

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

POA&M FORMAT
<p><u>Title:</u> (List the name of the study.)</p> <p><u>Authority:</u> (List the appropriate Executive Order.)</p> <p><u>Background:</u> (Describe the option selected.)</p> <p><u>Description of the Implementation:</u> (Details of equipment and personnel moves, student data, facility modification/MILCON, course convening dates, assumptions, etc.)</p> <p><u>Implementation Milestones:</u> (Refer to the <i>Implementation Actions</i> listing in the preceding Chapter.)</p> <p><u>Annex A:</u> Major Taskings</p> <p><u>Annex B:</u> Points of Contact (In addition to DAG members, list new participants and their specific area of responsibility.)</p> <p><u>Signatures.</u> All DAG members should sign implementation POA&M.</p>

Figure 4-2, POA&M Format

5. Implementation Meeting Reports. See Figure 4-3 for the proper format of an implementation meeting report.

Table of Contents
List of Attendees/Participants
Executive Summary
Signature Page
Major Milestones Summary
Purpose and Objectives of the Meeting
Assumptions, Comments, Issues and Concerns
Results
Recommendation (include host installation and participating Service recommended action items)
Appendices/Annexes/Attachments

Figure 4-3, Implementation Meeting Report Format

a. **ITRO Report Format and Internal Staffing Procedures** All reports and worksheet attachments will be generated using Microsoft Office software for standardization and to facilitate the staffing process via email. The final cost analysis report (Chapter 9) will be distributed in Adobe format by the Cost Analysis Committee.

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b. The facilitator will construct the report by creating each component of the report (i.e., cover page, minutes, briefs, costing worksheets) as a separate file. The following file names are suggested for each component of the report to ensure proper order when the report is printed and constructed:

- (1) 01 -Cover Page – (Study name) Cover.doc
- (2) 02 -Minutes – (Study name) Minutes.doc
- (3) 03 - Briefs – (Study name) 04 - briefArmy.doc, 04.Navy.doc
- (4) 05 - Worksheets – (Cost.doc), 06 - Facilities.doc, 07 - Manpower.doc

c. At the conclusion of a meeting, the facilitator will provide a hard copy of a report to the attendees.

d. For all reports except the RRA report, the facilitator will submit the signed, original report to the Secretariat within five working days after completion of the meeting.

e. For the RRA report, the facilitator will hold the *draft* report until the resource committees complete the validation/verification process (15 working days). The appropriate resource committee chairperson will advise the facilitator if changes to the RRA data impact the DAG recommendations and will provide an Adobe PDF file for final staffing to the facilitator. The facilitator will contact the DAG Chairperson to determine if additional discussion, meeting or RRA are required. The facilitator will update the draft report as necessary to produce a final report ready for staffing.

f. The facilitator will prepare a draft ITRO Staff Action Form (SAF), to exclude the Secretariat tracking number and the suspense date and submit to the Secretariat with the report. The SAF should include a specific request for action by the SC/DEB/EB/DMRTEC and a general description of the action required.

g. The Secretariat will assign a tracking number and a 30-day suspense, and distribute for Service staffing.

h. If one or more Service does not concur with or approve the requested action, the Secretariat will advise the facilitator who will coordinate with the DAG Chairperson to determine corrective action for resolution.

i. DEB/DMRTEC and EB decisions will be returned to the Secretariat upon completion of Service staffing. The Secretariat will report results to the DEB and publish appropriate IEO for approved actions.

6. ITRO Record Keeping. During a Service's tenure as Secretariat, it will be responsible for maintaining official ITRO records. These permanent records remain with that Service even after Secretariat has passed to the next Service. Records include, but are not limited to: Original QLG and DAG reports; original EB, DEB, Steering Committee, and permanent committee meeting minutes; ITRO Staff Action Forms generated during the calendar year, and the annual report for that calendar year. HC ITO will maintain permanent records for Health Care.

7. ITRO Annual Report. No later than 1 April of each year the former Secretariat Service will publish an annual report of ITRO activity for the preceding calendar year. Organization of the Report will be in the format found in Figure 4-4 and include, as attachments, a list of all studies initiated, continued, or completed during the year. The report will be provided to each ITRO office in sufficient quantity to allow for internal Service distribution. If requested, the report may be provided to other government and DOD agencies and activities in accordance with the Secretariat's Service policies and procedures. Annual reports will be signed by the previous DEB Chairperson (for the year covered by the report).

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ITRO ANNUAL REPORT	
Cover Page:	ITRO Heading, the words "Annual Report," the calendar year covered by the report, and the title of the command preparing the report.
Abstract:	Summarize the Year's activities for ITRO.
Studies:	List each study, continued or initiated by ITRO, followed by status or results.
Other Actions:	As appropriate.
Attachments:	Current ITRO Organization Chart ITRO Executive Orders Committee Reports

Figure 4-4, ITRO Annual Report

8. **Interservice Executive Orders.** The Secretariat will document key ITRO decisions in an Interservice Executive Order (IEO). The Secretariat will attach the ITRO Staff Action Forms, which document each Service's approval or reference the minutes from a DMRTEC meeting where the decision was made. The IEO should be a one-page document with a number assigned as follows: IEO-XXXX (Calendar Year)- XX (Sequence #).

9. **Meeting Minutes** (other than QLG or DAG meetings). At a minimum, minutes will be for all meetings of the EB, DEB, SC, and each permanent or standing committee. They will be prepared on plain paper with a header of INTERSERVICE TRAINING REVIEW ORGANIZATION followed below by the name of the group meeting (Executive Board, Deputy Executive Board, etc.), and ending below that with the place and date(s) of the meeting. The member's names and titles will follow (other attendees can also be either listed or attached). The remainder of the document can be organized chronologically, topically, or a combination of the two, as desired. The minutes need not be verbatim, but must accurately present all discussions. If possible, the minutes should include copies of slides or other material presented at the meeting. The meeting chairperson need only sign meeting minutes. The Secretariat is responsible for preparing the minutes and will allow each Service to review and edit prior to signing.

<p>UNITED STATES MARINE CORPS MARINE CORPS COMBAT DEVELOPMENT COMMAND QUANTICO, VIRGINIA 22134-5017</p>		<p>IEO-XXXX-XX Date</p>
<p>MEMORANDUM FOR THE INTERSERVICE TRAINING REVIEW ORGANIZATION</p>		
<p>Subj: INTERSERVICE EXECUTIVE ORDER XXXX-XX - IMPLEMENTATION OF SERVICE TRAINING REVIEW ORGANIZATION XXXXXXXX CONSOLIDATED TRAINING</p>		
<p>1. <u>Purpose.</u> 2. <u>Background.</u> 3. <u>Discussion.</u> 4. <u>Decision.</u></p>		
<p>I.M. INCHARGE BGen, U.S. Marine Corps Chairperson Deputy Executive Board</p>		
<p>ATTACHMENTS: TRADOC Concurrence CNET Concurrence</p>		

Figure 4-5, Sample Interservice Executive Order