Review Timeline
Virtual Review

Before the Review

-120 Work Days
- ☐ ACE sends a 120-day alert email to the schoolhouse that it is scheduled for a course review.
- ☐ The Service Program Manager supports and confirms the notification.

-90 Work Days
- ☐ ACE sends a 90-day alert email to the schoolhouse reminding them that the POIs are due in 30 days.
- ☐ The Schoolhouse Point of Contact (POC) completes the spreadsheet of courses to be reviewed and submits this to the Service Program Manager and ACE (MilEval@acenet.edu).
  - The spreadsheet data points should include the course title, course number, ACE ID (if previously evaluated), academic hours, training start date, and course contact.
  - This spreadsheet serves as a preliminary checklist for the review.
- ☐ Preliminary audits are conducted to facilitate the timely program of instruction (POI) submission process.

-60 Work Days
- ☐ The schoolhouse POC submits the approved POI to **both** the Service Program Manager and to ACE Military Evaluations (MilEval@acenet.edu) for processing.
- ☐ ACE staff develops a disposition list of courses for the scheduled review.
- ☐ The Schoolhouse identifies and confirms main POCs for the review.
- ☐ ACE provides the POC with access to the secure SharePoint site to load POIs and course materials.

-45 - 30 Work Days
- ☐ ACE coordinates a conference call with the appropriate schoolhouse POCs, identified subject matter experts, course managers, and the Service Program Manager.
- ☐ A final review of the disposition list of courses is conducted, any issues are resolved, and the military POC verifies that the disposition list is accurate and contains all the courses that will be reviewed.
  - Are all the courses you want reviewed on the disposition list?
  - Are all the courses in a sequence on the list? (phase 1/phase 2, distance learning /resident courses, reserve/active duty)
  - Is there anything on the list that shouldn't be there?

- The agenda and expectations of the course review are discussed, including times for the in-briefing and exit briefing calls, and deadlines for loading course materials.

-30 - 0 Work Days
- POC and ACE staff continue to communicate as needed to arrange details of the review.
- All course materials must be loaded onto the secure SharePoint site
  - Each course should have its own folder
  - Each folder should include separate files for:
    - Program of Instruction
    - Student materials
    - Instructor materials
    - Assessments (for example, exams, projects, etc.)
- These materials should be provided for each course coded 'Pending' or 'PE' on the disposition list produced by the ACE staff and verified by the POC. (Note that any classified materials must be sanitized **before** being presented to the team.)

During the Review

Day 1
- POC arranges for in-briefing of ACE team by appropriate course managers, leadership and instructors. The in-briefing will be conducted via a conference call.
- POCs, course managers, instructors are available (via email or telephone) to ACE team for questions and requests for additional materials.

Day 2-Day 6
- POCs, course managers, instructors are available to ACE team for questions and requests for additional materials.

Day 7
- POCs, course managers, instructors are available (via email or telephone) to ACE team for questions and requests for additional materials.
- The exit briefing will be conducted via a conference call.

After the Review

+30 Work Days
- The POC receives a copy of the final report, reviews the report, and addresses any concerns or issues with ACE staff.
- ACE staff releases the course exhibits to the Military Guide for alignment with the Joint Services Transcript (JST) and open source access.

Updates and Changes

- ☐ The schoolhouse POC conducts ongoing inventory of courses and determines the need to alert the Service Program Manager to schedule another review.
- ☐ For courses that have undergone curriculum revisions, the Schoolhouse POC must submit a revised, approved POI to ACE linking it to a scheduled review.
- ☐ Courses with only administrative changes (title, termination, training location, etc.), may be submitted for immediate update and do not need to be linked to a scheduled review.