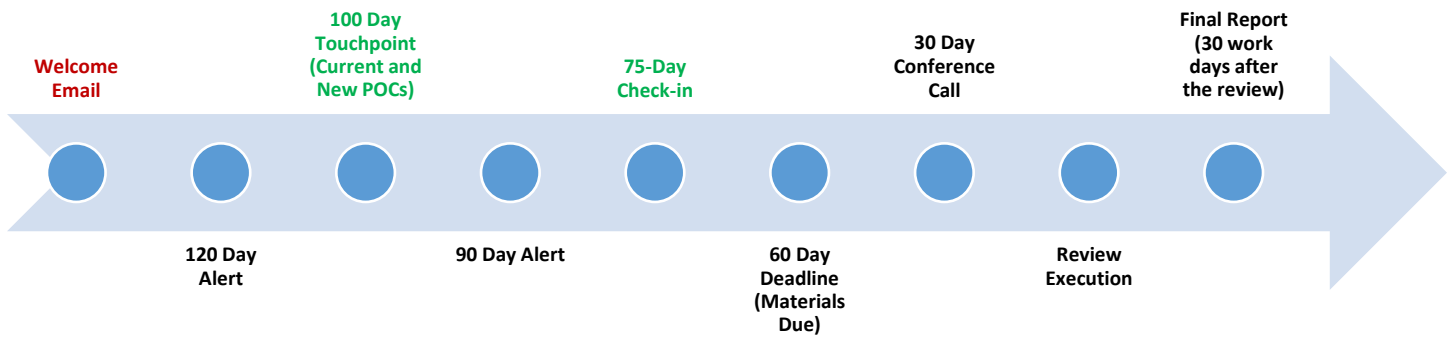


## REVIEW TIMELINE AND WORKFLOW

### Review Workflow Chart



### Pre-Review Timeline

- **Welcome Email**
  - Once the latest schedule has been confirmed by the Service Program Managers, a welcome email will be sent to each Installation that has a scheduled review.
    - This email will provide the first introduction of the ACE team to the Installation POCs.
    - It will also serve to e-Introduce all POCs that are participating in a Joint Service or Inter-service review.
- **120 Business Days**
  - Alert messages are emailed to the Schoolhouse POCs, scheduled for the course and occupation reviews, and Service Program Managers.
    - Provides updated and detailed information, including web links, on the steps and information needed to execute a review.
    - Messages are customized to each review.
- **100 Day Touch Point**
  - The ACE staff will reach out and identify any needs the schoolhouse may have in regard to executing a course or occupation review.
    - Training will be provided for Schoolhouses that have new POCs or just need a refresher in how to execute a review.

## REVIEW TIMELINE AND WORKFLOW

- **90 Business Days**

- Alert messages are emailed to the Schoolhouse POCs and Service Program Managers reminding them that their materials, POIs, POI datasheet and validation memos or occupation materials are due in 30 Days.

- **Course materials include:**

- Course Planning Document Datasheets (completed for each course submitted for review)

*Planning Document Datasheet points should include the course title, course number, ACE ID (if previously evaluated) academic hours, training start date and POC contact information.*

- Course Planning Documents
- Validation memos

- **Occupation materials include:**

- Occupation manuals (CTLs/JDTA)
- Job Descriptions
- Occupation Population by Pay Grade
- Line and Block chart for each Occupation

- **ARMY ONLY SUBMISSION REQUIREMENTS at the 90-Day Mark:**

- The proponent POC must upload all course and occupation materials to the **ACE COP** (<https://hq.tradoc.army.mil/sites/ACE>) for validation by TOMA and ACED.

- **60 Business Days**

- The Schoolhouse POC submits the course documents to their Service Program Manager and the Military Programs inbox ([mileval@acenet.edu](mailto:mileval@acenet.edu)) for processing.

- **Course materials include:**

- Course Planning Document Datasheets (completed for each course submitted for review)

*Planning Document Datasheet points should include the course title, course number, ACE ID (if previously evaluated) academic hours, training start date and POC contact information.*

- Course Planning Documents
- Validation memos

- The Schoolhouse POC submits the occupation documents to their Service Program Manager and the Military Programs inbox ([mileval@acenet.edu](mailto:mileval@acenet.edu)) for processing.

- **Occupation materials include:**

- Occupation manuals (CTLs/JDTA/T&R Manuals)
- Job Descriptions
- Occupation Population by Pay Grade
- Line and Block chart for each Occupation

- The ACE staff will audit the materials and develop a Disposition List (Dis List) of courses and/or occupations scheduled for the review.

## REVIEW TIMELINE AND WORKFLOW

- The Dis List will include any questions or concerns ACE has about the courses and occupations submitted for review. The Dis List will be sent to the schoolhouse POC for immediate resolution prior to the conference call.
  
- **30 Business Days**
  - The ACE staff will coordinate a conference call with appropriate POCs, course subject matter experts (SME), course managers, key occupation SME's, and the Service Program Manager.
  - The conference call will address the following items specific to each review.
    - Confirm visit dates
    - Review and verify the Dis List of courses and/or occupations submitted
    - Discuss the review process and expectations
    - Review and finalize the Agenda specifics
    - Discuss Installation Access and Review Logistics
    - Resolve and outstanding questions
  
- **30 Days – Scheduled Review**
  - Schoolhouse POC and ACE staff communicate to arrange specific details of the review
  - Schoolhouse POC finalizes and updates Agenda. Returns to ACE staff.
    - **Course Reviews**
      - Schoolhouse prepares materials for course review.  
*(See e-File Structure in the Resources section online at <http://www.acenet.edu/news-room/Pages/Military-Course-Reviews.aspx>)*
      - Course Planning Document
      - Instructor Materials—including guides, manuals and Power Point presentations
      - Student Materials--- including handouts, handbooks and Power Point presentations
      - Assessments---Courses WILL NOT be reviewed without assessments
      - Supplemental Materials
    - **Occupation Reviews**
      - Schoolhouse POC will prepare a list of panelist names for all Occupation reviews and update and review Agenda provided at the Conference Call.  
*(See Dear Service Member letter & Occupation Room set-up in the resources section online at <https://www.acenet.edu/news-room/Pages/Military-Occupation-Reviews.aspx>)*

## REVIEW TIMELINE AND WORKFLOW

### During the Course Review

- **Day 1**
  - Installation POC arranges the in-briefing for the ACE staff by appropriate course managers, course subject matter experts (SME) and instructors.
    - POCs, course managers, instructors and SMEs need to be available to the ACE team during the entire review for questions and requests for additional materials.
- **Day 2**
  - POCs, course managers, instructors and SMEs need to be available to the ACE team during the entire review for questions and requests for additional materials.
- **Day 3**
  - POCs, course managers, instructors and SMEs need to be available to the ACE team during the entire review for questions and requests for additional materials.
  - POC coordinates with Installation to arrange the exit brief meeting, when notified by the ACE team.

### During the Occupation Review

- Installation POC maintains and monitors panelist preparations for each occupation being reviewed. Panels must have (2) service members present for each pay grade being reviewed. If (2) panelists are not present for the panel then the ENTIRE panel is cancelled.

### Post-Review

- **30 Business Days after the conclusion of the review the Installation POC and Service Program Manager will receive a copy of the final report.**
  - The Installation POC and/or the Service Program Manager will have 48 hours to review the report and address any concerns or issues with the ACE staff.
  - Once all questions have been addressed, ACE will release the course exhibits to the Military Guide for alignment with the Joint Services Transcript (JST).  
***See Sample Course Exhibit in the Resources section online at***  
<http://www.acenet.edu/news-room/Documents/Sample-Military-Course-Exhibit.pdf>

## REVIEW TIMELINE AND WORKFLOW

- **Updates and Changes**

- The Installation POC conducts ongoing inventory of courses and determines the need to alert the Service Program Manager to schedule another review
- Courses that have undergone Curriculum revisions should be re-reviewed by an ACE team. The Installation POC must submit a revised, approved Course Planning Documents to ACE linking it to a scheduled review.
- Courses with only Administrative changes (title, termination date, training location, etc.), may be submitted for immediate update and do not need to be linked to a scheduled review.
  - The updated Course Planning Documents must be submitted via email to the Military Programs Inbox ([mileval@acenet.edu](mailto:mileval@acenet.edu)) with a description of what changed.
- Courses approaching the 10-year expiration date should also be submitted for re-review to avoid a gap in the credit recommendation.