Virtual Review Workflow Chart

Welcome Email — **120 Day Alert** — **100 Day Touchpoint (Current and New POCs)** — **90 Day Alert** — **75-Day Check-in** — **60 Day Deadline (Materials Due)** — **30 Day Conference Call** — **15 Day Upload Deadline** — **Review Execution** — **Final Report (30 work days after the review)**
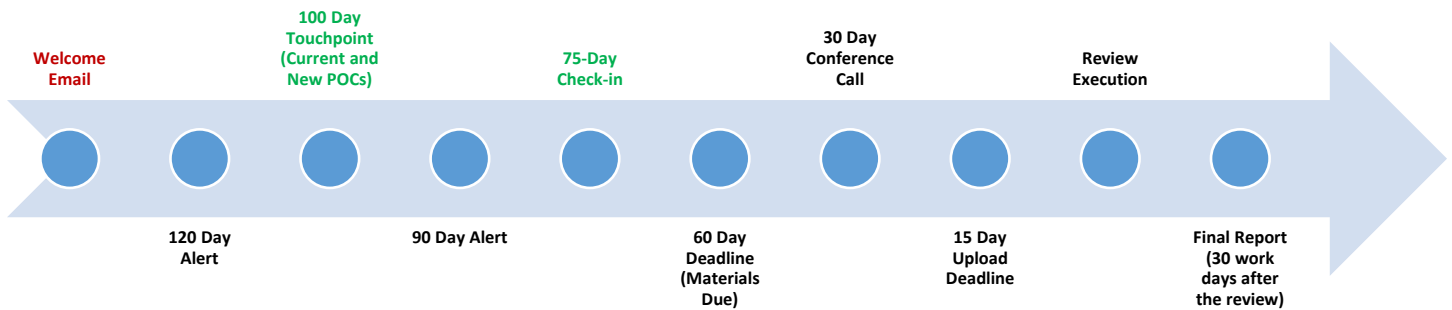
Pre-Review Timeline

- **Welcome Email**
  - o 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**
  - o Alert messages are emailed to the Schoolhouse POCs and Service Program Managers scheduled for the course reviews.
    - ▪ Provides updated and detailed information, including web links, on the steps and information needed to execute a review. This should include the technical requirements necessary for a successful review.
      - • Access to Chrome or FireFox browser.
      - • Office 365 account
      - • Non-military email
        - o Either an Office 365 email or civilian email. (The .mil email does not always allow access to the SP site).
    - ▪ 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 virtual course review.
    - Training will be provided for Schoolhouses that have new POCs or just need a refresher in how to execute a review.

- **90 Business Days**
  - Alert messages are emailed to the Schoolhouse POCs and Service Program Managers reminding them that their materials, Course Planning Documents, Document datasheet and validation memos 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

  - **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) for processing.
    - **Course materials include:**
      - Course Planning Documents Datasheets (completed for each course submitted for review)

      Course Planning Documents 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 ACE staff will audit the materials and develop a Disposition List (Dis List) of courses scheduled for the review.
    - The Dis List will include any questions or concerns ACE has about the courses and submitted for review. The Dis List will be sent to the schoolhouse POC for immediate resolution prior to the conference call.

- **30 Business Days**
  - SharePoint site established and ready for conference call.
  - The ACE staff will identify those individuals who will be responsible for uploading materials to the SP site and grant access to the site.
  - An additional tool to assist visitors to the site with gaining access is the SP Guest User link below. ACE staff might consider including this link in communications with those individuals responsible for uploading information.
    - SP Guest User link: https://techcommunity.microsoft.com/t5/SharePoint-Support-Blog/Coaching-your-guest-users-through-the-External-Sharing/ba-p/182739#Classic
  - The ACE staff will coordinate a conference call with appropriate POCs, course subject matter experts (SME), course managers, and the Service Program Manager.
  - The conference call will address the following items specific to each review.
    - Confirm review dates
    - Review and verify the Dis List of courses submitted
    - Discuss the review process and expectations
    - Review and finalize the agenda specifics
    - Discuss SharePoint access and upload process
    - Resolve any outstanding questions

- **15 Days – Course Material Upload Deadline in SharePoint**

  - After the conference call, the designated course managers will receive instructions from ACE Field Coordinator regarding SharePoint access and upload process.
  - Course materials must be loaded 15 business days before the review or by the deadline indicated on the review agenda.
  - ACE staff will create course document libraries for the review site. Sub-folders for each course will include:
    (See e-File Structure in the Resources section online at http://www.acenet.edu/news-room/Pages/Military-Course-Reviews.aspx)
      - Course Planning Documents
      - 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
  - If a PowerPoint presentation or other tool will be provided for the in brief, this may be uploaded to the portal also in "Documents" section.
  - ACE staff will audit the course materials and raise any concerns with installation POC prior to the review.

During the Course Review

- **Day 1~ In brief conference call**
  - o POC coordinates with installation to attend the scheduled in brief conference call with appropriate course managers, course subject matter experts (SME), instructors, and ACE team. If using a tool for the in brief presentation (e.g. PowerPoint slides), this must be emailed to the ACE Field Coordinator prior to the call if not yet posted in the portal.

- **During the Week**
  - o 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. The main installation POC must provide a list of SMEs for each course to include email addresses and phone numbers.

- **Day 5 ~ Exit brief conference call**
  - o POC coordinates with installation to attend the scheduled exit brief conference call.

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.**
  - o 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.
  - o 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*

- **Updates and Changes**
  - o The installation POC conducts ongoing inventory of courses and determines the need to alert the Service Program Manager to schedule another review
  - o 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.
  - o 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**) with a description of what changed.
  - o Courses approaching the 10-year expiration date should also be submitted for re-review to avoid a gap in the credit recommendation.