

## Sample Agenda Army Occupation

### Army Occupation Review

Ft. Huachuca, AZ  
August 1, 2014

#### Agenda & Interviewee List

**Directions:** *(Sample Directions) After entering the main gate, secure your visitor's pass at the security office. Once inside the gate, turn left onto C Avenue; turn left at the second light and park in the large parking lot on left. Constant Center will be directly in front of you. (List POC contact information for the person who will meet the team.)*

#### Time

7:30 AM	ACE Team Arrives <i>Building Name/Room Location</i>	
8:00 AM	In-Brief and Formal Introductions <i>Building/Room</i>	
8:30 AM	<b>Army Occupation Code</b> <b>91W</b>	<b>Occupation Title</b> <b>Sample Technician</b>
	E-6 (30)	Name/Time in Service/Time in Grade
	E-6 (30)	Name/Time in Service/Time in Grade
	E-7 (40)	Name/Time in Service/Time in Grade
	E-7 (40)	Name/Time in Service/Time in Grade
	E-8 (50)	Name/Time in Service/Time in Grade
	E-8 (50)	Name/Time in Service/Time in Grade
	E-9 (50)	Name/Time in Service/Time in Grade
	E-9 (50)	Name/Time in Service/Time in Grade
10:00 AM	Break	
11:45 AM	Lunch	
1:00 PM	Team Discussion and Write-Ups	
*1:30 PM	Exit Briefing <i>Building/Room</i>	

***\*(Time may change depending on workflow of team)***



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

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