

INNOVATIVE READINESS TRAINING PROJECT AFTER-ACTION REPORT

This form is to be used by the Military Departments to submit an after-action report to the Secretary of Defense, in accordance with 10 U.S.C. § 2012 (j) (1), within 60 days of completion of an Innovative Readiness Training project. The purpose is to document oversight and cost accounting of training projects conducted under the authority of 10 U.S.C. § 2012 and DODD 1100.20. This after-action report is required for all training conducted under the authority of 10 U.S.C. § 2012 regardless of whether additional funding from the Secretary of Defense is sought.

SECTION I - PROJECT OVERVIEW

1. PROJECT FISCAL YEAR	2. PROJECT TITLE	PROJECT NUMBER <i>(OSD use only)</i>
3. PROJECT LOCATION(S) <i>(city and state, continue in Block 17 if needed)</i>		4. TRAINING DATES
5. MILITARY COMPONENT		

SECTION II - PRE-TRAINING PROJECT APPROVAL

6a. MILITARY DEPARTMENT APPROVING OFFICIAL <i>(name, rank, and title)</i>	6b. DATE OF APPROVAL
7. WERE ADDITIONAL TRAINING FUNDS PROVIDED BY THE SECRETARY OF DEFENSE? Yes No	
IF YES, DATE OF INITIAL OSD FUNDS DISTRIBUTION MEMO THAT APPROVED THE TRAINING: _____	
8. WAS THIS PROJECT CARRIED OUT IN ACCORDANCE WITH THE APPROVED PROJECT PROPOSAL? <i>(If no, explain)</i> Yes No	

SECTION III - COST ACCOUNTING

9. DID THIS PROJECT RESULT IN A SIGNIFICANT INCREASE IN THE COST OF TRAINING? <i>(If yes, explain)</i>	Yes No
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10. FUNDS SUMMARY

	P&A	O&M	Total
Initial Application OSD Funding Request Amount			
Unexecuted OSD IRT Funding			
Executed OSD IRT Funding			
Executed Military Department Funding			
Total Executed Funding			

SECTION IV - TRAINING VALUE

11. Describe how the training met valid unit or individual training requirements <i>(continue in Block 17 if more space is needed)</i> .
12. Which training and readiness systems were updated to document this training? Please specify both the date of the update and the system.

SECTION V - LESSONS LEARNED CONTACT

13a. NAME <i>(include title or rank)</i>	13b. EMAIL	13c. PHONE
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SECTION VI - COMMANDER'S COMMENTS

14. Provide an assessment of this project <i>(continue in Block 17 if more space is needed)</i> :

SECTION VII - SUBMITTING OFFICIAL

15a. NAME	15c. SIGNATURE	15d. DATE
15b. PHONE		

SECTION VIII - FINANCIAL OFFICER

16a. NAME	16c. SIGNATURE	16d. DATE
16b. PHONE		

17. OTHER (Optional. This block can be used for continuing other blocks, additional details, etc.)

INSTRUCTIONS

Please distribute, complete, sign, and submit this document digitally.

This form is to account for training accomplished and funds spent during 10 USC 2012 Innovative Readiness Training (IRT) projects. The purpose is to document broad agency oversight and cost accounting for all training projects leveraging this authority, regardless of funding source. The form is not meant to be a detailed record of training, transactions, or lessons learned that are recorded at the program management and project execution levels.

Item 1. Project fiscal year for funds accountability in YYYY format.

Item 3. List each project location including city and state.

Item 4. Provide the range of dates when military personnel were on site in the format YYYYMMDD–YYYYMMDD.

Item 5. Select from dropdown list.

Item 6a. This is the person within the Military Component who signed the Military Department application. This is *not* someone from OSD. This item is to document compliance with 10 USC 2012 (j)(1).

Item 6b. This is the date on the Military Department application.

Item 7. Check “No” only if the Military Component fully funded the training. If OSD provided funds, check “Yes” and include the date funds were approved and distributed to satisfy the requirement in 10 USC 2012 (j)(1).

Item 8. The scope of the training conducted should not exceed the scope of the training approved in the Military Department application to satisfy the requirements in 10 USC 2012 (d)(1).

Item 9. Training costs should not significantly exceed the costs of comparable realistic training at other military training venues. In some cases, a realistic training venue at like costs is unavailable and should be noted. This is to document requirements in 10 USC 2012 (d)(1)(C) and (j)(3).

Item 10. This summary of funding is to comply with accountability requirements in 10 USC 2012 (j)(4).

- **Initial application OSD Funding Request Amount.** This is the initial funds request amount on the Military Department’s application.

- **Unexecuted OSD IRT Funding.** This is the amount of unexecuted funding provided by OSD for this project after all transfers, internal and external, throughout the FY.
- **Executed OSD IRT Funding.** This is the amount of funding provided by OSD executed on this project after all transfers, internal and external, throughout the FY.
- **Executed Military Department Funding.** These amounts include an accounting of all costs borne by the Military Component, to include annual tour for Guard and Reserve personnel, a salary estimate for active duty personnel, and travel costs.

Item 11. Describe how the training met training requirements in broad terms. Summarize, rather than list, the volume and type of training accomplished.

Item 12. DRRS and SORTS are the preferred systems for training and readiness documentation. Include the date of the update related to this training. If these systems were not used, specify the documentation method or system used to capture the value of the training and its impact on military readiness, such as a Military Department’s training records system for units or individuals.

Item 13. This should be an individual who was on site during the training, typically a project manager, who can provide additional details, if required, on this project.

Item 14. Commander’s comments should be provided by the leader who is best positioned to assess the overall value of this opportunity in meeting both quantitative and qualitative training requirements.

Item 15. This is the responsible officer designated by the Military Component to account for the training accomplished during this project.

Item 16. This is the responsible officer designated by the Military Component to account for both OSD and Military Department funds spent on the training accomplished during this project.

Item 17. This block can be used for continuation or for additional documentation within Military Department concerned.

When complete, return this form to: osd.irt@mail.mil