

**INTERSERVICE TRAINING REVIEW ORGANIZATION  
PROCEDURES MANUAL**

- (1) What billeting/lodging spaces are available during peak period?
- (2) How many spaces would the ITRO course consume?

**3. Methodology**

a. General. The criterion provides general guidelines for the studies to be addressed by ITRO and constitute a method of analysis, which evaluates all options on the same standard. The facility requirements and cost computations by option include student and staff personnel loading, facility requirements, existing assets, construction required and/or facility alteration/modification required to provide the necessary training, billeting/lodging and dining facilities to support the study. Any construction/alteration/modification costs are then computed using cost factors from the current DOD Guide. These cost factors include construction cost per square foot; supporting facilities factor; contingency factor; supervision, inspection, and overhead factor; and an area cost factor which adjusts the cost to reflect local cost. New construction is included for only the additional facilities required. The cost of alteration of existing facilities depends on the scope of the changes required. In ITRO Studies, the costs of major alterations are estimated on the basis of 60% of the cost of new construction and minor alterations on the basis of 30% of new construction. Since minor costs are associated with any change of room use, the facility cost estimates include a small dollar amount to cover the cost of any required minor modifications, such as additional electrical service in a room, change in access door configuration or other minor change to an existing space. This is normally \$10/SF times the existing area that is not otherwise altered times the area cost factor. The computations also include any cost avoidance that may be generated by relocating the training being studied. There may be unusual circumstances, which require adjustment on a case-by-case basis. These situations should occur infrequently and require general consensus of the Facilities Analysis Committee.

(1) Student load figures are the basic inputs that drive the entire analysis. Members of the Manpower Committee provide their Service's projected consolidated, collocated, and Service unique average on board/average daily student load (AOB/ADSL) and staff numbers for each option (See Figure 8-2). The projected FY must agree with the FY used for costing. Student loads must be identified by pay grade categories and travel status as indicated in Figure 8-1, to adequately define billeting/lodging requirements.

(2) Once the total student and staff personnel load is established by the Manpower Committee and provided to the Facilities Analysis Committee, this data will be used in conjunction with data provided by DAG/SME members to calculate facility requirements.

(3) Should a Service require accommodations above the DOD standard, it is the responsibility of that Service to fund the additional cost.

(4) BRAC. When a BRAC construction project is involved in an option that project is considered to be required construction (as opposed to existing facilities) and if the scope is not changed, the cost is considered to be the BRAC estimated project cost. In cases where there is a change in scope, standard ITRO cost estimating methods and unit costs will be used.