



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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9 AUG 2001

RESERVE AFFAIRS

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER &
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER &
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE
(MANPOWER AND RESERVE AFFAIRS)

SUBJECT: Policy Memorandum for Department of Defense (DoD) Innovative Readiness
Training (DoDD 1100.20, "Support and Services for Eligible Organizations Outside
the Department of Defense.")

References: (a) IRT System User's Guide for Internet Interface, Version 1.0,
May 2001
(b) ASD/RA Memorandum Dated July 13, 1999

This memorandum supplements reference (b) and addresses the use of the Innovative Readiness Training (IRT) Internet System for program input and tracking. Use of the IRT Internet System establishes a process change in concert with the GAO audit to enhance the effectiveness of the IRT program and the efficiency of the IRT Program Managers by allowing real-time interface with program data. New to the FY03 submissions will be the requirement for your IRT Program Managers to use the "Print Reports" section of this system to submit FY programs through your office.

On August 2, 2001, your IRT Program Managers attended a workshop session to become familiar with the IRT Internet System. At the workshop they received a publication of guidelines (reference (a), attached) outlining criteria for creating, viewing, and printing project submissions, as well as inputting After Action Reports (AARs). We request that you ensure these guidelines are followed for the input of all IRT project submissions and AARs.

We greatly appreciate the support your command and staff dedicate to this valuable training avenue and welcome future feedback on the performance of this new system.

Craig W. Duehring
Principal Deputy

Attachment:
As stated

