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ATZT-IT (1e)

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Federal Workforce Use of Artificial Intelligence (AI)

1. References:

- a. Combined Arms Center (CAC) (Command Policy Letter 24 Combined Arms Center Guidance on Generative Artificial Intelligence (GEN AI) and Large Language Models), 09 Dec 2024. Available at https://armyeitaas.sharepoint-mil.us/:b:/r/sites/TR-MSCOE-KM/PolicyMOI%20Supporting%20Documents/MOI-AI-CAC_Policy_Letter_24-Guidance_on_GEN_AI_LLMs-9DEC24%202.pdf?csf=1&web=1&e=EIVolb.
- b. Executive Order 14110, "Executive Order on Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence," October 30, 2023.
- c. Deputy Secretary of Defense (Implementing Responsible Artificial Intelligence in the Department of Defense), 26 May 2021. Available at <https://armyeitaas.sharepoint-mil.us/:b:/r/sites/TR-MSCOE-KM/PolicyMOI%20Supporting%20Documents/MOI-AI-IMPLEMENTING-RESPONSIBLE-ARTIFICIAL-INTELLIGENCE-IN-THE-DEPARTMENT-OF-DEFENSE.pdf?csf=1&web=1&e=tI1X6D>.
- d. Chief Digital and Artificial Intelligence Officer (Department of Defense Compliance Plan for Office of Management and Budget Memorandum M-24-10), 19 September 2024. Available at https://armyeitaas.sharepoint-mil.us/:b:/r/sites/TR-MSCOE-KM/PolicyMOI%20Supporting%20Documents/Department_of_Defense_Compliance_Plan_for_Office_of_Management_and_Budget.pdf?csf=1&web=1&e=9YJnl7.
- e. Deputy Secretary of Defense (DoD Data, Analytics, and Artificial Intelligence Adoption Strategy), June 2023. Available at <https://armyeitaas.sharepoint-mil.us/:b:/r/sites/TR-MSCOE-KM/PolicyMOI%20Supporting%20Documents/MOI-AI-2023-06-DOD-DATA-ANALYTICS-AI-ADOPTION-STRATEGY.pdf?csf=1&web=1&e=gdvbND>.
- f. U.S. Office of Personnel Management guidance (Responsible Use of Generative Artificial Intelligence for the Federal Workforce). Available at <https://www.opm.gov/data/resources/ai-guidance/>.

ATZT-IT (1e)

SUBJECT: Memorandum of Instruction (MOI) for Federal Workforce Use of Artificial Intelligence (AI)

2. Background: Executive Order 14110 defines artificial intelligence (AI) as "a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action."

a. To encourage the use of AI, DoD adopted five (5) ethical principles for AI that align with the DoD AI strategy objective directing the U.S. military to lead in AI ethics and the lawful use of AI systems. The DoD AI Ethical Principles build on and complement the existing ethical, legal, safety, and policy frameworks and apply to all DoD AI capabilities, of any scale, for warfighting and business applications.

b. The Chief Digital and Artificial Intelligence Office (CDAO) Council serves as the DoD's AI governance body in coordinating AI activities across the DoD, removing barriers to the use of AI, and addressing associated risks.

3. Purpose: This MOI provides guidance and instruction for the responsible and ethical use of the authorized AI systems (Command Policy Letter 24 Combined Arms Center Guidance on Generative Artificial Intelligence (GEN AI) and Large Language Models, 09 Dec 2024) by the federal government employees working in MSCoE to enhance creativity, efficiency, and productivity.

4. Intent: MSCoE recognizes that AI has the potential to influence the strategic environment and encourages the use of the authorized AI systems as a tool that can improve federal government operations and service delivery.

5. Responsibility: This MOI begins from a position of trust, that staff will do the right thing by exercising integrity and embracing the professional responsibility to maximize the potential benefits of using the authorized AI systems. However, the U.S. Office of Personnel Management advises federal employees to carefully consider the benefits and risks of using AI in their work and use these tools in a safe, secure, and responsible way.

6. Staff Use of Authorized AI Systems:

a. Deputy Chief Knowledge Officer, HQ TRADOC, recommends three (3) potential use cases involving AI in TRADOC:

(1) Recruiting: AI could significantly enhance TRADOC's ability to recruit Soldiers. AI can use predictive modeling to analyze recruitment trends and identify the most effective strategies for reaching potential recruits.

ATZT-IT (1e)

SUBJECT: Memorandum of Instruction (MOI) for Federal Workforce Use of Artificial Intelligence (AI)

(2) Training: AI has the potential to revolutionize the way TRADOC trains its Soldiers. AI can personalize training programs based on an individual Soldier's skills, physical abilities, and learning pace. AI can provide real-time assistance during training, offering advice, guidance, or corrective actions as Soldiers train.

(3) Education: AI could greatly enhance the education of Soldiers, Army Civilian Professionals, and leaders throughout TRADOC's education programs. AI can analyze an individual's current knowledge base, learning pace, and style to create personalized learning paths. It can identify gaps in knowledge and suggest tailored content to fill those gaps. By analyzing the performance data of thousands of students, AI can provide insights into what teaching methods are most effective and suggest changes to the overall educational strategy.

b. Some federal agencies already use AI to improve operational efficiency and effectiveness. Federal employees can find federal AI use cases on "AI.gov" at <https://ai.gov/ai-use-cases/>. This inventory will be updated with AI use cases as agencies continue to explore adopting this technology.

c. The DoD's ability to oversee and adopt AI capabilities depends on the strength of its workforce and continued growth in skills associated with AI. To assist with this growth, CDAO has released a Responsible AI (RAI) toolkit, which guides AI practitioners through tailorable and modular assessments, tools, and artifacts throughout the AI product lifecycle and enables the alignment of AI projects to RAI best practices and DoD's AI Ethical Principals.

d. To stay up to date with AI trainings, the Office of Management and Budget (OMB), in collaboration with the General Services Administration (GSA), has piloted free AI training for federal employees. Federal employees can access the training via the OMB MAX.gov portal at <https://login.max.gov/>.

e. If you are interested in furthering your knowledge and skills of AI, you are encouraged to join the "AI Community of Practice" (AI CoP) at <https://coe.gsa.gov/communities/ai.html>, which is open to any federal government employee. This community of practice regularly shares resources including centralized information around training.

7. Best Practices in Utilizing Authorized AI Systems: When using AI in the workplace to conduct official business, federal employees should remember to:

a. Follow agency's policies and procedures, including for AI governance, data governance, privacy, and security.

ATZT-IT (1e)

SUBJECT: Memorandum of Instruction (MOI) for Federal Workforce Use of Artificial Intelligence (AI)

b. Use the authorized AI systems to assist with official duties and not for personal use.

c. Refer to Command Policy Letter 24 "Combined Arms Center Guidance on Generative Artificial Intelligence (GEN AI) and Large Language Models", 09 Dec 2024, for the list of authorized AI systems.

d. Oversee the use of AI technology and do not leave AI technology to operate autonomously without human accountability and control.

e. Maintain integrity and avoid ethical misconduct (for example, fabrication, falsification, or plagiarism), including in any AI-generated material.

f. Be aware of the limitations of AI that are tied to the imperfect data at its disposal and the nature of the underlying technology.

8. Security, Privacy, and Ethics:

a. Enter information in the authorized AI system that utilizes the level of classification of the information.

b. Comply with ethical standards and use of the authorized AI systems in a responsible manner, respecting intellectual property rights and avoiding plagiarism.

c. Become familiar with the terms of use and privacy policies of the authorized AI systems to ensure that their usage aligns with ethical guidelines and safeguards protected classes of information. Use authorized AI systems that have security and privacy settings that limit the unauthorized sharing or external retention of data.

d. Any concerns regarding the ethical implication of using the authorized AI systems should be brought to the attention of the appropriate leadership personnel.

e. Be aware that the authorized AI systems can be vulnerable to tampering or exploitation. Data collected by direct entry or meta-data can be used or sold to third parties. Inputs provided to the authorized AI systems can be used by the programs as generative outputs to others.

f. Treat all inputs to the authorized AI systems as a comment in a publicly accessible forum. Do not provide input that you would not want to be publicly associated with your personal information.

9. Review and Amendment: This MOI will be reviewed periodically to ensure its relevance and effectiveness in supporting the responsible use of the authorized AI systems at MSCoE.

ATZT-IT (1e)

SUBJECT: Memorandum of Instruction (MOI) for Federal Workforce Use of Artificial Intelligence (AI)

10. The proponent for this MOI is the G-6 at <TR-MSCoE-G6-Team@army.mil>.

A handwritten signature in black ink, appearing to read 'A. Bohrer', is written over the printed name.

AARON D. BOHRER

Colonel, GS

Chief of Staff

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