



**Military Programs**  
*Military Evaluations - Joint Services Transcript (JST)*

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## Sample Virtual Review Telephone Conference Agenda

We will use the following dialing information:

Toll Free: ACE will provide

Participant: ACE will provide

As a point of reference, the agenda for the conference call involves the following:

1. Confirmation of review dates
2. Review the disposition list of courses and verify same
3. Discussion of course review process and expectations
4. Review the Agenda
  - in-brief/exit brief
  - timeline
5. Other issues