Instructions for Attachments A and B: Planning Factors For IRT Project Duration Staff

The annual budget for IRT is not sufficient to support all requested projects. It is extremely important that overhead manpower and duration staff be kept at minimal levels. This will ensure that approved projects are well-resourced and that additional projects can be supported.

Units and component program managers should use the following planning factors for IRT project overhead/duration staff manpower:

2-Week Medical IRT Projects:

- Lead Service:
  - P&A: 2 personnel for 60 days
  - O&M: $4,500 for planning conferences travel

- Supporting Service: 1 person for 30 days
  - P&A: 1 person for 30 days
  - O&M: $1,500 for planning conferences travel

Engineering IRT Projects:

- Lead Service:
  - P&A: 3 personnel for construction season + 60 days
  - O&M: $4,500 for planning conferences travel

- Supporting Service:
  - P&A: 1 person for duration of their service's presence + 30 days
  - O&M: $1,500 for planning conferences travel

Services that believe their project(s) requires additional manpower or funding support should include justification in their application.