

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

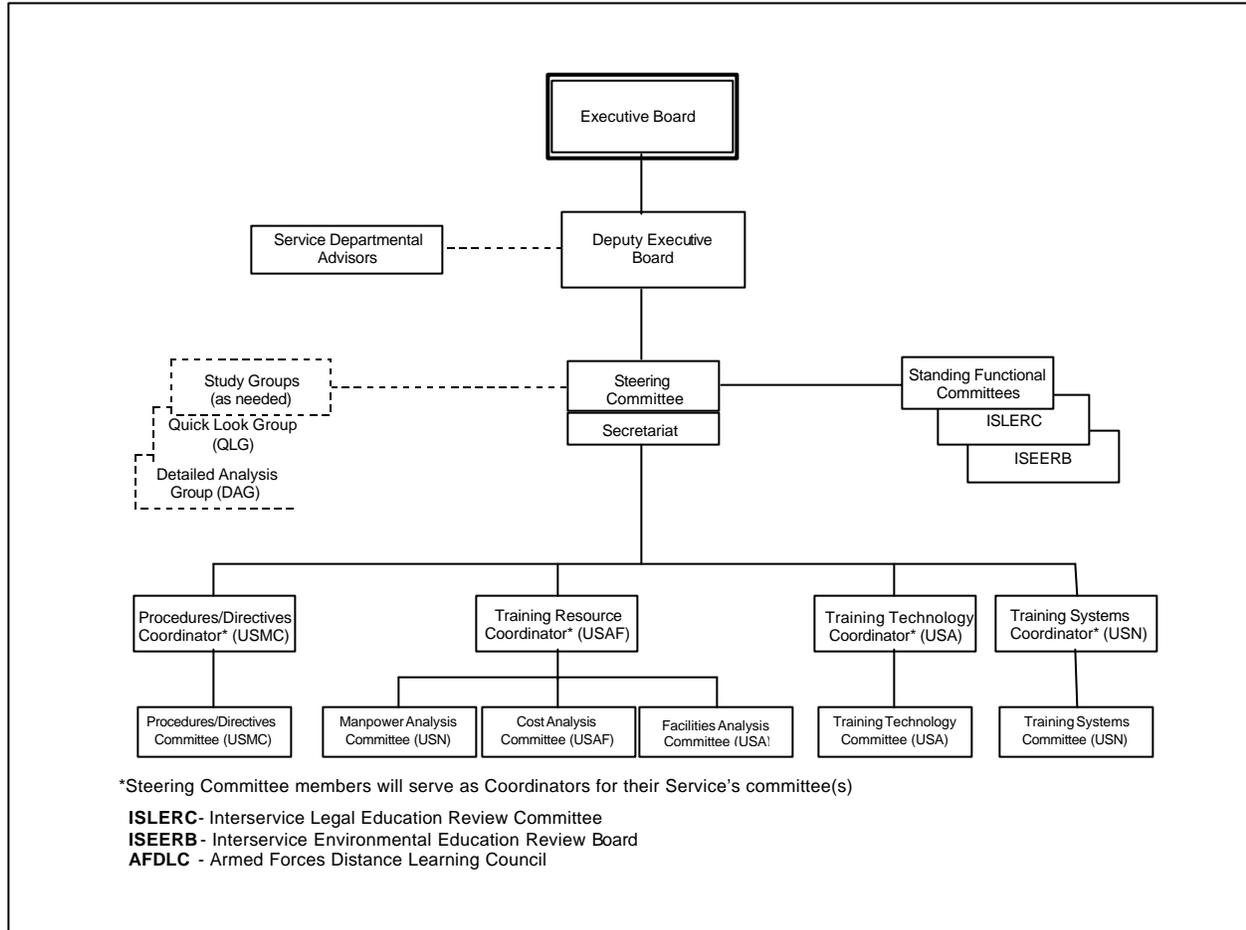


Figure 2-1, ITRO Organizational Chart

5. Secretariat. The Secretariat serves as the central point of contact for all ITRO matters. Secretariat responsibilities are rotated yearly among the participating Services. The Secretariat Service chairs the EB, the DEB, and the Steering Committee. Secretariat duties pass in the following order: USA, USMC, USN, and USAF. Specific responsibilities include:

- a. Scheduling and hosting EB, DEB and Steering Committee meetings.
- b. Coordinating Steering Committee activities.
- c. Publishing Interservice Executive Orders and Steering Committee meeting minutes.
- d. Preparing and releasing Staff Action Forms documenting initial requests for studies or reviews.
- e. Disseminating Quick Look and DAG status and decision reports, Steering Committee and Board minutes, and other appropriate written material to Steering Committee/Board members.
- f. Coordinating and maintaining the ITRO Master Schedule, updated monthly.
- g. Serving as point of contact for external agencies and responding to outside requests. In this capacity, the Secretariat is responsible for coordinating the notification to Congress of ITRO implementation decisions as required.
- h. Preparing an annual report of ITRO activities.
- i. Maintaining the official ITRO files for the duration of its secretariat responsibilities (normally 1 January through 31 December of a given calendar year).
- j. The Health Care Interservice Training Office (HC ITO) serves as the Secretariat and lead facilitator for medical training. See Chapter 10 for additional details.