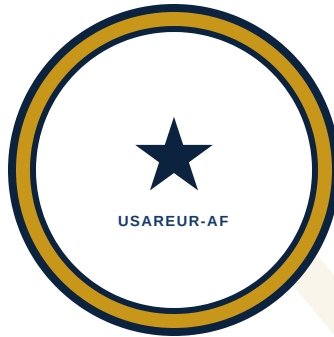


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STANDARD OPERATING PROCEDURE

SOP-UDT



UNIT DATA TRAINER STANDARD OPERATING PROCEDURE

Maven Smart System (MSS) Training Program

HEADQUARTERS
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(USAREUR-AF)
Wiesbaden, Germany

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UNIT DATA TRAINER STANDARD OPERATING PROCEDURE

MAVEN SMART SYSTEM (MSS) TRAINING PROGRAM

USAREUR-AF Operational Data Team — C2DAO

Document	Unit Data Trainer (UDT) SOP
Proponent	USAREUR-AF C2DAO Training Division
Effective Date	March 2026
Applies To	T3-F graduates, unit commanders, unit training NCOs/officers, C2DAO training staff

SECTION 1 — PURPOSE

1-1. Purpose

This SOP governs the employment, authorities, limitations, reporting, and sustainment of Unit Data Trainers (UDTs). A UDT is a MSC-level or unit-level person who has completed the T3-F (MSC Force Multiplier) course and is designated to sustain MSS training locally after the Mobile Training Team (MTT) departs.

1-2. Problem Statement

USAREUR-AF is geographically distributed across Europe. C2DAO cannot permanently station instructors at every MSC. The MTT rotates through MSCs on a quarterly cycle, but personnel turnover, new arrivals, and ongoing readiness requirements create a continuous demand for SL 1 (Maven User) training between MTT visits. UDTs fill that gap.

1-3. References

Document	Relevance
T3-F Course Content	Certification course for UDTs
Instructor Tier Definitions	Defines UDT tier, authorities, and limitations
Faculty Development Plan	Instructor sustainment standards (adapted for UDTs)
Commander's Guide to MSS Training	Commander responsibilities for nominating and employing UDTs
Enrollment SOP	Enrollment procedures for T3-F candidates
MTT Operations SOP	MTT-UDT integration during site visits

SECTION 2 — NOMINATION AND CERTIFICATION

2-1. Eligibility

Criterion	Requirement
Course Qualification	SL 2 Go on file (minimum)
Duty Position	Assigned to a billet or duty with training responsibilities: data NCO, S6 staff, unit data steward, or equivalent
Commander Nomination	Unit commander signs nomination letter identifying the candidate and certifying the duty position requirement
Platform Access	Active MSS account with Builder-level access

2-2. Nomination Process

1. Unit commander identifies need for local SL 1 delivery capability
2. Commander nominates candidate via memorandum to C2DAO Training Division (template at Appendix A)
3. C2DAO Training Division verifies SL 2 Go on file and platform access
4. Candidate is enrolled in next available T3-F iteration
5. Upon T3-F Go, C2DAO issues UDT designation memorandum (template at Appendix B)

2-3. Certification

Certification is effective upon: - T3-F Go (satisfactory on all three evaluation components: teach-back, Go/No-Go practicum, troubleshooting exam) - Receipt of UDT designation memorandum from C2DAO

Certification is recorded in: - C2DAO Instructor Roster (separate UDT section) - Unit training records

SECTION 3 — AUTHORITIES

3-1. What UDTs Can Do

Authority	Scope	Notes
Deliver SL 1	Full course, all 9 blocks	Using provided lesson plans, slides, and materials
Administer SL 1 Go/No-Go evaluations	Using T&EO scoring sheets	Must follow T&EO procedures exactly; no ad-hoc evaluation criteria
Proctor SL 1 pre/post exams	As standalone activity	For self-study or remote personnel who need a formal evaluation; answer key handling per INSTRUCTOR_OVERVIEW §5
Report training status	Unit Training Status Report	To C2DAO within 5 duty days of each iteration

3-2. What UDTs Cannot Do

Limitation	Reason
Deliver SL 2 or any course above SL 1	Requires C2DAO-certified instructor
Deliver SL 3 or any SL 4/SL 5 course	Beyond UDT qualification; requires T3-I certification and domain expertise
Modify curriculum, lesson plans, or evaluation criteria	Curriculum authority resides with C2DAO; UDTs deliver as published
Grant enrollment exceptions or waive prerequisites	Enrollment authority resides with C2DAO per Enrollment SOP
Certify other instructors or UDTs	Instructor certification authority resides with C2DAO Training OIC or designated Senior/Master Instructor

Limitation	Reason
Provision MSS accounts or change access levels	Access provisioning requires MSS Administrator role per Enrollment SOP §3
Issue formal certifications or add entries to the C2DAO Instructor Roster	Roster maintenance is a C2DAO function

SECTION 4 — EMPLOYMENT

4-1. Typical Employment Model

MTT visits MSC (quarterly)

- └ Delivers SL 2, SL 3, SL 4 as scheduled
- └ Delivers T3-F to nominated UDT candidates
- └ Observes existing UDTs, provides feedback

Between MTT visits:

- └ UDT delivers SL 1 to new arrivals, refresher personnel
- └ Reports completions to C2DAO

4-2. Scheduling

UDTs coordinate SL 1 delivery with their unit training NCO/officer. Recommended cadence: - Monthly SL 1 iteration if unit receives 5+ new personnel per month - Bi-monthly SL 1 iteration if fewer new arrivals - Minimum 1 iteration per quarter to maintain UDT designation

4-3. Class Size and Resources

Parameter	Standard
Maximum students per UDT	12 (consistent with SL 1 T:I ratio)
Minimum students	3 (below 3, consider individual instruction or consolidation with adjacent unit)
Room requirements	Classroom with projector; each student needs a workstation with MSS access
Materials	SL 1 lesson plans, SL 1 student handout, pre-test/post-test packets, T&EO scoring sheets — all available in the training repository

4-4. Pre-Course Checklist (UDT Version)

Before each SL 1 delivery, the UDT completes:

- Verify all enrolled students have active MSS accounts with Viewer access
- Confirm training environment is accessible (test login from classroom workstations)
- Print pre-test and post-test packets (answer keys secured separately)
- Print T&EO scoring sheets (1 per student)
- Review lesson plans for currency (check repository for updates since last delivery)
- Notify C2DAO of planned iteration date and expected student count (NLT 5 duty days prior)
- Confirm classroom and workstation availability with unit S3/S6

SECTION 5 — REPORTING

5-1. Unit Training Status Report

After each SL 1 iteration, the UDT submits a report to C2DAO containing:

Field	Description
UDT Name	Reporting UDT
Unit	UDT's assigned unit
Iteration Date(s)	Date(s) of SL 1 delivery
Students Enrolled	Number enrolled at start
Students Completed	Number who completed all blocks
Go Results	Names and number of students receiving Go
No-Go Results	Names, number, and failed task(s) for each No-Go
Pre-Test Mean Score	Class average on pre-test (diagnostic)
Post-Test Mean Score	Class average on post-test
Issues Encountered	Environment failures, access issues, lesson plan gaps

Submission timeline: Within 5 duty days of iteration completion. **Submission method:** Email to C2DAO Training Division distribution list (established during T3-F course).

5-2. No-Go Reporting

No-Go results are reported to C2DAO within 24 hours of the Go/No-Go evaluation. The unit is responsible for: - Counseling the student within 1 duty day (per Commander's Guide) - Scheduling remediation training - Re-evaluating within 10 duty days

The UDT conducts remediation and re-evaluation for SL 1 tasks. If the student fails re-evaluation, the UDT escalates to C2DAO for guidance.

5-3. Escalation

UDTs escalate to C2DAO when: - A training need exceeds UDT scope (any SL 2+ request) - An environment or access issue cannot be resolved quickly - A student fails re-evaluation after remediation - The UDT identifies a potential lesson plan error or gap - Commander directs a training exception that the UDT cannot authorize

SECTION 6 — SUSTAINMENT

6-1. Quarterly Delivery Requirement

UDTs must deliver at least 1 SL 1 iteration per quarter to maintain designation. If the quarterly requirement cannot be met (e.g., no new personnel, extended unit deployment), the UDT notifies C2DAO in advance. C2DAO may grant an exception for 1 quarter; 2 consecutive quarters without delivery triggers a re-observation requirement.

6-2. Semi-Annual PD Participation

UDTs attend the C2DAO semi-annual PD session (April, October). Virtual attendance is authorized for geographically separated UDTs. The PD session includes: - Course currency review (platform changes affecting SL 1) - Evaluation standardization calibration - UDT-specific topics (troubleshooting updates, reporting feedback)

6-3. Annual Re-Certification

C2DAO observes each UDT annually. The observation covers at least 2 blocks of SL 1 instruction and 1 Go/No-Go evaluation. Virtual observation (via VTC during a live SL 1 iteration) is authorized.

Re-certification criteria: - Satisfactory observation on technical accuracy, materials use, and evaluation fidelity - Training status reports submitted on time for the preceding year - No unresolved escalations

6-4. Designation Lapse

UDT designation lapses if: - 6 months pass without delivering a SL 1 iteration (with no approved exception) - Annual re-certification observation is unsatisfactory on 2+ criteria - The UDT PCSs or changes duty position such that training responsibilities are no longer assigned

Reinstatement requires: - Re-observation by C2DAO (1 SL 1 iteration, virtual authorized) - Satisfactory observation report - Updated commander nomination if duty position changed

APPENDIX A — UDT NOMINATION MEMORANDUM (TEMPLATE)

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MEMORANDUM FOR C2DAO Training Division

SUBJECT: Nomination for Unit Data Trainer – T3-F Course

1. I nominate the following individual for attendance at the next available T3-F (MSC Force Multiplier) course:

Name: _____
Rank/Grade: _____
Unit: _____
Duty Position: _____
Email: _____
Phone: _____

2. The nominee holds a SL 2 Go evaluation on file.
Date of SL 2 Go: _____

3. The nominee is assigned to a duty position with training responsibilities and will serve as the unit's primary point of contact for MSS SL 1 training delivery.

4. POC for this nomination: _____

Commander's Signature Block

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APPENDIX B — UDT DESIGNATION MEMORANDUM (TEMPLATE)

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MEMORANDUM FOR [Unit Commander]

SUBJECT: Unit Data Trainer Designation

1. The following individual has completed the T3-F (MSC Force Multiplier) course and is designated as a Unit Data Trainer effective [date]:

Name: _____
Rank/Grade: _____
Unit: _____

- 2. The designated UDT is authorized to:
 - a. Deliver SL 1 (Maven User) independently
 - b. Administer SL 1 Go/No-Go evaluations
 - c. Proctor SL 1 pre/post exams as standalone activity
 - d. Report training status to C2DA0
- 3. The designated UDT is NOT authorized to:
 - a. Deliver SL 2 initial certification or any SL 3+ course
 - b. Modify curriculum or evaluation criteria
 - c. Grant enrollment exceptions
- 4. Sustainment requirements and reporting procedures are detailed in the Unit Data Trainer SOP.
- 5. POC: C2DA0 Training Division, [email/phone]

C2DA0 Training OIC Signature Block

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