OPNAV INSTRUCTION 1571.1C

From: Chief of Naval Operations

Subj: INNOVATIVE READINESS TRAINING IN SUPPORT OF ELIGIBLE ORGANIZATIONS AND ACTIVITIES OUTSIDE THE DEPARTMENT OF DEFENSE

Ref: (a) 10 U.S.C. §2012
(b) DoD Directive 1100.20 of 12 April 2004
(c) 32 U.S.C. §508
(d) DoD Directive 4500.09E of 11 September 2007
(e) DoD Directive 4500.56 of 14 April 2009
(f) DoD Instruction 4515.13 of 22 January 2016
(g) DoD Instruction 4500.36 of 11 December 2012
(h) 10 U.S.C. §1094
(i) DoD 7000.14-R Department of Defense Financial Management Regulation, June 2017

Encl: (1) List of acronyms

1. Purpose
   a. To issue guidance for the use of units and personnel of the Navy in civil-military innovative readiness training (IRT) activities that result in support and services for eligible organizations and activities outside the Department of Defense (DoD), which are not otherwise prohibited by law.

   b. This revision incorporates additional guidance from the IRT program procedures and guiding principles outlined in the Office of Assistant Secretary of Defense (OASD) memorandum of 20 April 2016; clarifies command responsibilities; incorporates additional references; and adds a list of acronyms as enclosure (1).

2. Cancellation. OPNAVINST 1571.1B.

3. Applicability. This instruction applies to all active and Reserve Navy commands, activities, units, and personnel.
4. **Policy.** Under the authority of reference (a), and as stated in OASD memorandum of 20 April 2016 and reference (b), it is DoD policy that units and personnel of the Military Services may be used to assist eligible organizations and activities in addressing community and civic needs when such assistance is incidental to military training, or is otherwise authorized by law. It is the Chief of Naval Operations' (CNO) policy to support DoD IRT initiatives consistent with collective and individual training requirements.

5. **Background.** IRT is a United States military volunteer training opportunity that provides training and readiness for military personnel while addressing public and civil-society needs. Community needs, such as infrastructure, health care, diving, transportation, and cybersecurity often align with military mission-essential training requirements. Military professionals possess partnership, leadership, planning, logistics, and support skills that can be honed with training opportunities that are mutually beneficial to both the military and the public. These partnerships create whole-of-government and whole-of-society efficiencies while strengthening the U.S. democracy.

6. **Discussion**

   a. IRT support and services must be consistent with the national policy of enhancing military readiness and avoiding competition with the private sector.

   b. IRT support and services must be coordinated among the Military Departments and other Federal, State, and local agencies involved with the IRT project or activity to avoid duplication.

   c. IRT activities will not result in significant increase in the cost of training. IRT support is primarily accomplished through units and personnel whose specialties are in the areas of health care services, general engineering, and infrastructure support and assistance.

   d. A list of eligible non-DoD organizations and activities are designated in references (a) and (c).

      (1) Any Federal, regional, State, or local governmental entity.

      (2) Youth and charitable organizations specified in reference (c).

      (3) Any other entity approved by the Secretary of Defense on a case-by-case basis.

   e. IRT support and services must be conducted by military personnel in a Federally funded duty status as defined in references (a) and (c).

   f. IRT support and services must accomplish valid unit training requirements; or the assistance provided must involve tasks directly related to the specific Navy officer billet classification and Navy enlisted classification, or rate of the member in the case of assistance by
an individual member. Per reference (a), this does not apply when the total amount of assistance to be provided is less than 100 man-hours and consists primarily of military manpower. Under this exception, most manpower requests must be met by volunteers, and any assistance other than manpower must be extremely limited.

g. IRT projects will not be conducted on property or facilities owned, leased, or rented by any DoD agency or department; State militia or State military department; National Guard; or Federal military department.

h. Government transportation, to include aviation, can only be used to transport non-DoD property, materials, or civilians, per references (d) through (g).

i. IRT support and services must not adversely affect the quality of training, or otherwise interfere with the ability of members or units to perform their military duties.

j. IRT support and services must not endorse or favor any non-governmental entity (whether profit or non-profit), commercial venture, religion, sect, religious or sectarian group, or quasi-religious or ideological movement.

k. Nominations for IRT projects from organizations outside DoD can be made on the IRT Web site: http://irt.defense.gov.

l. The use of Military Services for civilian law enforcement purposes, or for response to natural or manmade disasters, is not authorized under the IRT program.

m. Navy personnel must not conduct IRT projects without prior approval from the Navy’s IRT program executive agent, Commander, Navy Reserve Forces Command.

n. All medical IRT applications must verify the Federal, regional, State, or local governmental civilian health organization governing entity is identified in the community application, and that the civilian health organization agrees to all medical or healthcare procedures and activities performed by military personnel. The civilian health organization is responsible to conform to all applicable Federal, State, and local laws that regulate healthcare delivery within the state or territory, and all state practice acts specific to the participating healthcare professionals.

(1) Military personnel must follow the military regulations specific to participating healthcare professionals. If a conflict exists between regulations, the strictest application must apply to the military healthcare personnel participating.

(2) Notwithstanding any provisions of reference (h), active duty military healthcare providers, providing services under an approved medical IRT project, are performing authorized duties and are not required to be licensed in the state in which the project is conducted, so long as
the provider holds a current, unrestricted license from another state, the District of Columbia, or a commonwealth, territory, or possession of the United States.

7. **Program Management**

   a. The Assistant Secretary of Defense for Manpower & Reserve Affairs (ASD (M&RA)) serves as the coordinating authority for all IRT support.

   b. The Assistant Secretary of Navy for Manpower and Reserve Affairs (ASN (M&RA))

      (1) Develops, coordinates, and oversees the implementation of Navy department policy for IRT activities.

      (2) Serves as the coordinating agency with ASD (M&RA).

      (3) Receives and distributes the funds for all approved IRT projects to the appropriate entity, per reference (i).

         (a) Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) receives and manages all pay and allowances funds.

         (b) Navy Expeditionary Combat Command (NAVEXPDCMBTCOM) receives and manages the operation and maintenance (O&M) funds for civil engineering projects via Commander, United States Fleet Forces Command (COMUSFLTFORCOM) or Commander, United States Pacific Fleet (COMPACFLT), as applicable.

         (c) Navy Bureau of Medicine and Surgery (BUMED) receives and manages the O&M funds for medical projects.

   c. Commander, Navy Reserve Force (COMNAVRESFOR) is the Navy IRT program sponsor.

   d. COMNAVRESFORCOM is the Navy IRT program executive agent.

8. **Responsibilities**

   a. **COMUSFLTFORCOM**

      (1) Designate an IRT responsible officer to oversee program execution and evaluate training effectiveness.

      (2) Designate a comptroller point of contact to support the financial management of the program and provide the necessary financial documentation to comply with financial regulations.
(3) Receive O&M funds for civil engineering projects from ASN (M&RA) and forward them to NAVEXPDCMBTCOM.

(4) Liaise with COMNAVRESFORCOM and NAVEXPDCMBTCOM to receive the most up to date program guidance and status of ongoing projects.

b. COMPACFLT

(1) Designate an IRT responsible officer to oversee program execution and evaluate training effectiveness.

(2) Designate a comptroller point of contact to support the financial management of the program and provide the necessary financial documentation to comply with financial regulations.

(3) Receive O&M funds for civil engineering projects from ASN (M&RA) and forward them to NAVEXPDCMBTCOM.

(4) Liaise with COMNAVRESFORCOM and NAVEXPDCMBTCOM regarding the most up to date program guidance and status of ongoing projects.

c. COMNAVRESFORCOM

(1) Execute the Navy IRT program and activities conducted under the authority of references (a) and (b).

(2) Designate a Service responsible officer to provide oversight and accountability and an IRT program manager to administer the IRT program on behalf of the ASN (M&RA).

(3) Designate appropriate comptroller points of contact to support the financial management of the program and provide the necessary financial documentation to comply with financial regulations.

(4) Receive and manage IRT pay and allowances funds from ASN (M&RA).

(5) Approve IRT activities not seeking ASD (M&RA) funding, conducted under the authority of references (a) and (b) as deemed appropriate, that conform to established individual and unit readiness training requirements.

(6) Review and forward after action reports (AAR) to ASD (M&RA) via ASN (M&RA) within 60 days after the completion of the project or by 30 October of the same fiscal year, whichever is sooner. A copy will be provided to the Commander, Navy Reserve Force.
(7) Provide semi-annual updates of IRT activities to ASN (M&RA) and Office of Chief of Navy Reserve. An e-mail from the COMNAVRESFORCOM IRT program manager to the appropriate IRT coordinator at ASN (M&RA) and Commander, Navy Reserve Force will be sufficient if no significant changes have occurred from the previous update.

(8) Liaise with ASN (M&RA) on behalf of BUMED and NAVEXPDCMBTCOM to communicate project and financial status.

(9) Communicate amplifying information for IRT program and financial management to BUMED and NAVEXPDCMBTCOM.

d. **BUMED**

(1) Designate a Navy Medical IRT program manager to oversee execution of this instruction.

(2) Designate a comptroller point of contact to support the financial management of the program and provide the necessary financial documentation to comply with financial regulations.

(3) Receive and manage O&M funds for medical projects from ASN (M&RA).

(4) Review and forward recommended medical applications from subordinate commands to COMNAVRESFORCOM by 15 March for projects to be completed in the following fiscal year. In addition to the reviews in subparagraphs 8f and 8g below, confirm:

(a) If the Navy is the lead Military Service, verify all military personnel comply with the Clinical Laboratory Improvement Act and the proper indemnification provisions are signed by a responsible official acting on behalf of the civilian entity.

(b) Verify that all participating military personnel:

1. understand the proper use of universal body substance isolation precautions as developed by the Center for Disease Control and Occupational Safety and Health.

2. are medically cleared by their unit to participate.

(5) Liaise with COMNAVRESFORCOM and project lead agents to receive the most up to date program guidance and status of ongoing projects.

(6) Provide periodic reports on project and financial status, or when requested. Financial reports are also required if the financial projections change by more than 10 percent.
(7) Review and forward AARs from participating units to COMNAVRESFORCOM within 30 days after the completion of the project, or 15 October of the same fiscal year, whichever is sooner.

e. NAVEXPDCMBTCOM

(1) Designate a Navy civil engineering IRT program manager to oversee execution of this instruction.

(2) Review and forward recommended civil engineering applications from subordinate commands to COMNAVRESFORCOM by 15 March for projects to be completed in the following fiscal year. This must include the same reviews as listed in subparagraphs 8f and 8h below.

(3) Liaise with COMNAVRESFORCOM and project lead agents to receive the most up to date program guidance and status of ongoing projects.

(4) Provide periodic reports on project and financial status, or when requested. Financial reports are also required if the financial projections change by more than 10 percent.

(5) Review and forward AARs from participating units to COMNAVRESFORCOM within 30 days after the completion of the project or 15 October of the same fiscal year, whichever is sooner.

f. All participating Navy Units

(1) Prepare and forward IRT applications through their chain of command to COMNAVRESFORCOM by 15 March for those projects to be completed in the following fiscal year. An application will not be processed if the required information or documentation is incomplete. Each application must include the reviews in subparagraphs 8f(1)(a) through 8f(1)(d).

(a) Legal. Each state and organization has unique and specific legal requirements; therefore, a legal review must be accomplished for each project to ensure that these legal requirements are satisfied. Community participation is verified per OASD memorandum of 20 April 2016, and is the responsibility of the submitting unit. This review should verify the community application is complete.

(b) Financial. The United States Property and Fiscal Officer, or Federal Budget Officer, is responsible for obligating and disbursing Federal funding to verify that supplies and equipment items are on the General Services Administration schedule or local purchase, and that the prices are fair and reasonable. Additionally, they ensure the verification of estimated cost for each project is delineated by operation and maintenance, and pay and allowances for each
service or component participating, and that the fiscal accountability follows current comptroller directives.

(c) **Training.** Verify that the project accomplishes valid unit training requirements; will not adversely affect the quality of training or otherwise interfere with the unit’s ability to perform its military functions; and will not result in a significant increase in the cost of training.

(d) **Inter-Governmental Agencies (if applicable).** Verify coordination with any participating inter-governmental agencies.

(2) Provide a status of actions, funds, and special milestones as required by COMNAVRESFORCOM.

(3) Identify a project lead responsible for each project that:

(a) obtains all required documents for the application.

(b) coordinates with other service or component points of contact participating in the project (to include gathering final project costs for AARs).

(c) submits an AAR. AARs are required to be submitted from each unit through the chain of command to COMNAVRESFORCOM within 30 days of project completion or by 15 October, whichever is sooner. Format can be found on the IRT Web site, [http://irt.defense.gov/](http://irt.defense.gov/).

(d) verifies that the requesting organizations obtained:

1. a certification of non–competition with other available public and private sector service organizations, and an affidavit of publication for public notices; and

2. all other permits and certifications required to complete the project.

(e) designates an on-site supervisor for each exercise.

(f) verifies there is an emergency evacuation plan by other than military vehicles, except in the event of a life threatening emergency or other urgent circumstance, as authorized by Military Service regulation.

(4) Per reference (i), maintain IRT support records for a minimum of 5 years past the fiscal year the submission of an application, or the completion of the IRT training event, whichever occurs last.
g. **Participating Navy Medical Units.** Prepare and forward medical IRT applications through their chain of command to COMNAVRESFORCOM by 15 March for those projects to be completed in the following fiscal year. An application will not be processed if the required information or documentation is incomplete. In addition to the verifications listed in subparagraph 8f above, each application must include the verifications in subparagraphs 8g(1) through 8g(3) below.

1. The community application identifies an unserved or underserved healthcare need that is not being met by current public or private sector assistance.

2. If the medical Navy unit is the lead Military Service component, ensure compliance with all applicable authorities and regulations, and work with supported eligible organizations. If the eligible organization is a civilian health organization, coordinate to:

   a. arrange for and pickup all medical waste.

   b. provide referrals for patients to assist with the continuity of care.

   c. handle patients’ records for continuity of care and ensure Privacy Act compliance.

3. If the medical Navy unit is not the lead Military Service component, assist as necessary.

h. **Participating Civil Engineering Navy Units.** Prepare and forward civil engineering IRT applications through their chain of command to COMNAVRESFORCOM by 15 March for those projects to be completed in the following fiscal year. An application will not be processed if the required information or documentation is incomplete. In addition to the verifications and reviews listed in subparagraph 8f above, each application must include the reviews in subparagraphs 8h(1) and 8h(2) below.

1. **Environmental.** If the participating civil engineering unit is lead for the project, they are responsible to verify that the environmental effects of the project comply with the National Environmental Policy Act, per OASD memorandum of 20 April 2016.

2. **Land Use and Right-of-Way.** Verify that the land use and right-of-way permits are included in the community application.

9. **IRT Applications.** OASD memorandum of 20 April 2016 and reference (a) outline the process for IRT applications. Navy units receiving applications directly from organizations will direct those entities to submit all IRT applications per references (a) and (b). The IRT Web site details the application process, provides the necessary forms, AAR, and points of contact: [https://irt.defense.gov/](https://irt.defense.gov/).
10. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

   L. M. McCOLLUM
   Chief of Navy Reserve

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, https://www.secnav.navy.mil/doni
## LIST OF ACRONYMS

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<td>AAR</td>
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<td>ASD(M&amp;RA)</td>
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