



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATCG-NCN

21 APR 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 21, TRADOC Proponents/Schools Guidance on American Council on Education (ACE) Scheduled Visits of Military Training Programs

1. References:

a. AR 621-5 (Army Continuing Education System), 11 July 2006, Rapid Action Revision issued 6 September 2009.

b. ACE Military Course and Occupation Evaluations Handbook, 7-18-11.

c. Joint Service Standard Operating Procedure Military Evaluation Program, 20 Dec 12.

2. The requirements set forth by Army Transition Execution Order 054-12, Veterans Opportunity to Work Hire Heroes Act of 2011 (VOW), and recommendations from the Presidential Veterans Employment Initiative Task Force are in jeopardy without strong support for the ACE evaluation program. ACE evaluates formal military courses and military occupational specialties (MOSs) every 18 to 36 months for the purpose of recommending academic credit to civilian post-secondary schools, colleges, and universities in four categories: vocational-certificate, associate/lower division baccalaureate degree, upper division baccalaureate degree, and graduate degree. The ACE credit recommendations are listed and maintained online in the *Guide to the Evaluation of Educational Experience in the Armed Forces*, commonly referred to as the *ACE Military Guide Online* (www.acenet.edu/militaryguide). Many civilian educational institutions accept ACE credit recommendation if applicable to the student's degree or certificate program as reflected on the Joint Services Transcript (JST).

3. In recent years there has been a surge in the cancellation of scheduled ACE visits by proponents, to include a lapse in course evaluations prior to the expiration date. TRADOC must emphasize the critical importance of ACE evaluations and how they contribute significantly to the overall process of civilian education for Soldiers. ACE-evaluated course and occupation recommendations expire within 10 years from the date the faculty conducted the review. After the expiration date, a course or occupation no longer yields the related college credit recommendation for service members attending the course thereafter.

ATCG-NCN

SUBJECT: TRADOC Policy Letter 21, TRADOC Proponents/Schools Guidance on American Council on Education (ACE) Scheduled Visits of Military Training Programs

4. On an annual basis, the Army Continuing Education Division (ACED), a component of the U.S. Army Human Resources Command is required to prepare a schedule for ACE visits to assist proponents in planning ACE evaluation of new and revised courses or occupations, and for courses or occupations that are nearing the expiration date. At a minimum, TRADOC proponents/schools will undergo an ACE evaluation every 3 years to ensure courses maintain their currency and capture innovations as they align to post-secondary education. ACED will work with proponents to request a specified timeframe in which they want their respective courses and MOSs to be evaluated. Each proponent/school must forward a list of eligible commandant-approved and HQ TRADOC-validated programs of instructions (POIs) directly to ACED 90 working days prior to the scheduled site visit and forward POIs directly to ACE 60 working days prior to their scheduled site visit.

5. Responsibilities.

a. TRADOC's Institute for NCO Professional Development (INCOPD) will serve as lead for the coordination of ACE visits and will validate the currency of the POIs submitted by the proponent schools with the TRADOC G-3/5/7, Training Operations Management Activities.

b. ACED is responsible for ensuring the continuing evaluation of Army training and experiences.

c. TRADOC proponents/schools are responsible for providing the official Army MOS manual, which describes the duties and qualifications for each MOS; related technical manuals, field manuals, and other publications used by enlisted Soldiers and warrant officers in the day-to-day performance of their duties; enlisted MOS skill-level evaluation tests; and study guides that outline the proficiency requirements for each enlisted MOS skill level. Responsibility for the coordination of course/MOS information submitted by proponents/schools for evaluation by ACE is delegated to the respective proponent. Additionally, proponents must:

(1) Provide a Training Requirements Analysis System (TRAS) analyst POC to validate currency of POIs, MOS manuals, and related documents.

(2) Have POI list approved by Director of Training (DOT) prior to forwarding it to ACED.

(3) Provide a MOS/Course subject matter expert (SME) point of contact (POC) familiar with the overall learning objectives and assessment methods (for courses) and job duties and qualifications (for occupations).

ATCG-NCN

SUBJECT: TRADOC Policy Letter 21, TRADOC Proponents/Schools Guidance on American Council on Education (ACE) Scheduled Visits of Military Training Programs

(4) Confirm with their respective quality assurance office the accuracy of POI administrative data.

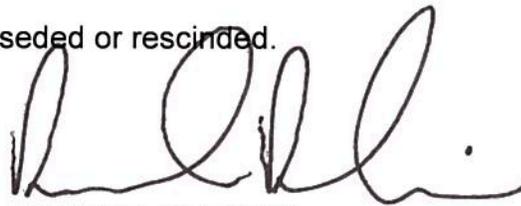
6. Proponents' request for cancellation of scheduled ACE visits must have concurrence by HQ, TRADOC six months prior to their respective scheduled ACE visit. Justification for cancellation or rescheduling must be submitted in writing by the commandant or DOT to Director, Institute for NCO Professional Development (ATCG-NC), 950 Jefferson Avenue, Fort Eustis, VA, 23604-5704.

7. Forty-five days prior to the TRADOC proponent/school ACE visit, ACED, ACE, and TRADOC INCOPD will host a conference call to discuss ACE procedures, courses and/or occupations submitted for evaluation, and the logistics of the visit. At a minimum, TRADOC proponents/schools will provide a MOS/course SME, the on-site POC, and TRAS analyst to participate in the conference call.

8. ACE will send the final report to the DOT, Headquarters, ACED, and INCOPD, within 30 to 45 working days of the completed visit. ACE will accordingly update the *ACE Military Guide Online* and then JST Operations can synchronize the data for the official transcript.

9. Ensuring Soldiers receive college credits for military training and experience minimizes their degree completion time, saves the military service tuition assistance dollars, and better prepares Soldiers for post-service success.

10. This policy letter is effective until superseded or rescinded.



DAVID G. PERKINS
General, U.S. Army
Commanding

DISTRIBUTION:

Commander
U.S. Army Combined Arms Center
U.S. Army Combined Arms Support Command
U.S. Army Cadet Command
U.S. Army Recruiting Command
Centers of Excellence
(CONT)

ATCG-NCN

SUBJECT: TRADOC Policy Letter 21, TRADOC Proponents/Schools Guidance on American Council on Education (ACE) Scheduled Visits of Military Training Programs

DISTRIBUTION: (CONT)

U.S. Army Soldier Support Institute
Asymmetric Warfare Group

DCG, Initial Military Training

Commandants, TRADOC Schools

Director
Army Capabilities Integration Center
U.S. Army TRADOC Analysis Center

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC