



RESERVE AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1500

12 FEB 2002

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND  
RESERVE AFFAIRS )  
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND  
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.")

Reference: (a) OASD/RA Memorandum Dated August 9, 2001  
(b) IRT System User's Guide for Internet Interface, Version 1.0, May 2001  
(c) ASD/RA Memorandum Dated July 13, 1999

This memorandum supplements references (a) and (c) (Attachment 2) and specifically  
outlines OSD/RA additional procedural guidelines for the Innovative Readiness Training (IRT)  
program (Attachment 1). Please ensure that this memorandum has the broadest possible  
dissemination to all organizations involved with IRT project planning.

Please note that in reference (c), the yearly submission deadline should read February 28.  
In addition to loading all IRT projects into the IRT web database, all project packages will be  
sent electronically to OSD/RA. Attachment 1 outlines the responsibilities and actions required to  
meet this requirement. We request that you ensure these guidelines are followed for all IRT  
project submissions.

If you have any questions, please contact my program manager, Col Kevin Bushey at  
(703) 693-8618 (DSN 223), Fax (703) 697-6072, or email: Kevin.bushey@osd.mil.

Craig W. Duehring  
Principal Deputy

Attachments:  
As stated

**OASD/RA  
INNOVATIVE READINESS TRAINING (IRT)**

**POLICY MEMORANDUM  
IRT ELECTRONIC INFORMATION SYSTEM**

**Instructions For Electronic Project Submissions and Database Management**

**1. Introduction**

1.1. This Instruction provides the necessary steps and identifies responsibilities of personnel working with IRT duties. Documents used for IRT project submissions are discussed and specific guidelines to electronically process IRT packages are delineated.

**2. Responsibilities**

**2.1 Office of the Assistant Secretary of Defense/Reserve Affairs (OASD/RA):**

2.1.1 OASD/RA maintains the IRT Internet Interface, a fully automated system that allows Service/Component IRT Program Managers to input IRT project data. This office will maintain electronic copies of all projects approved for funding in each fiscal year.

2.1.2. During the planning phase for IRT projects (Oct-Feb yearly), OASD/RA will send out an email with attachments delineating project forms required for electronic submission. Attachments will include: 1) IRT Request Form template, 2) Environmental Checklist Template, 3) Service/Component Sample Cover letter, 4) IRT Guidelines and 5) Sample Electronic Routing Slip.

2.1.3. OASD/RA ensures submission completion by monitoring the following: 1) general or flag officer signature that verifies valid unit training requirements involving tasks related to the specific military occupational specialty of personnel, 2) no significant increase in cost of the training project, 3) a responsible military officer is identified to obtain all required documents for the package submission and to coordinate with other Service component POCs participating in the project, 4) certification of non-competition with available service organizations, 5) reviews and endorsements by Military SJA, USPFO responsible for obligating and disbursing federal funding, plans, operations, and training officials, medical, nursing or dental officials, Adjutant General of the project state (only if NG personnel are involved), and 6) any applicable inter-governmental agencies, environmental assessments, land use agreements, and coordination with the Army Corps of Engineers (if applicable).

2.1.4. OASD/RA will submit Requests for Designation as an Eligible Organization to OSD/General Counsel for legal review. All organizations other than federal, state, and local government, or those specified in Section 508 of Title 32, United States Code, must

include organization bylaws, 501 c (3) tax status and Articles of Incorporation in project submissions. OSD General Counsel reviews and recommends/non-recommends designation, and returns the memorandum to OASD/RA.

2.1.5. OASD/RA signs a memorandum stating the approval/non-approval, sends the original to the organization and a copy is sent to program managers through their chain of command.

2.1.6 OASD/RA (RT&M) lists all approved projects in a Memorandum of Agreement provided to the services.

2.1.7. Out of cycle (after Feb deadline for funding) requests requiring Designation as an Eligible Organization are processed the same.

2.1.8. OASD/RA updates policy as required to DoD Directive 1100.20, Subject: Support and Services for Eligible organizations and Activities Outside the Department of Defense.

## **2.2 Service/Components**

2.2.1. Services and components forward project submissions to OASD/RA (RT&M) no later than February 28 for each fiscal year (FY 03 projects due to OASD/RA by February 28, 2002). Program managers can submit IRT projects throughout the year that do not require OSD funding.

2.2.2. Services and components update policy to the service's appropriate Policy Memorandums, letters, Instructions, or affiliated documents used to describe service specific IRT policy.

2.2.3. Services and components ensure all IRT project requests and AARs are loaded into the IRT website database and actual documentation sent electronically formatted as listed in 2.1.2. After Action Reports (AARs) are loaded no later than 60 days after project completion.

## **2.3 IRT Program Managers, Unit personnel, Training Officers**

2.3.1. IRT program managers ensure proper documentation is prepared and submitted from the requesting unit through the command chain to OASD/RA for approval.

2.3.2. For electronic preparation of project packages, the following steps listed below are required.

2.3.2.1. Use the "IRT Request Form" template electronically sent by OASD/RA

2.3.2.1.1. A completed application shall be saved as a regular word doc. To name the document, use the following: IRTFY03\_Title\_Service\_State\_Request. Example: USAR-ME for Alaskan Rd would be: IRTFY03\_AlaskanRoad\_USAR-ME\_Request.

2.3.2.2. Civilian Official Requesting Support Letter- Any hard copy documents from requesting/participating organizations must be scanned and sent electronically. Submission in PDF formats are highly encouraged.

2.3.2.3. Environmental Impact Statements- Use OASD/RA provided template or scan in prepared document.

2.3.2.4. Mission Essential Training - If you create in-house documents, limit it to Microsoft Office Suite formats.

2.3.2.5. Funding Requirements - same as 2.3.2.4., Microsoft Office Suite formats.

2.3.2.5. Service component cover letter - template provided by OASD/RA. Prepare on appropriate letterhead, scan in signed copy and send with other documents.

2.3.2.6. Electronic Routing Slip - OASD/RA provides a template. This may or may not work for you, depending on how you are able to route through your normal chain of command. The main issue from OASD/RA perspective is that your component signs and forwards your request. Most components package their projects with a cover letter from the service chief. Scanned documents are acceptable.

2.3.2.7. As part of the electronic package completion requirements, IRT Program Managers must load their requested projects into the IRT Internet Interface located at <http://140.185.44.166/IRT/index2.htm>.

2.3.2.8. The User's Guide for the IRT web site can be obtained at: <http://defenselink.mil/ra/ondemand/irt.html>.

2.3.2.9. Follow Service Instructions for requests not requiring OSD funding for package submissions.

2.3.2.10. Program Managers are responsible to load the IRT project AARs (including Service component funded IRT projects) into the database listed in 2.3.2.8 NLT 60 days from the project closeout date.