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Personnel

**CIVIL-MILITARY INNOVATIVE READINESS
TRAINING (IRT)**

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This is the initial publication of this Air Force Instruction.

This instruction implements AFD 36-22, Military Training. It outlines eligibility, implements policy and assigns responsibilities for the use of units and personnel of the Air Force and its Reserve Components (RC) under the jurisdiction of the Secretary of the Air Force in civil-military innovative readiness training (IRT) activities that result in support and services for eligible organizations and activities outside the Department of Defense, which are not otherwise prohibited by law. It carries out the tenets of DoD Directive 1100.20, *Support and Services for Eligible Organizations and Activities Outside the Department of Defense*, dated 30 January 1997; and Section 2012 of Title 10, United States Code (U.S.C.). Ensure that all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, Records Disposition Schedule.

1. Policy

1.1. Units and personnel of the Air Force (under the jurisdiction of the Secretary of the Air Force) may be used to assist certain eligible non-DoD organizations and activities, as identified in DoD Directive 1100.20, 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. The list of eligible non-DoD organizations and activities are designated in USC Title 10, Section 508 as: Boy Scouts, Girl Scouts, Boys Clubs, YMCA, YWCA, CAP, US Olympic Committee, Special Olympics or any other entity approved by the Secretary of Defense. The Directive does not authorize the use of units and personnel for civilian law enforcement purposes nor for response to natural or manmade disasters.

1.2. Civic and community assistance provided shall be accomplished through IRT activities, and shall be accomplished primarily, but not exclusively, by personnel in the areas of healthcare services, transportation, general engineering, and infrastructure support and assistance.

1.3. Support and services provided under authority of Title 10, Section 2012, U.S.C. shall:

1.3.1. Be consistent with the national policy of protecting military readiness and avoiding competition with the private sector.

1.3.2. Be coordinated among the Military Departments and other Federal, State, and local agencies involved with the IRT Project/Activity to avoid duplication.

1.3.3. Contribute, whenever possible and appropriate, to the protection and assurance of critical local, State, regional, and national infrastructure.

1.4. If a specific request for support and services is received, assistance may be provided only if:

1.4.1. Assistance is requested by a responsible official of the eligible organization or activity to which the assistance is to be provided. A responsible official is an individual authorized to represent the organization or activity regarding the matter of assistance to be provided. Examples include a request from a state agency, i.e., hospital, school, museum; the mayor of a city; or a county government official.

1.4.2. Unit officials must coordinate with civilian officials to ensure that assistance meets a valid community need and does not duplicate other available public services.

1.4.3. Assistance is not reasonably available from a commercial entity or, if available, the responsible official submitting the request for assistance certifies that the commercial

entity that would otherwise provide such services agrees to the provision of such services by the Armed Forces. The determination of reasonable availability of assistance from a commercial entity may take into account whether the requesting organization or activity would be able, financially or otherwise, to address the specific civic or community need(s) without the assistance of the Armed Forces.

1.5. Assistance may be provided only if:

1.5.1. The assistance provided accomplishes valid unit training requirements and the assistance provided complies with the policies, procedures, and responsibilities of the references in attachment one.

1.5.2. The assistance provided involves tasks directly related to the specific Air Force Specialty Code (AFSC) of the individual member.

1.5.3. The requirement that the military assistance must accomplish valid unit training does not apply in a case in which the unit assistance consists primarily of military manpower, and the total amount of such assistance on a particular project does not exceed 100 man-hours. In these particular instances, most manpower requests will be met by volunteers, and that any assistance other than manpower will be extremely limited. Government vehicles may be used, but only to provide transportation of personnel to and from the work site. The use of military aircraft is prohibited.

1.6. The provision of assistance shall not adversely affect the quality of training, or otherwise interfere with the ability of a member or unit of the Air Force to perform their military functions.

1.6.1. The provision of assistance shall not result in a significant increase in the cost of training.

2. Responsibilities.

2.1. The Secretary of the Air Force (SAF), through the Deputy Assistant Secretary for Reserve Affairs, shall:

2.1.1. Develop, coordinate, and oversee the implementation of Air Force policy for IRT activities.

- 2.1.2. Serve as Air Force focal point for all IRT activities conducted under authority of Title 10, Section 2012 and coordinate with service focal points.
- 2.1.3. Monitor IRT activities conducted by the Air Force under the authority of Title 10, Section 2012 to ensure compliance with guidance and policy requirements stated in this instruction.
- 2.1.4. Serve as Air Force principal point of contact with the Congress of the United States concerning IRT policy, procedures, and implementation, including coordinating responses to Congressional inquiries on behalf of the Secretary of the Air Force, and preparing and submitting any required reports to the Congress regarding the IRT activities conducted under the authority of Title 10, Section 2012.
- 2.1.5. Serve as the coordinating agency with OASD/RA and major commands or headquarters.
- 2.1.6. Approve IRT activities and ensure commanders of units or personnel participating in approved IRT activities determine the type, manner, and means of assistance provided is consistent with valid training requirements, or related to the specific AFSC of the individual member.
- 2.1.7. Ensure, in the case of healthcare assistance, that activities comply with all applicable local, State, Federal, and military requirements governing the qualifications of participating military healthcare providers, and regulating the delivery of healthcare in the particular locale, State or region where a medical IRT activity is to be conducted. Medical personnel will provide assistance under the supervision of qualified civilian medical personnel that represent the qualified organization. The most stringent requirements shall prevail when a conflict exists.
- 2.1.8. Develop and prescribe, as appropriate, after-action reporting requirements to be conducted by units and personnel under SAF jurisdiction.
- 2.1.9. Encourage and facilitate the establishment of advisory councils on civil-military cooperation, when feasible, at the local, State, or regional levels.
- 2.1.10. Forward to OASD/RA for review and consideration all requests for services received by the Air Force, the Air National Guard and Air Force Reserve from any non-eligible requester. Such requests will be considered provisional until formal adjudication by OSD on the requester's eligibility. No support may be provided while eligibility status is pending or until the requester is approved by the Secretary.
- 2.1.11. Ensure that each project that is proposed to be conducted in accordance with Section 2012 of Title 10 U.S.C. (regardless of whether additional funding from the Secretary of Defense is sought) is requested in writing, reviewed for full compliance with that section, and approved in advance of initiation by SAF/MIR, and, in the case of a project that seeks additional funding from the Secretary of Defense, by the Secretary of Defense.

3. Procedures.

- 3.1. Requests for approval to conduct any IRT initiative must be accomplished IAW [attachment 2](#).
 - 3.1.1. SAF/MIR will submit the completed, approved requests to conduct Military Training to OSD/RA for tracking and funding (if required).
- 3.2. Funding (refer to [attachment 2](#)).

3.2.1. Civil-Military IRT funding, provided by OSD/RA, is intended to augment the Services/Components training costs for their military readiness mission that may be associated with a project. It is not intended to support significant overhead/management costs. Any overhead costs need to be directly correlated and combined with the specific IRT program/project in which it supports and retained by each Service/Component in total or by each specific project at any organizational level. (Overhead is defined as funding in support of the overall Civil-Military Innovative Readiness Training program, whether O & M, Milpers, or combined.)

3.2.2. Criteria for approval and/or funding will be based upon:

3.2.2.1. Proposal submitted and completed in accordance with the appropriate fiscal year submission instructions. NOTE: IRT activities will not result in a significant increase in the cost of the training.

3.2.2.2. Availability of funding to support request.

3.3. Memorandums of Agreement (MOA). OASD/RA provides MOAs to organizations at the beginning of each fiscal year after overall project approval.

3.4. Reporting requirements during the project and upon project completion.

3.4.1. After-action reports are due 60 days after project completion and should include all budget information for OSD/RA funded and unfunded projects; a summary of training completed; a summary of the assistance provided; and copies of any media coverage on the assistance. At a minimum, assess the degree to which completed IRT activities have contributed to individual and unit mission readiness and training, and whether the IRT activity addressed the intended community or civic need(s).

3.4.2. Costs shown in after-action reports must equal original submission or the report must explain why it doesn't.

3.4.3. Interim reports are not necessary for funded projects unless the project is interrupted, modified,* or halted. NOTE* Send requests for modification by fax, email or telephone to OSD/RA, but don't proceed with any modification until it is approved.

3.4.3.1. In this case, file reports within 30 days of project cessation.

RUBY B. DEMESME,
Assistant Secretary of the Air Force (Manpower,
Reverse Affairs, Installation and Environment)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Section 2012 of Title 10, United States Code

DoD Directive 1100.20, Support and Services for Eligible Organizations and Activities Outside the Department of Defense, January 30, 1997

DoD Directive 3025.12, Military Assistance for Civil Disturbances, February 4, 1994

DoD Directive 5525.5, DoD Cooperation With Civilian Law Enforcement Officials, January 15, 1986

Secretary of Defense Memorandum, Military Assistance to Civilian Authorities, December 12, 1995

DoD Directive 3025.1, Military Support to Civil Authorities, January 15, 1993

DoD Directive 2000.15, Support to Special Events, November 21, 1994

DoD Directive 1000.15, Private Organizations on DoD Installations, September 22, 1978

DoD 5500.7-R, Joint Ethics Regulation, August 1993, authorized by DoD Directive 5500.7, August 30, 1993

DoD Directive 5410.18, Community Relations, July 3, 1974

DoD Directive 4500.9, Transportation and Traffic Management, January 26, 1989

DoD 4515.13-R, Air Transportation Eligibility, November 1994, authorized by DoD Directive 4500.9 January 26, 1989

DoD Regulation 4500.36R, Management, Acquisition, and Use of Motor Vehicles

DoD Regulation 4500.9R, Defense Transportation Regulation

Appendix II of Title 5, United States Code, Federal Advisory Committee Act, October 6, 1972

Title 41, Code of Federal Regulations, Part 101-6, Federal Advisory Committee Act, current edition

Secretary of Defense Memorandum, Delegation of Authorities and Assignment of Duties Under the National Defense Authorization Act for Fiscal Year 1996, March 13, 1996

DoD Directive 1322.18, Military Training, January 9, 1987

DoD Directive 6000.12, Health Services Operations and Readiness, April 29, 1996

Section 508 of Title 32, United States Code

Abbreviations and Acronyms

SAF—Secretary of the Air Force

IRT—Innovative Readiness Training

AFSC—United States Air Force specialty code

OASD(RA)—Office of the Assistant Secretary of Defense (Reserve Affairs_

MAJCOM—Major Command

MOA—Memorandum of Agreement

AAR—After-action report

CMIRT—Civil-Military Innovative Readiness Training

USPFO—United States property and fiscal officer

FBO—Federal budget officer

P&A—Pay and Allowances

O&M—Operational and Maintenance

Terms

Eligible non-DoD organizations and activities—Any Federal, regional, State, or local governmental entity; youth and charitable organizations specified in Section 508 of Title 32; such as the Boy Scouts, Girl Scouts, Boys Clubs, YMCA, YWCA, CAP, US Olympic Committee, Special Olympics, or any other entity approved by the Secretary of Defense on a case-by-case basis. (Title 10 U.S.C. 2012 (e))

Training—Activities that impart, enhance, or maintain individual or group military skills needed to perform assigned missions in support of national objectives.

Attachment 2**INNOVATIVE READINESS TRAINING (IRT) PROGRAM GUIDELINES**

A2.1. General : These guidelines apply to any IRT project conducted under the authority of Section 2012 of Title 10, U.S. C. and DoD Directive 1100.20, dated January 30, 1997. A General Officer level signature is required on all project submissions. Each state and organization has unique and specific legal requirements, therefore a legal review must be accomplished, by the unit SJA, for each project to ensure that these legal requirements are satisfied. DoD and military leadership must ensure they afford only the best support and services to the civilians they serve.

A2.2. PROGRAM TITLE : Civil-Military Innovative Readiness Training (IRT). This program is a partnership between requesting community organizations and the military, therefore resource support is a “shared” responsibility. Individual IRT projects provide commanders another opportunity to meet their mobilization readiness requirements, enhance morale, and contribute to military recruiting and retention. As in overseas deployments, these projects should be incorporated into future unit training plans and budgets.

A2.3. FUNCTIONAL AREAS : Engineering, Medical/Healthcare/Human Services, Transportation. The exception to this is for projects that fall under section 1.5.3.

A2.4. AUTHORITY : Department of Defense Directive 1100.20, “ Support and Services for Eligible Organizations and Activities Outside the Department of Defense,” January 30, 1997.

A2.5. TERM AND CONDITIONS : Approval to execute these projects is based on the following terms:

All IRT project submissions shall: (Note: the following 11 factors cover both guidelines (A2.5.1 - A2.5.4) and requirements (A2.5.5 - A2.5.11))

A2.5.1. Consist of activities **fundamental** to the accomplishment of military readiness training and offer **incidental** benefits to the community in which the training activities occur.

A2.5.2. 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 directly related to the specific military occupational specialty of the member and fall within the member’s scope of duties.

A2.5.3. Be conducted in a federally-funded training status under Title 10 or Title 32, U.S.C. **NOTE:** The Federal Tort Claims Act applies to personnel operating within the scope of his or her duty for approved IRT projects for members in Title 10 or Title 32 status.

A2.5.4. 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, except as permitted under 10 U.S.C. 2012 and 32 U.S.C. 508.

A2.5.5. Identify a military officer responsible for conducting each project who will be responsible for:

A2.5.5.1. Obtaining all required documents for package submission, and

A2.5.5.2. Coordinating with other Service/Component POCs participating in the project (to include gathering final project costs for after-action reports).

A2.5.6. Include certification of non-competition with other available public and private sector service organizations.

A2.5.7. Include review and endorsement by the military:

A2.5.7.1. Staff Judge Advocate/Legal Officer

A2.5.7.2. United States Property and Fiscal Officer (USPFO) or Federal Budget Officer responsible for obligating and disbursing federal funding to verify that:

A2.5.7.2.1. Supplies and equipment items are on the GSA schedule or local purchase and that the prices are fair and reasonable

A2.5.7.2.2. 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

A2.5.7.2.3. Fiscal accountability is in accordance with current comptroller directives

A2.5.7.3. Plans, Operations, and Training officials

A2.5.7.4. Medical, Nursing, or Dental officials (if applicable) for regulation compliance

A2.5.7.5. Adjutant General of the project state(s) (ANG Projects only)

A2.5.7.6. Inter-governmental agencies (if applicable)

A2.5.8. Include (if applicable):

A2.5.8.1. Appropriate Environmental Protection Documentation

A2.5.8.2. Coordination with the Army Corps of Engineers

A2.5.8.3. Land Use Agreements

A2.5.9. Identify emergency evacuation of civilians (if applicable) by other than military vehicles, except in the event of a life-threatening emergency or other exigent circumstance as authorized by Regulation.

A2.5.10. All Medical IRT project submissions shall: 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. Military personnel shall follow the military regulations specific to the healthcare professionals participating, however, if there is a difference between the state practice acts and military regulations, the strictest application shall apply to the military healthcare personnel participating.

The CHO Lead is to provide an on-site supervisor for each exercise.

A2.5.10.1. The CHO shall certify that these projects:

A2.5.10.1.1. Accommodate an identified healthcare need that is not being met by current public or private sector assistance.

(The CHO shall provide a description of the criteria they use to identify the medically underserved community and the specific services they require.)

A2.5.10.1.2. Are provided in a manner that does not compete with private sector medical/dental/healthcare assistance in the underserved area.

A2.5.10.2. The CHO verifies and documents the responsible agent (whether military or civilian) ensuring compliance for each operational site for the following:

A2.5.10.2.1. Medical waste handling and disposal.

A2.5.10.2.2. Clinical Laboratory Improvement Act (CLIA).

A2.5.10.2.3. Credentialing and privileging of military health care providers to include basic life support and, if applicable, Advance Trauma/Cardiac requirement - the strictest requirement applies.

A2.5.10.2.4. Emergency evacuation of a “real life incident”.

A2.5.10.2.5. Follow-up care of patients for continuity of care.

A2.5.10.2.6. Handling of patients’ records for continuity of care and Privacy Act issues.

A2.5.11. Be conducted when all participating military personnel:

A2.5.11.1. In direct contact with the patient population, use universal body substance isolation precautions as developed by the Center for Disease Control and Occupational Safety and Health Act.

A2.5.11.2. Have completed required immunizations (to include the Hepatitis B series) IAW their service regulations.

A2.5.11.3. Have a current negative Human Immunodeficiency Virus (HIV) test IAW their service regulations.

A2.5.11.4. Have a current Tuberculin (IPPB) test.

A2.6. PROGRAM MANAGEMENT : The DoD program sponsor is the Office of the Assistant Secretary of Defense for Reserve Affairs, responsible for policy and guidance oversight.

A2.6.1. SAF/MIR and OASD/RA will not approve incomplete package submissions.

A2.6.2. Organizations may not conduct projects without SAF/MIR and OASD/RA approval.

A2.6.3. OASD/RA will provide Memorandums of Agreement (MOA) to organizations at the beginning of each FY after overall project approvals.

A2.7. FUNDING AND COST ACCOUNTING:

A2.7.1. OASD/RA may allocate supplemental funds to service and component fiscal points of contact (POC).

A2.7.2. Project lead agents are responsible for **identifying all funds and fiscal POCs** to receive the funding.

(NOTE: Services and Components cannot transfer the OASD/RA programmed MILPERS 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)

A2.7.3. Project Lead Agents are responsible for reporting **total project cost** to OASD/RA, through SAF/MIR, using **After Action Reports (AARs)** as described, below.

A2.8. Services and Components are responsible for identifying a procedure that determines whether conducting the IRT project causes a “significant increase in the cost of training “ (DoDD1100.20, para D4b(3)).

A2.9. AFTER ACTION REPORTS FOR OASD/RA

A2.9.1. Forward to OASD/RA through SAF/MIR no later then 60 days after project completion.

A2.9.2. Participating units shall forward their AAR information to project Lead Agents no later than 30 days after project completion

A2.9.3. Use the following format for mandatory information:

A2.9.3.1. Identify project name with location(s) and date(s).

A2.9.3.2. Identify the number of military participants in each grade category by Service/Component and Unit.

For example:

Grade Category	Service or Component	Number of Participants	Unit(s)
Enlisted	AFRC	20	Red Horse
Officer	MARFORRES	2	4 th FSSG

A2.9.3.3. Identify the type of service(s) with Numerical data.

For example:

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

A2.9.3.4. 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.

A2.9.3.5. Include any media/public affairs activities and community, state, or congressional involvement.

A2.9.3.6. Include any other relevant information

Attachment 3

PROJECT SUBMISSION EXAMPLE

MEMORANDUM FOR SAF/MIR

OASD/RA

FROM:

SUBJECT: Department of Defense (DoD) Innovative Readiness Training (IRT) Project Submission for Fiscal Year (FY) xxxx

Reference your memorandum same subject, dated _____, please find the attached IRT projects for your review and approval. Our submission complies with DoD Directive 1100.20 dated January 30, 1997, as well as all other governing guidelines. There are no significant increases in training costs to conduct these projects. My point of contact is _____

at DSN _____, email _____

Service/Component Chief

Attachments

As stated

Attachment 4

REQUEST FOR APPROVAL TO CONDUCT IRT

MEMORANDUM FOR SAF/MIR

OASD/RA

SUBJECT: Request for Approval to Conduct the Following Civil-Military FY99 Training

1. Reference: DoD Directive 1100.20 dated January 30, 1997, Subj: Support and Services for Eligible Organizations and Activities Outside the Department of Defense, and OASD/RA Memorandum, Subj: DoD Innovative Readiness training Project Submissions for Fiscal Year ____

2. DoD Civil-Military Innovative Readiness Training (IRT) Program Category:

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

3. NAME , DESCRIPTION, LOCATION(s) and DATE(s) of project:

4. Identify All DoD Service/Component Personnel Participating:

____Army	____Navy	____Air Force	____Coast Guard
____Army National Guard	____Navy Reserve	____Air National Guard	____Coast Guard Reserve
____Army Reserve	____Marine Corps	____Air Force Reserve	____Marine Corps Reserve

5. Military Officer Responsible for executing the project:

Rank	Name	Service/Component Office	Telephone #
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6. Participating Community, Business, Federal or State Government entity:

7. Civilian Official Requesting Military Assistance/Support: (ATTACH Support Request to Submission)

Name	Organization	Address	Telephone #
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8. Service/Component Coordination:

(NOTE: DO NOT forward to SAF/MIR for approval without these coordination's)

- a. Legal Review _____

- b. Federal Budget Officer/USPFO_____
- c. Operations and Training Officer_____
- d. Medical Corps Officer _____
- e. State Adjutant General (ANG projects)_____
- 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 Protection Documentation
- b. Coordination with Army Corps of Engineers
- c. Land Use Agreement

11. Military healthcare/medical personnel participating in the project:

- a. How many will participate?
- b. Will they be treating DoD healthcare beneficiaries?
- c. What duties will they perform?

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 funding from OASD/RA

a. Service/Component Contribution:

(1) Lead Military Agent:_____

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

b. Participating Service/Component Contribution: (Use an additional sheet to list more)

(1) _____

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

(2) _____

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

c. Requested Additional/Incremental Funding from OASD/RA:

(1) Lead Military Agent:

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

(2) Participating Service/Component (1):

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

(3) Participating Service/Component (2):

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

d. Points of Contact by Organization to receive funds from OSD

(1) POC _____

(2) POC _____

(3) POC _____

14. 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 General Officer /Date