

## INTERSERVICE TRAINING REVIEW ORGANIZATION PROCEDURES MANUAL

recommendations. The Standards Manual will be reviewed by the HC ITAB and submitted to the DMRTEC for approval.

(2). **Advanced Distributed Learning (ADL) Committee.** The Advanced Distributed Learning Committee will serve as a central point of contact for ADL issues. It will assist QLG/DAGs in determining ADL options. It will make recommendations to the ITAB.

(3). **Training Flow Management Committee.** The Training Flow Management Committee will serve as a central point of contact for the exchange of information on the student input to HC interservice training. They will reconcile changes from projected or requested student input between Services. In particular, they will assist in accommodating requests from any Service for increased training capacity. If resource changes are required, they will make recommendations and refer the issue to the HC ITAB. The members will attend each Service's annual planning conference to provide input from their Service.

(4). **Program Of Instruction (POI) Committee.** The goal of the POI Committee is to help the host Services develop POI that are readily understood by the participating Services. They will attempt to achieve as much standardization and commonality of format as is possible.

j. **Health Care Advisory Groups.** The following are not chartered committees, but function as advisors and points of contact for their Service. They provide consultation and assistance, particularly in the staffing process.

(1). Resource Analysts. When Resource Analysts (manpower, facilities, and cost) are needed, the HC ITO will request support from the ITRO Resource Coordinator (USAF/AETC/DOJ) to ensure analyst availability. AMEDDC&S will provide for the Army, BUMED will provide for the Navy, and AETC will provide analysts for the Air Force. The Health Care resource analysts will attend all ITRO Rules of Engagement meetings.

(2). Memorandum Of Agreement (MOA) Coordinators. Each Service will designate a single point of contact to coordinate the review and staffing of MOAs.

(3). Accreditation Advisors. The Accreditation advisors are responsible for developing the process for establishing and maintaining institutional and programmatic accreditation, where applicable, in health care interservice training. The Accreditation advisors will assist, when requested, any established or planned interservice training program with accreditation issues. The Health Care accreditation process is described in section 4 of this appendix.

k. **Health Care Action Groups.** The roles and responsibilities of all Health Care Quick Look Groups (HC QLGs), Detailed Analysis Groups (HC DAGs), Chairs, Service Representatives, Subject Matter Experts (HC SME), and Implementation Groups are the same as those listed in the ITRO Procedures Manual. These groups are chartered by the HC ITAB and facilitated by the HC ITO.

### 5. HEALTH CARE STUDY PROCESS

a. **Initiation of a Study.** Any Service, member of the HC ITAB, or the HC ITO may recommend a study. If the HC ITAB concurs, the HC ITO requests members for a QLG from each Service, with one Service designated as the lead.

b. **Quick Look Group (QLG).** The HC ITO provides a study charter and facilitates a meeting of the QLG to determine, as with any ITRO QLG, if enough commonality in the training exists between one or more Services to warrant a formal study. If the QLG recommends a study, they transition into a DAG. If the QLG finds insufficient commonality, they may recommend to the HC ITAB no further study. The HC ITAB may concur or direct a full study.

c. **Detailed Analysis Group (DAG).** The HC ITO facilitates meetings to develop a common core curriculum, identify training options, and conduct the Cost Analysis. This process is an opportunity for an innovative examination of different training modalities, such as outsourcing and Advanced Distributed Learning (ADL) and/or consolidation locations. However, the options selected for a Cost Analysis should primarily focus on training options that create maximum savings and efficiencies. To the greatest extent possible, new options should not exceed existing resources.

d. **DAG Recommendation.** Based upon the Cost Analysis, the DAG makes a recommendation to the HC ITAB and the recommendation is staffed to the ITAB voting members via a Staff Action Form (SAF) prepared by the HC ITO. The Cost Analysis, with the DAG recommendation, is attached to the SAF and submitted to the voting member from each Service to solicit a Service position. A recommendation to maintain the status quo will usually be made by the DAG if no cost or training efficiencies can be achieved. If the HC ITAB concurs, the study is terminated. However, the HC ITAB may also decide to select an option as a recommendation to the DMRTEC and proceed with the decision process. If the