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STANDARD OPERATING PROCEDURE

SOP-ENROLL



ENROLLMENT STANDARD OPERATING PROCEDURE

Maven Smart System (MSS) Training Program

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Wiesbaden, Germany

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MAVEN SMART SYSTEM (MSS) TRAINING PROGRAM

USAREUR-AF Operational Data Team — C2DAO

Document	Enrollment SOP
Proponent	USAREUR-AF C2DAO Training Division
Effective Date	March 2026
Applies To	Unit Training NCOs/Officers, MSS Administrators, Trainees, C2DAO Training Staff

OVERVIEW

1. IDENTIFY → 2. REQUEST → 3. PROVISION → 4. CONFIRM → 5. COMPLETE
 (Unit) (Unit TNG) (MSS Admin) (C2DAO) (C2DAO)

Total lead time: **10–35 duty days before Day 1**, depending on access requirements.

AUTHORITATIVE REFERENCES

Publication	Title	Relevance
AR 350-1	Army Training and Leader Development	Master regulation for Army training policy; governs enrollment procedures and training records
AR 350-10	Management of Army Individual Training Requirements and Resources	Governs individual training seat management, resource allocation, and enrollment processes

PHASE 1 — IDENTIFY TRAINING NEED

Who: Unit Commander, Unit Training NCO/Officer, or individual

Step 1: Determine Required Training Level

Personnel Category	Required Training Level
All newly assigned USAREUR-AF personnel	SL 1 (complete within 30 days of assignment)
Personnel assigned to build/maintain data products	SL 2 (complete within 90 days of data assignment)
Unit data leads, data-adjacent specialists (17/25-series, S6/G6, G2)	SL 3 (complete within 90 days of data-lead assignment)
INT/FIRES/M2/SUST/PROT/MC functional staff	SL 4A through SL 4F (prereq: SL 3; 3 days each)
ORSA analysts working on MSS	SL 4G
AI engineers building AIP workflows	SL 4H
ML engineers building/deploying models	SL 4M
Program managers and resource managers	SL 4J
Knowledge managers and KMOs	SL 4K
Software engineers building Foundry integrations	SL 4L
UI/UX designers working on MSS	SL 4N
Platform engineers managing MSS infrastructure	SL 4O
Senior specialists advancing beyond SL 4	SL 5G through SL 5O (prereq: corresponding SL 4 track)

Step 2: Verify Prerequisites

Do not submit an enrollment request for a trainee who does not meet prerequisites. C2DAO will not confirm enrollment without verified prerequisites.

Course	Prerequisites to Verify
SL 1	None
SL 2	SL 1 Go on file
SL 3	SL 1 and SL 2 Go on file

Course	Prerequisites to Verify
SL 4A through SL 4F (WFF tracks)	SL 1, SL 2, and SL 3 Go on file; WFF functional staff designation
SL 4G	SL 1, SL 2, SL 3 Go on file; graduate-level quantitative background; Python or R proficiency
SL 4H	SL 1, SL 2, SL 3 Go on file; Python proficiency; Data Literacy Technical Reference read
SL 4M	SL 1, SL 2, SL 3 Go on file; Python ML proficiency (pandas, scikit-learn, PyTorch)
SL 4J	SL 1, SL 2, SL 3 Go on file (all required)
SL 4K	SL 1, SL 2, SL 3 Go on file (all required)
SL 4L	SL 1, SL 2, SL 3 Go on file; TypeScript or Python proficiency; REST API familiarity
SL 4N	SL 1, SL 2, SL 3 Go on file; design tool familiarity
SL 4O	SL 1, SL 2, SL 3 Go on file; Linux sysadmin background; containers/Git proficiency
SL 5G–O	Corresponding SL 4 track Go on file (required)

Step 3: Check Training Schedule

Identify the target course iteration from the Annual Training Schedule. Confirm dates do not conflict with known unit training events, deployment windows, or leave periods.

PHASE 2 — SUBMIT ENROLLMENT REQUEST

Who: Unit Training NCO/Officer (submitter); MSS Administrator (coordinator)

When: At or before the enrollment deadline (T-10 to T-21 days depending on course)

Step 4: Complete the Enrollment Request Form

The Enrollment Request Form is in CAD Appendix A. Complete all fields: - Trainee personal data (name, rank, unit, MOS, DSN, email) - Requested course and preferred dates - Prerequisites with verification dates (attach Go evaluation records or training record extracts) - Technical prerequisites (for SL 4 courses — confirm access provisioning status) - Unit Training NCO/Officer signature

Step 5: Submit to MSS Administrator

The Unit Training NCO/Officer submits to the unit MSS Administrator. The MSS Administrator reviews for completeness before forwarding to C2DAO.

MSS Administrator review checklist: - All fields on the Enrollment Request Form completed - Prerequisites verified and documentation attached - For SL 3+: elevated access provisioning in place or being initiated - For SL 4 specialist tracks (SL 4G through SL 4O): technical prerequisites (Code Workspace, OSDK, etc.) active or being requested concurrently

Step 6: Forward to C2DAO Training POC

Via NIPR email or official messaging. Subject line format: `MSS ENROLLMENT REQUEST – [UNIT] – [COURSE] – [REQUESTED DATE]`

PHASE 3 — ACCESS PROVISIONING

Who: MSS Administrator (standard access); C2DAO (elevated access)

When: Immediately upon initiating enrollment — do not wait for C2DAO seat confirmation before starting provisioning.

Step 7: Initiate Access Provisioning

Course	Access Level Required	Who Provisions	Minimum Lead Time
SL 1	Viewer	Unit MSS Administrator	5 duty days
SL 2, SL 4A–F (WFF), SL 4J, SL 4K	Builder	Unit MSS Administrator	5 duty days
SL 3	Editor + AIP Logic configuration	Unit MSS Admin (Editor); C2DAO (AIP Logic config)	7 duty days
SL 4G	Code Workspace (CPU)	C2DAO only	7–10 duty days
SL 4H	AIP Logic authoring + Agent Studio	C2DAO only	7–10 duty days
SL 4M	GPU Code Workspace	C2DAO only	10+ duty days
SL 4L	OSDK developer access + developer token	C2DAO only	10+ duty days

Course	Access Level Required	Who Provisions	Minimum Lead Time
SL 4N	Workshop design access (Editor + AIP Logic configuration)	C2DAO	7–10 duty days
SL 4O	Kubernetes cluster access + CI/CD pipeline access	C2DAO only	10+ duty days

IMPORTANT: Lead times are minimums. For SL 4M (GPU workspace) and SL 4L (OSDK), start provisioning at least 5 weeks before Day 1.

Step 8: Confirm Access Before Day 1

This is a trainee responsibility, confirmed by the MSS Administrator.

At T-3 duty days: - Trainee logs in to MSS Training Environment successfully - **If training requires multiple enclaves (NIPR, SIPR, MPE, etc.): trainee confirms successful login on EACH enclave.** Accounts do not carry across enclaves — each requires separate provisioning and verification. - Trainee confirms access level is correct (Builder access shows "Create" buttons) - For SL 4G/M: trainee runs the provided test script; confirms it executes without error - For SL 4H: trainee confirms AIP Logic authoring tab appears - For SL 4L: trainee runs OSDK authentication test with their developer token - For SL 4N: trainee confirms Editor access with AIP Logic configuration active - For SL 4O: trainee confirms Kubernetes cluster access and CI/CD pipeline access

If access is NOT confirmed at T-3: 1. Trainee notifies MSS Administrator immediately 2. MSS Administrator contacts C2DAO Training POC with urgency flag 3. If unresolvable before Day 1, the seat may be deferred to the next iteration

Do not arrive at training expecting to resolve access issues on Day 1 morning. C2DAO has no Day 1 IT support window. Unresolved access issues typically cannot be fixed same-day.

PHASE 4 — C2DAO CONFIRMATION

Who: C2DAO Training POC | **When:** Within 5 duty days of receiving the enrollment request

Step 9: C2DAO Reviews Enrollment Request

C2DAO reviews: prerequisites against training records, seat availability, access provisioning status.

Step 10: C2DAO Issues Enrollment Confirmation

C2DAO issues confirmation via NIPR email to the MSS Administrator and trainee. The confirmation includes: - Trainee name and course - Confirmed course dates and location - Reporting instructions (time, room) - Pre-course reading list - Day-before checklist - Open access provisioning items requiring trainee action

Step 11: No-Seat / Waitlist Response

If no seat is available: - C2DAO notifies the MSS Administrator with the next available iteration date - C2DAO adds the trainee to the waitlist for the requested iteration - Unit has 5 days to confirm acceptance of the next available date

PHASE 5 — PRE-COURSE PREPARATION AND COURSE COMPLETION

Who: Trainee; Unit Training NCO/Officer

Step 12: Trainee Completes Pre-Course Requirements

Upon receiving enrollment confirmation: - Read Day-before checklist in the CAD (Section 3-2) - Complete pre-course reading assignments listed in the course syllabus (at minimum T-5 days before Day 1) - Confirm access is active at T-3 days - Bring all required materials on Day 1

The unit Training NCO/Officer confirms pre-course requirements are complete at T-2 days.

Step 13: Course Completion Documentation

Upon Go evaluation result: 1. Evaluator completes Individual Training Record (CAD Appendix B) 2. Evaluator signs and issues Completion Certificate to trainee 3. For SL 3 and above: C2DAO sends Commander Notification Letter within 3 duty days 4. C2DAO updates Unit Training Status Matrix within 2 duty days 5. Trainee retains certificate; copy filed by unit Training NCO/Officer

Upon No-Go evaluation result: 1. Evaluator completes Individual Training Record (No-Go section) 2. Evaluator completes No-Go Remediation Form (CAD Appendix C) 3. Counseling conducted within 1 duty day (unit) 4. For SL 4 series: C2DAO sends Commander Notification Letter within 3 duty days 5. Remediation plan established; re-evaluation scheduled within 10 duty days

ENROLLMENT TIMELINE SUMMARY

Task	When	Who
Identify training need; check prerequisites	ASAP; at minimum T+lead time	Unit Commander/Training NCO
Initiate access provisioning	Immediately upon identifying enrollment	MSS Administrator
Complete Enrollment Request Form	T-21 to T-10 days (course-dependent)	Unit Training NCO
Submit request to C2DAO	T-21 to T-10 days	MSS Administrator
C2DAO confirms enrollment	Within 5 duty days of receipt	C2DAO Training POC
Trainee completes pre-course reading	T-5 days	Trainee
Confirm access active	T-3 days	Trainee + MSS Administrator
Complete Day-before checklist	Day before Day 1	Trainee
Report for training	Day 1 NLT 15 min before start	Trainee
Evaluator documents result	Day of evaluation	Evaluator
C2DAO updates training records	Within 2 duty days of evaluation	C2DAO Training POC
Commander notification (SL 3+)	Within 3 duty days of evaluation	C2DAO Training POC

SPECIAL ENROLLMENT SITUATIONS

Urgent Enrollment (Deployments / Short-Notice Requirements)

1. Unit Commander submits urgent enrollment request directly to C2DAO Training POC via NIPR with justification
2. C2DAO evaluates seat availability and access provisioning feasibility
3. If access cannot be provisioned in time, C2DAO advises on the earliest feasible date

NOTE

Urgent enrollment cannot override access provisioning lead times.

Re-Enrollment After No-Go

A trainee re-enrolling after a No-Go does not need a new full enrollment request. The MSS Administrator notifies C2DAO Training POC of the re-evaluation date. Access remains active from the initial enrollment.

Cancelled Enrollment

If a trainee cannot attend after confirmation: 1. Notify C2DAO Training POC at least T-5 days to allow seat reallocation 2. Elevated access (SL 3+) will be suspended until re-enrollment 3. Unit is responsible for the forfeited quota

Command-Directed Training

When C2DAO or higher headquarters directs unit-wide MSS training, the enrollment process is initiated by C2DAO. C2DAO coordinates with unit MSS Administrators on access provisioning and scheduling.

FREQUENTLY ASKED QUESTIONS

Q: My Soldier completed SL 1 at a previous assignment. Do they need to repeat it? A: No — SL 1 completion is permanent. Verify the Go result is on file (request a transcript from C2DAO if the Individual Training Record is not available). Annual sustainment refresher is still required.

Q: My Soldier has extensive Foundry experience from a contractor background. Can they waive SL 1? A: No. SL 1 is required for all USAREUR-AF personnel regardless of prior experience. The evaluation confirms USAREUR-AF classification procedures and data governance requirements — not just platform proficiency.

Q: The trainee's access isn't working on Day 1. What happens? A: If the issue is a unit-side provisioning failure (access never requested), the trainee will likely need to reschedule. If the issue is C2DAO or platform-side (access was requested and confirmed but not functioning), C2DAO will attempt to resolve. Document the issue and notify C2DAO immediately.

Q: Can a unit request a dedicated course iteration for their personnel only? A: Yes, if the minimum class size is met (see CAD Section 1-4). Submit a request to C2DAO Training POC with proposed dates, course, and number of students.

FOUNDRY BOOTCAMP (FBC) ENROLLMENT

The Foundry Bootcamp is a separate quarterly event outside the SL 1 through SL 5 training chain. It has its own enrollment workflow. See FOUNDRY_BOOTCAMP_SOP.md (FBC-SOP-001) for full procedures. Summary below.

FBC Enrollment Summary

1. IDENTIFY → 2. BRIEF → 3. SUBMIT → 4. VALIDATE → 5. PROVISION → 6. CONFIRM
 (Unit) (Candidate) (Unit TNG) (C2DAO) (MSS Admin) (C2DAO)

Key differences from TM course enrollment:

TM Course Enrollment	FBC Enrollment
Prereq: varies by course	Prereq: SL 2 Go on file — no exceptions
No project required	Project Brief (CAD Appendix D) required
Seat confirmed on prereq verification	Seat confirmed only after Project Brief approval
Access provisioned from standard access list	Bootcamp workspace provisioned per project list

FBC-specific steps:

1. Candidate prepares Project Brief (CAD Appendix D) with supervisor signature
2. Unit Training NCO/Officer submits: standard Enrollment Request + Project Brief + SL 2 Go record
3. C2DAO reviews Project Brief within 5 duty days — approves, returns for revision, or denies
4. Enrollment confirmed in writing upon Project Brief approval
5. Bootcamp workspace provisioned T-10 days; access confirmed by candidate T-5 days

FBC does not grant TM credit. Completion appears in training records as a separate event type, not as a TM course completion.

FBC waivers: - SL 2 prereq waiver: Not granted - Project Brief waiver: Not granted - Late brief (after T-14 days): C2DAO discretion; never later than T-5 days

TRAINING RECORDS REQUIREMENTS

C2DAO maintains the authoritative training records system for MSS training. Unit Training NCOs/Officers maintain a local copy. This section defines the minimum data standard for any training record entry.

Minimum Required Fields — Per Trainee Record

Field	Format	Notes
Trainee last name, first name	String	As it appears on orders
Rank	Standard Army abbreviation (SSG, CPT, etc.)	
Unit of assignment	UIC + short name	Current unit at time of training
MOS/AOC	Standard format (e.g., 17C, 25D, FA49)	
NIPR email	DoD email address	Official contact for records
Course completed	SL 1, SL 2, SL 3, SL 4X, SL 5X, or FBC	Exact identifier
Result	Go / No-Go	
Evaluation date	YYYY-MM-DD	Date of practical exercise completion
Evaluator name and rank	String	Must match signature on completion certificate
Completion certificate number	Per certificate format	Unique identifier for audit
Prerequisites on file	Y/N per prereq	Verified at enrollment; confirm at record entry
Notes	Free text	No-Go remediation status, waivers, special circumstances

Record Retention

- **Individual Training Record (CAD Appendix B):** Completed by evaluator at time of evaluation. Original retained by C2DAO. Copy filed by unit Training NCO/Officer. Trainee retains completion certificate.
- **Unit Training Status Matrix:** Maintained by C2DAO. Updated within 2 duty days of any evaluation result. Contains current Go status per trainee per course for all enrolled units.
- **Retention period:** 3 years minimum, or through PCS cycle plus 1 year — whichever is longer. Records must be transferable to gaining unit upon PCS.

What Is NOT an Acceptable Training Record

- Email confirmation of course attendance without an evaluator signature

- Verbal attestation by supervisor that training was completed
- Certificate from a non-C2DAO training event or commercial Palantir training (does not count toward MSS program completion)
- Completion of a prior-version course (e.g., pre-v2.0 ORSA course, now designated SL 4G) without a re-evaluation on the current curriculum

Querying Training Records

Unit Training NCOs/Officers may request a unit training status extract from C2DAO Training POC at any time. Standard format: unit name or UIC + requested course level. Response within 3 duty days. For deployments or time-sensitive situations, request via official messaging with URGENT flag for same-day response.

TRAIN-THE-TRAINER (T3) ENROLLMENT

T3-I — Instructor Certification

T3-I enrollment follows a **selection** model, not the standard enrollment request process.

Step	Action	Responsible
1	C2DAO Training OIC identifies instructor pipeline need	Training OIC
2	Training OIC selects candidates based on: SL 3 Go on file, platform proficiency, demonstrated aptitude for instruction, operational availability	Training OIC
3	Training OIC issues selection notification to candidate and candidate's unit	Training OIC
4	Candidate's unit acknowledges and confirms availability for the T3-I iteration	Unit CDR/S3
5	C2DAO verifies SL 3 Go and provisions instructor-level account access	C2DAO Admin

Self-nomination is permitted — candidates may submit a request to the Training OIC. Selection is not guaranteed.

Lead time: T-21 days minimum (account provisioning for instructor-level access may require elevated coordination).

T3-F — MSC Force Multiplier

T3-F enrollment follows a **commander nomination** model.

Step	Action	Responsible
1	Unit commander identifies need for local SL 1 delivery capability	Unit CDR
2	Commander nominates candidate via memorandum (see UDT SOP Appendix A)	Unit CDR
3	Nomination submitted to C2DAO Training Division	Unit Training NCO
4	C2DAO verifies SL 2 Go on file and active MSS account	C2DAO Admin
5	Candidate enrolled in next available T3-F iteration (typically aligned with MTT rotation to the candidate's MSC)	C2DAO Training

Lead time: T-14 days minimum. When aligned with an MTT rotation, coordinate via the MTT advance party procedures.

PALANTIR CERTIFICATION ALIGNMENT

MSS training tracks prepare students for Palantir's external certification exams. The following alignment is advisory — Palantir certifications are independent of MSS completion and require separate registration.

MSS Completion	Palantir Certification	Readiness Level	Registration
SL 2	Foundry & AIP Builder Foundations Badge	Ready to attempt	Earn badge
SL 3 + SL 4L	Foundry Data Engineer Certification	Well-prepared	Prep guide
SL 3 + SL 4L	Foundry Application Developer Certification	Well-prepared	Exam info

NOTE

Palantir certification exams may cover features or configurations not present in the USAREUR-AF MSS environment. Students should supplement with Palantir Learn (learn.palantir.com) and the [Ontologize YouTube channel](#) for exam preparation. Coordinate with C2DAO for certification voucher availability.

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