

Review Timeline

Occupation Review

Before the Review

-120 Work Days

- ACE sends a 120-day alert email to the schoolhouse that it is scheduled for an occupation 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 list of occupations is due in 30 days.
- The schoolhouse Point of Contact (POC) completes the spreadsheet of occupations to be reviewed and submits this to the Service Program Manager and ACE (MilEval@acenet.edu).
 - The spreadsheet data points should include the occupation title, ACE ID (if previously evaluated), and course contact.
 - This spreadsheet serves as a preliminary checklist for the review.

-60 Work Days

- The Schoolhouse POC submits the approved occupation descriptions and supporting materials to **both** the Service Program Manager and to ACE Military Evaluations (MilEval@acenet.edu) for processing.
- ACE staff develops a disposition list of occupations for the scheduled review.
- The schoolhouse identifies and confirms main POCs for the review.

-45 - 30 Work Days

- ACE coordinates a conference call with the appropriate POCs and the Service Program Manager.
- A final review of the list of occupations is conducted, any issues are resolved, and the military POC confirms that the disposition list is accurate and contains the only occupations that will be reviewed.
- The expectations of the occupation review are discussed and logistics are coordinated, including directions to the review location and base access.

-30 - 0 Work Days

- POC finalizes and returns agenda to ACE Field Coordinator.
- POC and ACE staff continue to communicate as needed to arrange details of the review.
- POC makes arrangements with the service members who will participate in the occupation review, making sure that there will be two representatives for each pay grade.
- POC provides ACE with a list of interviewees for each occupation panel, including name, rank, time in service and time in pay grade.

During the Review

Day 1

- POC arranges for in-briefing of ACE team by appropriate occupation contacts and leadership.
- POCs are available to ACE team for questions.

Day 2

- POCs are available to ACE team for questions.

Day 3

- POCs are available to ACE team for questions.
- POC coordinates exit briefing, when notified by ACE Field Coordinator.

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 occupation exhibits to the Military Guide for alignment with the Joint Services Transcript (JST) and open source access.

Updates and Changes

- The POC looks at upcoming inventory of occupations and determines the need to alert the Service Program Manager to schedule another review.