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STANDARD OPERATING PROCEDURE

# SOP-MTT



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## MOBILE TRAINING TEAM (MTT) OPERATIONS SOP

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*Maven Smart System (MSS) Training Program*

HEADQUARTERS  
UNITED STATES ARMY EUROPE AND AFRICA  
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Wiesbaden, Germany

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# MOBILE TRAINING TEAM (MTT) OPERATIONS SOP

## MAVEN SMART SYSTEM (MSS) TRAINING PROGRAM

### USAREUR-AF Operational Data Team — C2DAO

<b>Document</b>	MTT Operations SOP
<b>Proponent</b>	USAREUR-AF C2DAO Training Division
<b>Effective Date</b>	March 2026
<b>Applies To</b>	MTT members, C2DAO Training OIC, MSC training NCOs/officers, unit commanders

## SECTION 1 — PURPOSE AND MISSION

### 1-1. Purpose

This SOP governs Mobile Training Team (MTT) operations for the MSS Training Program. The MTT is the primary mechanism for delivering SL 2, SL 3, and SL 4 courses outside the C2DAO home station, and for certifying Unit Data Trainers (T3-F) at MSC locations across the USAREUR-AF AOR.

### 1-2. Mission

The MTT executes two concurrent missions at each MSC: 1. **Deliver scheduled courses** (SL 2, SL 3, SL 4 as required) to MSC personnel 2. **Certify Unit Data Trainers** (T3-F) to create a local SL 1 delivery capability that sustains training between MTT visits

### 1-3. References

Document	Relevance
White Paper — MSS Training	Establishes MTT requirement (4-6 billets, TDY rotation, Q3 FY26)
TASKORD — MSS Training Cell	Activation authority for the MTT
Unit Data Trainer SOP	UDT employment, reporting, and sustainment procedures
Instructor Tier Definitions	Instructor qualifications required for MTT members
Enrollment SOP	Enrollment procedures for courses delivered by the MTT
Commander's Guide	Commander responsibilities for supporting MTT visits
Successor Planning Guide	UDT succession planning during MTT transitions

## SECTION 2 — MTT COMPOSITION AND QUALIFICATIONS

### 2-1. Team Composition

Billet	Qualification	Role
MTT Lead (1)	Senior or Master Instructor; T3-I certified; 2+ cross-certifications	Overall mission lead; coordinates with MSC; delivers T3-F; observes UDTs
SL 2/3 Instructor (1-2)	Certified Instructor; SL 3 certified	Delivers SL 2 and SL 3 courses
SL 4 Specialist Instructor (1-2)	Certified Instructor; domain SME for scheduled SL 4 tracks	Delivers SL 4 courses as scheduled
MSS Administrator (1)	MSS Admin access; account provisioning authority	Provisions accounts, troubleshoots access, manages training environment

Total: 4-6 personnel per MTT rotation.

### 2-2. Instructor Currency

All MTT instructors must be current per FDP §4 (platform currency, annual observation, PD attendance) at the time of deployment. An instructor who has not taught in 6+ months must complete a re-familiarization lab before the MTT rotation.

## SECTION 3 — ROTATION CYCLE

### 3-1. Quarterly Rotation

The MTT rotates through MSCs on a quarterly cycle. Each rotation covers 1-3 MSC locations depending on geography and class size.

- Q3 FY26 (first rotation)
  - └ MSC A – Week 1-2
    - └ SL 2 (5 days)
    - └ T3-F (half day, during SL 2 week 1)
    - └ UDT observation (existing UDTs)
- Q4 FY26
  - └ MSC B – Week 1-2
  - └ MSC C – Week 3-4
- Q1 FY27
  - └ MSC A – Week 1-2 (return visit)
  - └ MSC D – Week 3-4

### 3-2. Rotation Planning Timeline

Milestone	Timeline	Action
Rotation planning conference	T-90 days	C2DAO coordinates with all MSCs: identify training needs, UDT nominations, scheduled courses
Course schedule published	T-60 days	Final schedule published to all MSCs with enrollment deadlines
Advance party coordination	T-30 days	MTT Lead contacts MSC POC: confirm classroom, network, lodging, student roster, UDT nominations
Enrollment deadline	T-14 days	All enrollment requests received per Enrollment SOP
Access provisioning verification	T-7 days	MSS Admin verifies all student accounts active in training environment
MTT deployment	T-0	MTT arrives at MSC

## SECTION 4 — ADVANCE PARTY PROCEDURES

### 4-1. Advance Contact (T-30 days)

MTT Lead contacts the MSC training POC (typically S3 training NCO) to confirm:

- Classroom availability: room with projector, 1 workstation per student + instructor, network access to MSS Training Environment
- Student roster: names, ranks, current MSS qualifications, courses enrolled
- UDT nominations: commander nomination memorandums received by C2DAO; SL 2 Go verified
- Existing UDT status: current UDTs identified for annual observation
- Lodging and travel: TDY arrangements for MTT members
- Network access: verify MSS Training Environment accessible from MSC classroom (some locations may require VPN or network exception)

### 4-2. Pre-Course Setup (T-1 day or Day 0 morning)

Upon arrival at the MSC, the MTT: -  Test all workstations: login, MSS Training Environment access, CAC authentication -  Verify student accounts: all enrolled students have active accounts at correct access level -  Load synthetic training data (refresh if stale) -  Print materials: student handouts, exams, T&EO scoring sheets -  Brief MSC training POC on the week's schedule, evaluation procedures, and reporting -  Identify any last-minute enrollment changes and coordinate with C2DAO

## SECTION 5 — COURSE DELIVERY AT MSC

### 5-1. Standard MTT Week

A typical 2-week MTT rotation at a single MSC:

Week	Day	Course A	Course B
1	Mon-Fri	SL 2 (Class 1)	T3-F (Mon AM, if UDT candidates available)
2	Mon-Fri	SL 3 or SL 4 (scheduled)	UDT observations (scheduled around course delivery)

The exact schedule varies by MSC training needs. The MTT Lead builds the schedule during the T-90 planning conference based on: - Number of personnel requiring each course level - UDT nomination status - Existing UDT re-certification needs - MSC commander priorities

## 5-2. T3-F Delivery During MTT Rotation

T3-F is delivered concurrently with other courses when possible: - MTT Lead or designated instructor delivers T3-F (half day) while other MTT members deliver SL 2/3/4 - T3-F candidates must be available for the morning session without competing duties - If only 1-2 UDT candidates at a given MSC, consolidate with the next MSC on the rotation if geography permits

## 5-3. UDT Observation During MTT Rotation

The MTT Lead observes existing UDTs during the rotation: - UDT delivers an SL 1 iteration during the MTT's visit (scheduled with the unit training NCO) - MTT Lead observes at least 2 blocks of instruction + 1 Go/No-Go evaluation - Observation documented on the Instructor Observation Report (FDP Appendix B, adapted for UDT) - If satisfactory: annual re-certification documented and reported to C2DAO - If unsatisfactory: documented with specific deficiencies; remediation plan per UDT SOP §6-3

# SECTION 6 — REPORTING

## 6-1. MTT Rotation Report

After each MSC visit, the MTT Lead submits a rotation report to C2DAO Training OIC:

Section	Content
Courses delivered	Course, dates, students enrolled, students completed, Go/No-Go results
T3-F certifications	New UDTs certified (names, units, designation effective date)
UDT observations	Existing UDTs observed, observation results, re-certification status
Environment issues	Access issues, network problems, training data issues — with resolution or escalation status
Lesson improvement notes	Any curriculum gaps or errors identified during delivery
MSC training posture	Assessment of MSC training status; recommended courses for next rotation
Next rotation recommendations	Priority courses for the next visit; UDT succession needs; scheduling conflicts

**Timeline:** NLT 5 duty days after departure from the MSC.

## 6-2. Training Completion Data

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Individual training completion records are entered into the C2DAO training system within 2 duty days of each evaluation. This is a C2DAO function — the MTT Lead ensures records are transmitted to C2DAO upon return from the rotation.

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# SECTION 7 — LOGISTICS

## 7-1. MTT Equipment

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The MTT carries or ships: - Instructor workstation with pre-loaded training materials - Backup CAC readers (2 minimum — CAC reader failure is the most common Day 1 issue at MSC locations) - Printed materials kit: student handouts, exams, T&EO scoring sheets, answer keys (secured) - USB drives with synthetic training data loader (for environments where download speed is limited)

## 7-2. Classroom Requirements (MSC Responsibility)

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The MSC provides: - Classroom with projector or large display - 1 workstation per student with network access to MSS Training Environment - CAC readers at each workstation - Network access for the MTT instructor workstation - Access to a printer (for additional copies if needed)

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# SECTION 8 — CONTINGENCIES

## 8-1. Network Failure

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If the MSS Training Environment is inaccessible at the MSC: 1. MTT MSS Admin troubleshoots (VPN, firewall, DNS) 2. If not resolved within 2 hours: escalate to C2DAO 3. If not resolved by Day 1 morning: shift to lecture/discussion blocks; defer lab exercises to Day 2 4. If not resolved within 24 hours: consider relocating to an alternate site with confirmed network access

## 8-2. Low Enrollment

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If enrollment falls below the minimum class size: - Consolidate with adjacent MSC if geography permits - Convert to one-on-one or small-group instruction (authorized at MTT Lead discretion for T3-F) - Report to C2DAO for schedule adjustment

## 8-3. Instructor Illness or Unavailability

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If an MTT member becomes unavailable during the rotation: - MTT Lead redistributes blocks among remaining instructors - If the MTT Lead is unavailable: the senior remaining instructor assumes lead per Successor Planning Guide §2-1 (delegation principles apply) - Report to C2DAO Training OIC immediately; request replacement if rotation is 2+ weeks

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