



Military Programs
Military Evaluations - Joint Services Transcript (JST)

Dear service member:

You have been selected to meet with a team of visitors from the American Council on Education (ACE), located in Washington, DC. Through its Military Evaluations Program, ACE evaluates military courses and occupations and recommends college-level credit for them. When evaluating occupations, teams of college faculty members meet with small groups of individuals who are currently working in the particular occupation. The purpose of this meeting is to determine whether a given military occupation contains the type of knowledge and skills that would be comparable to learning acquired in college-level courses.

The process involves a team of subject-matter specialists (college faculty) meeting with several individuals in each occupation designator. These team members conduct group interviews in a conference room located on the military base. The interviews last approximately 50 minutes. The discussion focuses on the responsibilities, functions, duties, and skills of the job. Please note that evaluations are of the job, rather than of you as an individual. The information that you provide helps the evaluators make informed decisions about the recommendations for that specialty.

For your reference, we have attached some sample questions to assist you in preparing for the meeting. These questions represent samples of the kinds of questions the faculty may ask. Identifying your answers to these questions will support the discussion when you meet with the subject-matter specialists.

The results of the interviews, combined with a thorough review of written job descriptions and other documentation, become the basis for possible recommendations of college-level credit. The recommendations are based on the knowledge and skill required for each specialization.

These recommendations are then published in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. The *Guide* is available online at www.acenet.edu/militaryguide. The evaluation data found in the ACE Guide is also used to produce the Joint Services Transcript (JST) <https://jst.doded.mil> for the Army, Marine Corps, Navy and Coast Guard.

The advantage of this project is that many service members and veterans have been able to receive recommended credit at a college or university. Service members at your installation who are taking college courses may have already benefited from this opportunity.

In summary, your helpfulness when selected for an ACE interview is a benefit to many service personnel. We appreciate your assistance in this worthwhile program.

Sincerely,

The ACE Military Programs Team

Occupation Reviews
Generic Questions for Service Members

General Questions

- What would be included in a job description for this pay grade (or skill level)?
- What is a “typical” duty day expectation for this pay grade (or skill level)?
- What percentage of the job for this pay grade (or skill level) is manual hand or field work? What percentage is office work?

Technical or Hard Skills Questions

- Considering on-the-job-training (OJT), what are the job duties expected of this pay grade (or skill level) now?
- Considering on-the-job-training (OJT), how do the job duties and expectations change when an individual is promoted to the next the pay grade (or skill level)?
- Describe any technical tools or resources used at this pay grade (or skill level).
- Please describe the **new** technical skills, specifically related to the occupation, that a person is expected to learn OJT at this pay grade (or skill level).
- What are the on-the-job skills that are expected to be learned outside the formal classes for this pay grade (or skill level)?
- Describe 3 to 4 primary components (or responsibilities) of the occupation that consume most of the time for this pay grade (or skill level).
 - Are these components across the board for others in the occupation at the same pay grade (or skill level)?
 - What is the nature of the skill set for each of the components?
 - How were these skills obtained prior to coming to the occupation?

Management or Soft Skills Questions

- Describe the management responsibilities in this pay grade (or skill level)?
- Describe the requirements in terms of using a computer in this pay grade (or skill level)? What software programs or applications are used?
- How is leadership demonstrated in this pay grade (or skill level)?
- Please describe the level of supervision expected in this pay grade (or skill level)? To what degree does this supervision influence performance of subordinates?
- What oral and written communication skills must be employed in this pay grade (or skill level)?
- How much is expected in this pay grade (or skill level) in terms of report writing or with presentations?
- What are the expectations in this pay grade (or skill level) for financial or budget duties?