

(dated April 2000)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Innovative Readiness Training (IRT)

I am forwarding for your implementation the Army's policy and procedures for IRT projects (Civil Military Programs), outlined at the enclosure, as described in the DoD Directive 1100.20, Support and Services for Eligible Organizations and Activities Outside the Department of Defense, dated January 30, 1997. Please ensure subordinate units or staff elements that plan, manage or execute IRT projects receive and adhere to this guidance.

The Army point of contact for this policy is Lieutenant Colonel John Sone, at (703) 692-4125, DSN 222-4125, or e-mail at John.Sone@HQDA.Army.mil.

Patrick T. Henry
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

Enclosure

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CF:
OASD(RA)

HQDA POLICY FOR INNOVATIVE READINESS TRAINING

POLICY. IRT projects can create excellent partnerships between the requesting community organizations and the military. This training mission alternative for meeting mobilization readiness requirements can enhance morale and contribute to military recruiting and retention.

However, the primary goal of IRT is to accomplish military readiness training. Benefits to the community must be incidental. Therefore, units of the Army may be used to assist eligible organizations and activities 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 and is authorized by law. Commanders must ensure that IRT does not result in task over-training.

Support and services provided shall protect military readiness, avoid competition with the private sector, and be coordinated with other Services and Army components to avoid duplication. Assistance may be provided if requested by an official of an eligible organization as specified by Section 508, Title 32, United States Code, the assistance is not available from a commercial entity, the support accomplishes mission essential training requirements that prepare Army units for operations in support of the National Military Strategy, the support provided is related to an individual soldier's military occupational specialty (MOS), and the support does not result in an increase in the cost of training. IRT projects will be planned events that are incorporated into future unit training plans and budgets and should not increase the cost of unit training.

The requirement that unit assistance accomplish a mission essential training requirement does not apply where the assistance to be provided consists primarily of military manpower and the total amount of assistance does not exceed 100 man hours. In these instances, most manpower requests will be met by volunteers, and any assistance other than manpower will be extremely limited. Army vehicles may be used, but only to provide transportation of personnel to and from the work site. The use of Army aircraft is prohibited

GUIDANCE. Commanders exercising approval authority must ensure that IRT requests comply with the guidance provided in Section 2012, Title 10, United States Code, DOD Directive 1100.20, and the following DOD implementing guidance memoranda: subject: Policy Memorandum for Department of Defense (DoD) Innovative Readiness Training (DoDD 1100.20), dated August 21, 1998 (Tab A); and subject: Support and Services for Eligible Organizations Outside the Department of Defense, dated July 13, 1999 (Tab B).

IRT REQUESTS THAT REQUIRE APPROVAL BY OASD (RA). IRT projects requests that: (1) seek additional funding from OSD; and/or (2) seek support or services for any non-governmental organization (Federal, regional, state or local) which are not youth/charitable organizations specified in 32 USC 508, or (3) seek to reallocate IRT funds to another IRT project require OASD (RA) approval. MACOMs will revalidate annually all ongoing IRT requests that require approval by OASD (RA) to ensure compliance with Office of the Assistant Secretary of Defense for Reserve Affairs (OASD/RA) policy and guidance. Major Army Commands (MACOMs) will do this by submitting the approved IRT request with any changes that may have occurred during the fiscal year through this office to OASD (RA). Additionally, MACOMs will forward requests for Civil Military Programs received directly from requestors for proposals which lack a military unit sponsor.

APPROVAL AUTHORITY OF ARMY FUNDED IRT PROJECTS NOT REQUIRING OASD (RA) APPROVAL. The authority to approve IRT projects submitted by qualifying non-DOD entities under Section 2012, Title 10, United States Code, and DOD Directive 1100.20 (i.e., Federal, regional, state, or local governmental entities, or youth/charitable organizations specified in 32 USC 508), is delegated to commanders of Major Commands (MACOMs). To streamline the approval process, the Army National Guard and Office, Chief Army Reserve will be considered MACOMs for approval and reporting of Reserve Components IRT projects. Approval authority may be further delegated to commanders of major subordinate commands, but may not be delegated further.

PROCESSING OF IRT PROJECT REQUESTS THAT ARE ARMY FUNDED AND DO NOT REQUIRE OASD (RA) APPROVAL. All IRT projects must be requested in writing, reviewed for full compliance with appropriate guidance, and approved in advance of initiation by the approval authority. Tab A contains the forms required to request IRT project approval. IRT packages require review and endorsement by the Staff Judge Advocate/Legal Officer; U. S. Property and Fiscal Officer or Federal Budget Officer; and Plans, Operations and Training officials. Additional endorsements may be required, when applicable, from medical, nursing, or dental officials; adjutant general of the project state; or inter-governmental agencies. Each packet must also include a cost analysis of the proposed project identifying the total program cost for each project, including costs that are borne by the military departments from their own accounts and those costs borne by defense wide accounts. The requesting commander must certify that the project will not increase the cost of the training above the amount the event would cost if it were conducted independent of an IRT project. All IRT submission packets must be approved by a general officer.

OASD(RA) requires that all IRT projects be tracked. Therefore, MACOMs will maintain a tracking log for all IRT approved at the MACOM or lower level, by fiscal

year. MACOMs will provide a copy of this log to OASA(M&RA) electronically upon request.

AFTER ACTION REPORTS/OTHER REQUIRED REPORTS. An After Action Report (AAR) must be completed for every IRT project. Forward all AARs through the chain of command and this office to OASD (RA) within 60 days of the project's completion. Follow the format in paragraph G of the OASD (RA) guidelines (Tab A). The mailing address for this office is: The Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), ATTN: SAMR-RAMRT, 111 Army Pentagon, Washington, DC 20310-0111. Additionally, the Army National Guard and Office, Chief Army Reserve will provide IRT approvals and AARs to Forces Command (FORSCOM), U. S. Army Pacific (USARPAC), or U. S. Army Special Operations Command (USASOC) as appropriate. In keeping with their training readiness oversight responsibilities as force providers and to ensure the Army is meeting the intent of Congress and the Department of Defense, FORSCOM, USARPAC, and USASOC will report to this office by September 30th each year an evaluation of the value of the training received by Army units and individuals conducting IRT projects. This office will use those reports to provide feedback, guidance, and policy.

ARMY FUNDED IRT PROJECTS CROSSING MULTIPLE YEARS THAT DO NOT REQUIRE OASD (RA) APPROVAL. Multiple IRT project requests may be packaged as a single IRT project and receive one approval when the request is from single organization and the support that will be provided comes from a single approval authority.

ARMY FUNDED MULTIPLE IRT PROJECTS THAT DO NOT REQUIRE OASD (RA) APPROVAL. A single approval is required for multiple IRT projects from a requesting organization that uses the same unit of the same training requirement. The units will submit an AAR after completion of each project. The requesting authority will revalidate the project before the beginning of each new fiscal year, and specifically address any changes to (1) eligibility of the requesting organization, (2) environmental considerations, and (3) statements of non-competition.

ARMY FUNDED LONG-TERM ASSOCIATION WITH QUALIFYING NON-DOD AGENCIES. Units may execute a memorandum of understanding (MOU) with qualified non-DOD Agencies for an extend period of time provided that (1) the MOU includes as an enclosure the "Request for Approval to Conduct the Following Civil-Military FYXX Training," (2) the unit submits an AAR after the completion of each project, and (3) the requesting unit revalidates the project before the beginning of each new fiscal year addressing eligibility of requesting organizations, environmental considerations and statements of non-competition.

Enclosures