b>   |
|----------------------|--|
| Subject              | Title of reporting organization's top concerns.  |
| Major Points         | Detailed discussion of the concern. Include background information and factors to help provide clarity to the concern.                       |
| Impact               | Identify the critical effects the top concern has on the organization. Include effected JMETs and Missions. Provide any future implications. |
| Recommendation       | Propose solutions/mitigation options that could correct the concern.   |
| Coordination To Date | Provide any updates on top concerns, to include the NGBJS office and POC.  |
| TAGs/CG Comments     | When possible, provide comments from the reporting organization's TAGs/CG; adding personal perspective and emphasis on the concern.          |
| POC                  | Name, Rank, Organization, Commercial/DSN Phone Number, Government NIPR/SIPR email address, date prepared.                                    |

**Table 5.** Sample Top Concerns Format

ENCLOSURE E

NG CRE EQUIPMENT REPORTING

1. Logistics Support Overview. Timely and precise equipment reporting is essential for the successful employment of the NG CRE.
2. Standard Support Concept. Accountability procedures are detailed in the Consequence Management Support Center (CoMSupCen) Logistics Support Standard Operating Guidelines (SOG) and guidance provided by the Combating Weapons of Mass Destruction Division (NGB-J39) and the Logistics and Engineering Directorate (NGB-J4). Contact NGB-J4 for access to the CoMSupCen SOG.
3. NGB-J4. NGB-J4 will ensure proper equipment reporting guidance is provided to NG CRE Commanders, and update the CoMSupCen SOG bi-annually.
4. NG CRE Commander. NG CRE Commanders must:
  - a. Ensure that processes are in place for logistics and maintenance oversight.
  - b. Ensure compliance of applicable portion of supporting elements of the mission.
  - c. Report equipment status in DRRS-S against respective UIC on a monthly basis.
  - d. Coordinate all equipment issues through the State Joint Logistics (State J4), United States Property and Fiscal Office (USPFO), the NGB-J4, or the CoMSupCen and ANG listed resources.
  - e. Re-establish equipment readiness and pre-employment levels upon return from employments or exercises. NG CRE Commanders must contact both the NG JFHQs-State and the CoMSupCen to complete reconciliation actions.
  - f. Initiate property reconciliation actions with the Air and Army NG supporting elements, State J4, USPFO, and NGB-J4 prior to reconciling replacements.
5. Property Accountability. NG CRE equipment is identified in the Joint Mission Essential Equipment List (JMEEL) tab in DRRS-S. The NG CRE Commander, with assistance from the State J4/USPFO, is responsible for

10 May 2017

completing all accountability transactions for all equipment on the NG CRE JMEEL. Inventories will be conducted IAW with Service-specific guidance.

a. Appropriate property books will be established for each HRF and CERFP. Property will be managed and assigned IAW applicable policy guidance. Equipment will be accounted for on the appropriate property systems (Property Book Unit Supply Enhanced, Global Combat Support System-Army or Defense Medical Logistics Standard Support (DMLSS)), using Line Item Numbers, National Stock Numbers and Nomenclatures from the most current equipment authorization document.

b. NG CRE authorizations must be managed so they are not confused with unit MTOE or TDA authorizations.

c. The Property Book Identification Code (PBIC) of "R" Statement of Requirements (SOR) will be used to identify NG CRE property.

d. ANG required property will be maintained on the Custodian Authorization/Custody Receipt Listing in the Standard Based Supply System (SBSS) via the Air Force Equipment Management System (AFEMS). Authorizations in AFEMS are identified by Allowance Standard 041 – Special Retention, Homeland Defense Civil Support.

(1) ANG equipment will be accounted for using the SBSS IAW reference p.

(2) ANG Medical property will be accounted for using the DMLSS system IAW references q and r.

e. All Army property will be accounted for IAW reference s.

## 6. Supply (By Class).

a. Class I, Subsistence. Each HRF and CERFP must be prepared to support a response with an adequate quantity of Meals Ready to Eat (MRE)s and water to support five Days of Supply (DOS).

b. Class II, Clothing/Individual Equipment/Tools/ Administrative Supply. Deploy with five DOS of Personal Protective Equipment (PPE) and arrange resupply with COMSUPSEN. Standard issue equipment will be managed IAW unit SOP.

c. Class VII, Major End Items. Each HRF and CERFP Commander, in coordination with their State J4/USP&FO and NGB-J4, will coordinate acquisition of major end items. Property reconciliation is paramount. Copies of Army Financial Liability Investigation of Property Loss or Air Force Report of

Survey, Statement of Charges, or other documentation will accompany requisitions for non-standard equipment replacement as required by applicable NGB Instructions and Manuals, Air Force Instructions, and Army regulations. Units will maintain property accountability at all times.

d. Class VIII, Medical Materials. Medical supplies are coordinated through the NGB Joint Surgeon General's J4 Liaison Desk and through military supply channels IAW applicable policy guidance.

e. Class IX, Repair Parts. Within existing guidelines, parts for military standard equipment are obtained through the unit supply system. Replacement and upkeep of NG CRE Commercial-Off-The-Shelf equipment listed on the authorization document, JMEEL, is supported by the CoMSupCen.

7. Equipment Assessment. NG CRE equipment readiness assessments are accessible via the JMEEL Widget in the NGB Dashboard within DRRS-S. Users, with the appropriate permissions, from each of the NG CRE (HRF/CERFP) units can access the widget and update the "on hand" and "fully mission capable" status for their respective unit. For assistance in using this widget, see reference t.

ENCLOSURE F

REFERENCES

- a. CNGB Instruction 3300.02, 13 November 2014, "Readiness Reporting"
- b. DoD Directive 5105.83, 30 September 2014, "National Guard Joint Force Headquarters – State"
- c. Army Regulation (AR) 220-1, 15 April 2010, "Army Unit Status Reporting and Force Registration Consolidated Policies"
- d. Air Force (AF) Instruction 10-201, 03 March 2016, "Force Readiness Reporting"
- e. <<https://www.events.pec.ng.mil/webreg>> 07 September 2016 -New link is <<https://events.pec.ng.mil/>> 01 November 2017
- f. <<https://gkoportal.ng.mil/joint/J3/D03/B02/SitePages/Home.aspx>> 01 November 2017
- g. CJCS Instruction 3401.02B, 17 July 2014, "Force Readiness Reporting"
- h. DoD Manual 5200.01, Vol 1, 24 February 2012, "DoD Information Security Program: Overview, Classification, and Declassification"
- i. DoD Manual 5200.01, Vol 3, 19 March 2013, "DoD Information Security Program: Protection of Classified Information"
- j. CJCS Instruction 5714.01D, 18 April 2012, "Policy for the Release of Joint Information"
- k. Department of Homeland Security, National Response Framework, 3rd edition, June 2016
- l. <<https://gkoportal.ng.mil/joint/J3/D03/B02/SitePages/Home.aspx>> 01 November 2017
- m. <<https://gkoportal.ng.mil/joint/J3/j34PMO/LawEnforcementSupportBranch/NGRF/Shared%20Documents/Forms/AllItems.aspx>> 01 November 2017
- n. <<https://gkoportal.ng.mil/joint/J3/D03/B02/SitePages/Readiness%20Section.aspx>> 01 November 2017
- o. AF Instruction 23-101, 08 August 2013, "Air Force Material Management"

- p. AF Instruction 41-209, 09 September 2015, "Medical Logistics Support"
- q. AF Manual 41-216, 13 February 2013, "Defense Medical Logistics Standard Support"
- r. AR 735-5, 22 August 2013, "Property Accountability Policies"
- s. <<https://gkoportal.ng.mil/joint/J4/D02/B01/SitePages/Home.aspx>> 01  
November 2017

## GLOSSARY

### PART I. ACRONYMS

|                |   |
|----------------|---|
| AFEMS          | Air Force Equipment Management System   |
| ANG            | Air National Guard  |
| ARNG           | Army National Guard   |
| CERFP          | Chemical, Biological, Radiological, Nuclear Enhanced<br>Response Force Packages |
| CG             | Commanding General of the District of Columbia<br>National Guard                |
| CNGB           | Chief of the National Guard Bureau  |
| CoMSupCen      | Consequence Management Support Center   |
| CRE            | CBRN Response Enterprise (HRF, CERFP, WMD-CST)                                  |
| CSTL           | Civil Support Task List   |
| DMLSS          | Defense Medical Logistics Standard Support System                               |
| DoD            | Department of Defense   |
| DOS            | Days of Supply  |
| DRRS-A         | Defense Readiness Reporting System - Army                                       |
| DRRS-E         | Defense Readiness Reporting System - Enterprise                                 |
| DRRS-S         | Defense Readiness Reporting System - Strategic                                  |
| HRF            | Homeland Response Force   |
| JMEEL          | Joint Mission Essential Equipment List  |
| JMET           | Joint Mission Essential Task  |
| JMETL          | Joint Mission Essential Task List   |
| JTS            | Joint Training System   |
| NG             | National Guard  |
| NGB-J3/7       | Domestic Operations and Force Development<br>Directorate                        |
| NGB-J35        | Future Operations Division  |
| NGB-J359       | Global Force Management and Joint Readiness Branch                              |
| NGB-J4         | Logistics and Engineering Directorate   |
| NGB            | National Guard Bureau   |
| NGB DRS        | National Guard Bureau Defense Regional Specialists                              |
| NG JFHQs-State | National Guard Joint Force Headquarters - State                                 |
| NGB JS         | National Guard Bureau Joint Staff   |
| NGRF           | National Guard Reaction Force   |
| NIPR           | Non-Secure Internet Protocol Router   |
| NLCS           | Nonlethal Capability Sets   |
| OPR            | Office of Primary Responsibility  |
| POC            | Point of Contact  |
| QRRC           | Quarterly Readiness Report to Congress  |
| SBSS           | Standard Based Supply System  |
| SecDef         | Secretary of Defense  |
| SIPR           | Secure Internet Protocol Router   |
| SOG            | Standard Operating Guidelines   |

|          |   |
|----------|---|
| State J3 | State Joint Operations                          |
| State J4 | State Joint Logistics                           |
| TAG      | The Adjutants General                           |
| UA       | Unit Administrator (DRRS-S role)                |
| UC       | Unit Commander (DRRS-S role)                    |
| UIC      | Unit Identification Code                        |
| UJTL     | Universal Joint Task List                       |
| USPFO    | United States Property and Fiscal Office        |
| UU       | Unit User (DRRS-S role)                         |
| WMD-CST  | Weapons of Mass Destruction Civil Support Teams |

## PART II. DEFINITIONS

Assessed Value -- Value entered for each of the Standards, based upon subject matter expert knowledge. (The Observed Value and date, if entered, should be used as a benchmark for the assessed value determination.)

Chemical, Biological, Radiological, Nuclear, and High-yield Explosive Enhanced Response Force Packages -- Package capabilities include command and control, search & extraction, decontamination, medical triage & stabilization, and fatality search & recovery. At least one team located in each of the 10 Federal Emergency Management Agency regions, 17 teams overall.

Civil Authorities -- Elected and appointed officers and employees who constitute the government of the United States, the governments of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, United States territories, and political subdivisions thereof.

Command-linked Tasks -- Discrete activities or actions identified by an organization external to the command or direct authority that must be performed to successfully accomplish the mission. Command-linked tasks are selected by the supported organization and are normally scheduled for training, evaluated, and assessed by the supporting command or direct authority.

Core -- The unit's fundamental capabilities to execute the mission(s) for which they were organized or designed.

Defense Readiness Reporting System - Army -- Provides the readiness status reporting and force registration capabilities necessary to support the Army Force Generation concepts and supporting processes for manning, equipping, training Army units for progressive readiness to conduct full spectrum operations across the spectrum of conflict. The Defense Readiness Reporting System-Army updates and supports the Defense Readiness Reporting System-Strategic by providing the relevant information reported by Army units, to include the unit commander's measurements and assessments regarding the

unit's ability to accomplish its core functions and provide designed capabilities and, when applicable, unit readiness for assigned missions.

Defense Readiness Reporting System Enterprise -- A collaboration of independent Service, Joint, and Office of Secretary of Defense readiness-focused IT applications, combined with readiness-specific authoritative data, all related by a common ability to support readiness reporting and assessment requirements which is collectively referred to as the Defense Readiness Reporting System Enterprise.

Defense Readiness Reporting System Enterprise Strategic -- A top level collection of approved hardware and software components culminating in a web-based user interface. It provides the only strategic tool able to access readiness data and information across the Defense Readiness Reporting System Enterprise.

Derivative classification -- The incorporating paraphrasing, restating, or generating, in a new form, already classified information and marking newly developed material consistent with the classification that applies to the source information.

Emergency Support Functions -- Mechanisms for grouping functions most frequently used to provide Federal support to States and other Federal entities and are a proven and effective way to bundle and manage resources.

Homeland Response Force -- Core capabilities include a substantial command and control element and security, decontamination, search & extraction, medical triage & stabilization, fatality search & recovery, and logistical support. One team located in each of the 10 Federal Emergency Management Agency regions.

Joint Capabilities Assessment and Development Process -- A method for surveying, validating, and prioritizing capability shortfalls and gaps, as well as proposing solutions, which produces products, such as the Prioritized Capability Gap List, used to engage the National Guard in joint resource allocation.

National Incident Management System -- A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector in working together seamlessly and managing incidents involving all threats and hazards – regardless of cause, size, location, or complexity – in order to reduce loss of life, loss of property, and harm to the environment.

National Response Framework -- Covers the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Observed Performance -- Users may enter an Observed Value and an Observed Date if the Standard was observed during a training event, exercise, or real world deployment. The observed value and date will remain valid as long as the rater determines the observation is relevant to the assessment of the Standard (i.e., same personnel, same equipment, same procedures as the last time it was observed).

Quarterly Readiness Report to Congress -- Provides an overall readiness assessment of the ability of Department of Defense to execute the National Military Strategy. Input to the Quarterly Readiness Report to Congress is due to the Office of the Secretary of Defense quarterly.

Unit Identification Code -- A code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

Weapons of Mass Destruction-Civil Support Team -- Teams are available 24/7 for rapid deployment and response operations to assist in preparing for and responding to a Chemical Biological Radiological Nuclear situation. At least one team is located in every State. An additional team is located in California, Florida, and New York for a total of 57 full-time teams.