

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

Chapter 7

MANPOWER ANALYSIS PROCEDURES AND GUIDELINES

Note: The procedures in this chapter are established and approved by the Manpower Analysis Committee for use by that committee only.

1. **Manpower Analysis Committee.** The mission of the Committee is to provide guidance/support to the DAG/QLG on manpower issues; determine/validate manpower requirements associated with proposed consolidations/collocations; conduct audits of existing consolidated/collocated ITRO courses as required; and maintain a manpower audit trail for consolidation/collocation studies. Provide manpower support to the Cost Analysis and Facility Analysis committees by computing manpower requirements and ADSL to implement and sustain consolidation/collocation of training. Members of the Manpower Analysis Committee include:

Navy (Chair)	Chief of Naval Education and Training (ETE431) 250 Dallas Street Pensacola, FL 32508-5220 DSN 922-3889 Comm (850) 452-3889
Army	Headquarters Training and Doctrine Command ATTN: ATRM-FT Fort Monroe, VA 23651-5388 DSN 680-5362 Comm (757) 727-5362
Marine Corps	Training and Education Command (C460) 2008 Elliot Road Quantico, VA 22134-5001 DSN 278-3085/3064 Comm (703) 784-3085/3064
Air Force	Headquarters Air Education and Training Command (XPMRT) 1 "F" Street, Suite 102 Randolph AFB, TX 78150-4325 DSN 487-2095 Comm (210) 652-2095
Army—Medical	AMEDDC&S (MCCS-R) 2250 Stanley Road Fort Sam Houston, TX 78234 DSN 471-7348
Navy—Medical	BUMED-51 2300 E Street NW Washington, DC 20372 DSN 762-3818

a. Manpower Analysis Committee representation will be provided to all DAG resource requirements analyses unless Facilitating Service states otherwise.

b. The following guidelines for computing instructors for consolidation/collocations are provided:

(1) The DAG is responsible for providing course model information to the Manpower Analysis Committee. ITRO Form 3 documents the required information.

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(2) All "before" (baseline) consolidation instructor requirements are to be identified using the instructor computation system unique to the individual Service. Instructor manpower requirements for any consolidated training will be computed using the ITRO instructor computation formula (Figures 7-2 and 7-3). Service unique tracks will be considered collocated. Each Service's unique instructor computation will be used to determine instructor requirements for Service unique tracks.

(3) The ITRO Manpower Analysis Committee on a case-by-case basis will address any proposed deviations from the above stated computational procedures.

(4) Instructor manpower requirements for collocated courses will be computed using each Service's own computation procedure.

(5) Constant changes in annual training requirements make it impractical to assume manpower authorizations in the out years reflect requirements. Therefore, all identification of manpower needs should be based on computed requirements and not existing authorizations.

(6) All student/instructor ratios within each course will be set at that point which yields the highest possible ratio without serious detriment to the quality of instruction. Student to instructor ratios, not instructional situations, will be used in computing instructor requirements.

(7) The Manpower Analysis Committee will address the minimum skill/grade level required for each function.

(8) For consolidated courses, instructor requirements for each Service will be a "fair-share" based on that Service's percentage of the total planned student input.

(9) When computing instructor manpower requirements for a course, maximum class size will be used unless it can be shown that other scheduling is more efficient.

(10) Instructor manpower requirements will be computed based on 40 hours of approved academic curriculum topics per week. Other requirements will occur outside of the training workweek requirement.

(11) All numbers used in the instructor computation will be taken to 2 decimal points. Instructor requirements will be rounded using rounding table in Figure 7-1.

FRACTIONAL MANPOWER REQUIRED		
BETWEEN...	...AND...	...ROUNDS TO
.001	1.077	1
1.078	2.154	2
2.155	3.231	3
3.232	4.308	4
4.309	5.385	5
5.386	6.462	6
6.463	7.539	7
7.540	8.166	8
8.167	9.693	9
9.694	10.770	10
10.771	11.847	11
11.848	12.924	12
12.925	13.999	13
14.000	14.999	14
15.000	15.999	15
ETC.	ETC.	ETC.

Figure 7-1, Fractional Manpower Rounding Table

c. The following guidelines for determining Detachment, Training Support/School Overhead, BOS, and Student Load are provided:

(1) Detachment requirements will be computed using each participating Service's methodology.

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(2) Base Operating Support (BOS) personnel requirements for the study will be determined using each participating Service's factors. The Manpower Committee will provide the BOS personnel requirement to their respective Cost Analyst. Fractional BOS Personnel requirement that is less than one will not be rounded. Fractional BOS Personnel requirement that is more than one will be rounded to the next whole number at 0.8.

(3) Training support/school overhead requirements will be identified/validated on a case-by-case basis by the ITRO Manpower Analysis committee and approved during normal staffing.

(4) Average daily student load (ADSL) will be computed using student input, multiplied by course length in training weeks, and divided by 50. All fractional ADSL for the study will be totaled and rounded to the next higher whole number at 0.5.

(5) The Service's manpower committee representative will identify planned student input for computations.

(6) Distance learning situations for consolidated training will be addressed on a case-by-case basis. The DAG will ensure the committee is informed if any consolidated training will be taught using a form of distance learning; i.e., VTT, VTC, CBT, etc.

(7) To account for student check in/out processing and determine population change for BOS costs/savings, analysts will add .5 days per week (.1 weeks), up to a maximum of 2 days (.4 weeks), to the course length for proposed consolidated courses for Army and Marine Corps. Navy and Air Force will add these times to both the baseline and proposed course lengths. No instructor hours will be allowed for the additive.

d. The following information is included for guidance when determining manpower requirements for consolidated/collocated training.

(1) Training support/direct support is work performed by the School and for the School only. The support requires full time dedication to the School operation and is there to support the School/training. Instructors are required to perform some training support functions and their time to accomplish these duties is computed in the 1.26 Instructor Prep and Related duties/Working Level factor in the ITRO Instructor Computation formula. Training support functions include, but are not limited to, the following:

- (a) Supervision of Staff – leave approval, evaluation prep, safety compliance
- (b) Proficiency Evaluations
- (c) Classified Material Handling
- (d) Planning, programming, and budgeting for replacement of training support material, training aids and equipment.
- (e) Maintaining current instructor guides, curriculum and tests
- (f) Counseling of students
- (g) Integration of risk management and enforcement of safety regulations
- (h) Publications, training aids, equipment and materials accountability
- (i) Inspections
- (j) Functional control over student critiques, testing, curricula documentation reviews, classroom monitoring and in-Service training
- (k) Quality assurance of training
- (l) Providing directions, guidance and assistance to instructors in writing or re-writing curricula
- (m) Liaison with facilities and schoolhouse personnel
- (n) Conducting debriefing of newly assigned instructors
- (o) Monitoring enrollment/disenrollment procedures
- (p) Qualifying new instructors
- (q) Maintaining training aids
- (r) Contract oversight

(2) Base operating support (BOS) are functions that support the installation and do not support a single activity aboard the installation. The support is indirect and general in nature. BOS functions include, but are not limited to, the following:

- (a) Command support
- (b) Information management
- (c) Logistics
- (d) Comptroller