



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
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CNETINST 1500.23C
ETE4
13 DEC 1999

CNET INSTRUCTION 1500.23C

Subj: INTERSERVICE TRAINING REVIEW ORGANIZATION (ITRO)

Ref: (a) OPNAVINST 1500.27E (Interservice Training)

Encl: (1) ITRO Organizational Chart

1. Purpose. To provide command guidance in implementing the policies, procedures, and assigned responsibilities set forth in reference (a).

2. Cancellation. CNETINST 1500.23B

3. Scope. This instruction applies to all training responsibilities and resources encompassed by the Chief of Naval Education and Training (CNET) mission. (Note: Reference (a) designates CNET as the overall Navy member of the ITRO Executive Board, the governing body of the organization.)

4. Background. Efforts must continue for the initiation and development of management improvements to compensate for reduced training mission resources. The austere budgetary environment encourages continued examination of interservice training opportunities. (R)

5. Discussion

a. Guidance contained in reference (a) provides for the establishment of the ITRO, with members from the military Services, to improve the cost effectiveness and efficiency of Service training, consistent with individual Service requirements. Reference (a) is a multi-service regulation which also carries an Army Regulation number (AR 351-9), and Air Force Joint Instruction (AFJI 36-2230) and a Marine Corps Order number (MCO 1580.7D). This regulation sets policies, procedures, and responsibilities for developing interservice consolidated, collocated, and quota training courses, both resident and non-resident, and for the exchange of training resources, research data, and training technology. Training as covered in reference (a) includes some aspects of professional military education. (Definitions for types of training and related terminology are contained in reference (a).)

b. Enclosure (1) displays the four-tiered organizational structure of the ITRO: the Executive Board (EB); Deputy Executive Board (DEB); Steering Committee (SC); and, the standing committees. The duties and functions of the ITRO are as follows: (1) The EB governs the ITRO; (2) the DEB reviews and approves all actions forwarded to the EB for decision and approves/disapproves SC recommendations; (3) the SC coordinates the day-to-day and ongoing activities of the ITRO; and, (4) the standing committees provide expertise to ad hoc study task groups established to determine the feasibility of interservice training initiatives and proposals. Specific members of the ITRO are listed in the Interservice Training Review Organization Directory, published semiannually by the USMC member of the SC.

c. The ITRO is an unfunded organization with no dedicated resources. The service members of the committees are designated on an "additional duty" basis.

R) d. Proposals for initiating studies to determine the feasibility of consolidating/collocating training will be sent to the ITRO Steering Committee for recommendation. Any service may make the proposal (for Navy, contact CNET ETE4). If the SC agrees with the proposal, the committee will brief the ITRO DEB with their recommendation. If the DEB approves a study, the feasibility process will be conducted in three phases: (1) Quick Look Group (QLG); (2) Detailed Analysis Group (DAG); and, (3) Implementation Group. The DEB will be briefed after each phase and may terminate the study at any interval. A detailed description of the study process and the procedures used to conduct the study are contained in the ITRO Procedures Manual. A copy of the manual is available from CNET ETE43 and will be provided to any task group as required.

6. Policy

a. Compliance with interservice training policy addressed in reference (a) is required, with particular emphasis on the following:

(1) If there is a Navy training requirement for which no Navy training currently exists, then the Navy will consider the use of existing schools and courses within the other services before establishing a new school or course.

(2) The Navy will strive to prevent training duplication and standardize instruction between the services, consistent with particular Navy responsibilities, requirements, and readiness.

b. The use of other service training capabilities, as existing or modified to meet Navy requirements, will be objectively considered as an option whenever it becomes necessary to plan for course or school relocation.

7. Responsibilities. The following outlines major responsibilities as addressed in reference (a); however, responsibilities are not limited to these:

a. Host Service

(A)

(1) Budget and program resources to meet the requirements of other services requesting training except for service-unique training and certain service-unique personnel costs.

(2) Provide all necessary base-operating support functions unless other arrangements are made by the service headquarters level in a memorandum of agreement (MOA).

(3) Provide participating services with their projected fair-share instructor personnel requirements in sufficient time to meet class start dates.

(4) Provide the host's appropriate share of instructor and school support personnel to support consolidated training.

(5) Provide data to participating services regarding entries, graduates, eliminations, setbacks/washbacks and evaluation of their students.

(6) Make changes to consolidated course curricula and training resources. Changes will be made only with the approval of the participating services.

(7) Obtain mutual agreement from the participating services for detachment and other overhead manpower requirements.

b. Participating Service

(A)

(1) Provide the estimated trained personnel requirements (number of students) projected by fiscal year (FY) to the host service in time to be included in the proper financial planning cycle.

(2) Provide the proportionate share of instructor and school support personnel to support consolidated training.

(3) Coordinate assignments of instructor and school support personnel with the host service school and/or personnel activities. Military personnel remain administratively assigned to their parent service, but they may be assigned to the host service for the purpose of executing their day-to-day duties and responsibilities as assigned members of the school staff.

c. CNET

(1) Provide ongoing Navy representation to the ITRO.

(2) Provide other services with written notification prior to revision or termination of any training program used by the other services.

(3) Provide appropriate staff representation to the ITRO standing committees. (Subordinate command representation is required for particular expertise.)

(4) Provide feedback to the command of new or ongoing interservice initiatives.

A) (5) Coordinate drafting MOAs for training in areas where the Navy is the host service.

d. Activities

(1) Consider the capabilities of other services when developing plans to satisfy Navy training requirements.

(2) Coordinate with the other services concerned before extensively revising or discontinuing any training program used by another service to preclude interruption of training.

(3) Provide Navy representation, when required, to ITRO task groups established to study the feasibility of interservice training courses.

(4) Forward proposals and recommendations for inter-service training studies to CNET (ETE43) for submission to the ITRO Steering Committee.

/S/D.L. BREWER
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