

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

- (e) Civilian Personnel
- (f) Engineering, Public Works
- (g) Safety
- (h) Family Services
- (i) Food Services
- (j) Education Services
- (k) Morale, Welfare and Recreation
- (l) Security
- (m) Bachelor Quarters
- (n) Chaplain
- (o) Legal
- (p) Supply
- (q) Fire Department
- (r) Audio Visual
- (s) Equal Opportunity
- (t) Contract management
- (u) Health Services (Hospital, Sick Call, etc)
- (v) Lodging/billeting
- (w) Linen exchange

e. Manpower Analysis Committee Chairperson will call committee meetings as necessary. Minutes of the committee meeting will be prepared and agreed to by all members.

f. Revisions/modifications to manpower analysis procedures will be made as required by ITRO Manpower Analysis Committee. Revisions/modifications will be agreed on by all members and submitted for inclusion in the Procedures Manual.

g. Manpower Committee representatives will brief the DAG on the results of the computations.

h. Individual Services' manpower requirements summary sheets will be used to provide information to Cost Analysis and Facilities Analysis Committees. (See figure 7-4, 7-5, 7-6, B-12)

2. Manpower Requirements Determination. It is the responsibility of the DAG to provide the information necessary to determine manpower requirements. A member(s) of the Manpower Analysis Committee will be available to assist in gathering the necessary data and to apply the appropriate ITRO formula. In addition, it is the responsibility of each Service's Manpower Analysis Committee member to validate the requirements for his Service. The Manpower Analysis Committee, prior to consolidation, will ensure that student/instructor ratios, class size, and convening frequency are set at optimum points. This analysis may include a review of configuration of training facilities and equipment. The formulas/forms in this chapter have been developed for use in determining instructor manpower requirements.

3. Instructor Computations. Two instructor computation forms (Figure 7-2 and Figure 7-3) have been designed to record all necessary data and to simplify the computation procedure. The following instructions apply to both forms, and are followed by additional instructions for Mobile Training Team computations.

a. Section I contains the planning information required; e.g., course identification, student input, course length, class sizes, and number of classes scheduled for training. Fractional class sizes or number of classes programmed will normally be rounded to the next whole number.

b. Section II breaks out a course curriculum by training situation and gives the number of syllabus (hours of instruction) hours and the student to instructor ratios for each training situation. The sum of the syllabus hours will equal the program of instruction (POI). Syllabus hours used for computing instructor requirements will not include nonacademic hours (General Military/Physical Training); an exception may be made if this type of training is an integral part of the training requirement for the specialty; i.e. Survival Training. When determining instructors required for each training situation, instructor man-hours required will be carried to two decimal points. From this information, the number of instructor man-hours required to teach one class is computed.

c. Section III is the computational process that determines total instructor requirements. It includes a factor of 1.26 for working level supervision of the course and instructor preparation and related duties. Functions performed by working level supervisors include, but are not limited to, instructor break-in,