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POLICY LETTER

C2DAO



POLICY LETTER — MSS TRAINING PROGRAM

Program Director's Policy Letter No. 1 | 12 March 2026

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

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DEPARTMENT OF THE ARMY C2DAO UNIT 29331 APO AE 09014

AETT-C2DAO 12 March 2026

MEMORANDUM FOR All USAREUR-AF Personnel, Unit Commanders, G6/S6 Sections, Data Team Personnel

SUBJECT: USAREUR-AF Maven Smart System (MSS) Training Program — Program Director's Policy Letter No. 1

AUTHORITATIVE REFERENCES

Publication	Title	Relevance
AR 350-1	Army Training and Leader Development	Master regulation for Army training policy; authority for mandatory training requirements
AR 25-1	Army Information Technology	Establishes data governance authority and IT training requirements across the Army
ADP 7-0	Training	Army training doctrine; establishes commander responsibilities for training programs

STRATEGIC GUIDANCE

The following are strategic guidance documents — not doctrine — that inform MSS training design and operational context.

Document	Authority	Relevance
DoD Data, Analytics & AI Adoption Strategy	Nov 2023 (CDAO)	AI Hierarchy of Needs; DoD framework for scaling data, analytics, and AI adoption
Army Data Plan	2022 (Army CIO)	11 strategic objectives for Army data transformation

1. PURPOSE. This letter establishes policy for the Maven Smart System (MSS) Training Program within USAREUR-AF. It applies to all personnel assigned to USAREUR-AF units who require MSS access or who perform data management, analytics, or software engineering duties on the MSS platform.

2. BACKGROUND. The USAREUR-AF C2DAO has established and maintains the MSS Training Program to ensure all personnel operating on MSS (built on the Palantir Foundry platform) meet a defined, evaluated standard before performing duties that involve creating, modifying, or consuming operational data products. This program replaces informal, ad hoc on-the-job training that produced inconsistent skill levels, data quality issues, and governance violations across the force.

3. TRAINING REQUIREMENT.

a. SL 1 (Maven User) is mandatory for all USAREUR-AF personnel who require access to the production MSS environment. There are no waivers. Rank, seniority, or prior data experience does not substitute for a SL 1 evaluation with a Go result on file.

b. Personnel who build, maintain, or support MSS data products must complete the appropriate higher-level training before performing those duties:

TM Level	Requirement	Prerequisite
SL 2 (Builder)	Required before building any project, pipeline, Ontology, or Workshop application	SL 1
SL 3 (Advanced Builder)	Required before serving as a unit data lead or deploying multi-source production data products	SL 2
SL 4 WFF tracks (A–F)	Required before performing warfighting function operator duties on MSS	SL 3
SL 4 specialist tracks (G–O)	Required before performing specialist functions (ORSA, AI, ML, PM, KM, SWE)	SL 3

c. Commanders will ensure newly assigned personnel complete SL 1 within **30 days** of assignment to a USAREUR-AF unit. Personnel assigned to data-adjacent roles will complete the appropriate higher training level within **90 days** of assignment.

4. GOVERNANCE STANDARDS. The following governance standards are in force for all MSS data products. Violations will result in data steward rejection of the affected product:

a. All datasets, pipelines, Object Types, and Workshop applications will follow the C2DAO naming and governance standards published in

[maven_training/standards/NAMING_AND_GOVERNANCE_STANDARDS.md](#).

b. All changes to production MSS data products will be made on a branch and promoted through the C2DAO data steward review process. No direct modifications to production data products are authorized.

c. AIP Logic workflows that write to production Ontology Objects must include a human review gate. No AIP-generated data will be written directly to production Object properties without a tested human checkpoint.

d. Classification markings will be applied to all datasets and data products at the time of creation. Exports will be authorized to destinations commensurate with the classification of the data.

5. TRAINING QUALITY STANDARDS.

a. The Go/No-Go evaluation at the end of each course is the authoritative measure of completion. Attendance without a Go result does not constitute training completion.

b. Personnel who receive a No-Go result will complete remediation training before re-evaluation. All remediation and re-evaluation events will be documented in the individual training record.

c. Sustainment training is required:

Personnel Category	Sustainment Requirement
All personnel	Annual SL 1 refresher
SL 2 and above	Quarterly build exercises

6. INSTRUCTOR STANDARDS. All new instructor candidates will complete the T3-I (Instructor Certification) course. Instructors will meet the qualifications and maintain the certifications specified in the Faculty Development Plan, Instructor Tier Definitions, and Program of Instruction (POI-MSS-001). The instructor tier structure (Instructor → Senior Instructor → Master Instructor) is defined in the Instructor Tier Definitions document. C2DAO will maintain an instructor roster and conduct annual instructor observations. C2DAO SME designation criteria are defined in the C2DAO SME Designation Rubric.

7. UNIT DATA TRAINERS. Unit commanders may nominate personnel for the T3-F (MSC Force Multiplier) course to establish local SL 1 training capability. Unit Data Trainers (UDTs) are authorized to deliver SL 1 independently, proctor SL 1 exams as a standalone activity, and report training status to C2DAO. UDTs are not authorized to deliver SL 2 or above, or to modify curriculum. UDT employment, reporting, and sustainment procedures are governed by the Unit Data Trainer SOP.

8. ACCESS PROVISIONING. Units will ensure personnel have the appropriate MSS access level provisioned before they attend training. Arriving at training without provisioned access is a unit administrative failure. Access lead times are published in the Course Administrative Data and the Program of Instruction.

9. REPORTING. Units will maintain the Unit Training Status Matrix (see MTP Appendix A) and report MSS training status to C2DAO quarterly. Required report elements:

- Total personnel requiring SL 1
- Number with Go result on file
- Any personnel in No-Go remediation status

10. EFFECTIVE DATE. This policy is effective immediately and supersedes any previous informal MSS training guidance.

11. QUESTIONS. Direct questions regarding this policy or the MSS Training Program to the C2DAO Training POC via the unit MSS Administrator.

FOR THE COMMANDER:

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

DISTRIBUTION: - USAREUR-AF G6 (1) - All G/S6 sections (as applicable) - USAREUR-AF Data Team Personnel (all) - Unit Training NCOs/Officers (via unit MSS Administrators)

ENCLOSURES: 1. MSS Training Program POI (POI-MSS-001) 2. Course Administrative Data (CAD-MSS-001) 3. Mission Training Plan (MTP-MSS-001) 4. Annual Training Schedule (current year)

USAREUR-AF Operational Data Team Policy Letter No. 1 | 12 March 2026