**Instructions for Completing MTEP Review Readiness Packets**

Use these guidelines, along with the Sample Review Readiness Packet, when completing a new Review Readiness Packet for submission to the appropriate Service Program Manager. Note that the packet must be submitted with the appropriate course/occupation documentation as outlined in the sheet.

**Scheduling Tab**

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| **1.Review Data** |
|  a) | Service |
|  b) | Location |
|  c) | Schoolhouse |
|  d) | Review Type |

1. a) Choose military service from the drop-down menu.

b) Enter the primary training location for the review.

c) Enter the primary schoolhouse associated with the courses to be reviewed. (Leave blank if only scheduling an occupation review.)

d) Choose proposed review type (course/occupation) from drop-down menu.

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| **2. Contacts** |
|  | Name |
|   | Email |
|   | Phone |

1. Enter the name, email address, and phone number of the primary points-of-contact for the review. (Note that mobile phone numbers are preferred if available.)

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| **3. Desired Dates** |   |
|   | 1st Desired Review Week Start Date |
|   | 2nd Desired Review Week Start Date |
|   | 3rd Desired Review Week Start Date |

1. Enter your first, second, and third desired review week start date. Note that ACE will confirm your actual review dates 60 days prior to the review.

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| **4. ACE SharePoint access (\*see instructions below) Please Skip for Occupation Only Reviews** |
|   | Are you able to access ACE SP site?  |

1. Following the instructions on the bottom of the sheet, choose yes/no from the drop-down menu for whether you are able to access the ACE virtual review SharePoint site. This question can be skipped for occupation only reviews.

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| **5. POC availability for Course Reviews – Please Skip for Occupation Only Reviews** |
|  a)  | Are POCs available to upload materials from 6 weeks to 2 weeks prior to review? |
|  b) | Are POCs available for inbrief on first day of review? |
|  c) | Are POCs available the week of review for course questions? |

1. POC availability for Course Reviews: (This section can be skipped for occupation only reviews.)

a) Choose yes/no from the drop-down menu. For a virtual review, designated course managers must be able to upload all course materials by two weeks prior to the review start date.

b) Choose yes/no from the drop-down menu to indicate POC inbrief availability, considering all preferred schedule weeks.

c) Choose yes/no from the drop-down menu to indicate POC availability during the week of the review, considering all preferred schedule weeks.

1. The required course documentation must be submitted with the sheet. Reference the chart for official course documentation requirements by Service:

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| **Course Documentation Required** |
| **Army** | **Marine Corps** | **Navy** | **Air Force** | **Coast Guard** |
| POI, TRADOC validation memo | POI, Letter of Promulgation | TCCD, CMS, Letter of Promulgation/Authorization to Teach | Syllabus, Verification of no CCAF affiliation | Signed curriculum outline |
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1. Reference the chart for occupation documentation examples. Service specific requirements are identified below. Note that not all occupations will have each item listed.

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| **Occupation Documentation may include:** |
| Occupation/Rating/MOS manuals outlining duties, qualifications, and expectations; |
| Technical guides/training manuals; population density by paygrade |
|   |   |

a) Army (E6-E9 and Warrant Officers)

* CTL (Critical Task List)
* Job Description (DA-PAM) and duties by paygrade
* MOS manual
* Population Density Chart by pay grade
* Line and block chart

b) Marine Corps (E6-E-9 and Warrant Officers)

* Marine Corps T&R manual
* MOS manual
* Approval Letter
* Population Density Chart by pay grade
* Line and block chart

c) Navy (E4-E9 and Warrant Officers)

* Pay Grade Descriptions
* JDTA (Jobs, Duties, Task, and Analysis) Navy Ratings qualifications
* Occupation Standards
* Population Density Chart by pay grade
* Naval Standards (E7-E9)
* Rating publications/manuals
* Promotion Exams for enlisted ratings (to be provided onsite at review unless classified)

d) Coast Guard (E4-E9 and Warrant Officers)

* Pay Grade Descriptions
* RPQ (Coast Guard) Rating qualifications summary
* Population Density Chart by pay grade
* Rating publications/manuals
* Promotion Exams for enlisted ratings (to be provided onsite at review unless classified)

**Course List Tab**

**Complete this sheet if submitting courses for review.**

1. **ACE ID**

If the course has been reviewed by ACE previously, enter the ACE Identifier for the exhibit on the ACE Military Guide ([www.acenet.edu/militaryguide](http://www.acenet.edu/militaryguide)). If it is a new course, leave this blank.

1. **Course Number**

Enter the course number as displayed in the appropriate Service’s training management system (e.g. ATRRS, CETARS, etc.). If the course planning documents do not match this number exactly, please provide a screenshot from the system of record.

1. **Course Title**

Enter the course title as displayed in the appropriate Service’s training management system (e.g. ATRRS, CETARS, etc.). If the course planning documents do not match this title exactly, please provide a screenshot from the system of record and attach it to the email submission.

1. **Content Area 1/2/3**

Please select up to three content areas from the drop-down menus corresponding to the main subject areas aligning to the course.

1. **> 40 Hours**

Please select yes/no from the drop-down menu. Note that the course must contain at least 40 academic hours for ACE to review it. If it doesn’t, please remove it from the sheet.

1. **Academic Hours**

Please indicate the number of academic hours. Note that lab hours should be included, but administrative/bottleneck hours should not.

1. **Course Length in Weeks**

List the number of weeks the course spans.

1. **Delivery Method**

Select classroom (traditional), distance learning (online or correspondence), or blended from the drop-down menu.

1. **All Instructor Materials** (instructor guides, PowerPoint presentations, lesson plans, etc.)
2. Select yes/no from the drop-down if the instructor materials are in digital format.
3. Select yes/no from the drop-down if you can provide the instructor materials electronically. (Note that security restrictions may prevent the uploading of materials to the virtual review platform, even if they are in digital format.)
4. **All Student Materials** (student guides, exercise books, handouts, etc.)
5. Select yes/no from the drop-down if the student materials are in digital format.
6. Select yes/no from the drop-down if you can provide the student materials electronically. (Note that security restrictions may prevent the uploading of material to the virtual review platform, even if they are in digital format.)
7. **All Assessment Materials** (examinations, quizzes, go/no-go checklists, evaluation rubrics, case studies, writing assignments, etc.)
8. Do they occur? Select yes/no from the drop-down menu. If there are no assessments for the course, stop here, as ACE can’t review it.
9. Are they proctored? Select yes/no from the drop-down menu. There must be rigid control of the testing conditions and firm identification of the learner.
10. Please select the main type of assessment in the course from the drop-down menu.
11. Select yes/no from the drop-down if the assessment materials are in digital format.
12. Select yes/no from the drop-down if you can provide the assessments electronically. (Note that security restrictions may prevent the uploading of material to the virtual review platform, even if they are in digital format.)
13. **Taught for > 1 Year**

Please select yes/no from the drop-down menu. Note that the course must be taught for at least one year for ACE to review it.

1. **Implementation Date of Current Curriculum**

Indicate the month and year (e.g. 10/19) of the curriculum version as reflected on the course planning documents. If the training start date does not match the course planning documents, please provide a screen shot from the Service’s training management system or a memo to explain the situation and attach it to the email submission.

1. **Does the course have classified content?**

Please select yes/no from the drop-down menu. Note that classified content must be sanitized prior to an ACE review.

1. **Affiliated with Other Service?**

Please select the other service from the drop-down menu for joint courses. If there is more than one, please make a note in the “Additional Rationale/Comments” column.

1. **Population**

Select the primary population of students taking the course, Enlisted/Warrant/Officer, from the drop-down menu.

1. **Annual Student Throughput**

List the number of students attending the course on a fiscal year basis.

1. **Reason for Evaluation**

Select the reason for the review from the drop-down menu (new, end-dated, substantial content changes, or 10-year review). Note that if none of these apply, the course should likely be entered on the “Admin Course Changes” tab.

1. **Additional Rationale/Comments**

Use this field to communicate course history or other data points to ACE staff.

**Admin Course Changes Tab**

**Complete this sheet if submitting courses previously reviewed by ACE with administrative changes not affecting the content of the curriculum**. ACE will make the change in the database and extend the credit recommendations, but will not review the course.Refer to instructions on the Course List tab for ACE ID, Course Number, Course Title, Academic Hours, etc**.** If there has been a change in the training location, please note this in the “Comments” column.

**Occupation List Tab**

**Complete this sheet if scheduling occupations for review.**

1. **ACE ID**

Enter the current ACE ID for the occupation if ACE has reviewed it previously. If it’s a new occupation, leave this blank.

1. **Designator**

Enter the military occupation code.

1. **Title**

Enter the official title of the occupation.

1. **Content Area 1/2/3**

Please select up to three content areas from the drop-down menus corresponding to the main subject areas aligning to the occupation.

1. **Documentation**

Select yes or no from the drop-down menu. Note that ACE must receive official occupation documentation outlining the job description, duties, qualifications, etc.

1. **Start Date**

Enter the month and year corresponding to the official documentation outlining the job duties.

1. **Population**

Select Enlisted/Warrant/Officer from the drop-down menu.

1. **Virtual capabilities for interviews?**

Select yes/no from the drop-down menu. ACE is testing technologies to enable the virtual review of occupations. If the installation has access to video teleconferencing or other web-enabled meeting technologies, please select “yes”.

1. **Reason for Evaluation**

Select the reason for the review from the drop-down menu (new, end-dated, substantial content changes, or 10-year review).

1. **Comments**

Use this field to communicate the occupation history or other data points to ACE staff.