

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

Chapter 2

ORGANIZATION AND RESPONSIBILITIES

1. **General.** The interservice training review effort is guided by and achieved through a structure of boards and committees (see Figure 2-1). The following paragraphs describe and outline the responsibilities of those boards and committees.

2. **Executive Board (EB).** The EB governs the ITRO and is the approving authority for all implementation decisions and major ITRO actions. In general, and subject to Service policies, the EB member delegates decision authority to the Deputy Executive Board member for ITRO implementations, and policy and procedural changes. EB decisions will be documented in Interservice Executive Orders, and distributed by the Secretariat in the memorandum format described in Figure 4-4. The EB membership includes:

Army - Commanding General, U.S. Army Training and Doctrine Command (TRADOC).

Navy - Chief of Naval Education and Training (CNET).

Marine Corps - Commanding General, Training and Education Command (TECOM).

Air Force - Commander, Air Education and Training Command (AETC).

Coast Guard - (Chief, Office of Training and Performance Consulting), U.S. Coast Guard

Health Care - ITRO Advisor for Health Care.

3. **Deputy Executive Board (DEB).** The DEB consists of a principal deputy (general/flag officer or civilian equivalent) to the EB member and is the body through which most ITRO actions, policies, and procedural changes are approved. The DEB notifies the EB of all policy and implementation decisions. Finally, the DEB will approve an option for implementation or terminate the study. DEB decisions will be documented in Interservice Executive Orders, and distributed by the Secretariat in the memorandum format described in Figure 4-5.

4. **Steering Committee (SC).** The SC will coordinate the day-to-day activities of ITRO and is comprised of one member from each Service and the Director, HC ITO. Steering Committee members will normally be at the O-6 level or civilian equivalent. Subject to Service policy, Steering Committee members may approve ITRO actions in the name of their respective DEB member. Steering Committee decisions are documented in the Steering Committee meeting minutes. Each member is responsible for conducting the functions listed below for his/her own Service. The Steering Committee will forward any actions requiring DEB approval or consideration once a Steering Committee consensus has been reached.

- a. Assist the DEB/EB in carrying out functions of ITRO.
- b. Approve the initiation of new studies.
- c. Action items will NOT be forwarded to the DEB until the Steering Committee has reviewed them and reached consensus.
- d. Coordinate ITRO matters in general, and serve as their Service's Major Committee Coordinator.
- e. Notify Service offices of studies and ensure names of study participants are provided.
- f. Advise and coordinate with each QLG/DAG Service representative. Monitor progress of studies.
- g. Distribute QLG/DAG and other reports to appropriate Service offices.
- h. Maintain ITRO records for their respective Service.
- i. Serve as Service Point of Contact for Interservice Training issues.
- j. Serve as Chairperson of the Steering Committee during Secretariat year.