



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

IN REPLY REFER TO

OPNAVINST 1571.1
N095
04 Nov 99

OPNAV INSTRUCTION 1571.1

From: Chief of Naval Operations

Subj: INNOVATIVE READINESS TRAINING (IRT) IN SUPPORT OF
ELIGIBLE ORGANIZATIONS AND ACTIVITIES OUTSIDE THE
DEPARTMENT OF DEFENSE

Ref: (a) 10 U.S.C Section 2012
(b) DoD Directive 1100.20 of 30 Jan 97 (encl in ref (c))
(c) SECNAVINST 1571.2 (NOTAL)

Encl: (1) Indemnification Provisions Format
(2) Request for Approval to Conduct Civil-Military Training Format
(3) Training Costs Analysis Example
(4) After Action Report Format

1. Purpose. To issue guidance for the use of Navy units and personnel in civil-military IRT that results in support and service for eligible organizations and activities outside the Department of Defense (DoD), which are not otherwise prohibited by law.

2. Policy. Under the authority of reference (a) and as stated in reference (b), it is DoD policy that units and personnel of the Armed Forces may be used to assist eligible organizations and activities in addressing community and civic needs when such assistance is incidental to military training or is otherwise authorized by law. It is Chief of Naval Operations (CNO) policy to support DoD IRT initiatives consistent with collective and individual training requirements.

3. Background. IRT is the term primarily applied to four types of assistance that may be offered by military components: healthcare services, general engineering, infrastructure support, and transportation. The Navy includes units and personnel that are trained to provide these services and support as part of their mission. Units and personnel of the Navy may be used to assist certain non-DoD organizations and activities, as identified in reference (b), in addressing community and civic needs of the United States, its territories and possessions, and

the Commonwealth of Puerto Rico, when such assistance is incidental to military training or is otherwise authorized by law. Support and services provided under this authority shall meet the following criteria:

a. Be based on a valid request for assistance from a responsible official of an eligible organization to which the assistance is provided. A responsible official is an individual authorized to represent the organization or activity regarding the matter of assistance to be provided.

Eligible organizations include:

(1) Any Federal, regional, State, or local government entity.

(2) Youth and charitable organizations specified in Section 508 of Title 32 USC. Those organizations are:

- (a) The Boys Scouts of America.
- (b) The Girl Scouts of America.
- (c) The Boys Clubs of America.
- (d) The Girls Clubs of America.
- (e) The Young Men's Christian Association.
- (f) The Young Women's Christian Association.
- (g) The Civil Air Patrol.
- (h) The United States Olympic Committee.
- (i) The Special Olympics.
- (j) The Campfire Boys.
- (k) The Campfire Girls.
- (l) The 4-H Club.
- (m) The Police Athletic League.

(3) Any other entity as may be approved by the Secretary of Defense on a case-by-case basis. The organization's by-laws and tax exempt status must be included in the proposal package in order for Secretary of Defense to determine if the organization is eligible for assistance.

b. Be consistent with the national policy of enhancing military readiness and avoiding competition with the private sector.

c. Be coordinated among the Military Departments and other Federal, State, and local agencies to avoid duplication.

d. Accomplish valid unit training requirements or the assistance provided shall involve tasks directly related to the specific Naval Officer Billet Classification (NOBC)/Naval Enlisted Classification (NEC) of the member in the case of assistance by an individual member. The requirement that the project accomplish valid training requirements does not apply in cases where the total amount of assistance on a particular project is less than 100 man-hours and consists primarily of manpower.

e. The provision of assistance shall not adversely affect the quality of training, or otherwise interfere with the ability of members or units to perform their military duties.

4. Discussion. Requests for IRT assistance can be received in different ways. A request from an eligible organization may be received at a unit, or an Active or Reserve Component staff. If the request follows the guidelines set forth in this instruction the unit will prepare and forward a submission package.

This program is a partnership between the requesting community organizations and the Navy; therefore, resource support is a shared responsibility. Funding requirements must be specific. Project Lead Agents should caution requesting agencies that submitting a project proposal does not guarantee a project will be funded. The Project Lead Agent shall be the senior military member directly involved with the IRT project and the single point of contact for each IRT project.

a. All IRT project submissions shall:

(1) Consist of activities essential to the accomplishment of military readiness training and offer incidental benefits to the community in which the training activities occur. The total

cost for each project must be determined, including both the costs borne by the Navy from its own accounts and those costs that are borne by defense-wide accounts.

(2) Provide support and services that:

(a) in the case of assistance by a unit, will accomplish valid unit training requirements, and

(b) in the case of assistance by an individual member, will involve tasks related to the specific NOBC/NEC of the member and fall within the member's scope of duties.

(3) Be conducted in a Federally funded training status such as Title 10 or Title 32 U. S. Code.

(4) Not endorse, or favor any non-governmental entity (whether profit or non-profit), commercial venture, religion, sect, religious or sectarian group, or quasi-religious or ideological movement.

b. All medical IRT project submissions shall:

(1) Identify the Federal, regional, State, or local governmental civilian health organization (CHO) governing entity that agrees to all medical/healthcare procedures and activities performed by military personnel. The CHO shall conform to all applicable Federal, State, and local laws that regulate healthcare delivery within the state or territory, and all state practice acts specific to the participating healthcare professionals.

(a) Military personnel shall follow the military regulations specific to participating healthcare professionals. If there is a difference between the state practice acts and military regulations, the strictest application shall apply to the military healthcare personnel participating.

(b) Active duty military health care providers providing services under an approved medical IRT project are performing authorized duties within meaning of 10 U.S.C. Section 1094(d) and are not required to be licensed in the state in which the project is conducted so long as the provider holds a current, unrestricted license from another state, the District of Columbia, or a Commonwealth, territory or possession of the United States.

(2) Be conducted when all participating military personnel:

(a) In direct contact with the patient population, use universal body substance isolation precautions as developed by the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA).

(b) Have completed required immunizations (to include Hepatitis B series) in accordance with service regulations.

(c) Have a current negative Human Immunodeficiency Virus (HIV) test in accordance with service regulations.

(3) Request and gain designee status from Director of Health Affairs for Deputy Assistant Secretary of the Navy (Manpower and Reserve Affairs) prior to submittal to CNO (N095).

(4) Include the indemnification provisions of enclosure (1) signed by a responsible official acting on behalf of the civilian entity.

5. Program Management. The DoD program sponsor is Office of the Assistant Secretary of Defense for Reserve Affairs (OASD(RA)) and is responsible for policy and guidance.

a. OASD(RA) will provide a Memorandum of Agreement (MOA) to CNO(N095) at the beginning of each fiscal year after overall project approvals are completed. This MOA serves two purposes. First, it is the agreement between OASD(RA) and CNO(N095) for conducting the approved projects and allocating the associated funding according to fiscal regulations. Second, it lists the approved IRT projects and associated OASD(RA) funding for the fiscal year.

b. Units/personnel may not conduct IRT projects without prior approval. Projects that require supplemental OASD(RA) funding must be approved by OASD(RA). Projects that require no supplemental OASD(RA) funding may be approved by CNO(N095). All units/personnel completing IRT projects must submit an After Action Report to OASD(RA) regardless of the organization approving the project.

c. Units are encouraged, but not required, to establish advisory councils for each IRT project on civil-military

cooperation at the local, State, or regional level. These advisory councils are to be used primarily to explain the capabilities of the unit in relation to the IRT project and the limitations of the IRT Program. Recommendations of advisory councils regarding the type, manner, and scope of community support being requested should be considered, but are not binding upon the Navy.

d. CNO(N095) will not approve nor forward to OASD(RA) incomplete package submissions.

e. OASD(RA) may allocate supplemental funding to Service and Component points of contact for project funding.

Note: Services and Components cannot transfer OASD(RA)-programmed military personnel funding from one Service/Component to another, therefore, OASD(RA) must be able to program to the correct source at the start of the fiscal year.

f. Project Lead Agents are responsible for reporting total project cost in After Action Reports (AAR).

6. Action

a. Director of Naval Reserve (CNO(N095)) shall:

(1) Maintain liaison with OASD(RA) to ensure that Project Lead Agents and other points of contact receive the most up to date program guidance and advance notice of any project-related due dates.

(2) Ensure that the most current information for submission of an IRT project proposal is issued. The format for project proposals is provided in enclosure (2).

(3) Forward project proposals to OASD(RA).

(4) Notify subordinate commands of all approved project proposals.

b. CINCLANTFLT and CINCPACFLT shall:

(1) Establish a program manager to oversee execution of this instruction.

(2) Review and forward project proposals from subordinate commands to CNO(N095).

c. Participating Navy units shall:

(1) Prepare IRT proposal submission packages. A proposal submission package will not be processed if the required information or documentation is missing.

(a) Each project proposal must contain an analysis that proposed project will not result in a significant increase in the cost of training. An example analysis is provided in enclosure (3). There should be no significant increase in the cost of training. Analysis of training costs should include, but is not limited to, cost savings of leasing equipment from the private sector rather than using Navy equipment, post-project equipment maintenance, prolonged equipment service life, and equipment transportation costs.

(b) Each project proposal shall include a review by:

1. Staff Judge Advocate. Each State and organization has unique and specific legal requirements; therefore, a legal review must be accomplished for each project to ensure that these legal requirements are satisfied.

2. United States Property and Fiscal Officer (USPFO) or Federal Budget Officer responsible for obligating and disbursing Federal funding to verify that supplies and equipment items are on the GSA schedule or local purchase and that the prices are fair and reasonable. Also that estimated cost for each project is delineated by Operation and Maintenance (O&M) and Pay and Allowances (P&A) for each Service or Component participating and that fiscal accountability is in accordance with current comptroller directives.

3. Plans, operations and/or training officials.

4. Medical, nursing, or dental officials (if applicable) for regulation compliance.

5. Adjutant General of the project state(s).

6. Inter-governmental agencies (if applicable).

(c) Include (if applicable):

1. Appropriate environmental protection documentation.
2. Coordination with Army Corps of Engineers.
3. Land Use Agreements.

(2) Forward completed proposal submission packages, enclosure (1), to CNO (N095) via the unit's chain of command by 31 January for projects to be completed in the following fiscal year.

(3) Provide a status of actions and funds when required. OASD(RA) will convene a working group of the various military components during the fiscal year to discuss the status of projects. Units are required to provide a status of action and funds to CNO (N095) approximately 15 days in advance of those meetings.

(4) Identify a Project Lead Agent responsible for conducting each project who is responsible for:

1. Obtaining all required documents for package submission.
2. Coordinating with other Service/Component points of contact participating in the project (to include gathering final project costs for After Action Reports).
3. Provide an After Action Report (AAR). After Action Reports (AARs) are required to be submitted within 45 days of project completion. Format for AARs can be found in enclosure (4).

d. Requesting organizations are required to obtain certification of non-competition with other available public and private sector service organizations. Requesting organizations are also required to obtain all other permits and certifications required to complete the project.

e. The CHO shall:

- (1) Provide an on-site supervisor for each exercise.
- (2) Certify that these projects:

(a) Accommodate an identified underserved healthcare need that is not being met by current public or private sector assistance. (The CHO shall provide a description of the criteria used to identify the medically underserved community and the specific services required.)

(b) Are provided in a manner that does not compete with private sector medical/dental/healthcare assistance in the underserved area.

(c) Are fully exempt from all claims for professional malpractice (except intentional acts) which may be claimed, brought, or made as a result of performance of any DoD medical personnel, including physicians, osteopathic physicians, dentists, nurses, and other Department of Defense allied health care providers.

(3) Verify and document the responsible agent (whether military or civilian) ensuring compliance at each operational site for the following:

(a) Medical waste handling and disposal.

(b) Clinical Laboratory Improvement Act (CLIA).

(c) Credentialing/Privileging of Military Health Care Providers to include Basic Life Support and, if applicable, advance trauma/cardiac requirement (the strictest requirement applies).

(d) Emergency evacuation of a "real life incident."

(e) Follow-up care of patients for continuity of care.

(f) Handling of patients' records for continuity of care and privacy act issues.

(4) Identify emergency evacuation by other than military vehicles, except in the event of a life threatening emergency or other urgent circumstance as authorized by Military Service Regulation.

7. Reports. The following reports are approved in accordance with OPNAVINST 5214.2B.

OPNAVINST 1571.1
04 Nov 99

<u>Report Symbol</u>	<u>Title</u>	<u>Paragraph</u>
OPNAV 1571-1	Request for Approval To Conduct Civil-Military Training	6a(2)
OPNAV 1571-2	After Action Report	6c(4) <u>3</u>

J. B. TOTUSHEK
Rear Admiral, U.S. Naval Reserve
Director of Naval Reserve

Distribution:

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INDEMNIFICATION PROVISIONS FOR MEDICAL IRT PROJECT

(Eligible organization letterhead)

(The eligible organization) agrees to provide professional liability (malpractice) coverage in amounts that are reasonable and customary in the community for the appropriate specialty, covering liability for personal injury and property damage, including legal representation and expense resulting from participation by military health care providers in the medical IRT project. This coverage may come from any source, but shall clearly cover the U.S. Navy and its providers participating in the project. (The civilian entity) agrees that if it intends to change such liability coverage during the tenure of this project in a way that will affect the protection provided to the providers or the Navy, then (the civilian entity) will notify the Project Lead Agent in writing, at least 45 days before the effective date of the change, specifying the change intended to be made. (The eligible organization) must provide documentary proof of the insurance coverage prior to the beginning of the medical IRT project.

(The eligible organization) further agrees not to seek indemnification from either the United States, the U.S. Navy, or its participating health care providers for any settlement, verdict, or judgement resulting from any claim or lawsuit arising out of the performance of the medical IRT project.

(Signature of Responsible
Official)

Enclosure (1)

REQUEST FOR APPROVAL TO CONDUCT CIVIL-MILITARY TRAINING FORMAT

(Letterhead)

MEMORANDUM FOR OFFICE OF ASSISTANT SECRETARY OF DEFENSE FOR
RESERVE AFFAIRS

Via: Chief of Naval Operations (N095)

Subj: REQUEST FOR APPROVAL TO CONDUCT THE FOLLOWING
CIVIL-MILITARY FYXX TRAINING

Ref: (a) DoD Directive 1100.20
(b) SECNAVINST 1571.2
(c) OPNAVINST 1571.1

Encl: (1) Letter of Request (required)
(2) Certification of Non-Competition (required)
(3) Environmental Documentation (required)
(4) Training Costs Analysis (required)
(5) Indemnification Provisions (required for medical projects)
(6) Coordination with Army Corps of Engineers (if necessary)
(7) Land-Use Agreement (if necessary)
(8) Organization's By-Laws (if necessary)
(9) Organization's Tax Exempt Status (if necessary)
(Other enclosures as necessary)

1. Per references (a), (b), and (c) the following Innovative Readiness Training (IRT) Project is submitted.

2. DoD Civil-Military IRT Program Category: (check appropriate category)

- a. Engineering/Infrastructure: _____
- b. Medical/Healthcare/Dental and Human Services: _____
- c. Transportation/Other/or Combined (Specify) _____

Enclosure (2)

3. Name, Description, Location(s) and Date(s) of project:

Name	Description	Location(s)	Date(s)

4. Identify all DoD Service/Component personnel participating: (check appropriate block(s))

<input type="checkbox"/>	Navy	<input type="checkbox"/>	Naval Reserve	<input type="checkbox"/>	Army	<input type="checkbox"/>	Army Reserve
<input type="checkbox"/>	Army National Guard	<input type="checkbox"/>	Air National Guard	<input type="checkbox"/>	Marine Corps	<input type="checkbox"/>	Marine Corps Reserve
<input type="checkbox"/>	Air Force	<input type="checkbox"/>	Air Force Reserve	<input type="checkbox"/>	Coast Guard	<input type="checkbox"/>	Coast Guard Reserve

5. Officer responsible for executing the project:

Name: _____
 Rank: _____
 Service/Component: _____
 Command: _____
 Telephone Number (Comm/DSN): _____
 E-mail Address: _____

6. Participating Community, Business, Federal or State Government entity:

7. Civilian Official Requesting Military Assistance/Support: (also attach request letter to submission)

Name: _____
 Organization: _____
 Address: _____
 Telephone Number: _____

8. Service/Component Coordination: (NOTE: DO NOT forward for approval without these coordinations)

a. Staff Judge Advocate: _____

Enclosure (2)

- b. Federal Budget Officer/USPFO: _____
- c. Operations and Training Officer: _____
- d. Medical Corps Officer: _____
- e. State Adjutant General: _____
- f. Inter-governmental (if applicable): _____

9. Certification of Non-Competition with other available public and/or private sector agencies:
(Attach to submission)

10. If applicable: (Attach to submission)

- a. Appropriate environmental documentation.
- b. Coordination with Army Corps of Engineers.
- c. Land Use Agreement.

11. If there are any military healthcare/medical personnel participating in the project, how many, in what capacity?

- a. Number of participants.
- b. Will they be treating DoD healthcare beneficiaries?
- c. Duties to be performed.

12. Mission Essential Training Requirements/Objectives (List Individual and/or Unit):

13. Funding Requirements:

IMPORTANT NOTE: Identify each Service/Component and a Fiscal Point of Contact for IRT for OASD(RA).

a. Service/Component Contribution:

(1) Lead Military Agent: _____

- (a) O&M: _____
- (b) MP&A/RP&A: _____
- (c) Total: _____

b. Participating Service/Component Contribution: (Use an additional sheet if required.)

Enclosure (2)

(1) _____

- (a) O&M: _____
- (b) MP&A/RP&A: _____
- (c) Total: _____

(2) _____

- (a) O&M: _____
- (b) MP&A/RP&A: _____
- (c) Total: _____

c. Requested Additional/Incremental Funding from OASD(RA): (Use an additional sheet if required.)

(1) Lead Military Agent: _____

- (a) O&M: _____
- (b) MP&A/RP&A: _____
- (c) Total: _____

(2) Participating Service/Component (1): _____

- (a) O&M: _____
- (b) MP&A/RP&A: _____
- (c) Total: _____

(3) Participating Service/Component (2): _____

- (a) O&M: _____
- (b) MP&A/RP&A: _____
- (c) Total: _____

d. Points of Contact by Organization to receive funds from OSD: (Use an additional sheet if required.)

(1) POC: _____

(2) POC: _____

Enclosure (2)

(3) POC: _____

14. Analysis and certification of no significant increase in the cost of training. (Enclosure (5))

15. Authorization. All requirements have been met in accordance with the IRT submission package guidelines and DoD Directive 1100.20 dated January 30, 1997. There is no significant increase in training cost to conduct this project.

Signature of Flag Date
Level Commander

Enclosure (2)

TRAINING COSTS ANALYSIS EXAMPLE

Training Costs Analysis				
Item Costs		Training Costs	Projected Project Costs	Savings Incurred
P&A	USN			
	USNR			
	Travel			
Equipment	Maintenance			
	POL			
	Transportation			
	Wear & Tear			
	Leasing			
	Other			
Other				
Total				

In the “Training Costs” column enter data as if the U.S. Navy alone would complete this project without the shared participation of a requesting organization.

In the “Projected Project Costs” column enter the US Navy’s costs with the shared participation of a requesting organization.

In the “Savings Incurred” column enter the difference between the “Projected Project Costs” and the “Training Costs” that occur in the same row. (“Training Costs” minus “Projected Project Costs” equals “Savings Incurred”)

In the “Total” column summate the “Training Costs” column, the “Projected Project Costs” column, and the “Savings Incurred” column.

AFTER ACTION REPORT FORMAT

(Letterhead)

MEMORANDUM

From: Field Activity
To: Office of Assistant Secretary of Defense for Reserve Affairs
Via: Chief of Naval Operations (N095)

Subj: (Name of IRT Project) AFTER ACTION REPORT

Ref: (a) OPNAVINST 1571.1

1. Per reference (a), the following information is provided.

a. Identify project name, location(s), date(s), and short description of project.

b. Identify the number of military participants in each grade category by Service/Component and unit.

EXAMPLE

Grade Category	Service/ Component	Number of Participants	Units(s)
Enlisted	USNR	20	NMCB 21
Enlisted	AFRC	14	Red Horse
Officer	MARFORRES	2	4 th FSSG

c. Identify the type of service(s) with numerical data.

EXAMPLE

Type of Service	Numerical Data
Water Transportation, LCM-8	# of hours logged
Airlift by Aircraft type	# of hours logged
Dental	# of patients

Enclosure (4)

d. Identify all fiscal obligations (O&M and P&A) used to support the entire project. Delineate OASD(RA) funding obligations from Service/Component funding obligations.

EXAMPLE

	RP&A	O&M
OSD Contribution		
Service/Component Contribution		
Total Project Costs		
Subtotal		
Balance		
Percent Obligated		

e. Include any media/public affairs activities and community, state, or congressional involvement.

f. Mission essential training requirements/objectives completed (List Individual and/or Unit):

g. Include any other relevant information.

E. F. GEE