



RESERVE AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1500

21 AUG 1998

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, RESERVE AFFAIRS, INSTALLATIONS &  
ENVIRONMENT)

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.")

This policy memorandum outlines the Department Guidelines for the Innovative  
Readiness (IRT) Program for FY 99 and beyond. As you are well aware, this program offers  
invaluable opportunities for our military units and individuals to conduct readiness training that  
enhances relationships with local civilian communities and offers real-world training situations.

The March 12, 1998 Government Accounting Office (GAO) report titled, "Civil Military  
Programs: Stronger Oversight of the Innovative Readiness Training Program Needed for Better  
Compliance" (GAO Code 703219/OSD Case 1534) made the following recommendations to the  
Department IRT program: stronger adherence to oversight procedures already in place is needed;  
modifications to those procedures are necessary, and more specific guidance on determining  
training cost should be established.

In accordance with the implementing language for IRT (Title 10 U. S. Code, Section  
2012, "Support and Services for Eligible Organizations and Activities Outside Department of  
Defense"), the provision of assistance will not result in a significant increase in the cost of the  
training. Therefore, each Service and Component will account for total project costs of every  
IRT project, in After Action Reports submitted through command channels to OASD/RA. In  
addition, each Service and Component is responsible for determining if participation in an IRT  
project will significantly increase the cost of that training.

The attached DoD Directive, guidelines, project submission form, and  
Service/Component Cover letter establish the policy for ensuring that your IRT program is in  
concert with the GAO recommendations.

The Innovative Readiness Training Program provides valuable training opportunities for your commands. Your continued support of the program will ensure its success. If you have any questions, please contact me or my program manager, Col Diana Fleek at (703) 693-8618 (DSN 223), Fax (703) 697-6072, or email: [dfleek@osd.pentagon.mil](mailto:dfleek@osd.pentagon.mil).

A handwritten signature in black ink, appearing to read 'Clanc', with a long horizontal flourish extending to the right.

Charles L. Cragin  
Acting

Attachments:  
As stated

cc:  
Mr. Smyser, DoD General Counsel