

Checklist for Innovative Readiness Training (IRT) Requests/Projects

1. Is this an eligible organization?
 - a. Federal, state, local government
 - b. Specified in 32 U.S.C., Section 508
 - c. Other (non- eligible needing SECDEF approval)
2. Has assistance been requested by a responsible official of the eligible organization?
3. Is the assistance reasonably available from a commercial entity?
 - a. If yes, has the responsible official certified that the commercial entity agrees to the provision of services by the Armed Forces?
 - b. If yes, and there is no certification, request that the official so certify if possible and advise they take into account whether they would be able financially (or otherwise) to address the specific civic or community need without the assistance of the Armed Forces.
 - c. Will the assistance duplicate other public sector services?
 - d. Does it compete with other private sector support?
 - e. Is the necessary non-competition advertising completed? (see OSD guidelines)
4. Does the assistance accomplish valid unit training requirements?
 - a. If contemplated that an individual member(s) will provide the assistance does (do) the task(s) relate directly to the specific MOS/AFSC of the member(s)?
 - b. If not, does the assistance to be provided consist primarily of manpower?
 - i. If yes, does the project exceed 100 man-hours?
 - ii. If yes, transportation of service member(s) may be provided to and from the worksite, but aviation transportation is not authorized. Work should be accomplished by volunteers, and any other assistance beyond the manpower is to be extremely limited.
5. Does provision of the assistance adversely affect the cost of training?
 - a. If yes, does it significantly increase training costs?
 - b. Has the increased cost been incorporated in the unit's budget?
 - c. Has there been any sort of cost analysis?
6. Will the provision of assistance adversely affect the quality of training?
7. Has the assistance been incorporated into the unit's training plans?
8. Is this a multiple year project/commitment?
9. Does this project run the risk of or show any signs of leading to an improper endorsement?
10. Is there environmental protection documentation?

11. Does the project comply with all appropriate service and OSD IRT policies?
12. If needed, are there land use agreements?
13. Is there any plan to use civilian contractors?
14. Are there any other service RC units in the area, and have they been consulted?
15. Remind unit of AAR requirement. Not limited to, but should include:
 - a. Assessment of the degree to which the assistance met individual and unit training needs
 - b. Whether or not the project addressed the intended community or civic needs.
 - c. Identify the project name with location and dates
 - d. Identify the number of military participants in each grade category and by service and unit
 - e. Identify the type of service provided along with some form of quantifiable data such as number of man-hours.
 - f. Identify all fiscal obligations used to support the entire project
 - g. Summarize any media/public affairs activities
 - h. Summarize any community, state or congressional involvement
 - i. Forward all AARs through service HQ within 60 days to OSD/RA