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CERTIFICATE TEMPLATES

CERT-MSS



COMPLETION CERTIFICATE TEMPLATES

Maven Smart System (MSS) Training Program

HEADQUARTERS
UNITED STATES ARMY EUROPE AND AFRICA
(USAREUR-AF)
Wiesbaden, Germany

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26 MARCH 2026

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COMPLETION CERTIFICATE TEMPLATES

MAVEN SMART SYSTEM (MSS) TRAINING PROGRAM

USAREUR-AF Operational Data Team — C2DAO

Printing Instructions: Certificates are printed on standard 8.5"×11" paper, landscape orientation preferred for the formal version. The Evaluator and C2DAO Training OIC sign the original; the trainee retains a copy. The original is filed in the Individual Training Record.

CERTIFICATE — STANDARD FORMAT (SL 1 THROUGH SL 3)

UNITED STATES ARMY EUROPE AND AFRICA

MAVEN SMART SYSTEM TRAINING PROGRAM
CERTIFICATE OF COMPLETION

This certifies that

(Name, Rank/Grade)

has successfully completed

(Course Title and Level, e.g., SL 2 Builder)

Maven Smart System (MSS) Training
USAREUR-AF Operational Data Team – C2DAO

Course Dates: _____

Evaluation Date: _____

Evaluation Result: GO

Evaluator Signature / Date

C2DA0 Training OIC / Date

Evaluator Name / Rank

C2DA0 Training OIC Name / Rank

Training Record Number: _____

CERTIFICATE — SPECIALIST TRACK FORMAT (SL 4 SERIES)

UNITED STATES ARMY EUROPE AND AFRICA

MAVEN SMART SYSTEM SPECIALIST TRAINING
CERTIFICATE OF COMPLETION

This certifies that

(Name, Rank/Grade, MOS/Branch)

has successfully completed

(Course Title, e.g., SL 4G ORSA Specialist Track)

Maven Smart System (MSS) Specialist Training
USAREUR-AF Operational Data Team – C2DA0

Prerequisites Verified:

SL 1 Go Date: _____

SL 2 Go Date: _____

SL 3 Go Date: _____ (if applicable)

Course Dates: _____

Evaluation Date: _____

Evaluation Result: GO

Certified competencies:

(Summarize 2-3 key evaluated competencies from course)

Evaluator Signature / Date

C2DA0 Training OIC / Date

Evaluator Name / Rank / Specialty C2DA0 Training OIC Name / Rank

Training Record Number: _____

COMMANDER NOTIFICATION LETTER (SL 3 AND ABOVE)

For SL 3 and above completions, C2DA0 sends a notification letter to the trainee's commander.

DEPARTMENT OF THE ARMY
USAREUR-AF C2DA0
UNIT 29331
APO AE 09014

AETT-C2DA0 _____ (Date)

MEMORANDUM FOR Commander, [Unit Name and Address]

SUBJECT: Maven Smart System Training Completion Notification

1. This memorandum notifies you that the following Soldier/Civilian under your command has successfully completed MSS training:

Name: _____
Rank/Grade: _____
Course: _____
Go Date: _____
Evaluator: _____

2. This individual is now certified to perform the following functions on the USAREUR-AF Maven Smart System:

3. Certification is valid indefinitely, subject to sustainment training requirements specified in the MSS Mission Training Plan. Annual sustainment requirements include:

- Annual SL 1 refresher (all levels)
- Quarterly build exercises (SL 2 and above)
- New feature familiarization training after major platform updates

4. Questions regarding this certification should be directed to the C2DA0 Training POC via the unit MSS Administrator.

FOR THE C2DA0 DIRECTOR:

 [C2DAO TRAINING OIC]
 [Rank, Name]
 Chief, C2DAO Training and Standards Division

NO-GO NOTIFICATION LETTER

For No-Go results requiring commander notification (SL 4 series):

DEPARTMENT OF THE ARMY
 USAREUR-AF C2DAO
 UNIT 29331
 APO AE 09014

AETT-C2DAO _____ (Date)

MEMORANDUM FOR Commander, [Unit Name and Address]

SUBJECT: Maven Smart System Training – No-Go Notification and Remediation Plan

1. This memorandum notifies you that the following Soldier/Civilian received a No-Go result on MSS specialist training:

Name: _____
 Rank/Grade: _____
 Course: _____
 Evaluation Date: _____
 Evaluator: _____

2. Failed tasks and reasons are documented on the attached remediation form. A counseling has been completed.
3. Recommended remediation plan:
 - Remediation training hours required: _____
 - Scheduled re-evaluation date: _____
 - Recommended focus areas: _____
4. The trainee may re-enroll for re-evaluation within 10 duty days of this notification. If a second No-Go is received, C2DAO approval is required before a third evaluation.
5. No-Go results do not constitute an adverse action or performance documentation. They document a training status requiring additional preparation. Most trainees who receive No-Go on initial evaluation pass re-evaluation following focused remediation.

[C2DAO TRAINING OIC]
[Rank, Name]

ENCLOSURE: No-Go Remediation Form (CAD Appendix C)

TRANSCRIPT — TRAINING RECORD EXTRACT

For personnel requiring a transcript of MSS training completions (e.g., for assignment documentation, DAP record):

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MSS TRAINING TRANSCRIPT
USAREUR-AF C2DAO
=====
Name: _____
Rank/Grade: _____
Unit (Current): _____
MOS/Branch: _____
Period Covered: _____

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COURSE COMPLETION RECORD:

Course	Date	Location	Evaluator	Result
SL 1				GO
SL 2				GO
SL 3				GO
SL 4_				GO

SUSTAINMENT TRAINING:

Event	Date	Verified By
Annual SL 1 Refresher		
Annual SL 1 Refresher		
Quarterly Build Exercise		
New Feature Familiarization		

TRANSCRIPT ISSUED BY:

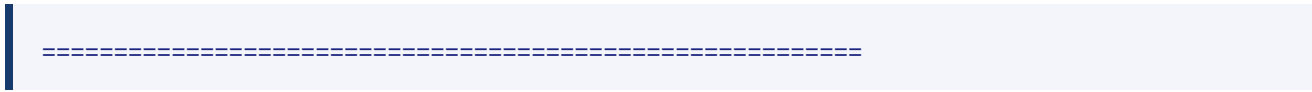
C2DAO Training Division

Date: _____

Authorizing Signature: _____

Training Record Number: _____

This transcript is accurate as of the date issued.
Subsequent completions will require an updated transcript.



USAREUR-AF Operational Data Team Completion Certificate Templates | Version 1.0 | March 2026

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