

## INTERSERVICE TRAINING REVIEW ORGANIZATION PROCEDURES MANUAL

activities of their Service's committee or committees. Committees meet as required to accomplish actions directed by the EB, DEB, or Steering Committee.

b. Committees are authorized by the DEB and are composed of a minimum of one representative from each Service and Health Care. The coordinating Service as shown in Figure 2-1 will chair the committee. Each of the Steering Committee members from the four Services is assigned as coordinator for a major committee under the cognizance of their respective Service.

c. Generic Functions of all committees include:

- (1) Providing briefings as required to EB, DEB, Steering Committee, and higher authority.
- (2) Ensuring milestones and suspense dates established by higher authorities are met.
- (3) Ensuring minutes and reports of committees are provided to the Secretariat for staffing. At a minimum, the committees' annual report will include meeting dates, accomplishments for the year, and planned activities for the following year.
- (4) Maintaining liaison with other committees.
- (5) Meeting as requested by the committee chairperson.

### 8. Major Committees

a. The Procedures and Directives Committee. The Marine Corps Steering Committee member coordinates committee activities.

(1) Purpose. The Procedures and Directives Committee is responsible for coordination and preparation of all official ITRO procedures, regulations, and other documentation as directed.

(2) Functions

(a) Prepares interservice directives, regulations, and procedures for review and approval by the Steering Committee, DEB, and EB.

(b) Initiates changes to ITRO regulations or directives.

(c) Develops an up-to-date ITRO procedures manual, which reflects the current ITRO organization, and procedures for ITRO reviews.

(d) Oversees maintenance of the ITRO Directory (the MCCDC representative maintains ITRO Directory).

(e) Maintain the Interservice Course Listing

b. The Training Systems Committee. The Navy Steering Committee member coordinates committee activities.

(1) Purpose. The Training Systems committee is responsible for the development of recommendations and exchange of information related to the instructional systems development process and development of ITRO training methodologies.

(2) Functions

(a) Recommends policy and guidance for development and evaluation of ITRO training methodologies.

(b) Assists with resolution of training deficiencies

(c) Fosters interoperability to ensure and enhance sharing and reuse of information, knowledge, research findings and lessons learned.

(d) Provides for and fosters the free transfer of education and training development

(e) Assists with or initiate special studies as related to training systems

c. The Training Technology Committee. The Army Steering Committee member coordinates this committee.

(1) General. The Training Technology Committee is responsible for the development of recommendations and the exchange of information to promote mutual development and sharing of training innovations, technologies, material and support services, to include their applicability as training solutions for use by ITRO and the member Services.

(2) Functions

(a) Coordinates an exchange of training technology information and initiatives among the Services.

(b) Minimizes duplication of effort and promote standardization and sharing of technology and equipment (including training aids, devices, and simulators) among Services.

(c) Assesses technical approaches with broad training applications and makes recommendations.

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(d) Identifies issues, problems, and opportunities related to training technology and its implementation and makes recommendations for interservice solutions to improve existing and future training technology, material, equipment and support services.

(e) Assesses selected DOD and Joint training technology initiatives from the perspective of component Services and/or ITRO TTC and makes recommendations.

d. Training Resources Coordinator. The Air Force Steering Committee member coordinates the activities of the Cost Analysis, Manpower Analysis, and Facilities Analysis Committees.

(1) Cost Analysis Committee. (Air Force Chairperson)

(a) General. The Cost Analysis committee is responsible for determining and evaluating in detail the program incremental/decremental cost impacts of all consolidation, deconsolidation and collocation proposals.

(b) Functions

1 Develops and applies ITRO standardized costing methodologies to all consolidation, deconsolidation and collocation proposals.

2 Identifies incremental/decremental resources and actions necessary to convert to interservice programs.

3 Determines corresponding costs/savings estimates for all consolidation/ collocation proposals.

4 Serves as central point of contact for all cost inquiries regarding ITRO projects.

5 Maintains close liaison with the facilities analysis, manpower analysis, and other committees.

6 Serves as office of record for all cost analysis reports.

7 Provides updates to applicable portions of the ITRO Procedures Manual and maintains the ITRO Cost [analysis] Model.

8 Prepares the support sheets for budget transfers and coordinates the Budget Based Transfer effort.

(2) Manpower Analysis Committee (Navy Chairperson)

(a) Purpose. The Manpower Analysis committee is responsible for determining and evaluating, in detail, the program incremental/decremental personnel requirements associated with any consolidation collocation proposal.

(b) Functions

1 Identifies and determines total and all incremental/decremental manpower requirements necessary for ITRO studies.

2 Develops and applies standardized manpower models/procedures for manpower calculations.

3 Identifies incremental/decremental personnel requirements based on functional area manpower requirement.

4 Serves as focal point for all interservice training manpower negotiations.

5 Maintains close liaison with the cost analysis and facilities committees.

6 Updates and maintains the Manpower Chapter to the ITRO Procedures Manual.

(3) Facilities Analysis Committee (Army Chairperson)

(a) Purpose. The committee provides guidance to personnel involved in preparing the facilities input data needed to determine adequacy of training and support facilities for ITRO initiatives, provides orientation material for new committee members, and provides standardized methods for comparing alternatives. The Facilities Analysis Committee is responsible for validating facility requirements and associated costs and for environmental documentation for proposed consolidations/collocations among the military Services.

(b) Functions

1 Plans and develops standardized facility cost procedures.

2 Investigates use of existing facilities for consolidated/collocated courses.

3 Plans and develops additional facility requirements prior to consolidation/collocation. Identifies outside influences or constraints that may affect consolidation/collocation.

4 Identifies incremental/decremental costs, including cost avoidances, and/or savings as a result of consolidation/collocations.