



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 1560.2J

N-23

06 DEC 1994

CNET INSTRUCTION 1560.2J

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

Ref: (a) Catalog of Navy Training Courses (CANTRAC); NAVEDTRA
10500
(b) Guide to the Evaluation of Educational Experiences in
the Armed Services
(c) Handbook to the Guide to the Evaluation of Educational
Experiences in the Armed Services

Encl: (1) Sample Course Information for American Council on Education
(2) Sample Transmittal Letter
(3) Requirements for ACE On-Site Evaluation Visit

1. Purpose. To establish policy, procedures, and responsibilities for the continuous evaluation of unclassified Navy training courses, Navy general rates and ratings, warrant officer/limited duty officer specialties, and selected Navy Enlisted Classifications (NECs) for civilian academic credit. This instruction contains extensive revisions and should be read in its entirety.

2. Cancellation. CNETINST 1560.2H

3. Discussion.

a. The American Council on Education (ACE) evaluates formal service school courses (45 academic hours or longer and listed in reference (a)), Navy general rates and ratings, warrant officer/limited duty officer specialties, and selected NECs. If appropriate, credit is recommended to civilian postsecondary schools, colleges, and universities in four areas: vocational-certificate, lower-division baccalaureate/associate degree, upper-division baccalaureate degree, and graduate degree. The academic credit recommendations of ACE are published every 2 years in reference (b), commonly referred to as the ACE Guide. Credit recommendations made after the publication of reference (b) are provided every 6 months as Evaluation Updates in reference (c). Copies of references (b) and (c) are provided by ACE to each accredited civilian educational institution. Training activities requesting guides should contact Director, Defense Activity for Non-Traditional Education Support (Code 30J), 6490 Saufley Field Rd., Pensacola, FL 32509-5243 at DSN 922-1082 or commercial (904) 452-1082.

h. The ACE Guide is the standard reference book for recognizing learning achievements of military personnel. Civilian postsecondary schools, colleges and universities use the Guide to grant academic credit to both active duty military personnel and to veterans. The Guide is also used by Education Services Specialists in Navy Campus

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Education Centers in their educational counseling activities. The credit recommendations listed in the Guide are vitally important to Navy personnel seeking civilian academic credit equivalencies. Civilian educational institutions, in most cases, will accept ACE credit recommendations if applicable to the student's degree or certificate program.

c. To assist ACE in its evaluation of military training/experience, Navy training activities must provide curriculum and course information to ACE. Credit recommendations are based on ACE's review of course information and on-site faculty visits to the cognizant Navy training activity.

4. Policy. The Chief of Naval Education and Training (CNET) is responsible for ensuring the continuing evaluation of Navy training and experiences and conducting policy liaison with other Navy claimants and ACE. Responsibility for the coordination of course/occupational information submitted by training activities for evaluation by ACE is delegated to the Commanding Officer. Naval Education and Training Professional Development and Technology Center (NETPDTC) (Code N222). Training activities are responsible for providing course/occupational information to ACE as detailed in this instruction.

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5. Action

a. Curriculum and Instructional Standards Offices (CISOs) play a crucial role in facilitating the evaluation of Navy courses for college credit. CNET requires that Course Curriculum Model Managers (CCMMs) perform Formal Course Reviews (FCRs) on courses under their jurisdiction. These reviews may occur anywhere from every year to every 3 years. External to CNET is the Naval Training Requirements Review (NTRR) process, which requires fleet and OPNAV personnel to review courses. Both of these reviews serve to stimulate the development of new courses or revisions to existing courses. Whenever a new course 45 hours or longer is developed or a revision occurs in an existing course (change in length, content or title), the training activity will submit training course information, plus a transmittal letter, directly to ACE, One Dupont Circle, Washington, DC 20036-1193, Attn: Military Evaluations. If the training activity has no CISO, the senior course supervisor should submit the course information to ACE.

b. See enclosure (1) for Sample Course Information for ACE. All of the elements listed on the sample must be provided to ACE. See enclosure (2) for a Sample Transmittal Letter. A copy of the transmittal letter will be forwarded to NETPDTC (Code N222), 6490 Saufley Field Rd., Pensacola, FL 32509-5204 and to the functional commander of the training activity.

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c. Following a review of the course information, ACE will make a decision regarding the need for an on-site evaluation visit and will contact the training activity to make arrangements to do so. On-site visits usually require that at least 8 to 10 courses at that activity have been identified as needing evaluation. Requirements and procedures for on-site visits are discussed in enclosure (3).

Evaluation visits are not funded by the training activity. When the review is completed, ACE will send the credit recommendations to the training activity, with a copy to NETPDTC (Code N222). The credit recommendations will appear in the next published versions of reference (c) and the ACE Guide. CH-1

d. In addition to submitting course information on newly developed or revised courses, training activities shall provide information to ACE on courses which:

(1) have been in existence for some time but have never been evaluated.

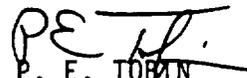
(2) have been evaluated and are listed in the ACE Guide, but whose last evaluation occurred 10 years ago or more. (The date of the last evaluation by ACE is listed in the "Credit Recommendations" paragraph of the ACE Guide course listing.)

(3) are listed in the ACE Guide but are no longer in existence.

If a course falls into category (2), it is particularly important that ACE is notified of its status so that appropriate updates to the ACE Guide can be made. If ACE does not receive any course information in the 10-year period after the last evaluation date, it will automatically "end-date" that course recommendation after 10 years: This means that service members who take the course after that "end-date" will not be able to receive college credit for it.

e. Training activities with classified courses are not required to submit their curriculum for evaluation; however, if requested by the commands, ACE will review their curriculum on a case-by-case basis. Commands should contact NETPDTC (Code N222) for specific information on evaluation of classified material. CH-1

6. Point of Contact. The point of contact for information and guidance is the ACE Coordinator, NETPDTC (Code N222) DSN 922-1291 or commercial (904) 452-1291. CH-1


P. E. TOBIN
Vice CNET

Distribution:

SNDL Part 1, 23C3 (COMNAVRESFOR)
24A (Naval Air Force Commanders)
24D (Surface Force Commanders)
24G (Submarine Force Commanders)
24H (Fleet Training Commands)
Part 2, A2A (NAVCOMPT only)
A5 (CHNAVPERS)
B3 (Colleges and Universities)
FG1 (COMNAVCOMTELCOM)
FH13 (NAVHOSPCORPSCOL)
FH14 (HSETC)
FH21 (NAVOPTHALSUPTRACT)

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FH28 (NSHS)
FKA1 (Systems Commands)
FR5 (Air Reserve)
CNETINST 5218.2 (Lists I through VII, X)

Copy to:
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A3 (CNO (N01, N15))
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Stocked:
CHIEF OF NAVAL EDUCATION AND TRAINING
CODE 0041
250 DALLAS ST
PENSACOLA FL 32508-5220

SAMPLE COURSE INFORMATION
FOR
AMERICAN COUNCIL ON EDUCATION

1. **POC:** LT John Smith
Curriculum and Instructional Standards Office
Naval Construction Training Center
5510 CBC 8th St.
Gulfport, MS 39501-5003
(601) 871-2526 or DSN 868-2526
2. **Title of course:** Construction Planner and Estimator
3. **Course ID number:** A-412-0012
4. **Training sites:** Naval Construction Training Center, Gulfport, MS

Naval Construction Training Center,
Port Hueneme, CA
5. **Length in 5-day weeks:** 10 weeks
6. **Number of academic hours:** 394
7. **Course implementation date:** August 1988
Last revision date: Same
8. **Course Mission:** The Construction Planner and Estimator Specialist Course will provide selected E-5 through E-7 personnel in the BU, CE, EA, EO, UT, and SW ratings with knowledge and skills necessary to PLAN, ESTIMATE, SCHEDULE, and REPORT on construction projects at existing naval bases, advanced bases, and selected off-base sites during peacetime and contingency operations in accordance with the Seabee Planner and Estimator's Handbook, Advanced Base Facilities Guide, Naval Construction Force Table of Allowance, and the Seabee Automated Mobile Management System. NEC issued upon completion of course: 5915.
9. **Prerequisites:** Recommend completion of appropriate "A" school and 3 years construction experience.
10. **Instructional methods:** Group-paced
11. **Pipeline information:** Not applicable
12. **List of major topics/learning outcomes:** See attached page
13. **Hourly breakdown of major topics/learning outcomes:** See attached page

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OUTLINE OF INSTRUCTION**

	<u>CLASS</u>	<u>LAB</u>	<u>TOTAL</u>
Unit Zero: Course Administration			
Lesson Topic 0.1 Introduction	2	0	2
Lesson Topic 0.2 Study Techniques	2	0	2
Lesson Topic 0.3 Nontechnical Training	40	0	40
Lesson Topic 0.4 Course Critique	1	0	1
Lesson Topic 0.5 Graduation	1	0	1
	<hr/>	<hr/>	<hr/>
	46	0	46
Unit One: Estimating Procedures			
Lesson Topic 1.1 Construction Mathematics	21	18	39
Lesson Topic 1.2 Blueprints and Specifications	2	1	3
Lesson Topic 1.3 Introduction to Estimating	2	2	4
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	25	21	46
Unit Two: Material Estimating			
Lesson Topic 2.1 Estimating Sitework	5	9	14
Lesson Topic 2.2 Estimating Concrete	8	14	22
Lesson Topic 2.3 Estimating Masonry	5	9	14
Lesson Topic 2.4 Estimating Metal	3	5	8
Lesson Topic 2.5 Estimating Carpentry	3	4	7
Lesson Topic 2.6 Estimating Moisture Protection	3	4	7
Lesson Topic 2.7 Estimating Doors, Windows and Hardware	2	5	7
Lesson Topic 2.8 Estimating Finishes	17	34	51
Lesson Topic 2.9 Estimating Mechanical	7	14	21
Lesson Topic 2.10 Estimating Electrical	10	19	29
	<hr/>	<hr/>	<hr/>
	63	117	180
Unit Three: Project Planning, Scheduling and Reporting			
Lesson Topic 3.1 Material Procurement	1	6	7
Lesson Topic 3.2 Detailed Project Planning	6	23	29
Lesson Topic 3.3 Network Analysis	18	47	65
Lesson Topic 3.4 Project Package	5	9	14
Lesson Topic 3.5 Computer Reports	4	3	7
	<hr/>	<hr/>	<hr/>
	34	88	122
Total Periods, Class*	168		
Total Periods, Lab/Practical*	226		
Total Periods of Course*	394		
Total Weeks for Course	10		

*Periods herein represent 50 minutes of actual instruction

** YOU MAY SUBMIT MASTER COURSE SCHEDULE INSTEAD IF MORE CONVENIENT

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SAMPLE TRANSMITTAL LETTER

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Ser 01A/

From: Commanding Officer, Submarine Training Facility, Norfolk
To: American Council on Education, One Dupont Circle,
Washington, DC 20036-1193 (Attn: Military Evaluations)

Subj: EVALUATION OF NAVY SCHOOLS FOR COLLEGE CREDIT

Ref: (a) CNETINST 1560.2J

Encl: (1) Courses no longer in existence and cancellation dates
(2) Evaluation information for Submarine SNAP II Combined
Maintenance Course (A-102-0289)
(3) Evaluation information for Static Inverter 5KW
Combined Maintenance Course (A-662-0030)
(4) Evaluation information for Motor Generator Mechanical
Maintenance Course (A-662-0152)

1. Per reference (a), enclosure (1) is submitted to document ending dates for courses no longer in existence. Enclosures (2) through (4) are submitted for evaluation and the subsequent determination of credit recommendations.

2. My point of contact is LT James Doe (Code CIS) at DSN 445-1375, commercial (804) 445-1375.

Copy to: (w/o encls)
NETPDTC (Code N222)

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Enclosure (2)

REQUIREMENTS FOR ACE ON-SITE EVALUATION VISIT

I. Pre-Visit Requirements

A. Mail the course information as required by this instruction to ACE prior to evaluation. The course information is necessary to determine (1) that the courses meet ACE criteria for evaluation, (2) the need for an evaluation, and (3) the subject matter expertise of the evaluation team. Also, ACE must have this document on file to answer inquiries from civilian institutions regarding the courses.

B. Make appropriate instructors and department heads aware of the upcoming ACE visit. Explain the reason for the visit so that each instructor understands why current course materials will be reviewed and the benefits of such a review to service members.

II. On-Site Evaluation Requirements

A. Work Space - A conference type room is required which will allow privacy during the review. Assemble course materials in this room before the arrival of the evaluation team. A telephone is desirable, as are pencils and pads.

B. Course Materials - The instructor should put current course materials together for the team's review. The materials needed will be:

1. A copy of the course information sent to ACE
2. A master schedule (including the implementation/revision date and course title)
3. Curriculum outline/topical outline
4. Instructor guide (personalized copy if possible)
5. Student manuals/instructor manuals
6. Sample examinations

Place the above materials in the conference room with a cover sheet listing course number and title, and the instructor's name and telephone number. Each set of course materials should be clearly designated and separately stacked. Materials will be returned and will not be marked in any way by the evaluation team members.

C. Instructor Availability - It would be helpful to have the instructors "on-call." If questions on course content arise, the instructor will be called by a team member. Service personnel should not remain in the conference room unless specifically requested to do so.

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III. On-Site Procedures

A. Introductions and Presentations (15-30 minutes)

The evaluators will assemble in the conference room with a member of the ACE staff, who will serve as the team coordinator. Following introductions, the school representative may give a brief presentation on the educational program of the school. It should cover such topics as selection and evaluation of instructional staff, procedures for developing/revising courses, student selection, and evaluation of student performance. The ACE staff member will briefly describe the background and goals of the American Council on Education, with particular emphasis on military course evaluations.

B. Tour of Facilities

A brief tour of the instructional areas will orient the team to the nature of the instruction offered. On a 3-day visit or longer, this tour may be conducted on the morning of the second day. On a 2-day visit, the tour may be held on the afternoon of the first day.

C. Course Evaluations

The evaluation team consists of competent faculty from various civilian educational institutions around the country. The team's basic responsibility is to determine whether the course content is equivalent to civilian college courses, and if so, to determine the nature and number of credits recommended for each course. This involves two major tasks: formulating a credit recommendation and preparing the course description. The credit recommendation consists of the level of credit (i.e., lower level associate), the appropriate subject area, and the number of semester hours recommended. Using the information provided in the curriculum outline, evaluators phrase the course description in terms meaningful to civilian educators. This description and the credit recommendation both appear in the ACE Guide.