



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J3/7

DISTRIBUTION: A

CNGBI 3300.02

Issued 13 November 2014

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READINESS REPORTING

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for using Defense Readiness Reporting Systems (DRRS) to report mission readiness and provide Department of Defense leaders with a common operating picture in accordance with (IAW) reference a. The use of a standardized reporting process allows for the accurate collection of near real-time data on National Guard (NG) strengths and deficiencies so the Chief of the National Guard Bureau (CNGB) may advise the Secretary of Defense on readiness of non-federalized NG forces.

2. Cancellation. None.

3. Applicability. This instruction applies to NG registered and measured units, which must participate in mission capability assessments:

a. National Guard Bureau (NGB). This includes the Office of the Chief of the National Guard Bureau (OCNGB) and National Guard Joint Staff (NGJS).

b. Joint Force Headquarters-State (JFHQ-State).

c. Chemical, Biological, Radiological, and Nuclear Response Enterprise. This includes Weapons of Mass Destruction Civil Support Teams; Homeland Response Forces; and Chemical, Biological, Radiological, Nuclear, and High-yield Explosive Enhanced Response Force Packages.

4. Policy. It is NG policy to use the DRRS to report Mission-Essential Tasks and capability assessments; reports that contribute to resource allocation and developing operational and training plans as part of the Chairman's Readiness System (CRS) IAW reference b. In support of the CRS, the NG uses the Defense

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Readiness Reporting System–Strategic (DRRS–S) to collect data for the NG Civil Support Task List (CSTL). The Army National Guard (ARNG) may also use the Defense Readiness Reporting System–Army (DRRS–A).

a. DRRS Levels. In DRRS, a directorate, unit, or mission is assessed, as appropriate, at the following four levels:

- (1) Strategic National.
- (2) Strategic Theater.
- (3) Operational.
- (4) Tactical.

b. DRRS Timelines. In DRRS, assessments are submitted no later than 30 days from the last report, or within 24 hours of the start of an event that requires a change.

5. Definitions.

a. Mission-Essential Tasks are tasks required to support ARNG and Air National Guard (ANG) force capabilities used to accomplish approved missions and assigned plans under the authority of the President (when NG provides combat support to the Services and Combatant Commands) and governors or equivalents (when NG provides civil support to the States, Territories, and the District of Columbia).

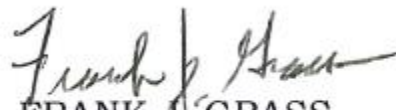
b. The NG CSTL is a list of tasks allowing the NG to provide support to the civil authorities that respond to natural and manmade disasters requiring prevention, protection, mitigation, response, and recovery mission capabilities.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGBI 3300.02.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.



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Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. OCNGB Office Chiefs. Office chiefs will participate in mission capability assessments using DRRS-S, as directed by the VCNGB or delegate.
2. NGJS Directors. Directors will:
 - a. Submit monthly mission capability assessments using DRRS-S, with accurate ratings and adverse issues explained by:
 - (1) Validating that ratings accurately capture supporting comments.
 - (2) Explaining, fully, any joint readiness issues and corrective action taken regarding deficiencies.
 - b. Review directorate Mission-Essential Tasks before DRRS-S submission.
 - c. Jointly conduct, IAW references c and d, a monthly review of reported readiness status on operational mission capacity, deployment examinations, readiness deficiencies, and staff analysis of follow-on resolutions to mitigate reported mission capability gaps or shortfalls (see Appendix A).
 - d. Revise, annually, the NGB Joint Mission Essential Task List (JMETL) in DRRS-S by:
 - (1) Jointly conducting an annual NGJS mission analysis to determine the joint Mission-Essential Tasks (JMET) required for the next fiscal year, using the Universal Joint Task List.
 - (2) Jointly conducting an annual workshop with designated JMETL points of contact, using results from the annual NGJS mission analysis.
 - e. Synchronize NG readiness reporting requirements with the Director of the Army National Guard (DARNG); Director of the Air National Guard (DANG); and The Adjutants General (TAG) and Commanding General of the District of Columbia (CG).
3. Director of Domestic Operations and Force Development (NG-J3/7). In addition to the responsibilities in Paragraph 2, the NG-J3/7 director will:
 - a. Oversee the NG readiness reporting process in support of the CRS.

b. Conduct a monthly review of the reported readiness status of the NG to identify critical readiness deficiencies, assess strategies for rectifying these deficiencies, and incorporate these strategies in program, resource, and budget planning (see Appendix A).

c. Coordinate the use of NG readiness reports with the ARNG, ANG, and other Federal organizations to meet compatible readiness requirements.

d. Recommend the strategic mission capability assessment to CNGB for inclusion in the Quarterly Readiness Report to Congress (QRRC).

e. Create, maintain, and distribute the NG CSTL.

f. Provide DRRS-S training for the NGJS and JFHQs-State.

4. DARNG. The DARNG will:

a. Ensure the NGB ARNG submits monthly mission capability assessments using DRRS-A, with accurate ratings and adverse issues explained by:

(1) Validating that ratings accurately capture supporting comments.

(2) Explaining, fully, any joint readiness issues and corrective action taken regarding deficiencies.

b. Contribute, as needed, to the NGJS monthly readiness review.

c. Participate in the annual revision of the NGB JMETL.

d. Synchronize Army and ARNG readiness reporting requirements with the NGJS, DANG, TAGs, and CG.

e. Contribute ARNG-related input for the QRRC to the Director of NG-J3/7.

5. DANG.

a. Ensure the NGB ANG submits monthly mission capability assessments using DRRS-S, with accurate ratings and adverse issues explained by:

(1) Validating that ratings accurately capture supporting comments.

(2) Explaining, fully, any joint readiness issues and corrective action taken regarding deficiencies.

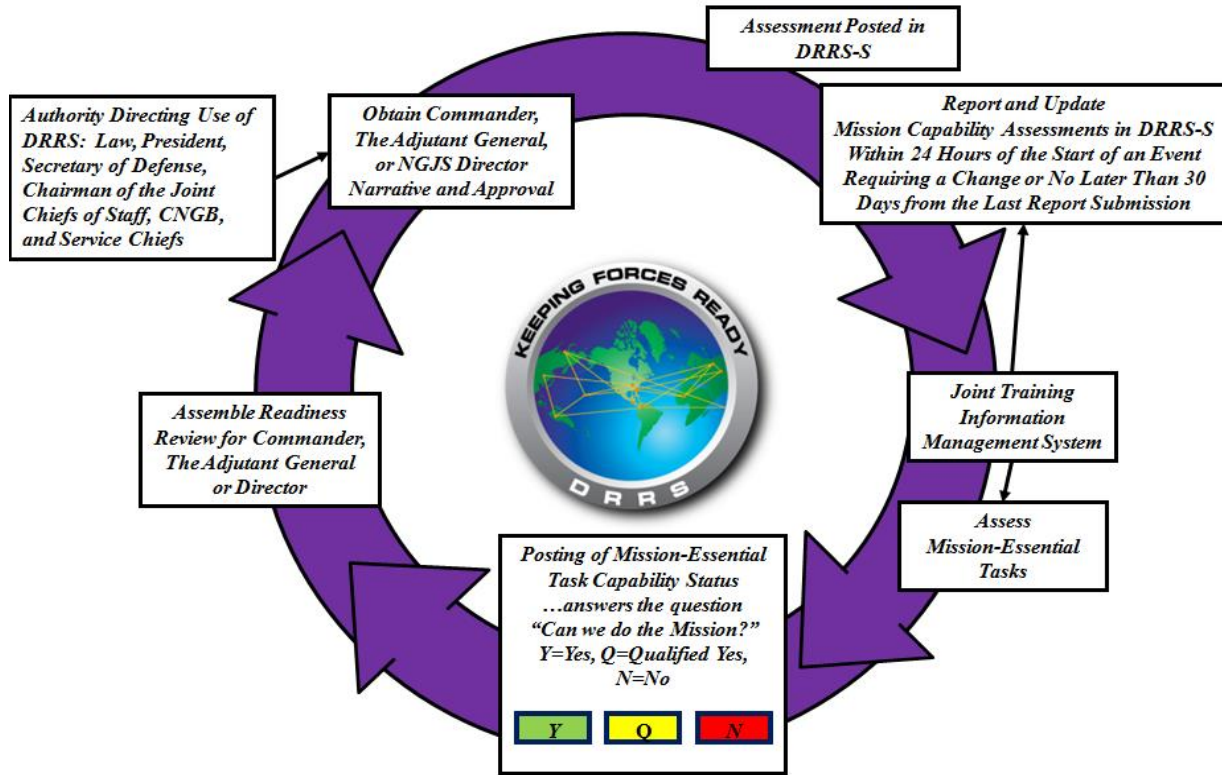
b. Contribute, as needed, to the NGJS monthly readiness review.

- c. Participate in the annual revision of the NGB JMETL.
 - d. Synchronize Air Force and ANG readiness reporting requirements with the NGJS, DARNG, TAGs, and CG.
 - e. Contribute ANG-related input for the QRRC to the Director of NG-J3/7.
6. TAGs and CG. TAGs and CG will:
- a. Ensure that JFHQs-State and other registered and measured units in the States submit monthly mission capability assessments using DRRS-S (see Appendix A), no later than 30 days from the last report submission, with accurate ratings and adverse issues explained by:
 - (1) Validating that ratings accurately capture supporting comments.
 - (2) Explaining, fully, any joint readiness issues and corrective action taken regarding deficiencies.
 - b. Direct commanders to update mission capability in DRRS-S within 24 hours of the start of an event requiring a change.

APPENDIX A TO ENCLOSURE A

MONTHLY REVIEW OF REPORTED READINESS

**National Guard Monthly Readiness Review Process
Use of the Defense Readiness Reporting System (DRRS)**



The only exception to this figure is that ARNG and ANG units will report IAW Service-directed timelines IAW references e, f, and g—however, reports will be current in the system at all times and will not impact the NGJS aggregation of readiness.

Figure 1. NG Monthly Readiness Review Process

APPENDIX B TO ENCLOSURE A

JOINT TRAINING SYSTEM

1. DRRS is used as part of the Joint Training System (JTS). The JTS enables mission predictability to promote a collaborative effort to provide an integrated, requirements-based method for aligning training programs with assigned missions consistent with command priorities and available resources. DRRS is joined with the Joint Training Information Management System (JTIMS) and Joint Lessons Learned Information System (JLLIS) to form the core of the JTS.

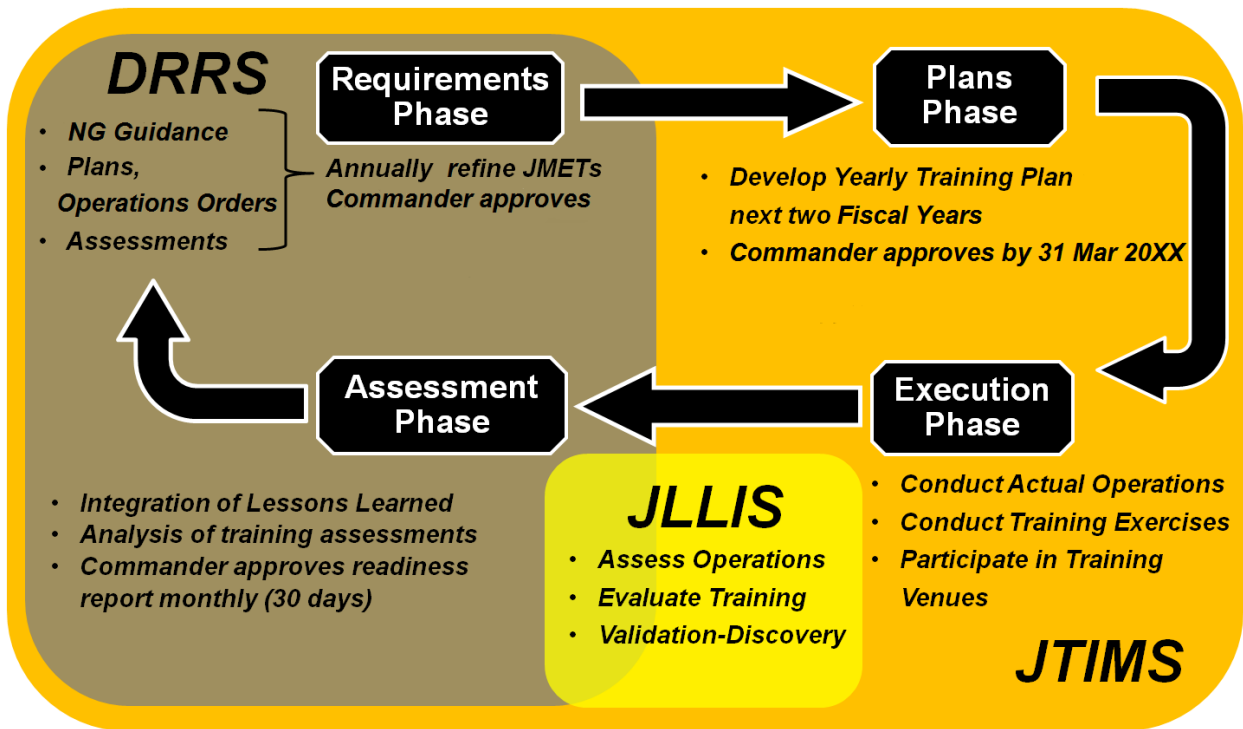


Figure 2. DRRS Role in JTS

2. The JTS is a four-phased approach to appropriately aligning and integrating applicable joint concepts and solutions, with lessons learned and emerging doctrine, into joint training that addresses joint mission readiness as well as joint force development requirements.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. DoD Directive 7730.65, 03 June 2002, Certified Current, 23 April 2007
“Department of Defense Readiness Reporting System (DRRS)”
- b. CJCS Guide 3401D, 15 November 2010, Certified Current, 25 November 2013, “CJCS Guide to the Chairman’s Readiness System”
- c. CJCS Instruction 3401.01E, 13 April 2010, Certified Current, 19 May 2014, “Joint Combat Capability Assessment”
- d. CNGB Instruction 3300.01, 20 March 2014, “Charter of the National Guard Joint Readiness Working Group”
- e. DA Regulation 220-1, 15 April 2010, “Army Unit Status Reporting and Force Registration–Consolidated Policies”
- f. DA Pamphlet 220-1, 16 November 2011, “Defense Readiness Reporting System–Army Procedures”
- g. AF Instruction 10-252, 25 April 2014, “Defense Readiness Reporting System”

PART II. RELATED

- h. DoD Directive 5105.77, 21 May 2008, “National Guard Bureau (NGB)”
- i. DoD Instruction 7730.66, 08 July 2011, “Guidance for the Defense Readiness Reporting System (DRRS)”
- j. CJCS Instruction 3401.02B, 31 May 2011, Certified Current, 15 November 2013, “Force Readiness Reporting”
- k. DA Regulation 525-29, 14 March 2011, “Army Force Generation”

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CG	Commanding General of the District of Columbia
CNGB	Chief of the National Guard Bureau
CRS	Chairman's Readiness System
CSTL	Civil Support Task List
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DRRS	Defense Readiness Reporting Systems
DRRS-A	Defense Readiness Reporting System-Army
DRRS-S	Defense Readiness Reporting System-Strategic
IAW	In Accordance With
JFHQ-State	Joint Force Headquarters-State
JLLIS	Joint Lessons Learned Information System
JMET	Joint Mission-Essential Tasks
JMETL	Joint Mission Essential Task Last
JTIMS	Joint Training Information Management System
JTS	Joint Training System
NG	National Guard
NGB	National Guard Bureau
NG-J3/7	Directorate of Domestic Operations and Force Development
NGJS	National Guard Joint Staff
OCNGB	Office of the Chief of the National Guard Bureau
QRRC	Quarterly Readiness Report to Congress
TAG	The Adjutants General

PART II. DEFINITIONS

(SEE PARAGRAPH 5)