MILITARY REQUEST FOR PARTICIPATION IN CIVIL-MILITARY TRAINING

PURPOSE: This form is to be used by the Military Services for approval to participate in civil-military training. The form shall be used to document approval of Innovative Readiness Training (IRT) authorized by 10 U.S.C. § 2012; the form may also be used to approve other civil-military training. This request must correspond to support or services requested in writing by organizations and activities outside the Department of Defense. Additional instructions are on page 4.

SECTION I—REQUEST OVERVIEW

1. PURPOSE OF REQUEST

2. MILITARY SERVICE | 3. COMPONENT | 4. ROLE | 5. PROJECT FY

SECTION II—PROJECT OVERIVEW

(reference the corresponding Request for Military Assistance from the non-DOD entity)

6. TYPE OF PROJECT | 7. OSD-ASSIGNED PROJECT NUMBER

8. FILES DOCUMENTING THE REQUEST FOR MILITARY ASSISTANCE FROM THE NON-DOD ENTITY

Attach files here by opening the Comment and Annotations toolbar (View → Comment → Annotations)
Within the top box of the toolbar that will appear on your right, click on the paperclip icon, anchor it in this item box, and attach the file.

9. CIVILIAN APPLICATION DATE a. Signature b. Expiration | 10. CIVILIAN ENTITY TYPE

11. CIVILIAN ENTITY NAME

12. PROJECT NAME

13. PRIMARY PHYSICAL LOCATION OF PROJECT *(use block 31 if there are additional locations)*

a. City b. State c. Congressional District d. Latitude e. Longitude

14. SCOPE OF TRAINING *(specify the scope of the military training, which may not be the same as the scope of the civilian application request)*

15. RELATIONSHIP TO MILITARY TRAINING. I CERTIFY THAT *(check one or both)*

☐ A unit is participating; participation accomplishes valid unit training or collective requirements.

☐ Individual members are participating; participation involves tasks directly related to the specific military occupational specialty of the member(s).

16. TRAINING REQUIREMENT *(provide a brief overview of unit and/or individual occupational specialty training requirements to be accomplished)*

17. PERSONNEL ESTIMATES

	Total # Trained	Total # Mandays
Officers		
Enlisted		
Total		

18. LIST ALL UNITS AND/OR OCCUPATIONAL SPECIALTIES PARTICIPATING

19. PROJECT DATES *(estimated)* a. Main arrival | b. Main departure | c. After Action Report Due

SECTION III—RESOURCES

20. ESTIMATE THE FUNDING SOURCES AND AMOUNTS *(include personnel salaries on any duty status and internal training funds)*

	P&A	O&M	Total	%
a. Funds from Military Department (estimate)				
b. Funds Requested from OSD IRT appropriation				
c. Minimum OSD IRT appropriation funds for training to be viable				
Total Cost Estimate				

21. I CERTIFY THAT THIS PROJECT WILL NOT RESULT IN A SIGNIFICANT INCREASE IN THE COST OF TRAINING. ☐ Yes

Please describe the quantitative and qualitative assessment that informed this decision.

22. FUNDS RECIPIENT *(unit name, POC name, mailing address, email address, and phone number for Military Interdepartmental Purchase Request)*

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SECTION IV—TRAINING ASSETS

23. I REQUEST IRT ASSET MANAGEMENT TEAM SUPPORT: ☐ Class VIII supplies ☐ Medical equipment ☐ Engineer equipment ☒ None

24. WILL OSD ADDITIONAL TRAINING FUNDS BE USED TO ACQUIRE ACCOUNTABLE PROPERTY? ☒ No ☐ Yes
Please attach an exception to policy request. Include: purchases, accountability/disposal plan, and why Service cannot equip.
Attach files here by opening the Comment and Annotations toolbar (View → Comment → Annotations)
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SECTION V—LEGAL REVIEWS

25. The civilian organization is eligible for assistance under: ***Automatically filled after block 1 and 10 are complete*** ☐ Yes
Comments:

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26. The assistance is requested in writing and signed by a responsible official of the civilian organization benefitting from this training. ☐ Yes
Comments:

27. The assistance is documented as not available from a commercial entity or, if available, the commercial entity that would otherwise provide such services has agreed to the provision of such services by the armed forces. ☐ Yes
Comments:

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28. The civilian application includes a liability release and hold harmless agreement. ☐ Yes
Comments:

29. Environmental Review ☐ N/A (not the lead military unit or this is not a project with an environmental component)

The civilian entity requesting services ***this will be automatically filled from block 11***" is hereby designated as the lead agency. The proponent has fully and fairly identified the environmental impacts of the project. The proponent has adopted all practical means to avoid or minimize environmental harm from the project. I hereby adopt the following documents:

☐ Categorical Exclusion determination (CATEX) Date: _____

☐ Environmental Assessment/Finding of No Significant Impact (EA/FONSI)

☐ Environmental Impact Statement (EIS)

☐ Other *(list of documents reviewed and their dates)*:

Attach files here by opening the Comment and Annotations toolbar (View → Comment → Annotations)
Within the top box of the toolbar that will appear on your right, click on the paperclip icon, anchor it in this item box, and attach the file.
Comments:

30. Discuss any other legal reviews *(property access and ownership, incidental benefit accrual, etc)*

Attach files here by opening the Comment and Annotations toolbar (View → Comment → Annotations)
Within the top box of the toolbar that will appear on your right, click on the paperclip icon, anchor it in this item box, and attach the file.

SECTION VI—OTHER

31. OTHER (*Optional. This block can be used for continuing other blocks or additional details. Attach another sheet if needed.*)

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Within the top box of the toolbar that will appear on your right, click on the paperclip icon, anchor it in this item box, and attach the file.

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SECTION VII—RESPONSIBILITIES AND COORDINATION

32. APPOINTED PROJECT MANAGER

a. NAME AND RANK	b. UNIT	c. EMAIL

33. COORDINATION

Function	Office Symbol	Name Rank and/or Title	Signature Required?	Signature	Date
IRT Program Manager			☒		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

SECTION VIII—APPROVING OFFICIAL

I certify and acknowledge that:

- ☒ a) This approval is tentative pending training funds availability and mission priorities.
- ☒ b) This project will be carried out in accordance with this project proposal.
- ☒ c) This project will be carried out in accordance with all applicable laws, policies, directives, and instructions (for example: fiscal, property, medical, construction, environmental, cyber services, civil-military training, safety, etc.).
- ☒ d) This approval does not authorize use the armed forces for civilian law enforcement or for response to natural or man-made disasters.
- ☒ e) The assistance provided does not adversely affect the quality of training or otherwise interfere with the ability of a member or unit of the armed forces to perform the military functions of the member or unit.
- ☒ f) This assistance is provided in conjunction with, rather than separate from, civilian efforts.
- ☒ g) This assistance meets a valid public or civil-society need and does not duplicate other available public services.
- ☒ h) The assistance provided to the civilian entity is incidental to military training.
- ☒ i) The tangible incidental benefit of the assistance provided accrues to organizations and activities outside the DOD.
- ☒ j) Training and readiness systems will be updated at the conclusion of this project.
- ☒ k) An after action report will be submitted to OSD within 60 days of project completion or 31 Oct of the next fiscal year, whichever is sooner.
- ☒ l) Funds from the OSD IRT appropriation shall not be transferred to another component for their training purposes.
- ☒ m) Funds from the OSD IRT appropriation shall not be transferred to other approved or unapproved training within the component unless approved in advance by OSD.
- ☒ n) Funds from the OSD IRT appropriation shall not be used to purchase accountable property without an OSD-approved exception to policy.
- ☒ o) Funds from the OSD IRT appropriation shall not be used to augment non-IRT related staff functions.

Comments:

Submit

SIGNATURE BLOCK *(Name, Rank, Organization)*	SIGNATURE	DATE

SECTION IX—ADDITIONAL ENDORSEMENTS

SIGNATURE BLOCK *(Name, Rank, Organization)*	SIGNATURE	DATE

INSTRUCTIONS

Please distribute, complete, sign, and submit this document digitally to the maximum extent possible.

Item 1. In addition to civil-military training approval, this form is used to 1) notify OSD of intent to conduct training using the authority of 10 U.S.C. § 2012, 2) request funds from the OSD IRT appropriation. Select the last option, if an authority other than 10 U.S.C. § 2012 will be used. This selection will turn on and off other options on this form.

Item 4. Please use the dropdown list to select the intended role of the applicant in this project: supported (lead or only) component participating in the project, or supporting role. This selection turns on and off some legal review requirements.

Item 5. Type in the 4-digit project fiscal year. Applications for funds from the additional OSD IRT appropriation are due May 1 each year, five months before the fiscal year of project performance begins.

Item 6. Select the type of project. The choice made here may render some areas of the form as not applicable. Asset and program management requests do not correlate directly to a single civilian request for services or assistance.

Item 7. If OSD assigned a project number, it will be listed here the project number here. If it is not listed, select other. Some information will be pre-populated when a project is selected.

Item 8. A civilian application submission is required for all projects except for asset and program management projects. Attach the civilian application that matches this project here. Please consolidate documents into a single PDF file that is less than 5MB. Large files with project details, such as blueprints, are not required. Environmental details can be attached separately in Item 29.

Item 9a. Find the signature date on the civilian application.

Item 9b. If the civilian application does not list an expiration date, calculate the expiration date by adding two years to the application signature date, then move forward to the next September 30th. Example: if an application was signed on Mar 1, 2015, the expiration would be Sep 30, 2017. Project performance must be complete by the expiration date, or an updated civilian request is required.

Item 10. Select the entity type. Applicants should consult with their legal advisors to verify the government status of an entity. "Other" requires a separate request to OSD to determine organization eligibility if the training will be conducted under the authority of 10 U.S.C. § 2012. Contact the IRT Program Manager assigned by your Military Department if you need additional information.

Item 13. If a project has more than one location, please specify the main location. Additional locations may be listed in Item 31.

Item 14. A brief overview is all that is required for this item. Approving officials may prefer a spreadsheet that details the mission essential task numbers, description, and evaluation standards but those details should not be included with the submission to OSD.

Item 16. If the project is intended to meet unit or collective training requirements, list the units. If the project is intended to meet individual training requirements, list the MOS/AFSC/Rating of the participants. If the training is intended to meet both, list both the units and occupational specialties. If additional space is needed, continue in Item 31.

Item 19. Specify the estimated critical project dates. The after action report required by 10 U.S.C. § 2012 (regardless of funding source) is due 60 days after project completion, or Oct 30 of the next fiscal year, whichever is sooner.

Item 20. Funds from the OSD IRT appropriation complement existing Military Service training budgets. The total cost of training, regardless of funding source, should be captured here, including salaries of personnel on all types of orders and duty statuses, O&M travel, supplies, specialty equipment leases, etc. Funding from the OSD IRT appropriation is a competitive process intended to incentivize high-value training. If the full request amount is not available, you may be selected for partial funding. Please specify the minimum amount of funding that would still allow this project to be a viable training venue.

Item 21. Per 10 U.S.C. § 2012 (d)(1)(C), the provision of this assistance to the civilian entity will not result in a significant increase in the cost of training. Estimate the full cost of training at another venue (such as a military exercise with overhead costs). Consider the quality of other venues compared to this one. Also include any additional materials that would have to be purchased rather than provided by an IRT partnership. If the cost of the IRT training is more than the cost of other training venues, please justify the choice of this venue (such as comparable venues are not available, comparable venues lack realism and complexity, or exceptional cost-benefit ratios).

Item 22. Please specify the "To" block information for a Military Interdepartmental Purchase (MIPR) if OSD funds are requested.

Item 23. Medical and construction equipment and supplies may be available through joint asset management teams.

Item 24. It is DOD policy not to acquire accountable property with OSD additional training funds. Exceptions to policy must be approved in advance by OSD. A waiver request may be attached here as a single PDF file that is less than 5MB. The waiver request must include: an explanation of why existing Military Service budgets are unable to equip the force, an itemized list of the property, and a lifecycle accountability plan that includes transfer or disposal of the property at the end of the project period. If approved, the waiver must be closed out with the project after action report.

Item 25. This information is pre-populated based on your selection in Items 1 and 10. If the organization is eligible under 10 U.S.C. § 2012 (e)(3), please attach the organization eligibility determination letter from OSD here as a pdf file.

Item 27. Typically this requirement is met through two public notice newspaper ads, placed on different dates, coupled with a sworn affidavit of non-competition. If not included in the civilian application attachment in Item 8, please attach non-competition evidence here as a single PDF file that is less than 5MB.

Item 29. The supported (lead or only) military unit is responsible for vetting the application for compliance with the National Environmental Policy Act. Please attach supporting documents as a single PDF file that is less than 5MB. OSD will review and, if appropriate, adopt the Service recommendation for the OSD-funded projects.

Item 30 and 31. If supporting documents are included, please use a single PDF file that is less than 5MB.

Item 33. The IRT Program Manager may sign the application before or after the approving official, depending on the processes established by application type and Service policies and processes. Consult your IRT Program Manager for guidance. The remaining coordination blocks may be used for coordination before or after the project is approved in Section VIII.

Section VIII. The certifications are driven by previous choices on this application. The approving official varies by Military Department and whether or not the applicant is applying for funds from the OSD IRT appropriation. In general projects not competing for funds from the OSD IRT appropriation may be approved by an O-6 in the applicant's chain of command. Projects competing for funds are generally approved at the general or flag officer level or by the IRT Service Responsible Officer appointed in writing by the Military Department. Consult your assigned IRT Program Manager for details on your situation.

Section IX. Additional endorsements may be needed, such as the Secretary of the Military Department concerned, depending on the policies and delegation authorities of the Military Department. OSD endorsement is not required here. OSD approval is reserved for projects requiring OSD additional training funds and OSD approval is implied via the funding distribution memo.

This application may be submitted to your assigned IRT Program Manager or to OSD, who will forward the application to your assigned IRT Program Manager for processing.

Department of Defense Innovative Readiness Training Program Contact Information

Website: http://irt.defense.gov
Email: OSD.IRT@mail.mil
Mailing address: OASD/M&RA (RA),
Attention: IRT Program Manager
1500 Defense Pentagon, Room 2E565
Washington DC 20301-1500