

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2676**



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PERSONNEL

**CIVIL-MILITARY INNOVATION
READINESS TRAINING (IRT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Document (DAFPD) 36-26, *Total Force Development and Management*. It further provides guidance on civil-military innovative readiness training activities that result in support and services for eligible organizations and activities outside the Department of Defense, which are not otherwise prohibited by law. It carries out the tenets of the Department of Defense Instruction (DoDI) 1100.24, *Innovative Readiness Training (IRT): Support and Services for Eligible Organizations and Activities Outside the Department of Defense* and Title 10 United States Code (USC), Section 2012, *Support and Services for Eligible Organizations and Activities Outside Department of Defense*. It establishes procedures and responsibilities of the Department of the Air Force (DAF) commands/staffs/agencies and their use of the Innovative Readiness Training resources. This publication applies to Department of the Air Force civilian employees and uniformed members of the United States Space Force (USSF), the Regular Air Force, the Air Force Reserve, and the Air National Guard. In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Personnel (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the DAF Civil-Military Innovation Readiness Training (IRT). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but route all supplements to the OPR of this publication for coordination prior to certification and approval. All major command (MAJCOM) level or field command (FLDCOM) level supplements are to be approved by the Human Resource Management Strategic

Board prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORNs F033 AF B, Privacy Act Request File, and F036 AFPC Q, *Personnel Data Systems* (PDS) are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. This revision includes removal of verbiage that is covered in the guiding principles and more clearly defines roles and responsibilities. Additionally, this publication has been updated to include applicability to the United States Space Force. Additionally, since this DAFI implements AFPD 36-26, it was renumbered for proper alignment.

1. Overview. Units and personnel of the DAF under the jurisdiction of the Secretary of the Air Force may be used to assist certain eligible non-DoD organizations and activities, as identified in DoDI 1100.24, in addressing community and civic needs of the United States, its territories and possessions, and the Commonwealth of Puerto Rico, when such assistance is incidental to military training or is otherwise authorized by law. The purpose is to build upon the long-standing tradition of the Armed Forces of the United States, acting as good neighbors at the local level, in applying military personnel to assist worthy civic and community needs.

1.1. Civic and community assistance provided can be accomplished through training activities, and be accomplished primarily, but not exclusively, by personnel in the areas of healthcare services, transportation, general engineering, and infrastructure support and assistance. In accordance with DoDI 1100.24 under authority of 10 USC § 2012, the support and services provided must:

1.1.1. Be consistent with the national policy such as protecting military readiness and avoiding competition with the private sector.

1.1.2. Be coordinated among the Military Departments and other Federal, State, and local agencies involved with the training project/activity to avoid duplication.

1.1.3. Contribute, whenever possible and appropriate, to the protection and assurance of critical local, State, regional, and national infrastructure.

1.2. If a specific request for support and services is received, assistance may be provided only if:

1.2.1. Assistance is requested by a responsible official of the eligible organization or activity to which the assistance is to be provided. A responsible official is an individual authorized to represent the organization or activity regarding the matter of assistance to be provided. Examples include a request from a state agency, i.e., hospital, school, museum; the mayor of a city; or a county government official.

1.2.2. Unit officials must coordinate with civilian officials to ensure that assistance meets a valid community need and does not duplicate other available public services.

1.2.3. Assistance is not reasonably available from a commercial entity or, if available, the responsible official submitting the request for assistance certifies that the commercial entity that would otherwise provide such services agrees to the provision of such services by the Armed Forces. The determination of reasonable availability of assistance from a commercial entity may take into account whether the requesting organization or activity would be able, financially or otherwise, to address the specific civic or community need(s) without the assistance of the Armed Forces.

1.2.4. The assistance provided involves tasks directly related to the specific Air Force Specialty Code (AFSC) or Space Force Specialty Code (SFSC) of the individual member.

1.2.5. Unit officials must coordinate with civilian officials to ensure that assistance meets a valid community need and does not duplicate other available public services.

2. Roles and Responsibilities.

2.1. **The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR):** SAF/MR is responsible for establishing policy for the overall management of the Department of the Air Force participation in training activities.

2.2. **The Deputy Assistant Secretary for Reserve Affairs and Airman Readiness (SAF/MRR):** SAF/MRR is responsible for the implementation of Department of the Air Force policy for training activities.

2.2.1. Serves as the Department of the Air Force focal point for all training activities conducted under authority of 10 USC § 2012 and coordinates with service focal points.

2.2.2. Monitors training activities conducted by the Department of the Air Force under the authority of 10 USC § 2012 to ensure compliance with guidance provided in this instruction.

2.2.3. Serves as the Department of the Air Force principal point of contact with the Congress of the United States concerning training policy, procedures, and implementation, including coordinating responses to Congressional inquiries on behalf of the Secretary of the Air Force, and preparing and submitting any required reports to the Congress regarding the training activities conducted under the authority of 10 USC § 2012.

2.2.4. Serves as the coordinating agency with the Deputy Assistant Secretary of Defense for Reserve Integration DASD(RI) and MAJCOM or FLDCOM or Air National Guard (ANG).

2.2.5. Approves training activities not seeking DASD(RI) funding as deemed appropriate. Ensures commanders of units or personnel participating in approved training activities determine the type, manner, and means of assistance provided is consistent with valid training requirements, or related to the specific AFSC or SFSC of the individual member.

2.2.6. Ensures in the case of healthcare assistance, that activities comply with all applicable local, State, Federal, and military requirements governing the qualifications of participating military healthcare providers, and regulating the delivery of healthcare in the particular locale, State or Region where a medical training activity is to be conducted. Medical personnel will provide assistance under the supervision of qualified civilian medical personnel that represent the qualified organization. **(T-0)**. The most stringent requirements shall prevail when a conflict exists.

2.2.7. Develops and prescribes, as appropriate, after-action reporting requirements to be conducted by units and personnel under Secretary of the Air Force jurisdiction.

2.2.8. Encourage and facilitate the establishment of advisory councils on civil-military cooperation, when feasible, at the local, State, or regional levels.

2.2.9. Forwards to DASD(RI) for review and consideration all requests for services received by the DAF from any non-eligible requester. Such requests will be considered provisional until formal adjudication by Office Secretary of Defense (OSD) on the requester's eligibility. No support may be provided while eligibility status is pending or until the requester is approved by the Secretary unless approved by SAF/MRR.

2.2.10. Ensures that each project that is proposed to be conducted in accordance with Title 10 USC § 2012 (regardless of whether additional funding from the Secretary of Defense is sought) is requested in writing, reviewed for full compliance with Title 10 USC § 2012, and approved in advance of initiation by SAF/MRR, and, in the case of a project that seeks additional funding from the Secretary of Defense, by the Secretary of Defense.

2.3. MAJCOMs, FLDCOMs, and Air National Guard Commanders:

2.3.1. Appoint a Lieutenant Colonel or above to be the IRT senior responsible officer.

2.3.2. Issues a signed memorandum on an annual basis that identifies an Air Force or Space Force military officer to serve as the Program Manager as well as funding requirements and fiscal points of contact.

2.3.3. Provides general oversight and approval for Military Applications, provides commanders another opportunity to meet their mobilization readiness requirements, enhances morale, and contributes to military recruiting and retention. As in overseas deployments, these projects should be incorporated into future unit training plans and budgets.

2.3.4. Reports total project cost to DASD(RI), through SAF/MRR, using after action reports.

2.3.5. Program Manager.

2.3.5.1. Manages each project's resources and approves/disapproves unit requests for participation in training projects.

- 2.3.5.2. Obtains all required documents for package submission according to DASD(RI) requirements and uploads into the collaboration space in the OSD program system of record at <https://www.irt.huddle.defense.gov>.
- 2.3.5.3. Keeps manpower levels for planning workshops to the minimum level necessary and use teleconference capabilities to the maximum extent practical.
- 2.3.5.4. Ensures lead units are responsible for organizing planning workshops and teleconferences, as well as informing other participating units of their planned training. Informs OSD/RA of planning workshops and teleconferences.
- 2.3.5.5. Responsible for attending working group sessions. Attends meetings and advises on impact of program decisions.
- 2.3.6. Project Managers for medical and civil engineering training.
 - 2.3.6.1. Plan and coordinate training opportunities in support of training missions.
 - 2.3.6.2. Coordinate with other Services and/or components participating in the project and obtain all required documents for project submission.
 - 2.3.6.3. Interact and coordinate with agencies as directed by DoDI 1100.24.
- 2.3.7. Resource Advisor.
 - 2.3.7.1. Provides a cost estimate for each project delineated by operation and maintenance and pay and allowances costs on the military application.
 - 2.3.7.2. Ensures fiscal accountability is in accordance with current comptroller directives.
 - 2.3.7.3. Coordinates with the Contracting Officer for award of any contract.
 - 2.3.7.4. For Reserve component members, ensures Annual Tour funds are the primary means by which units and members are participating in training projects.
 - 2.3.7.5. Ensures items purchased for a project that are Government property are accounted for and returned to the Defense Reutilization Marketing Services.
 - 2.3.7.6. If any items are unaccounted for, ensures the mission commander initiates an investigation, and if required, completes a report of survey and provides the findings to DASD(RI) through SAF/MRR.
 - 2.3.7.7. Completes and submits after action reports to the Program Manager not later than 30 days following training completion.

3. Fiscal Year Funding.

- 3.1. AF organizations may not conduct projects without SAF/MRR and DASD(RI) approval.
 - 3.1.1. Components submitting applications to an approved Office of the Assistant Secretary of Defense community must apply to SAF/MRR 14 calendar days prior to the DASD(RI) suspense date. **(T-1)**. **Note:** SAF/MRR and the DASD(RI) will not approve incomplete package submissions. OSD funding decisions occur September prior to the fiscal year of execution.

3.1.2. Funding is provided by DASD(RI) and is intended to augment the Service's/component's training costs for their military readiness mission that may be associated with a project. It is not intended to support significant overhead/management costs. Any overhead cost needs to be directly correlated and combined with the specific training program/project it supports.

3.1.3. OSD training office through DASD(RI) may allocate supplemental funds to service and component fiscal points of contact.

3.1.4. Senior Responsible Officers are responsible for identifying all funds and fiscal point of contacts to receive the funding.

3.1.4.1. Report total project cost to DASD(RI), through SAF/MRR, using an after action report.

3.1.4.2. If any items are unaccounted for, an investigation must be initiated with MAJCOM/FLDCOM/ANG, and if required, complete a Report of Survey and provide findings to DASD(RI) through SAF/MRR. (T-1).

3.1.5. Any funds expended during the development of an application response or prior to OSD funding decision are not eligible for reimbursement from OSD unless approved by SAF/MRR.

JOHN A. FEDRIGO
Acting Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 USC § 2012, *Support and Services for Eligible Organizations and Activities Outside Department of Defense*

DAFPD 36-26, *Total Force Development and Management*, 15 April 2022

DoD Directive 1100.24, *Innovative Readiness Training (IRT): Support and Services for Eligible Organizations and Activities Outside the Department of Defense*, 5 May 2020

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

ANG—Air National Guard

DAF—Department of the Air Force

DASD—Deputy Assistant Secretary of Defense

DASD(RI)—Deputy Assistant Secretary of Defense, Reserve Integration

DASD(RA)—Deputy Assistant Secretary of Defense, Reserve Affairs

DoDD—Department of Defense Directive

IRT—Innovative Readiness Training

FLDCOM—Field Command

MAJCOM—Major Command

OASD—Office Assistant Secretary of Defense

OSD—Office of the Secretary of Defense

SAF/MRR—Secretary of Air Force, Reserve Affairs and Airmen Readiness

SFSC—Space Force Specialty Code

USC—United States Code