

Sample Agenda Coast Guard Occupation

CG Rating Review

Norfolk, VA
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>
9:00 AM	Intelligence Specialist IS3: Name/Time in Service/Time in Grade IS3: Name/Time in Service/Time in Grade IS2: Name/Time in Service/Time in Grade IS2: Name/Time in Service/Time in Grade IS1: Name/Time in Service/Time in Grade IS1: Name/Time in Service/Time in Grade
9:50 AM	Break
10:00 AM	Interviews Continue ISC: Name/Time in Service/Time in Grade ISC: Name/Time in Service/Time in Grade ISCS: Name/Time in Service/Time in Grade ISCS: Name/Time in Service/Time in Grade ISCM: Name/Time in Service/Time in Grade ISCM: Name/Time in Service/Time in Grade
11:45 AM	Lunch
1:00 PM	Team Discussion and Write-Ups
*4:30 PM	Exit Briefing <i>Building/Room</i>

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