

**INTERSERVICE TRAINING REVIEW ORGANIZATION  
PROCEDURES MANUAL**

**4. Organization and Responsibilities**

a. **Interservice Training Review Organization (ITRO).** The interservice training review process for Health Care is guided by and achieved through a structure of boards and committees (see Figure 1). The organization is adapted to accommodate the Military Health System and a permanent Health Care Interservice Training Office (HC ITO), while maintaining full membership and participation with all ITRO committees and boards. The following paragraphs describe and outline the responsibilities of those Health Care boards and committees. Unless noted otherwise HC follows all ITRO procedures.

b. **Tricare Executive Committee (TEC)**...The TEC functions as an executive level discussion and advisory group chaired by the Principal Deputy Assistant Secretary (Health Affairs). The members include the Surgeons General from the Army, Navy, and Air Force, the Executive Director of the Tricare Management Activity and the J-4 Medical Readiness Director.

c. **Defense Medical Readiness Training and Education Council (DMRTEC).** The DMRTEC is the authority for Health Care training decisions and the primary source of guidance and direction.

1. The ASD (HA) charters the DMRTEC and approves the minutes of the meetings, which are considered to be ITRO Executive Orders for all Health Care decisions made by the DMRTEC.

2. DASD, Health Operations Policy (DASD (HOP)) chairs the DMRTEC. Each Service is represented by a Flag officer from their Surgeon's General office. There are also representatives from the Reserve components, J-4, and USUHS. The ITRO Advisor for Health Care is a voting member of the DMRTEC. DMRTEC keeps the TEC informed on all Health Care interservice training issues and decisions.

d. **ITRO Steering Committee (SC), Deputy Executive Board (DEB) and Executive Board (EB).** Health Care participates as a full member in the ITRO SC, DEB, and EB for all procedural and regulatory issues.

e. **ITRO Advisor for Health Care (ITRO AHC).** The ITRO AHC is the principal advisor and advocate for health care interservice training within the Military Health System and within ITRO. A Naval medical department Flag Officer will be assigned as the ITRO AHC. The ITRO AHC shall:

(1) Represent the position of all Services on interservice health care training issues to the DMRTEC and the TEC.

(2) Serve as a voting member of the DMRTEC for interservice training.

(3) Advise the ITRO EB and DEB on health care interservice training matters.

(4) Chair the Health Care Interservice Training Advisory Board (HC ITAB).

(5) Provide direction to the Health Care Interservice Training Office (HC ITO).

f. **Director, Health Care Interservice Training Office.** The Director will:

(1) Serve as the manager of the Health Care Interservice Training Office and direct the daily activities of the staff.

(2) Serve as the principal advisor to the ITRO AHC on health care interservice training.

(3) Represent the ITRO AHC in his/her absence in all matters pertaining to health care interservice training.

(4) Keep the ITRO AHC informed of HC ITAB recommendations, issues, and agreements.

(5) Coordinate the activities and provide guidance to the HC ITAB, Detailed Analysis Groups, Quick Look Groups, Standing Committees, and other groups.

(6) Coordinate with the HC ITAB Service voting representatives on membership for DAGs, QLGs, Standing Committees, or other groups.

(7) Provide the professional direction, expertise, and guidance required to accomplish the goals of the HC interservice training.

(8) Provide briefings, reports, and information to appropriate authorities, such as Congress, ASD (HA), the Surgeons General, and ITRO boards and committees.

(9) Serve as a member of the ITRO Steering Committee.

(10) Serve as the ITRO AHCs principal interservice liaison with the Community College of the Air Force (CCAF).

(11) Serve as the DOD Commissioner to the Council on Accreditation of Allied Health Education Programs (CAAHEP).

g. **Health Care Interservice Training Office (HC ITO).** The HC ITO will serve as a facilitating and staffing support office to the ITRO AHC and HC ITAB. The HC ITO will:

(1) Be permanently supported by the Navy medical department and not rotate among the Services.