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STANDARD OPERATING PROCEDURE

# SOP-MAINT



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## CURRICULUM MAINTENANCE SOP

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*Maven Smart System (MSS) Training Curriculum*

HEADQUARTERS  
UNITED STATES ARMY EUROPE AND AFRICA  
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# CURRICULUM MAINTENANCE SOP

## MAVEN SMART SYSTEM (MSS) TRAINING CURRICULUM

**Version 1.0 | March 2026 Owner:** USAREUR-AF C2 Data and Analytics Office (C2DAO) **Review cycle:** Quarterly, or upon trigger event (see Section 3)

### 1. PURPOSE

This SOP establishes the process for keeping the MSS training curriculum current. Without an active maintenance process, training materials go stale as the platform evolves, creating a gap between what students learn and what they encounter in production.

### AUTHORITATIVE REFERENCES

Publication	Title	Relevance
AR 350-1	Army Training and Leader Development	Master regulation for Army training policy; governs curriculum review and update requirements
TR 350-70	Army Learning Policy and Systems	TRADOC master regulation governing course maintenance, version control, and learning product lifecycle
TP 350-70-14	Training Development in Institutional Domain	TRADOC pamphlet governing curriculum development, revision procedures, and quality assurance

#### NOTE

TR 350-70 and TP 350-70-14 are published by TRADOC at [adminpubs.tradoc.army.mil](https://adminpubs.tradoc.army.mil), not DA APD.

## 2. CURRICULUM OWNER AND ROLES

Role	Responsibility
<b>Curriculum Owner</b> (C2DAO)	Final approval authority for all changes; owns the version log
<b>Platform Monitor</b> (C2DAO designated)	Watches Palantir release notes; triages platform changes against TM content; initiates review for any feature change affecting a trained task. One person designated; backup required.
<b>Subject Matter Expert (SME)</b> per track	Reviews TM content accuracy for their track; proposes changes
<b>Instructors</b>	Submit AAR discrepancy reports; flag outdated content during delivery
<b>Unit Data Stewards</b>	Submit change requests when operational procedures diverge from curriculum

### 2A. PLATFORM MONITORING PROCEDURE

The Platform Monitor is responsible for proactively watching Palantir MSS platform changes and triaging their impact on training content. This is a standing, recurring responsibility — not a reactive one.

#### Monitoring cadence:

Source	Frequency	Action
Palantir release notes (MSS instance)	Weekly check	Log any UI, workflow, or feature change; cross-reference against TM task list
Palantir developer blog / changelog	Monthly	Flag any foundational changes (Pipeline Builder, Workshop, Ontology Manager, AIP Logic)
C2DAO technical feed	As published	Immediate review for any MSS-specific configuration or policy change

**Triage process:** 1. Platform Monitor logs the change with: date noticed, feature affected, and preliminary TM impact assessment 2. Cross-reference against the TM task list to identify every task that touches the changed feature 3. Classify impact: **None** (UI cosmetic only), **Minor** (procedure wording update needed),

**Major** (task steps change or new capability affects scope) 4. For Minor/Major: open a change request, assign to the relevant SME, and set review timeline per Section 3 trigger table 5. For None: log in the monitoring record and close

**Handoff on personnel change:** When the Platform Monitor role changes personnel, the incoming monitor must conduct a walk-through of the current monitoring log with the outgoing monitor before the handoff is complete. Gaps in monitoring coverage (e.g., during PCS) must be reported to the Curriculum Owner.

### 3. TRIGGER EVENTS — UPDATE REQUIRED

Any of the following triggers a mandatory curriculum review:

Trigger	Scope	Timeline
Palantir MSS platform release (major version)	All TMs potentially affected	Review within 30 days of release
Palantir MSS platform release (minor/patch)	Spot-check affected TMs	Review within 60 days
Army CIO data policy update	Doctrine publications + all TMs	Review within 45 days
USAREUR-AF G6/C2DAO policy change	All TMs	Review within 30 days
AAR discrepancy report — Severity H	Specific document cited	Review within 7 days
AAR discrepancy report — Severity M	Specific document cited	Batch into next quarterly review
AAR discrepancy report — Severity L	Specific document cited	Batch into next quarterly review
Instructor identifies content error during delivery	Specific document	Flag immediately; batch fix within 30 days

### 4. CHANGE PROCESS

#### Step 1 — Identify the Change

- Source: AAR report, SME review, trigger event, or user feedback
- Document in the Change Log (Section 7) before making edits

## Step 2 — Classify the Change

Change Type	Description	Approval Required
<b>Correction</b>	Fixing factual error, broken link, outdated procedure	SME review + Curriculum Owner notification
<b>Update</b>	Revising content to reflect platform/policy change	SME review + Curriculum Owner approval
<b>Addition</b>	New task, section, or publication	SME review + Curriculum Owner approval
<b>Deletion</b>	Removing content no longer applicable	Curriculum Owner approval
<b>Restructure</b>	Changing document organization or prerequisite chain	Curriculum Owner approval + SME review for affected tracks

## Step 3 — Make the Change

- Edit the source Markdown file
- Increment the version tag in the document header:
- Correction → increment patch (1.0 → 1.0.1)
- Update or Addition → increment minor (1.0 → 1.1)
- Restructure → increment major (1.0 → 2.0)
- Update `## CHANGE LOG` section at the end of the document (if present) or add one

## Step 4 — Regenerate PDFs

- Run `scripts/build_pdfs.py` from repo root
- Verify changed documents rendered correctly
- Commit source + PDF together in the same commit

## Step 5 — Log the Change

- Update Section 7 (Change Log) of this SOP
- If the change affects a SYLLABUS or exercise package, update those documents too

## Step 6 — Notify

- Brief instructors on any change affecting SL 1 through SL 3 (broad audience impact)
- Email C2DAO distribution for any major version change

## 5. QUARTERLY REVIEW CHECKLIST

Conduct quarterly (Jan, Apr, Jul, Oct). Assign to Curriculum Owner or designated SME.

- Review Palantir release notes since last review — flag any MSS feature changes affecting TM content
- Review Army CIO / USAREUR-AF policy updates — flag doctrine document impacts
- Review all open M/L-severity AAR discrepancy reports — batch fix or close
- Spot-check 3 random TM sections for accuracy against current platform
- Verify all external links (portal URLs, policy citations) are still valid
- Confirm exercise ENVIRONMENT\_SETUP.md files are current for each active exercise
- Update this SOP if the process itself has changed
- Log completion in Section 7

## 5A. SEMI-ANNUAL CURRICULUM DEEP REVIEW

The quarterly checklist (Section 5) is a maintenance check. The semi-annual deep review is a curriculum audit — a structured assessment of whether the training program still teaches what it claims to teach, at the standard it claims to require.

**Conducted:** April and October (following the April and October quarterly check). **Owner:** Curriculum Owner, with SME representation from each active track. **Duration:** 2–3 working days minimum. This is not a desk review.

### Semi-Annual Review Scope

Review Area	Standard	Responsible
<b>Teach-test alignment</b>	For every evaluated task in every syllabus: is it explicitly taught in the daily schedule? If not, add instruction or remove the evaluation.	SME per track
<b>LO-to-evaluation mapping</b>	Every Learning Objective must map to at least one evaluated task. Orphaned LOs are either added to the evaluation or reclassified as knowledge-only.	SME per track
<b>Platform accuracy</b>	10% random sample of TM task steps verified against the current MSS platform by a practitioner (not the author). Steps that no longer match the UI are flagged.	Platform Monitor + SME

Review Area	Standard	Responsible
<b>Prerequisite chain integrity</b>	Verify that SL 4/5 content does not re-teach SL 3 material, and SL 3 content does not re-teach SL 2 material. Content that duplicates a lower level is flagged for removal or restructuring.	Curriculum Owner
<b>AAR trend analysis</b>	All AAR discrepancy reports from the preceding 6 months reviewed in aggregate. Identify patterns (same task failing repeatedly, same concept misunderstood) and address with curriculum changes, not just individual remediation.	Curriculum Owner + Instructors
<b>Go/No-Go standard quality</b>	All practical exercise Go standards reviewed against Bloom's taxonomy level appropriate to the course level. Vague standards ("demonstrates understanding," "performs adequately") are rewritten with specific measurable criteria.	SME per track
<b>Duration sufficiency</b>	Block time vs. content volume check: is the allocated time sufficient for the taught content, including student practice time? Flag any block where instruction time leaves no room for practice.	Instructors

## Semi-Annual Review Output

The semi-annual review produces: 1. A brief findings summary (1–2 pages) documenting what was checked and what changes were directed 2. A list of specific change requests with assigned SMEs and due dates 3. A change log entry in Section 7 of this SOP documenting the review was conducted

**No curriculum changes are required** if the review finds no issues — but the review must be documented regardless. An undocumented review did not happen for governance purposes.

## 6. VERSION NUMBERING CONVENTION

All curriculum documents use semantic versioning: `MAJOR.MINOR.PATCH`

Increment	When
PATCH (x.x.1)	Typo fix, broken link, minor wording correction
MINOR (x.1.0)	Content updated/added due to platform or policy change
MAJOR (2.0.0)	Document restructured, prerequisite chain changed, or content substantially rewritten

Format in document header: `**Version 1.2 | Month Year**`

## 7. CHANGE LOG

Date	Document	Change Type	Summary	Version After	Author
2026-03-12	All TMs	Addition	Version tags added to all SL 1 through SL 5M documents	1.0	C2DAO
2026-03-12	SL 5 series	Addition	Prerequisite warning blocks added to all SL 5 documents	1.0	C2DAO
2026-03-12	QUICK_STAR T.md	Addition	New 30-minute operator onboarding guide created	1.0	C2DAO
2026-03-12	exercises/	Addition	Exercise stubs created for SL 1 through SL 4L tracks (WFF SL 4A–F and specialist SL 4G–O)	1.0	C2DAO
2026-03-12	AAR_TEMPLA TE.md	Addition	Instructor AAR/feedback template created	1.0	C2DAO
2026-03-12	This SOP	Creation	Initial publication	1.0	C2DAO