

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

- d. Each Service representative gathers and analyzes data regarding consolidated training programs by completing the cost analysis data requirements worksheet and the facilities requirements computation worksheets in Appendix A.
- e. Determines resource requirements.
- f. Considers Mobilization/surge requirements.
- g. Identifies site options, considers distance learning applicability and outsourcing/privatization feasibility.
- h. Each Service representative provides completed manpower and facilities worksheets and Cost Analysis Requirements Data Form to appropriate analyst's one week prior to costing DAG.
- i. Conducts preliminary/refined cost analysis and identifies the projected costs (decision making quality) to conduct training for each site option.
- j. Maintains close liaison with the ITRO staff.
- k. Reports status and findings. Ensures Secretariat receives original copy and makes distribution to Service ITRO offices.
- l. Develops draft MOAs for recommended option prior to DEB approval of a proposed interservice training consolidation/collocation.
- m. Considers accreditation requirements.

12. QLG/DAG Chairperson

- a. Serves as POC for all actions involving the DAG.
- b. Coordinates administrative support.
- c. Ensures recording and distribution of meeting minutes.
- d. Verifies that data collection is complete using standard data forms.
- e. Remains the impartial, non-parochial mediator of DAG activities.

13. Service Voting Member

- a. Ensures appropriate subject matter experts are available as required.
- b. Ensures required data is available for QLG meeting and cost analysis.
- c. Presents official Service position.
- d. Assists Chairperson in recording minutes/preparing reports.

14. Subject Matter Expert (SME)

- a. Reviews and compares Services' skills requirements
- b. Identifies training requirements.
- c. Provides resource requirements data.
- d. Completes required documentation.
- e. Advises Service representative.
- f. Follows actual step-by-step study procedures for QLGs and DAGs as detailed in Chapter 3.

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15. ITRO Support Staff POCs

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