DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1560.1C
N5
25 July 2022

NETC INSTRUCTION 1560.1C

From: Commander, Naval Education and Training Command

Subj: EVALUATION OF NAVY TRAINING AND OCCUPATIONAL EXPERIENCE FOR CIVILIAN
       ACADEMIC CREDIT

Ref: (a) Online Guide to the Evaluation of Educational Experiences in the
           Armed Services
       (b) American Council on Education (ACE) How to Prepare for Military
           Occupation Reviews
       (c) American Council on Education (ACE) Military Training Evaluation
           Program Review Portal
       (d) SAMPLE Training Center Self Study Assessment Review Readiness
           Packet
       (e) American Council on Education (ACE) How to Prepare for Military
           Course Reviews

Encl: (1) ACE Evaluation Requirements for Military Training Courses
       (2) ACE Evaluation Requirements for Military Occupations
       (3) Guidance for Learning Center American Council on Education
           Coordinator for Training Course and Occupational Evaluation Site
           Visits
       (4) Sample Training Course Control Document
       (5) Sample Course Master Schedule
       (6) Sample Letter of Promulgation

1. <u>Purpose</u>. To establish policy, procedures, and responsibilities for the
continuous evaluation of Navy training courses and service occupations for
civilian academic credit.

2. <u>Cancellation</u>. NETCINST 1560.1B.

3. <u>Background</u>

    a. Defense Activity for Non-Traditional Education Support (DANTES)
administers a contract that supports the Military Training Evaluation
Program. DANTES has awarded American Council on Education (ACE) a contract
to evaluate military training courses and service occupations for civilian
academic credit. ACE has provided similar support to the military Services
since 1954. ACE connects workplace learning with colleges and universities
by providing a means for military personnel to gain academic credit for their
formal training received outside of traditional degree programs. When
accepted by academic institutions, ACE credit recommendations represent
significant cost avoidance for the Navy's Tuition Assistance Program and cost
savings for the individual Sailor pursuing higher education.

   b. Web links for references are listed below:

       (1) Reference (a): https://www.Acenet.edu/Programs-Services/
Pages/Credit-Transcripts/Military-Guide-Online.aspx.

       (2) Reference (b): https://www.acenet.edu/Programs-Services/Pages/
Credit-Transcripts/.

       (3) Reference (c): https://mtep.acenet.edu.

       (4) Reference (d): https://www.acenet.edu/Documents/Sample-Review-
Readiness-Packet.xlsx.

       (5) Reference (e): https://www. acenet.edu/Programs-Services/Pages/
Credit Transcripts/Military-Course-Reviews.aspx.

4. Scope. Support of ACE's evaluation of Navy training and experience for
civilian academic credit applies to all Navy Learning Centers (LC) and
applicable Learning Sites (LS).

5. Discussion

   a. Navy personnel involved, participating in, or otherwise facilitating
ACE evaluations, must understand ACE is a DANTES contracted service provider.
ACE Staff and supporting Subject Matter Experts (SME) are not Department of
Defense (DoD) or other federal employees, and Navy personnel should
proactively seek guidance regarding how to appropriately engage and interact
with contractors and contract personnel. Naval Education and Training
Command (NETC) Office of General Counsel and NETC N4 are resources to provide
guidance on interactions with contractors.

   b. The ACE evaluation process is founded on the highest quality
standards of educational practice and is executed by a team of college and
university faculty members who are actively teaching in the field they
evaluate. ACE only evaluates courses and occupations meeting specified
eligibility criteria for evaluation at the direction of and per prevailing
priorities of the military Services.

   c. Using curriculum and course information provided in advance, the
contracted ACE team conducts either an on-site or a virtual visit to
facilitate the evaluators' analysis in determining the appropriate credit
recommendations. Results are provided within 30 working days of the visit
and are published in reference (a).

   d. On-Site reviews are conducted at the designated LC/LS/ Training
Activity. Teams consisting of SMEs in Higher Education, along with ACE Staff
members, physically visit the designated facility.

   e. Virtual Reviews are conducted on-line. The same rigor is applied and
the same documentation is required for virtual reviews. The review team will
not physically evaluate the facility(ies). The goal is to move away from on-
site reviews and rely more heavily on virtual reviews when possible, and
eventually conduct up to 90 percent of all reviews virtually, with not more

than 10 percent conducted on-site for reviews of unclassified/No Special Handling courses or occupations. There currently is no procedure in place to conduct reviews of Military courses or occupations that would necessitate ACE review of classified training or information.

   f. Academic institutions have the option to apply the ACE recommended credits to four categories: Vocational-certificate, associate/lower division baccalaureate degree, upper division baccalaureate degree, and graduate degree. The Navy College Virtual Education Center should use reference (a) when providing educational counseling to active duty Sailors.

   g. Joint Services Transcript (JST). The JST is the uniform transcript of all military training and experiences of active duty service members and veterans. Data is downloaded from three databases (ACE, Corporate enterprise Training Activity Resource Systems, and service member's personnel record) to reflect current information on the JST. Many civilian educational institutions accept ACE credit recommendations via the JST if applicable to the student's degree or certificate program.

6. Policy. Commander, NETC is responsible for ensuring the continuing evaluation of Navy training and experiences in its domain and conducting policy liaison with other Navy training enterprises and ACE, per reference (b). LCs and LSs are mutually responsible for providing training course or occupational information to ACE as detailed in this instruction.

7. Responsibilities

   a. NETC N52 shall serve as the NETC ACE Program Manager and Navy Service Program Manager and will have oversight of all areas of the ACE evaluation process, to include:

      (1) Ensuring the continued evaluation of Navy training courses, occupations (ratings, Navy Enlisted Classifications (NEC)), and selected specialties (e.g., Command Master Chief/Chief of the Boat, Master Training Specialist).

      (2) Coordinating the annual site visit schedule with DANTES, NETC ACE Program Manager, ACE, NETC LCs, and other Navy Training Activities.

      (3) Liaising with ACE and other Navy training commands outside of the NETC domain, as required.

   b. DANTES manages the contract with ACE for on-site and virtual evaluation visits.

   c. Navy LC Commanding Officers shall designate an ACE Coordinator in writing, with a copy sent to the NETC ACE Program Manager.

   d. LC ACE Coordinator shall:

      (1) Follow the ACE evaluation requirements and process guide for evaluating training courses and military occupations as provided in enclosures (1) and (2), respectively.

(2) Ensure that active training courses do not get end-dated by scheduling ACE reviews prior to the 10th anniversary of their last review.

(a) The date of the last ACE evaluation is annotated under "Credit Recommendations" in reference (a).

(b) ACE will provide a gap analysis report to the NETC ACE Program Manager and LC ACE Coordinator which indicates which courses are end-dating within 6 months of the end of the Period of Performance.

(c) At the 10-year mark, ACE will automatically "end-date" that course's credit recommendation. For courses that are still active, this will result in Sailors not receiving academic credit until the course is re-evaluated.

(3) Upon notification by the NETC ACE Program Manager, submit ACE proposed review requests within the time specified in the ACE Military Training Evaluation Program (MTEP) Review Portal as prescribed in reference (c). The Self Study Assessment Review Readiness Packet, as prescribed in reference (d), is no longer a requirement, but it can be used as a template to assist in entering the review information in the ACE MTEP Review Portal. Request proposed reviews when:

(a) A course has reached its 10-year review mark.

(b) A new training course is established (minimum of 40 hours in length) and has been convened for 1 year.

(c) There is a change to the course number, course title, designated training location(s), training length, academic contact hours, and/or learning content.

(d) An already-existing course has never been evaluated by ACE.

(4) Notify ACE when a course listed in reference (a) is officially deactivated or is changed such that it falls below the 40-hour requirement.

(5) Ensure classified course material is sanitized, as may be allowed, before submitting to ACE for evaluation. Under no circumstances will classified training materials be released to unauthorized individuals or entities. ACE is currently not conducting reviews of Navy classified courses.

(6) Ensure the data on the required documents is accurate and current.

(7) Follow the ACE evaluation requirements and process guide for evaluating Military Training Courses and Military Occupations and experiences as provided in enclosure (2) and references (b) and (e), respectively.

(8) Serve as the lead for ACE Evaluation Team site visits following the guidance in enclosure (3).

(9) When conducting occupation or NEC evaluations, identify best qualified military personnel (E4-E9) (minimum of two per paygrade) to represent and serve as spokespersons for their community.

(a) Orient selected military representatives on their roles and responsibilities relevant to the occupational evaluation process with ACE.

(b) A face-to-face interview with the ACE evaluation team is the norm for on-site visits; however, ACE may allow a telephonic or virtual interview if a face-to-face can be justified as impractical. Collaboration software (e.g., Microsoft Teams) and telephonic interviews with the ACE evaluation team is used for Virtual Occupation reviews.

8. <u>Evaluation Process</u>

a. When requested by the NETC ACE Program Manager, the LC ACE Coordinators will identify courses and occupations that need assessment and will submit a request for a formal ACE review to through the ACE MTEP Review Portal for evaluation and approval for consideration in being added to the annual ACE Master schedule.

b. Include only courses and occupations meeting specified eligibility criteria for evaluation at the discretion of and per prevailing priorities of the military Services. At minimum, to be eligible for academic evaluation, courses must:

(1) Contain at least 40 hours of engagement in academic activity.

(2) Not contain "proprietary" material or the intellectual property of a Non-Federal Entity for purposes of academic review.

(3) Not include accredited curriculum of a nationally or regionally accredited institution (e.g., Community College of the Air Force) as recognized by the U.S. Department of Education.

(4) Be developed and taught under the authority of a Military Service Training Command established to train military service personnel as established by appropriate authority of the applicable Military Department.

(5) Have undergone major changes in their curriculum, have not previously been evaluated, or have reached their 10-year limit. Courses with administrative changes only, such as title changes or training location changes, which do not impact the curricula may be requested with authorizing documentation via email for immediate updating.

(a) ACE provides a gap analysis report to the Navy Service Program Manager (SPM) annually, no later than 6 months prior to the end of the Period of Performance for the training course/service occupations to be end-dated.

(b) The 10-year limit does not apply to courses in rapidly changing career fields such as highly technical and medical courses. A working group consisting of all SPM, ACE, and DANTES personnel shall

establish end-date policies by occupational fields and/or based upon the needs of the Services.

(6) Have an end-date-of-course and proctored assessment component if delivered by non-traditional instructional methodology (e.g., distance learning, Computer Based Training (CBT)).

(7) Provide for firm identification of the student and rigid control of test conditions.

(8) Combine all blended learning components when course content objectives break into smaller units of learning to contain at least 40 hours of instruction, whether covered in a single sitting or completed over a specified period using web-based or distance-learning modules. This includes emerging military training initiatives that deploy phased, ready relevant, or other just-in-time types of learning.

(9) Be evaluated from Service LSs and military training centers geographically located within the Continental United States for on-site (other than virtual) reviews.

(10) The following guidelines apply when determining how many courses or occupations may be scheduled during a single visit.

(a) On-Site Course Review: 20 courses Max

(b) On-Site Occupation Review: 2-4 Occupations Max

(c) Virtual Course Review: 11 Courses max

(d) Virtual Occupation Review: 2 Occupations Max

(e) If a LC or Training Activity needs to have more than the maximum allowable courses evaluated, consider requesting an additional review.

c. NETC ACE Program Manager evaluates and approves review requests submitted by the LC ACE Coordinator in the ACE MTEP Review Portal for consideration of review during the next ACE review cycle. All approved requests from all the Service's submissions are consolidated by ACE and the DANTES Program Manager for creating the annual ACE review schedule.

d. Evaluations shall be scheduled and conducted in the following order of priority:

(1) First Priority: Courses for enlisted personnel and enlisted occupations.

(2) Second Priority: Courses for limited duty, NEC and warrant officer personnel and limited duty, NEC and warrant officer occupations.

(3) Third Priority: Courses for officer personnel.

(4) If a given course accepts both officer and enlisted students, the assigned priority will be based upon the preponderance of students attending the course.

e. NETC ACE Program Manager releases the finalized annual site visit schedule to the LC ACE Coordinators. Reviews will be marked "Scheduled" in the ACE MTEP Review Portal. The reviews remain in scheduled status until the LC has submitted all required course planning and occupation documentation. The LC ACE Coordinators upload the Training Course Control Document (TCCD) (enclosure (4)), Course Master Schedule (CMS) (enclosure(5)), and Letter of Promulgation/Authorization to Teach (enclosure(6)) or occupation documentation in the ACE MTEP Review Portal at least a week prior to the 90 workday review deadline for NETC ACE Program Manager. At 60 days prior to the review date listed on the schedule, if course or occupations are deemed fully ready, the review date will be locked in. Courses and/or occupations that are not fully ready for review 60 days prior to review date will be postponed or dropped from the schedule.

f. Postponed reviews shall be rescheduled no earlier than 60 calendar days later than the original visit date to allow time for team adjustments, scheduling, and logistical arrangements.

g. If a review must be cancelled within 30 days of the scheduled date of the visit, the cognizant LC/Training Activity shall submit written request for cancellation on Command stationary to Commander, NETC N5, citing reasons for cancellation. If approved, NETC ACE Program Manager will submit the request to the DANTES Program Manager (Contracting Officer Representative) for approval. Once approved, they will notify ACE for cancellation.

h. Once the site visit schedule is promulgated, a series of pre- and post-visit milestones are set in place to ensure all is in readiness for a review. All due dates are listed on the schedule of reviews.

(1) At 120 Working Days/175 Calendar Days Prior: ACE will send reminder email to the NETC SPM and LC/Training Activity.

(2) At 90 Working Days/129 Calendar Days Prior: All course or occupation planning documentation is submitted in the ACE MTEP Review Portal to the NETC ACE Program Manager to review to have it available for ACE to review prior to the 90 working days before review date deadline. ACE will review all materials uploaded in the ACE MTEP Review Portal and resolve any identified issues between the 90 and 60 day points.

(3) At 60 Working Days/86 Calendar Days Prior: All course and/or occupational course materials. These include Instructor Guides, Trainee Guides, assessment materials, case studies, assessments, rubrics, practical exercises, and any other relevant materials are uploaded in the ACE MTEP Review Portal.

(4) Week of the Visit: LCs/LSs shall conduct In-Briefs, and participate in Exit-Briefs, either on-site or virtually. An unofficial report of results from ACE will be presented during Exit Brief.

(5) At 30 Working Days/43 Calendar Days Post-visit: Final Report from ACE.

i. LC ACE Coordinator organizes and prepares all relevant documents listed in enclosure (1) for military training courses and in enclosure (2) for military occupations.

j. A pre-visit teleconference is held with NETC ACE Program Manager, LC ACE Coordinator, and ACE to discuss the visit agenda, logistics, and any other related issues.

k. LC prepares for ACE site visit using enclosure (1) guidance for training course reviews and enclosure (2) for Navy occupation reviews.

l. ACE conducts On-Site or Virtual review.

m. At the visit's conclusion, LC key staff personnel participate in the exit brief where ACE provides unofficial evaluation results to LC and NETC ACE Program Manager.

n. Within 30 calendar days of the visit's conclusion, ACE publishes the official evaluation results in the ACE Military Guide.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at https://portal. secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/ Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

K. BECK
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available
electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC
Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.

ACE EVALUATION REQUIREMENTS FOR MILITARY TRAINING COURSES

1. <u>Visit Preparation</u>

     a. ACE will contact the LC ACE Coordinator to confirm the visit date and refine the agenda 90 days in advance of the scheduled visit. At 60 working days prior to the draft scheduled review date, if course or occupations are deemed fully ready, the review date will be locked in.

     b. For Course reviews, LCs will use the ACE MTEP Review Portal to upload the TCCD, CMS, and Letter of Promulgation/Authorization to Teach for each of the courses submitted for evaluation. To allow time for the NETC ACE Program Manager to review, these documents need to be uploaded in portal at least a week before the ACE deadline of 90 work days prior to the scheduled visit. For Occupation Reviews, LCs will upload in the ACE MTEP Review Portal copies of occupation/rating/Military Occupational Specialty manuals outlining duties, qualifications, and expectations, as well as technical guides and training manuals. Additionally, upload rating densities by paygrade. Doing so will facilitate ACE in determining if the training courses or occupation meet the criteria for evaluation, the need for on-site evaluation, and the subject matter expertise required for the ACE Evaluation Team. Also, ACE must have these documents on file as reference materials.

     c. The LC ACE Coordinator will complete the ACE visit agenda to specify directions, meeting location, building number, room number, points of contact, and other pertinent matters affecting the visit.

     d. During the pre-visit teleconference with ACE, the LC ACE Coordinator will discuss the necessity for a tour of the LS. If a tour is required, it should be brief (no longer than 30 minutes) and focus on equipment and laboratory facilities referenced in the courses to be evaluated.

     e. The LC ACE Coordinator will inform all appropriate command personnel about the scheduled ACE visit and explain its purpose, agenda, and evaluation expectations.

2. <u>On-Site Evaluation</u>

     a. <u>Work Space</u>. A conference room will be provided for the ACE Evaluation Team. Additional rooms may be required dependent on the number and content of the training courses to be evaluated. Work space requirements should be discussed with ACE during the pre-visit teleconference to include the size and room arrangement as illustrated in the Military Course and Occupation Evaluations: Procedures for Onsite Reviews published by ACE in its website. See reference (e).

     b. <u>Course Materials</u>

          (1) The LC ACE Coordinator will assemble hard copies (paper and/or CDs) of all pertinent course materials and have them available in the work space for the evaluation team upon their arrival. The number of copies is determined by the number of ACE Evaluation Team members. Course materials will include:

(a) TCCD or Curriculum Outline of Instruction (COI)

(b) CMS

(c) Instructor Guide (personalized, if available)

(d) Student Guide/Manuals

(e) Sample Course Assessment/Test Materials[1]

(f) Case Studies/Scenarios (when applicable)

(g) Other Relevant Course Documents

(2) All training courses should be clearly identified by their complete title, Course Identification Number, and instructor's name and contact data. Each set of course materials should be separately stacked. Upon completion of the evaluation, all course materials will be returned in their original form and without any markings by the ACE team.

c. <u>Instructor Availability</u>. During the visit, either on- site or virtual, the designated course instructors need to be "on call" and ready to answer questions or clarify points for the ACE Evaluation Team. Substitutes may be used provided they are authorized by the LC ACE Coordinator.

d. <u>ACE Evaluation Team</u>. The ACE Evaluation Team is composed of selected faculty members from various civilian educational institutions around the country and two ACE staff members: The ACE Field Coordinator and ACE Team Coordinator.

3. <u>On-Site Procedures</u>

a. <u>Introductions and Presentations (15-30 minutes)</u>. Once the ACE Evaluation Team is assembled in the assigned work space, the LC ACE Coordinator will lead the introductions, review the visit agenda, and cover any administrative items. The LC will give a presentation (30 minutes or less) on topics relevant to the site visit including staff instructor selection process, qualification/experience requirements, and evaluation; procedures for developing or revising a course; student qualifications (Armed Services Vocational Aptitude Battery, clearance level, etc.); and student performance evaluation process. The ACE Team Coordinator will briefly describe the background and goals of ACE, with particular emphasis on military course evaluations.

b. <u>Tour of Facility</u>. If deemed relevant by the LC ACE Coordinator, a brief tour will be given to the ACE Evaluation Team to familiarize them with

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[1]Assessment materials will be evaluated based on how well they identify the knowledge and behaviors stated in the learning objectives and how well they measure the attainment of the desired training outcomes. In order for the ACE Evaluation Team to recommend the Navy training for credit consideration, the course passing grade must be 70 percent or higher for undergraduate-level and 80 percent or higher for graduate-level recommendations. The team will validate both the course's minimum passing score and the method in which it is recorded.

the equipment and laboratory facilities referenced in the courses to be evaluated.

    c. <u>Evaluation</u>. The ACE Evaluation Team's responsibility and purpose for the visit is to:

        (1) Determine whether the course content is equivalent to civilian college courses, and if so, determine the academic level of the credit(s) (i.e., associate, lower or upper level baccalaureate, graduate level), the corresponding subject area, and the recommended number of credit hours.

        (2) Prepare a course description of the evaluated training, in terms meaningful to civilian educators, using the information provided in the COI. This course description will be used in the ACE Military Guide.

4. <u>Exit Brief</u>. At the conclusion of the evaluation, the ACE Team Coordinator will give the LC an unofficial evaluation report of initial findings.

5. <u>Final Report</u>. The final evaluation report will be sent to the NETC ACE Program Manager and LC ACE Coordinator no later than 30 business days after the visit and will be posted in the ACE Military Guide within 3 days of the release of the final report.

PROCESS GUIDE ON MILITARY TRAINING COURSE EVALUATION
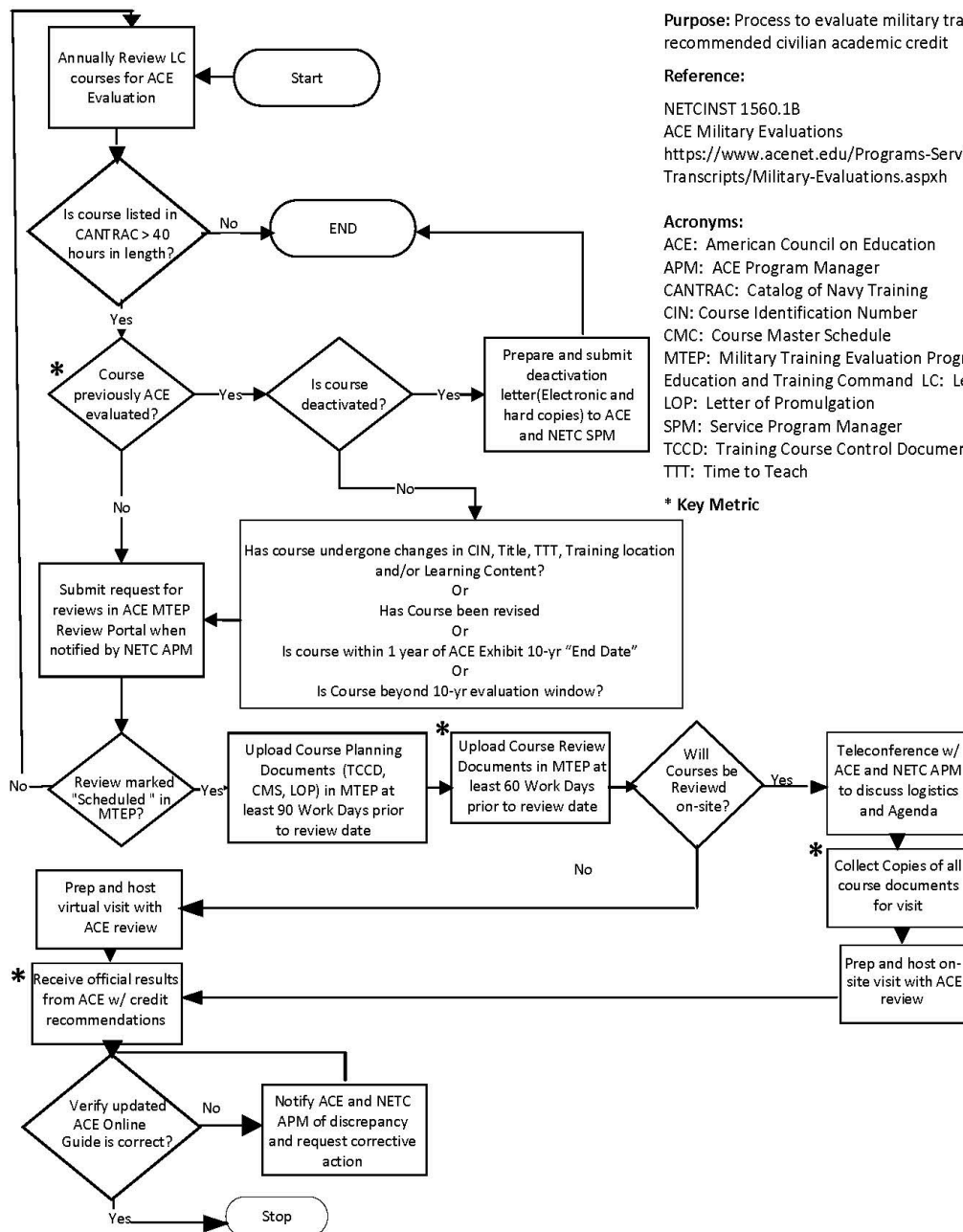
Tiitle: Process Guide on Military Training Course Evaluation

Purpose: Process to evaluate military training courses for recommended civilian academic credit

Reference:

NETCINST 1560.1B
ACE Military Evaluations
https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Evaluations.aspxh

Acronyms:
ACE: American Council on Education
APM: ACE Program Manager
CANTRAC: Catalog of Navy Training
CIN: Course Identification Number
CMC: Course Master Schedule
MTEP: Military Training Evaluation Program NETC: Naval Education and Training Command LC: Learning Center
LOP: Letter of Promulgation
SPM: Service Program Manager
TCCD: Training Course Control Document
TTT: Time to Teach

* Key Metric

Flowchart:

- Start
- Annually Review LC courses for ACE Evaluation
- Is course listed in CANTRAC > 40 hours in length? — No → END
  - Yes ↓
- * Course previously ACE evaluated? — Yes → Is course deactivated?
  - Is course deactivated? — Yes → Prepare and submit deactivation letter(Electronic and hard copies) to ACE and NETC SPM → END
  - Is course deactivated? — No → Has course undergone changes in CIN, Title, TTT, Training location and/or Learning Content? Or Has Course been revised Or Is course within 1 year of ACE Exhibit 10-yr "End Date" Or Is Course beyond 10-yr evaluation window?
  - Course previously ACE evaluated? — No ↓
- Submit request for reviews in ACE MTEP Review Portal when notified by NETC APM
- Review marked "Scheduled " in MTEP? — No (back to Annually Review) / Yes →
- Upload Course Planning Documents (TCCD, CMS, LOP) in MTEP at least 90 Work Days prior to review date
- * Upload Course Review Documents in MTEP at least 60 Work Days prior to review date
- Will Courses be Reviewd on-site? — Yes → Teleconference w/ ACE and NETC APM to discuss logistics and Agenda
  - * Collect Copies of all course documents for visit
  - Prep and host on-site visit with ACE review
  - Will Courses be Reviewd on-site? — No → Prep and host virtual visit with ACE review
- * Receive official results from ACE w/ credit recommendations
- Verify updated ACE Online Guide is correct? — No → Notify ACE and NETC APM of discrepancy and request corrective action
  - Yes → Stop

ACE EVALUATION REQUIREMENTS FOR MILITARY OCCUPATIONS

1. <u>Visit Preparation</u>

   a. ACE will contact the LC ACE Coordinator to confirm the visit date and refine the agenda 90 days in advance of the scheduled visit.

   b. The LC ACE Coordinator will confirm that every paygrade for each rating, NEC, and/or specialty will be represented and the individual(s) identified will be available for personal interviews during the evaluation process. ACE requires at least two representatives (E4-E9) and one alternate with theappropriate skill level for their paygrade and rating be available. All must possess the skill level. Because this is a firm ACE requirement, ACE has the right to cancel the review if it is not met.

   c. The LC ACE Coordinator will complete the ACE visit agenda to specify directions, facility access, meeting location, building number, room number, points of contact, and other pertinent matters affecting the visit.

   d. The LC ACE Coordinator will inform all necessary personnel in the command about the scheduled ACE visit and explain its purpose, the agenda, and evaluation expectations. Service representatives should be briefed to speak honestly and professionally on their respective rating/NEC/specialty.

2. <u>On-Site Evaluation</u>

   a. <u>Work Space</u>. A conference room will be provided for the ACE Evaluation Team. Work space requirements should be discussed with ACE during the pre-visit teleconference to include the size and room arrangement as illustrated in the Military Course and Occupation Evaluations: Procedures for Onsite Reviews published by ACE in its website (https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Evaluations.aspx).

   b. <u>Documented Materials</u>. LCs shall provide official occupation documentation to ACE evaluation team:

      (1) Occupation/Rating/NEC manuals that describe their qualifications, duties, and responsibilities

      (2) Occupational Standards

      (3) Technical Manuals

      (4) Training Guides

      (5) Personnel Qualification Standards

      (6) Study Guides

      (7) Other relevant military documentation

c. <u>Navy Advancement Examination</u>. The NETC ACE Program Manager will provide the Navy Advancement personnel with a list of on-site occupation reviews to coordinate with the LC ACE Coordinator on receiving unclassified Navy Advancement Examination(s) for on-site inclusion in the rating review.
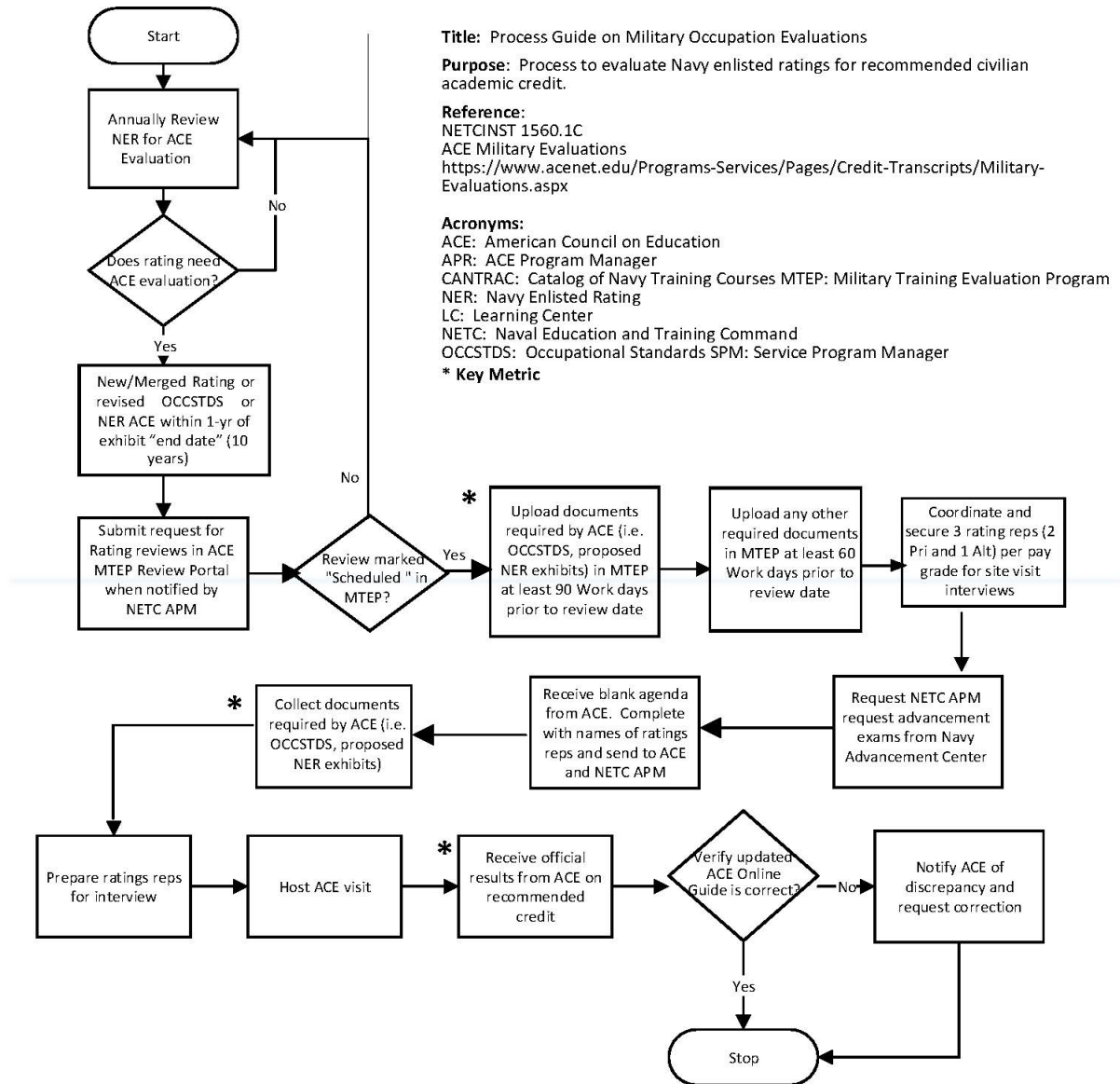
3. <u>On-Site Procedures</u>

a. <u>Introductions and Presentations (15-30 minutes)</u>. Once the ACE Evaluation Team is assembled in the assigned work space, the LC ACE Coordinator will lead the introductions, review the visit agenda, and cover any administrative items. The LC may give a brief (30 minutes or less) presentation on the rating/NEC/ specialty to be evaluated, along with a description of the supporting documents. The ACE Team Coordinator will briefly describe the background and goals of ACE, with particular emphasis on military occupation evaluations.

b. <u>Interviews</u>. Service members selected to represent their respective communities will gather ahead of time in a space designated by the LC ACE Coordinator. The interviews will not begin until all interviewees on the panel are present. The focus of the interview is on the description, duties, and responsibilities within a Navy occupation for all pay grade/ skill levels. All discussion will be conducted at the unclassified level.

4. <u>Exit Brief</u>. At the conclusion of the visit, the ACE Team Coordinator will give the LC an unofficial evaluation report of initial findings.

5. <u>Final Report</u>. The final evaluation report will be sent to NETC ACE Program Manager and LC ACE Coordinator no later than 30 calendar days after the visit and will be posted in the ACE Military Guide within 3 days of the release of the final report.

PROCESS GUIDE ON MILITARY OCCUPATION EVALUATION

Start

Annually Review NER for ACE Evaluation

Does rating need ACE evaluation? — No

Yes

New/Merged Rating or revised OCCSTDS or NER ACE within 1-yr of exhibit "end date" (10 years)

Submit request for Rating reviews in ACE MTEP Review Portal when notified by NETC APM

Title: Process Guide on Military Occupation Evaluations

Purpose: Process to evaluate Navy enlisted ratings for recommended civilian academic credit.

Reference:
NETCINST 1560.1C
ACE Military Evaluations
https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Evaluations.aspx

Acronyms:
ACE: American Council on Education
APR: ACE Program Manager
CANTRAC: Catalog of Navy Training Courses MTEP: Military Training Evaluation Program
NER: Navy Enlisted Rating
LC: Learning Center
NETC: Naval Education and Training Command
OCCSTDS: Occupational Standards SPM: Service Program Manager
* Key Metric

Review marked "Scheduled " in MTEP? — No / Yes

* Upload documents required by ACE (i.e. OCCSTDS, proposed NER exhibits) in MTEP at least 90 Work days prior to review date

Upload any other required documents in MTEP at least 60 Work days prior to review date

Coordinate and secure 3 rating reps (2 Pri and 1 Alt) per pay grade for site visit interviews

Request NETC APM request advancement exams from Navy Advancement Center

Receive blank agenda from ACE. Complete with names of ratings reps and send to ACE and NETC APM

* Collect documents required by ACE (i.e. OCCSTDS, proposed NER exhibits)

Prepare ratings reps for interview

Host ACE visit

* Receive official results from ACE on recommended credit

Verify updated ACE Online Guide is correct? — No — Notify ACE of discrepancy and request correction

Yes

Stop

**GUIDANCE FOR LC ACE COORDINATOR FOR TRAINING COURSE AND
OCCUPATIONAL EVALUATION SITE VISITS**

1. General

    a. Navy personnel involved, participating in, or otherwise facilitating ACE evaluations must understand ACE is a DANTES contracted service provider. ACE Staff and supporting SMEs are not DoD or other federal employees, and Navy personnel should proactively seek guidance regarding how to appropriately engage and interact with contractors and contract personnel. NETC Office of General Counsel and NETC N4 are resources to provide guidance on interactions with contractors.

    b. Establish and maintain appropriate communication with the NETC ACE Program Manager including any current or potential issue requiring resolution. Most, if not all, ACE communication will be directed to the LC ACE Coordinator. It is the LC ACE Coordinator's responsibility to ensure the NETC ACE Program Manager is copied on all matters discussed with ACE.

    c. Review the official ACE Visit Schedule and prescribed timetables at paragraph 8h of the basic instruction for events leading up to the review. Adherence to the event dates is critical to the execution of the visit and evaluation.

    d. Follow the procedural requirements prescribed by ACE during the pre-visit meeting; they are specific and necessary. Refer to references (c) and (d).

    e. Do not rely solely on email transactions. Follow up unanswered emails with personal telephone contacts. ("Read Receipt Requested" or "Delivery Receipt Requested" does not help when an email has been misdirected to an unintended recipient.)

    f. Review completeness of documentation prior to the arrival of the ACE Evaluation Team.

    g. Share, clarify, and coordinate communications with all concerned personnel including the chain of command, when appropriate.

    h. In the unlikely event that a review must be cancelled within 30 days of the scheduled date of the visit, the cognizant LC/Training Activity shall submit a written request for cancellation on Command Letterhead to Commander, NETC (N5), citing reasons for cancellation. If approved, NETC ACE Program Manager will notify Contracting Officer Representative for ACE contract of the cancellation.

2. Course Material

    a. When completing the Training Center Self Study Assessment Review Readiness Packet, ensure the information provided is up to date, accurate, and consistent with the information in the TCCD and CMS. Course length, location, and implementation dates are where discrepancies usually occur.

Note: Only contact hours are considered for academic credits; therefore bottlenecks in the CMS must be reviewed for accuracy.

b. When applicable, add the "Other Service Training Course Number" to the Training Center Self Study Assessment Review Readiness Packet (refer to enclosure (4)). This will ensure training courses with different course numbers will be included in the credit recommendation.

c. When received from ACE, review the disposition list of training courses that are scheduled for review. Any discrepancies should be brought immediately to the ACE Field Coordinator's attention, and a copy sent to the NETC ACE Program Manager. When submitting changes to the list, use the same terminology as found on the course documents to ensure completeness and understanding by ACE.

d. Organize all relevant course documents for efficient review by the ACE Evaluation Team.

e. When CBT is involved, special preparation needs to occur:

(1) Access to CBT by the evaluation team must be secured in advance.

(2) A dry run of the material to be presented will ensure no issues during the visit.

(3) Consider using a large screen, vice a computer monitor, when multiple reviewers will be viewing the material.

(4) If beneficial to the presentation, hard copy screenshots should be made available for the reviewers.

3. Service Representation Guidance

a. Confirm no less than two representatives (plus an alternate, when available) for each paygrade of each rating to be evaluated. An NEC Code evaluation requires same representation, as applicable, to those holding the specialty. ACE will not conduct the interview unless it has the minimum required number of representatives for each of the occupations.

b. Make personal contact with all rating/NEC representatives and thoroughly explain to them the purpose, value, and benefit of this process. Orient all representatives on how to conduct themselves during the interview and the primary focus of the personal interview. Verify names and rate/rank of each interviewee.

c. Follow through with a reminder to the individual and their supervisor 1 day before the scheduled ACE interview.

d. Have a SME standing by to respond to questions from the ACE Evaluation Team concerning the training courses.

e. Thank all occupation representatives for their participation and contribution to the success of the evaluation visit.

SAMPLE TRAINING COURSE CONTROL DOCUMENT

TRAINING COURSE CONTROL DOCUMENT

FOR

SSGN Fire Control Technician Operator

A-113-0201 Rev B

PREPARED FOR

Naval Education and Training Command (NETC)

250 Dallas Street, Pensacola, FL 32508-5220

PREPARED BY

DIRSSP (SP-205)

2521 South Clark Street, Suite 1000, Arlington, VA 22202-3930

January 2018

TRAINING COURSE CONTROL DOCUMENT

COURSE DATA

Course Title:

SSGN Fire Control Technician Operator

Course Identification Number (CIN):

A-113-0201 Rev B

Course Data Processing Code (CDP) by Site:	CDP
1. TRIDENT Training Facility, Kings Bay (TTF-KB)	789W

Course Status:

Revision

Purpose of Course:

To provide new SSGN FT accessions with the requisite knowledge and skills to operate, under supervision, the SSGN Attack Weapon System (AWS).

This course does award NEC 1317 SSGN TACTICAL TOMAHAWK WEAPON CONTROL SYSTEM (TTWCS) OPERATOR.

Training Type: C1

Occupational Classification/Prerequisites:

Prerequisites: A-113-0133 (FT "A" School)

Security Clearance: SECRET

Course Overview:

Provides knowledge to perform operation of the SSGN AWS, under supervision. Equipment includes, but is not limited to:

a. SSGN Attack Weapon System
b. Attack Weapon Control System (AWCS)
c. Launch Control System (LCS)
d. Tactical Tomahawk Weapon Control System (TTWCS)
e. TC2S Communications System (T-COMMS)
f. Mission Distribution System (MDS)
g. Multiple All-Up-Round Canister (MAC)

TRAINING COURSE CONTROL DOCUMENT

COURSE DATA (Continued)

h. All-Up Round (AUR)
i. Attack Weapon Support Subsystem (AWSS)
j. Maintenance Information Network (AMIN)

This revision will add 40 hours (5 days) to the course:

a.   32 additional hours of Lab for the Mission Distribution System (MDS) topic
b.   8 additional hours of Classroom for the MK 112, Tomahawk Record Books, Eratic
    Missile Reports, and JFMM topics

The new course total hours breakdown:

    Total Course Hours: 170
    Class Hours: 61.5
    Lab Hours: 96.5
    Practical Hours: 12

This course is not part of accession training. Accordingly no berthing or messing facilities are associated with it.

Course Length Required:

1   30 Calendar Days

Training Sites:

1.   TRIDENT Training Facility, Kings Bay (TTF-KB), 1040 USS Georgia Avenue, Kings Bay, GA 31547-2160

Site Unique Training Considerations:

1.   2 instructors are needed. One MT and one FT to teach rate specific topics. TTF Bangor now has an SSI Increment 6 upgrade lab. The 2 boats in Bangor still have Legacy TTWCS installed therefore TTF Kings Bay will train Bangor crews as well.

Number of Class Convenings by Training Site:	Required
1. TRIDENT Training Facility, Kings Bay (TTF-KB)	2

Class Capacity by Training Site:	Required
1. TRIDENT Training Facility, Kings Bay (TTF-KB)	
a. Maximum	8

TRAINING COURSE CONTROL DOCUMENT

<u>COURSE DATA (Continued)</u>

      b.   Minimum   2

<u>Planned Average Onboard by Training Site:</u>   <u>Required</u>

     1.   TRIDENT Training Facility, Kings Bay (TTF-KB)   0.49

<u>Instructor/Support Manning by Site:</u>

TRAINING COURSE CONTROL DOCUMENT
CURRICULUM OUTLINE OF INSTRUCTION

A-113-0201 Rev B

COURSE LEARNING OBJECTIVES

Upon successful completion of this course, the trainees will have acquired the following knowledge and skills and be able to:

Knowledge:

1. Demonstrate an understanding of the knowledge required to perform all task/function skills of
    a. Mission Distribution System (MDS) Firing Unit Operations
    b. Tactical Tomahawk Weapon Control System (TTWCS) Baseline V Operations

2. State the purpose, function and location, and describe the documentation of the
    a. Attack Weapon System (AWS)
    b. Attack Weapon Control System (AWCS)
    c. Launch Control System (LCS)
    d. Multiple All-Up-Round Canister (MAC) Subsystem
    e. Tomahawk Cruise Missile All-Up-Round (AUR)
    f. Attack Weapon Support Subsystem (AWSS)
    g. Missile Tube Gas System (AWSS)
    h. Missile Tube Hydraulic System (AWSS)
    i. Missile Tube Dehumidification and Drying (MDD) System (AWSS)
    j. MCC Equipment Cooling System (ECS) (AWSS)
    k. Missile Tube

Skills:

1. Perform all task/functions of
    a. Mission Distribution System (MDS) Firing Unit Operations
    b. Tactical Tomahawk Weapon Control System (TTWCS) Baseline V Operations

2. Perform normal operational procedures with supervision on the
    a. TRIDENT II Strategic Weapon System
    b. Maintenance Information Network
    c. Attack Weapon Control System (AWCS)

3. Perform preventive maintenance procedures with supervision on the Attack Weapons System; Electronic Work Logs (EWLs) TRIDENT II Strategic Weapon System.

4. Perform documented fault isolation and repair procedures to the authorized maintenance level, with supervision, on the Electronic Work Logs (EWLs) TRIDENT II Strategic Weapon System.

SAMPLE COURSE MASTER SCHEDULE

TRAINING COURSE CONTROL DOCUMENT

Topic No.	Type	Period	Topic Title	Period Length	Ratio	Bottle Neck Ratio	Justification of Ratios
11.2	Lab	67	STUDENT TRAINING	60	35:1		
11.2	Lab	68	STUDENT TRAINING	60	35:1		
11.2	Lab	69	STUDENT TRAINING	60	35:1		
11.2	Lab	70	STUDENT TRAINING	60	35:1		
11.2	Lab	71	STUDENT TRAINING	60	35:1		
11.2	Lab	72	STUDENT TRAINING	60	35:1		

Day 5

Topic No.	Type	Period	Topic Title	Period Length	Ratio	Bottle Neck Ratio	Justification of Ratios
11.2	Lab	73	STUDENT TRAINING	60	35:1		
11.2	Lab	74	STUDENT TRAINTNG	60	35:1		
11.2	Lab	75	STUDENT TRAINING	60	35:1		
11.2	Lab	76	STUDENT TRAJNING	60	35:1		
11.2	Class	77	FINAL EXAM	60	35:1		
11.2	Class	78	CERTIFICATES	60	35:1		
11.2	Class	79	COURSE CRITIQUES	60	35:1		
11.2	Class	80	COURSE COMPLETION	60	35:1		

SAMPLE LETTER OF PROMULGATION

DEPARTMENT OF THE NAVY
SUBMARINE LEARNING CENTER
GROTON, CONNECTICUT 06349-5029

1500
Ser N7/249
6 Aug 18

From: Commanding Officer, Submarine Learning Center
To: Commanding Officer, TRIDENT Training Facility, Kings Bay

Subj: A-113-0201 REVISION B SSGN FT OPERATOR COURSE LETTER OF
       PROMULGATION

Ref: (a) TRITRAFAC KINGS BAY ltr 1500 Ser N7/3838 of 19 Jul 18
       (b) SUBLEARNCENINST 1540.3

Encl: (1) Course Documentation Summary

1. Reference (a) reported readiness of the Training Course
Control Document for approval and promulgation and requested
promulgation of Revision B to the SSGN FT Operator (A-113-0201)
course.

2. Submarine Learning Center (SLC), as Curriculum Control
Authority, approves this course. The Lesson Plans and related
course materials constitute the approved curriculum for this
course. Enclosure (1) forwards the course documentation
summary. Modifications to this curriculum must be submitted per
procedures provided by reference (b). For all purposes, the
effective date for promulgation is 8 January 2018. The course
has been taught in its present form since that date.

3. SLC points of contact are: Dr. Leslie Mazzone, (860)/DSN
694-1716, ext. 1734, E-mail: leslie.mazzone@navy.mil and
Mr. David Cady, (860)/DSN 694-1716 ext. 1738, E-mail:
david.cady@navy.mil.

J. A. BALDI
By direction

Copy to:
DIRSSP, CODE 2056
CL, Rob Aldrich, Nicole Williams

A-113-0201 Revision B Course Documentation Summary

The following curriculum materials are required for teaching this course:

Item	Version	Means of Delivery
CITRIX AIM I	Rev B	Retrieve from CITRIX SSP AIM I.
Course Qualification Card	19 July 2018 (No requalification necessary)	Posted on IMST
Test Plan	19 July 2018	Available upon request from CCMM
MCS	789W/9	CeTARS

Encl(1)