



2023 TAP CURRICULUM

MILITARY OCCUPATIONAL CODES CROSSWALK

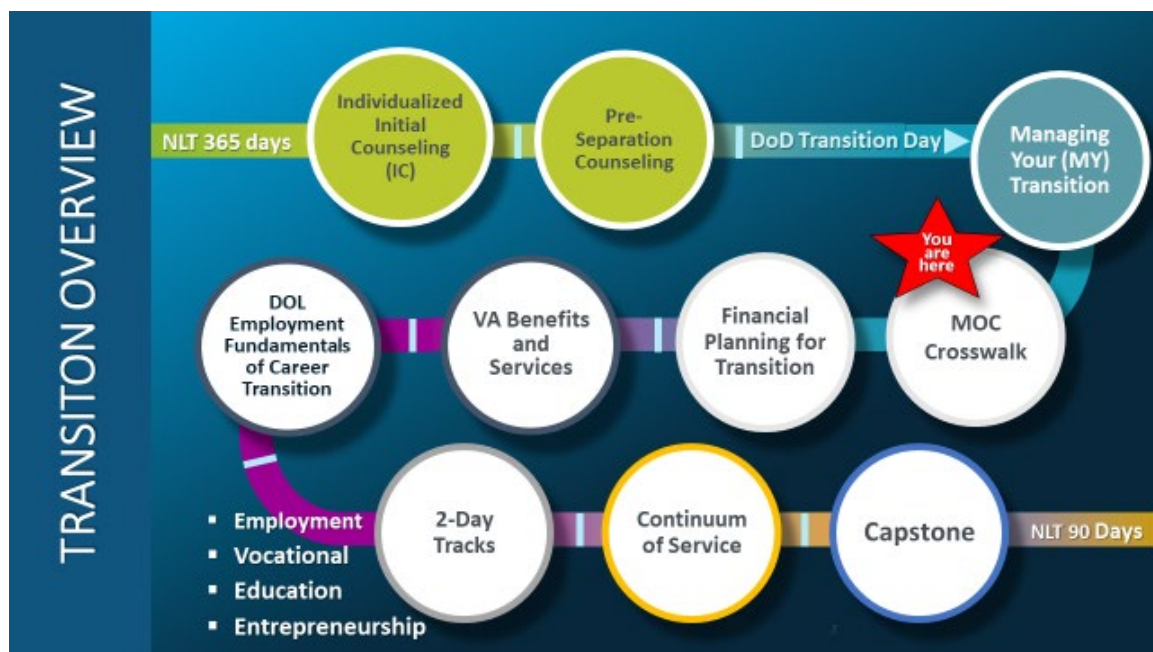
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Military Occupational Codes (MOC) Crosswalk

MOC Crosswalk Overview

The purpose of this module is to identify skills, experience, credentials, and education obtained in the military and help you align them with civilian opportunities. Whether you have already identified your future career or you plan to seek further training, this module allows you to document skills you developed while serving. Additionally, this module assists in identifying credentials that are useful in the civilian sector.

The Gap Analysis form completed during this course is used to identify and document gaps in your knowledge, education, skills, or credentials as you prepare for your next career. The Gap Analysis is also the Career Readiness Standard (CRS) for the MOC Crosswalk module. For Reserve or Guard members returning to your civilian employment, this module will be useful in helping you align your military training with current and future career goals.

Download the fillable PDF version of the MOC Crosswalk Participant Guide at https://www.TAPEvents.mil/Assets/ResourceContent/TAP/MOC_Crosswalk.pdf.

Use the following documents to build a robust Gap Analysis:

- Verification of Military Experience and Training (VMET)
- Joint Services Transcript (JST)
- Community College of the Air Force (CCAF) Transcript
- Employee Summary Sheet (ESS-CG)
- USCG Record of Professional Development (CG-4082)
- Evaluations
- Skills Assessment Results (Interest Profiler or Kuder Journey)

Learning Objectives

- Interpret the VMET, JST, CCAF transcript, ESS-CG, or CG-4082, evaluations, and other military documents to identify education, training, skills, and credentials gained during military Service.
- Identify required education, training, and/or credentials for specific career fields.
- Identify gaps between civilian occupational requirements and your current knowledge, skills, education, and training.

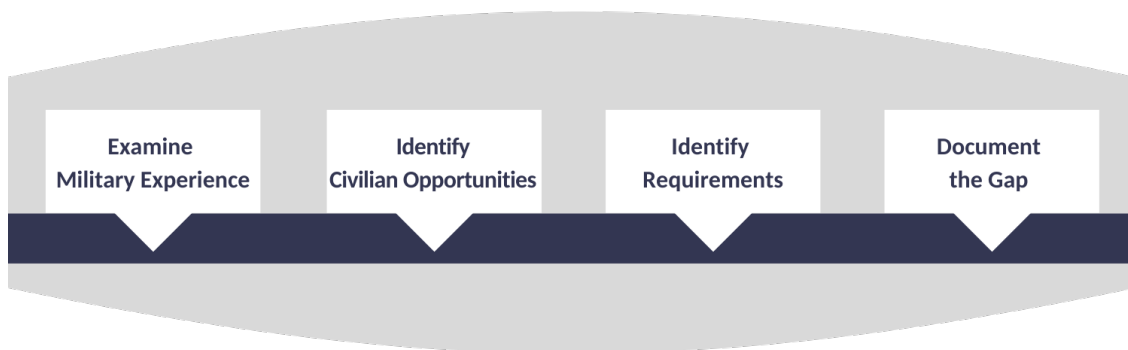
MOC Crosswalk

The purpose of developing a crosswalk of your Military Occupational Classification (MOC)—Military Occupation Specialty (MOS)/Ratings/Air Force Specialty Code (AFSC)—is to relate civilian career opportunities and requirements to your military education, training, and experience. The MOC Crosswalk helps you identify your skills, experience, and abilities. The MOC Crosswalk also helps translate them into civilian terminology.

Some Service members know they want to pursue education, obtain a specific career, go into business for themselves, work part-time, or enter a technical field. Others are undecided and could use more exploration and assistance in their career search. No matter what your post-transition plans are, identifying, understanding, and documenting your current skills, level of education, and experience and comparing your abilities to those required for a civilian occupation will assist in your transition. You will complete this activity by conducting research, completing the MOC Crosswalk, and documenting any gaps on the Gap Analysis.

MOC Crosswalk Process

Translating your education, training, experience, and skills into civilian career goals is a multi-step process that can have a variety of outcomes.



The crosswalk process is as follows:

1. Examine your military experience and training record.
2. Identify civilian occupations/careers that correlate to your career goals and skills/abilities or identify a chosen career field.
3. Identify the education, experience, and credentials required for the identified occupation/career field.
4. Document the gap between your current skill set and what is required for your civilian occupation/career field.

Gap Analysis

The main tool of the MOC Crosswalk is the Gap Analysis. When completed, it will provide a visual presentation of the “gaps” in your education, experience, and credentials. The document has three columns that are completed in the following order:

- **Left column:** *Where am I now?* is for documenting skills you gained in the military or from the civilian sector. During this section, the VMET, Service transcripts, evaluations, and other military documentation will be extremely useful in creating a personalized list of hard and soft skills.
- **Right column:** *Where am I going?* is used to identify the skills, education, and certifications required to be successful in a civilian occupation.
- **Middle column:** *What do I need to fill in the Gap?* is used to identify the gap between the skills and education you possess currently (left column) and those you need to acquire to be successful in your civilian occupation (right column).

The following is an example of a MOC Crosswalk documented on the Gap Analysis. Service-specific examples for enlisted personnel and officers are included in the Appendix.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
Current MOC: Intelligence Officer Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.		Civilian Occupation: Social Worker Use Results from My Next Move for Veterans and O*NET to complete this column.
Experience and skills I have: - Leadership/Command - Analytical - Integrity - Accountability - Interpreter-German - Security	Experience and skills I need to obtain: Immediately find Sponsor for Volunteering with Veterans for experience as I complete education requirements (VA/WTB)	Experience and skills this occupation requires: - Critical Thinking - Service Orientation - Active Listening - Social Perceptiveness
Education and training I have: - AS General Studies/Psych - BA Criminal Justice - MA Homeland Security - US Army Intelligence Center and School	Education and training I need to obtain: - Take GRE - Acceptance of MSW Program - Completion of MSW Program	Education and training this occupation requires: - GRE - MSW - PTSD/TBI - Suicide - Drug/Alcohol - Homelessness
Credentials (license, certification, certificate) I have: - TS/SBI Clearance - Counterintelligence - Signal/Electronic Warfare	Credentials (license, certification, certificate) I need to obtain: - LCSW-Find Sponsor - CADC-Find Sponsor	Credentials (license, certification, certificate) or any other requirements for this occupation: - LCSW - CADC

Left Column: *Where am I now?*

The first block on the Gap Analysis captures experience and skills. Information in the box should reflect your current skills and encourage you to think about your level of experience and the skills (hard and soft) that you have attained prior to and while in the Service. Complete this box by conducting a thorough review of your civilian and military experience and training and determining your skills, both hard and soft.

Skills: Hard and Soft

Hard skills, also referred to as technical skills, are defined as specific, teachable knowledge, or abilities which can be measured and defined. If you speak a foreign language or can type 90 words a minute, an employer can easily test these skills.

Soft skills, also called non-technical skills, are harder to define, as they are characteristics based on personality and interpersonal interaction. Common soft skills include leadership, team building, and problem solving.

As a Service member, you have received extensive, formal training in both hard and soft skills, but it can be the soft skills – such as teamwork, oral and written communication, and continuous learning – that employers value most.

Finding Your Skills

Step 1: Think about what you do daily. Do you type, use a computer, repair radios, work on vehicles, speak a foreign language? What tasks do you complete daily? What skills are required to complete these tasks? Determine if they are hard or soft skills and add them to the chart that follows.

Handling Work Stress,
Digital Communication
Interpersonal Skills, Certificates,
Microsoft Office Suite, Copywriting,
Computer Skills, Adaptability,
Project Planning, Attention to Detail, Decision Making,
Situational Awareness,
Leadership, Persistence, Coding Skills,
Behaving Ethically, Certifications, Operating Safely,
Licenses, Teamwork, Media,
Oral Communication Training Others,
Dependable,
Search Engine Optimization, Data Engineering Social
Managing Others, Written Communication,
Foreign Language,
Continuous Learning, Critical Thinking,

HARD SKILLS	SOFT SKILLS



SOFT SKILLS SERVICE MEMBERS GAIN DURING PROFESSIONAL MILITARY TRAINING

Step 2: The following chart contains soft skills common to Service members as identified by a RAND study. Review the list, determine which skills you have, and add them to the chart above.

For further assistance in determining and translating your skills, see additional RAND study findings in the Appendix.

Skill Name	Definition	Synonyms
Leadership	Influencing and inspiring others by providing purpose, direction, and motivation to accomplish the organization's goals.	Management Guidance Organization Initiative Mentor
Decision Making	Choosing the best solution or option in a timely or decisive manner.	Judgment Resolution
Persistence	Working hard to achieve a goal or accomplish an assigned task.	Perseverance Grit
Handling Work Stress	Functioning effectively under pressure, remaining composed under pressure and high-stress situations.	Resilient Adaptable Flexible
Dependable	Diligently following through on commitments and consistently meeting deadlines.	Reliable Responsible Trustworthy
Attention-to-Detail	Diligently checking work to ensure that all essential details have been considered.	Conscientiousness Discipline Autonomy
Interpersonal Skills	Recognizing and accurately interpreting the verbal and nonverbal behavior of others.	Oral communication Intercultural skills
Teamwork	Establishing productive relationships with other team members to perform team tasks and improve performance.	Cooperation Collaboration
Oral Communication	Persuasively presenting thoughts and ideas; attending to and interpreting verbal messages and other cues.	Persuasive speaking Active listening Two-way communication
Training Others	Planning, organizing, and conducting activities that increase the capability of individuals or organizations.	Developing Mentoring
Managing the Work of Others	Organizing, coordinating, and leading subordinates in work efforts to accomplish organizational goals.	Administering Organizing
Critical Thinking	Actively and skillfully conceptualizing, analyzing, synthesizing, and evaluating information to formulate options and reach a conclusion.	Analytic thinking Problem solving

Skill Name	Definition	Synonyms
Written Communication	Communicating thoughts, ideas, and information in a logical, organized, and coherent written manner.	Writing
Project Planning	Identifying resources, planning, organizing, scheduling, and coordinating tasks and activities.	Project management Strategic planning
Situational Awareness	Perceiving, analyzing, and comprehending critical elements of information in one's environment.	Responsiveness Attentiveness
Adaptability	Responding quickly and effectively to uncertain and unpredictable work situations.	Active learning Situational flexibility
Continuous Learning	Taking the necessary actions to develop and maintain knowledge, skills, and expertise.	Adaptive learning Willingness to learn
Behaving Ethically	Behaving in an honest, fair, and ethical manner and encouraging others to do the same.	Integrity
Operating Safely	Identifying and carefully weighing safety risks in making decisions and adhering to safety rules.	Safety Risk management

Translating Your Skills

One of the most challenging and essential tasks when preparing for transition is translating the skills you gained during your military Service into terms that employers and higher education personnel can understand. **Start by avoiding the use of military jargon and acronyms when describing your skills.** Consider using the actions below to learn the appropriate civilian terminology for the career field you plan to pursue:

- Schedule informational interviews with employees in the position you are pursuing.
- Find a mentor who is working in your desired career field.
- Use LinkedIn to follow companies and connect with professionals in the field.
- Read industry professional publications and blogs, view related YouTube videos, and search job descriptions for skills which overlap with or match your skills.

Using the terminology used by civilians to describe your skills gained in the military will help employers and higher education personnel understand how you can benefit them and fit in to their environments. The ***Department of Labor Employment Fundamentals of Career Transition (EFCT)*** course explores translating military terminology into civilian terms and provides resources to assist with translation during your employment search and after transition.

Tools of Transition

The second block of the Gap Analysis is about education and training. Useful documentation to understand your education and training taken during your military Service is included in your VMET, JST, CCAF transcript, ESS-CG, and CG-4082. While each document will provide information on education and training, realize that skills, experience, and documentation of credentials may also be included.

▪ Verification of Military Experience and Training (VMET)

The VMET document is an integrated form, which displays demographic, training, and experience information retrieved from various automated sources for all Services except the Coast Guard.

Descriptive summaries of military work experience, training history, and language proficiencies are included on the VMET. Civilian equivalent job titles for MOC/MOS/Ratings/AFSC are also included, but only for enlisted ranks. Officers should refer to their Officer Evaluation Report (OER) and Officer Record Brief (ORB) for this information.

Download your VMET at <https://milconnect.dmdc.osd.mil/milconnect/public/fag/Training-VMET>.

The VMET is a complete history of military training and work experience. It is a record of every position you have held, dates of rank, and position descriptions. Under the training, it should list all schools you have attended for the military, including dates of attendance, length of course, learning objectives, and course descriptions. It may also include off-duty education as well as foreign language proficiencies. With this much information, it may be difficult to understand exactly where to look for the pertinent information.

For the Gap Analysis, you should focus on:

- Occupation codes
- Duty – Rank and dates of rank
- Occupation description
- Related civilian occupation
- Additional qualification(s)
- Primary – Positions for which you received training
- Secondary – Positions for which you are qualified, but not currently performing
- Course descriptions

Review your VMET for possible hard and soft skills in the occupation and course descriptions, additional qualifications, and listings of primary and secondary occupations.

Below is an excerpt from a VMET with the relevant sections labelled.

Excerpt from a VMET

OCCUPATION: 6317, Aircraft Communications/Navigation/Weapon Systems Technician

PRIMARY OCCUPATION:



Duty and Occupation Code

MARINE CORPS, ACTIVE: STAFF SERGEANT, Pay Grade E-6 JUL 2017 -JAN 2020 (2 Years 6 Months)

MARINE CORPS, ACTIVE: SERGEANT, Pay Grade E-5 MAR 2015 - JUL 2017 (2 Years 4 Months)

OCCUPATION DESCRIPTION FOR: 6317



Occupation Description

(MCE-6317-002, Exhibit dates FEB 2001 - JUL 2017)

Installs, removes, inspects, tests, maintains, and repairs components, subsystems, and ancillary equipment on installed aircraft communications, navigation, and deceptive electronic countermeasures systems.

RELATED CIVILIAN OCCUPATIONS FOR: 6317



Related Occupation

Avionics Technician (DOT 823.261-026)

Avionics Technicians (ONET 49-2091.00)

Communications Electrician Supervisor (DOT 823.131-010)

Data Processing Equipment Repairers (OES 85705)

MILITARY TRAINING: MAR 2017 - APR 2017



Training Dates, Course
Number, and Length

NAVY COURSE: A-012-0077, Instructional Delivery Continuum (IDC) - Journeyman Instructor Training (JIT)

LENGTH: 2 weeks (80 hours)

COURSE DESCRIPTION FROM AMERICAN COUNCIL ON EDUCATION:



Course Description

(NV-1406-0044, Exhibit dates SEP 2007 - SEP 2015)

Upon completion of the course, the student will be able to deliver lectures employing recitation, questioning, self and group-paced methods of instruction, technology aids, and case study techniques. They will also be able to apply some motivational techniques to encourage learning.

Topics include audiovisual materials, discussion, case studies, learner presentations, classroom exercises, computer- based training and lecture, communication techniques, learning objectives, instructional technology, case studies, motivation, self- and group-paced methods of instruction, and questioning techniques.

VMET Updates

Your VMET may not be completely up to date. Typically, there is a 3-6-month lag between the date of an activity and when it appears on your VMET. The Date of Information (block 5) on your VMET document indicates the last date your information was received from the Services and added to your VMET. An incomplete VMET has no effect on transition. For information on updating your VMET, visit <https://milconnect.dmdc.osd.mil/milconnect/public/faq/Training-VMET>.

▪ **Employee Summary Sheet (ESS-CG) (U. S. Coast Guard)**

As a member of the Coast Guard, you will NOT have a VMET. Your equivalent document for the Coast Guard is the Employee Summary Sheet (ESS-CG).

- Provides a complete history of positions held within the Service
- Lists ranks and dates attained
- Shows education completed
- Lists job titles and unit assignments with dates
- Lists complete history of Training Management Tool (TMT), Direct Access, and other training courses
- Shows competencies, specialties, and qualifications attained
- Provides a complete list of awards and dates received

To obtain a current copy of your ESS-CG, use your CAC to access <https://cgbi.osc.uscg.mil/>. A CAC is required to access your ESS-CG, which means it may not be available after separation/retirement. Note: Only CG personnel have access to this site.

▪ **Service Transcripts**

Service transcripts refer to the JST, the CCAF transcript, and the CG-4082. These can be obtained online or through the base education office. You can easily access your transcript by downloading it from the JST or CCAF website, while the CG-4082 must be requested from your administrative office. These are available for all ranks (enlisted, officer, and warrant officer).

▪ **Joint Services Transcript (JST) (Army, Navy, Marine Corps)**

- Identifies graduate, upper, lower, and vocational credit recommendations
- Identifies course hours and descriptions
- Identifies military experience

JST: <https://jst.doded.mil/jst>

- **Community College of the Air Force (CCAF) Transcript**

- Identifies course hours and descriptions
- Identifies military experience related to college credit

CCAF: <http://www.airuniversity.af.mil/Barnes/CCAF/>

- **U. S. Coast Guard Record of Professional Development (CG-4082)**

- Identifies all academic courses, military courses, and qualifications completed
- Provides grades (if applicable)
- Identifies dates of completion
- Can supplement the JST

CG-4082: Request from administrative office

Transcripts record all education courses and training—even those completed outside the military. They identify competencies and strengths along with how they might apply to various civilian career paths. When using Tuition Assistance (TA), the school is required to provide the information on courses and grades to the Service who in turn will supply the information for the JST.

If you paid for your classes or have previous college courses and wish to have them added to your JST, you must send an official copy of your college transcript to your Service’s JST or education office.

These resources may overlap with the VMET or ESS-CG.

License

Certification

Certificate

Credentialing

The last block under “Where am I now?” is about credentialing. Some occupations have professional and technical standards required to perform the job. The process of meeting these standards and earning official recognition in the form of licenses, certifications, or certificates is also known as credentialing.

▪ Types of Credentials

License: Governmental agencies (federal, state, or local) grant licenses to individuals to practice a specific occupation, such as a medical license for doctors. Licenses are typically mandatory.

Certification: Non-governmental agencies, associations, and private-sector companies may grant certifications to individuals who meet predetermined qualifications, generally set by professional associations.

Certificate: Documentation provided by training programs in which participants receive a certificate of attendance or completion that signifies the provision of information, but not proof of competency.

Licenses and certifications supply documented proof of your ability to perform in a certifiable career field by validating professional knowledge and skills gained through experience, education, training, and testing. However, not all credentials obtained in the military are recognized by civilian credentialing agencies. A credential may only be recognized by either the military or civilian sectors; some are recognized by both.

▪ Credentials During Military Service

Some military trainings include requirements that will lead to a state or federal license, certification, or certificate. If completing the requirements was part of a training event, the credential may be listed on the VMET, JST, CCAF transcript, ESS-CG, or CG-4082.

If the credential was completed outside of the military, during off hours, or prior to entering the military, it will not be documented unless the certified proof of completion was provided to the Service.

▪ Credentialing Opportunities Online (COOL)

COOL is another avenue through which you can obtain a credential. During your time in the Service, you may have been provided the training and experience necessary to obtain a credential. Service-specific COOL websites provide the information needed to determine if your MOC/MOS/Ratings/AFSC relates to a credential.

COOL websites also help determine if you are eligible for a credential and explain the steps required to meet civilian certification and licensure requirements related to your current ratings, job, designators, or future occupations.

- U. S. Army COOL
<https://www.cool.osd.mil/army/>
- Department of the Navy COOL
<https://www.cool.osd.mil/usn/>
- U.S. Marine Corps COOL
<https://www.cool.osd.mil/usmc/>
- U.S. Air Force COOL
<https://afvec.us.af.mil/afvec/af-cool/welcome>
- U.S. Coast Guard COOL
<https://www.cool.osd.mil/uscg/>

▪ **MilGears**

Interested in seeing how your military experience stacks up to a civilian occupation or credential? Are you hoping to utilize military-provided education and training benefits before separating? The MilGears suite of tools can help you explore post-service career opportunities. It is designed to support professional development for Service members at every stage of their careers by connecting individual learning and experience to career and education opportunities. MilGears allows users to:

- Build a comprehensive record that captures civilian and military education, training, experience, and related skills
- Identify credentials that can be used in a career after transition
- Explore careers related to interests
- Identify gaps between current experience and job requirements
- Find careers in high-demand areas

Learn more about MilGears by visiting <https://milgears.osd.mil/>.

As you use COOL and MilGears, you may find that you have credentials in an occupation other than the one you plan to pursue. Do not discount their usefulness; they could prove to be important in a related career. Be sure to add all credentials to your Gap Analysis.

ACTIVITY: *Where am I now?*

Where am I now? Current MOC: <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>
Experience and skills I have:
Education and training I have:
Credentials (license, certification, certificate) I have:

1. Use the list of skills you created and RAND study, **VMET, JST, CCAF transcript, ESS-CG, CG-4082, professional evaluations, COOL** and **MilGears** (enlisted only) website(s) to find the following information:
 - a. Experience and Skills
 - b. Education and Training
 - c. Credentials (license, certification, certificate)
2. Complete the *Where am I now?* section of the Gap Analysis

Right Column: *Where am I going?*

The right column on the Gap Analysis captures where you are going or which occupation you are interested in pursuing after military Service. During this section, you will discover possible career options and conduct research to complete the associated column in the Gap Analysis. Research will include the same topics as before—experience and skills, education and training, and credentials.

Identify Possible Civilian Careers

As you transition into the civilian sector, you may know exactly what career field you want to enter, or you may know exactly which ones you do *not* want. You are not alone if you are uncertain about your next career. It is common for transitioning Service members to want to change from their occupation in the military to something completely different.

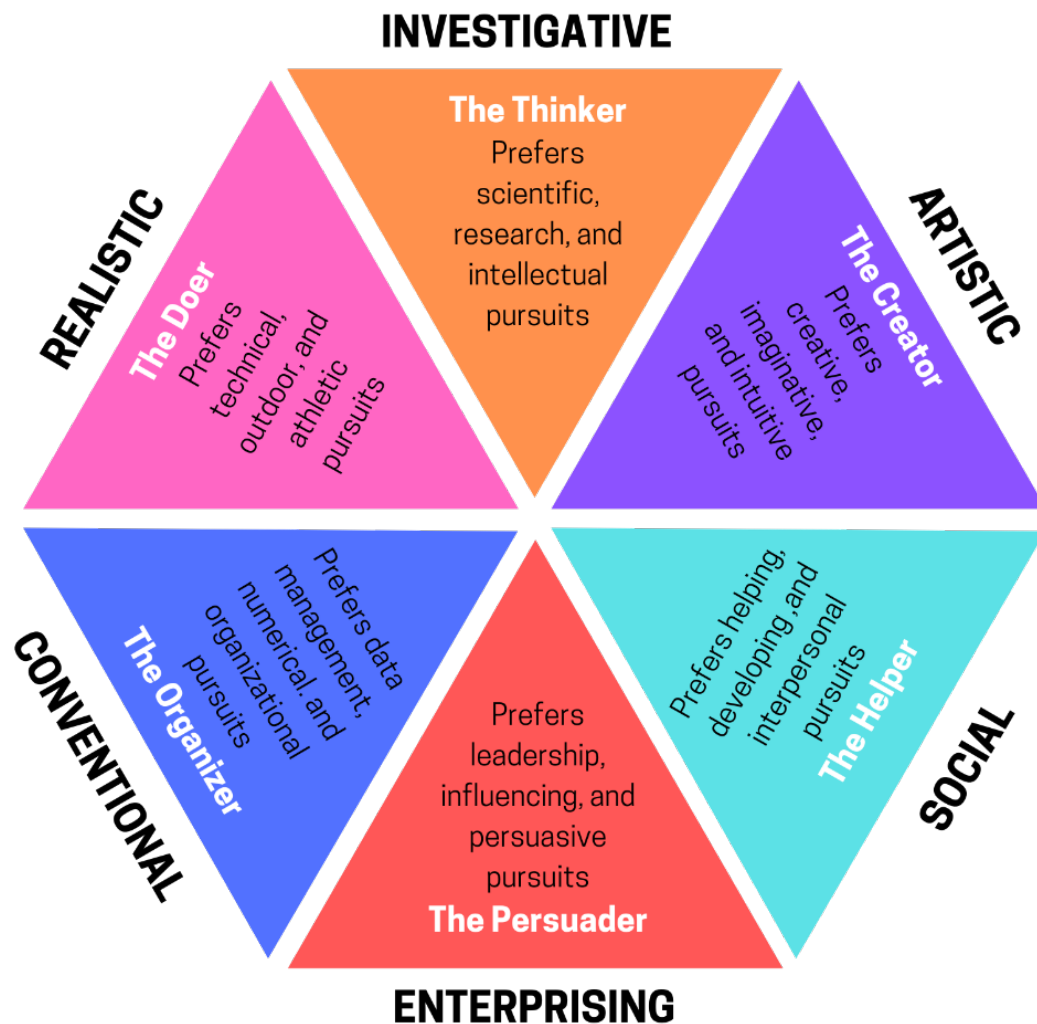
Whether you know the path you want to take or are uncertain, completing a self-assessment can provide an understanding of your preferred job-related activities. A self-assessment can be as formal as taking a personality or interest inventory or as informal as talking to friends and family about your work and life experiences and what you like doing. Information from personal assessments can be invaluable in guiding decisions about your future career. They can help you gain insights into what motivates you in the workplace and help you identify new opportunities that are likely to be aligned with your interests while also providing you with a sense of fulfillment. Even if you already know what career you want to pursue, personal assessments can offer you a deeper understanding of how to best position yourself for success.

Self-Assessment Based on Interests

Most people would agree that having enjoyable work tasks leads to more job satisfaction and less stress. Research has shown that certain personality types are drawn to certain career fields based on the types of tasks required to perform the job. Knowing the tasks you are attracted to can be helpful in identifying a potentially rewarding career path.

While career assessment tools are the culmination of decades of research, practice, and career theory development, they are NOT intended to identify the “perfect” career or position for you. However, a self-assessment will help you discover what is important to you, focus your job search, and help you to better evaluate your options. If you require additional support in determining your post-military career path after finishing this workshop, you are encouraged to attend the **Department of Labor Career and Credential Exploration (C2E)** workshop, which includes additional career assessment resources.

The Holland Codes, commonly known as the RIASEC Model, is one theory of career choice created by vocational psychologist John L. Holland. This model classifies six interest categories by associating them with work tasks and then aligns these work tasks with occupations. The six distinct interest categories are represented by the letters R, I, A, S, E, and C.



The O*NET Interest Profiler, which is based on the RIASEC model, is designed to match occupations to your personal interests.

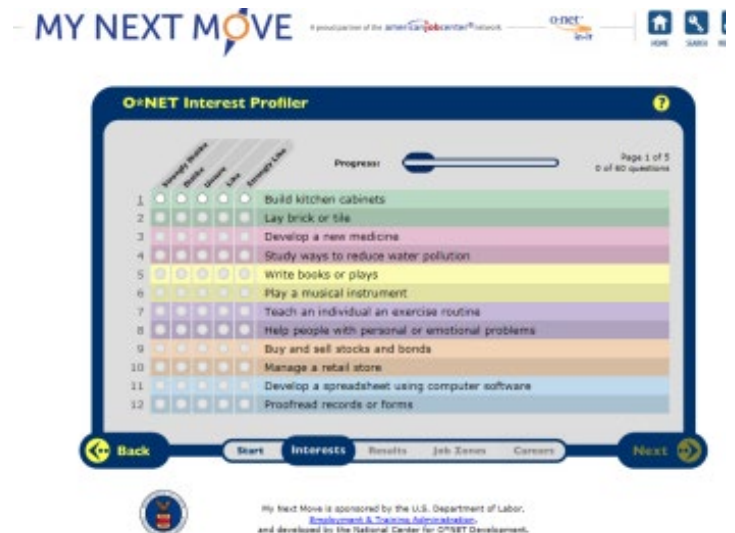
Web Exploration Activity: O*NET Interest Profiler Instructions

1. Access the O*NET Interest Profiler at: <http://www.mynextmove.org/explore/ip>.



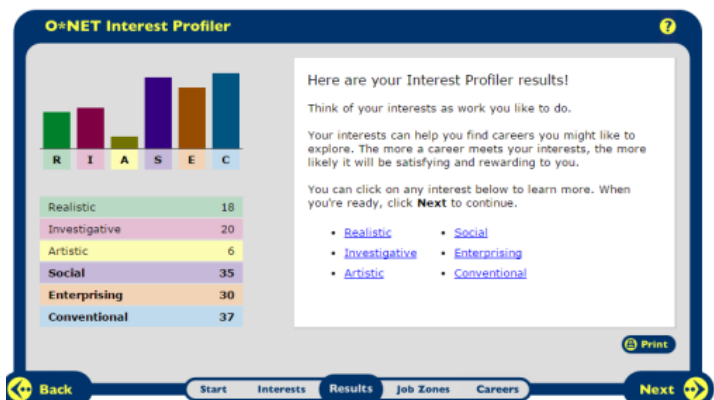
2. Click on the **NEXT** button to advance through the Interest Profiler information pages to get to the assessment.
3. Answer all the questions; click **NEXT** until your results are displayed

TIP: For best results, try not to choose “Unsure” as an answer.



O*NET Interest Profiler Results

4. Write your results under the corresponding letter in the box below. The results of the Interest Profiler tell you which jobs or careers might be of the most interest to you. Those with the highest numbers are the areas where you have the greatest interest.



R	I	A	S	E	C

5. Click **NEXT** until the **Select a Job Zone** section displays. Each O*NET career is placed in one of five Job Zones, which are groups of careers that require the same level of experience, training, and education. Choose a Job Zone that corresponds with the level of preparation you have currently or plan to acquire after military service and click **NEXT**.

O*NET Interest Profiler

Select a Job Zone

Now that you have learned about each Job Zone, select the current or future Job Zone that's right for you:

- ☐ Job Zone One
[Little or No Preparation Needed](#)
- ☐ Job Zone Two
[Some Preparation Needed](#)
- ☐ Job Zone Three
[Medium Preparation Needed](#)
- ☐ Job Zone Four
[High Preparation Needed](#)
- ☐ Job Zone Five
[Extensive Preparation Needed](#)

Back Start Interests Results Job Zones Careers Next

Job Zone 1: Little to no education, training, or previous experience

Job Zone 2: Some previous experience (few months – 1 year) and a high school diploma

Job Zone 3: Previous experience (1-2 years of training) and some type of education

Job Zone 4: Long term experience and training; bachelor's degree

Job Zone 5: Extensive training and education; post-graduate degree

The next page displays careers that best fit your interest and preparation level. The dark blue puzzle pieces indicate the best fit; the unfilled puzzle pieces indicate great fit. The sun indicates jobs that are growing in demand.

6. Click on a career title of interests and review the knowledge, skills, abilities, and education required for the career or occupation.



Researching Careers: My Next Move for Veterans

If you have already narrowed your career choices, **My Next Move for Veterans** can provide information on the education, experience, and credentials necessary to be successful in your chosen field or career.

It is beneficial to conduct research to understand the civilian recommendations or requirements within an industry or career field. Requirements may include a certain level of education, a specific degree field/major, related experience and skills, and/or credentials. While some accomplishments are not required, having them may be beneficial to secure work or advance in a career.

My Next Move for Veterans provides the ability to search for careers using three different options: keywords, industry, or MOS/Ratings/AFSC.



Search by keywords

If you know the type of job you want to pursue, type in your desired career and click search. A list of job titles that closely match your search will appear.



Browse career by industry

Use the drop-down menu to see a wide range of industries. Select one that interests you and click browse; a list of jobs common within that industry will be provided.



Find careers similar to your military job

Select branch and type in your MOS/Ratings/AFSC or job title. After clicking **search**, the results will list civilian sector jobs that are similar or related to your military position.

Web Exploration Activity: My Next Move for Veterans

1. Access **My Next Move** for Veterans at <http://www.mynextmove.org/vets/>.
2. Choose one of the search types below:
 - a. Search by keywords.
 - b. Browse by careers or industry
 - c. Find careers similar to your military job
3. Type in your keyword, industry, or military occupation.
4. From the list created, click on a career that interests you to view the knowledge, skills, abilities, education, outlook, and more.

ACTIVITY: Gap Analysis—Where am I going?

Choose an occupation that interests you, either as determined by the Interest Profiler or another source. Utilize the O*NET, My Next Move for Veterans, and your Service-specific COOL website(s) to complete the right column of the Gap Analysis.

1. Use the **O*NET Interest Profiler**, **My Next Move for Veterans**, and the **COOL** website(s) to find the following information on a chosen career:
 - a. Experience and Skills
 - b. Education and Training
 - c. Credentials (license, certification, certificate)
2. Complete the *Where am I going?* section of the Gap Analysis

Where am I going?
Civilian Occupation:
<i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills this occupation requires:
Education and training this occupation requires:
Credentials (license, certification, certificate) or any other requirements for this occupation:

Middle Column: *What do I need to fill in the Gap?*

The last section to complete on the Gap Analysis requires you to document the gap. This is a comparison between where you are and where you are going. Before that comparison occurs, take the time to consider what is influencing your career selection.

ACTIVITY: Gap Analysis—*What do I need to fill in the Gap?*

1. Compare your findings under *Where am I now?* to *Where am I going?*
2. Fill in the *What do I need to fill in the Gap?*
 - a. Experience and Skills
 - b. Education and Training
 - c. Credentials (license, certification, certificate)

What do I need to fill in the Gap?
Experience and skills I need to obtain:
Education and training I need to obtain:
Credentials (license, certification, certificate) I need to obtain:

Summary

This module provided the information necessary to help you document your current education, skills, abilities, experience, and credentials. It also covered how to identify new career opportunities and how to research their requirements. Lastly, it provided a means to document and identify any gaps between your current skill set and the requirements for your next career. Having this awareness and roadmap will assist you in successfully transitioning into the civilian employment sector.

Based on the information you gained during this workshop, here are your next steps:

- Confirm your current Transition Track is correct for your post-transition career plans. If your Gap Analysis shows you need a different track than chosen previously, speak with the TAP staff or your Transition Counselor to adjust your Transition Track and CRS requirements.
- Plan to fill the gaps between your current education and skills and those required for your chosen civilian career field.
- Contact your local personnel office if your official military record is inaccurate or missing training and education information.

Transition Assistance Participant Assessment (TAPA)

At the end of each module, you are encouraged to complete an online Transition Assistance Participant Assessment (TAPA) specific to the module. See the following page for more details. Because the assessment is completely anonymous, demographic information is not stored and must be re-entered for every module.

- Access the TAPA at <https://www.dodsurveys.mil/tap>.
- Select the box **MOC Crosswalk** and complete the assessment by answering all the questions.
- Information is gathered and analyzed quarterly, and participant feedback is used to make improvements/updates.
- TAPA can be completed on a personal mobile device.

Thank you for your feedback—your opinion matters to us!

MOC Crosswalk Website Guide

- **DoD TAP Participant Guides—MOC Crosswalk Participant Guide** (fillable PDF)
https://www.TAPevents.mil/Assets/ResourceContent/TAP/MOC_Crosswalk.pdf
- **MOC Crosswalk**—Transition Online Learning (TOL) Course
<https://TAPevents.mil/courses>
- **Military-Civilian Transition Office (MCTO)**: Follow us on LinkedIn
<https://www.linkedin.com/showcase/military-civilian-transition-office>
- **Verification of Military Training and Experience (VMET)**: To download the VMET
<https://milconnect.dmdc.osd.mil/milconnect/public/faq/Training-VMET>
- **Employee Summary Sheet (ESS-CG)**: To obtain an ESS-CG (only accessible with a CAC)
<https://cgbi.osd.uscg.mil/>
- **Joint Services Transcript (JST)**: To request a copy of the JST
<https://jst.doded.mil/>
- **Community College of the Air Force (CCAF) Transcript**: To request your transcript
<http://www.airuniversity.af.mil/Barnes/CCAF/>
- **U. S. Coast Guard Record of Professional Development (CG-4082)**: Request from admin
- **Credentialing Opportunities On-Line (COOL)**
 - Army: <https://www.cool.osd.mil/army/>
 - Navy: <https://www.cool.osd.mil/usn/>
 - Marine Corps: <https://www.cool.osd.mil/usmc/>
 - U.S. Air Force COOL: <https://afvec.us.af.mil/afvec/af-cool/welcome>
 - Coast Guard COOL: <https://www.cool.osd.mil/uscg/index.htm/index.htm>
- **MilGears**: Resource to document learning, experience, and skills; identify gaps; and target potential careers
<https://milgears.osd.mil/>

- **O*NET My Next Move:** Resource to research occupations, determine existing skills, and find careers using those skills
<http://www.mynextmove.org/vets/>
- **Transition Assistance Participant Assessment**
<https://www.dodsurveys.mil/tap>

Gap Analysis

Complete the “Where am I now?” column, the “Where am I going?” column, and *fill the Gap* by completing the “What do I need to fill in the Gap?” column.

Where am I now? Current MOC: _____ <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: _____ <i>Use results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have:	Experience and skills I need to obtain:	Experience and skills this occupation requires:
Education and training I have:	Education and training I need to obtain:	Education and training this occupation requires:
Credentials (license, certification, certificate) I have:	Credentials (license, certification, certificate) I need to obtain:	Credentials (license, certification, certificate) or any other requirements for this occupation:

Gap Analysis—Army Enlisted

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: <u>31B Military Police</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: Welder <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: Knowledge: Excel; Distribution of products; Customer service and Geometry (HS and College). Skills: Problem solving. Other: Adaptability; Attention to detail; Integrity; Dependability. Supervises small sections in support of security and installation law and order operations. Enforces traffic regulations and law and order; traffic accident investigation; maintains traffic control; law enforcement investigations; and applies crime prevention measures. Prepares reports, forms, and records on MP operations and processes evidence.	Experience and skills I need to obtain: Weld components in flat, vertical, or overhead positions. Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.	Experience and skills this occupation requires: Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products
Education and training I have: Phase 1 and 2, Basic Military Police; Risk Management Basic Course; Leadership Communication Skills; Combat Life Saver Course; Unit Supply Specialist AA – General Studies	Education and training I need to obtain: CERTIFICATES: 1) Certified Welder or 2) Certified Associate Welding Inspector – both American Welding Society; both are Core certificates. 1) Senior Certified Welding Inspector – American Welding Society; Advanced TRAINING: J Sergeant Reynolds Community College, Richmond, VA	Education and training this occupation requires: Certificate after high school or high school diploma/ GED
Credentials (license, certification, certificate) I have: Secret Security Clearance; Expert Marksmanship	Credentials (license, certification, certificate) I need to obtain: American Welding Society (www.aws.org) Exam Required for certification with renewal every 5 years	Credentials (license, certification, certificate) or any other requirements for this occupation: Certified Welder

Gap Analysis—Army Officer

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
Current MOC: <u>Intelligence Officer</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>		Civilian Occupation: <u>Social Worker</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: • Leadership/Command • Analytical • Integrity • Accountability • Interpreter-German • Security	Experience and skills I need to obtain: Immediately find Sponsor for Volunteering with Veterans for experience as I complete education requirements (VA/WTB)	Experience and skills this occupation requires: • Critical Thinking • Service Orientation • Active Listening • Social Perceptiveness
Education and training I have: • AS General Studies/Psych • BA Criminal Justice • MA Homeland Security • US Army Intelligence Center and School	Education and training I need to obtain: • Take GRE • Acceptance of MSW Program • Completion of MSW Program	Education and training this occupation requires: • GRE • MSW • PTSD/TBI • Suicide • Drug/Alcohol • Homelessness
Credentials (license, certification, certificate) I have: • TS/SBI Clearance • Counterintelligence • Signal/Electronic Warfare	Credentials (license, certification, certificate) I need to obtain: • LCSW-Find Sponsor • CADC-Find Sponsor	Credentials (license, certification, certificate) or any other requirements for this occupation: • LCSW • CADC

Gap Analysis—Air Force Enlisted

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: <u>3PO52, SECURITY FORCES</u> Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: <u>LAW ENFORCEMENT</u> Use Results from My Next Move for Veterans and O*NET to complete this column.
Experience and skills I have: - 8 years’ experience leading, managing, supervising, and performing security forces/police activities. - Detects and reports unauthorized personnel and activities. Provides armed response and entry control enforcement. - Enforces standards; adherence to all laws and directives. - Directs vehicle/pedestrian traffic. Investigates motor vehicle accidents, crimes, and incidents. Operates speed measuring, drug and alcohol, and breath test devices. Apprehends and detains suspects. - Searches persons and property. Secures crime/incident scenes. Collects, seizes, and preserves evidence. - Conducts interviews of witnesses and suspects. Obtains statements and testifies in official judicial proceedings. Writes reports and briefs senior officials.	Experience and skills I need to obtain: - Compare Tennessee statutes to those used in the military; formal legal code training will be provided at the Police academy. - Verify my current daily activity documentation skills for record keeping of daily activities and logs meet civilian police department standards - Discuss with Chattanooga Police officers	Experience and skills this occupation requires: - Identify, pursue, and arrest suspects and perpetrators of criminal acts. See more occupations related to this task. - Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. - Record facts to prepare reports that document incidents and activities; ensure proper legal charges made. - Render aid to accident victims and other persons requiring first aid for physical injuries. Review facts of incidents to determine if criminal act or statute violations were involved. - Communication; oral and written; record all daily activities; apply deductive/inductive reasoning. - Listening to others, and asking good questions - Knowledge of police equipment, policies, procedures, and strategies.
Education and training I have: - Associates Degree, Criminal Justice - Breathalyzer training - Horizontal Gaze Nystagmus and Field sobriety training - Interrogation training - Witness segregation and interviewing - Motor vehicle accident investigation	Education and training I need to obtain: - None at this time; however, I am currently enrolled in Bachelor’s in Criminal Justice program; anticipated graduation date mm/yyyy	Education and training this occupation requires: - Associates Degree
Credentials (license, certification, certificate) I have: - Certified South Carolina Breathalyzer Officer - Certified Handwriting Analysis Investigator - Certified Motor vehicle Accident Investigator	Credentials (license, certification, certificate) I need to obtain: - None at this time; will discuss with Chattanooga police supervision concerning future credentialing, certifications to pursue after probation period	Credentials (license, certification, certificate) or any other requirements for this occupation: - Local Police Academy Completion - No additional required prior to attending local police academy

Gap Analysis—Air Force Officer

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: 64P3, Contracting Officer <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082 and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: <u>PURCHASING SUPERVISOR</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: <u>Administration/Management/Coordination:</u> - 12 years – managed, directed, coordinated base level purchasing/contracting activities - Directed contracts valued \$259M+ annually <u>Law/Government:</u> - Led, mentored, guided 23 purchasing professionals through all Federal, DOD, and USAF legal requirements, including proper cost estimates, contractor submittals, & contract negotiations - Broad knowledge Acquisition processes <u>Analytical/Critical Thinker</u> - Skilled in mathematics; analyzed market trends; maintained fair and competitive vendors for government - Skilled Negotiator and communicator; negotiated over 36 contracts; saved \$72M+ in excess costs; communicated daily with senior level executives	Experience and skills I need to obtain: - Research specific financial systems and contract writing systems utilized by civilian agencies - Gain a better knowledge of civilian legal codes and guidance	Experience and skills this occupation requires: <u>Administration and Management</u> - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. <u>Law and Government</u> - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. - Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing effective manufacture and distribution of goods <u>Mathematics</u> - Arithmetic, algebra, geometry, calculus, statistics, and their applications.
Education and training I have: - B.S. Economics, US Air Force Academy - USAF Contracting Basic Course 13 Defense Acquisition Level I & II courses	Education and training I need to obtain: - None at this time Research to see if Post-baccalaureate certificate is required based on my experience and USAF specialty education received	Education and training this occupation requires: - Bachelor's degree (Business) - Post-baccalaureate certificate
Credentials (license, certification, certificate) I have: - Level II DAWIA Contracting Officer - Installation Warranted Contracting Officer – Warrant Level \$10 Million	Credentials (license, certification, certificate) I need to obtain: *Not mandatory, but may aid in employment - Certified Federal Contracts Manager - Certified Purchasing Professional - Certified Professional Purchasing Manager - Research to see if required or different from current USAF Certs	Credentials (license, certification, certificate) or any other requirements for this occupation: - Certified Federal Contracts Manager - Certified Purchasing Professional - Certified Professional Purchasing Manager

Gap Analysis—Navy Enlisted

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
Current MOC: <u>8499 Hospital Corpsman</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>		Civilian Occupation: <u>Registered Nurse, Emergency Care</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: 6 years. Providing medical attention, emotional support, or health care services on medical surgery patient ward. Routine review of medical records, coding, maintenance and repair of medical instruments and equipment, medical supply and logistics.	Experience and skills I need to obtain: None	Experience and skills this occupation requires: Registered Nurses at minimum must have a 4 year degree in a Nursing Program. Must pass the NCLEX-RN examination for initial licensure and additional ANCC certification for specialty nursing.
Education and training I have: Medical technician License Practical Nurse EMT	Education and training I need to obtain: Bachelor of Science in Nursing	Education and training this occupation requires: BS in Nursing, training in meeting certification requirements through examination
Credentials (license, certification, certificate) I have: Practical Nursing, Emergency Medical Technician	Credentials (license, certification, certificate) I need to obtain: ANCC Certification	Credentials (license, certification, certificate) or any other requirements for this occupation: May vary by state

Gap Analysis—Navy Officer

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: <u>LCDR Naval Supply Corps Officer (Logistics Manager)</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: <u>Information Technology Project Manager</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: 10 years, guidance and expert advice to management on technical systems, shipboard logistics management, development, communications support and supervisory management.	Experience and skills I need to obtain: Business and management principles involved in strategic planning and resource allocation. Knowledge of media production, communication, and dissemination techniques and methods. Critical thinking, prioritization and coordination skills. Ability to manage multiple projects and project	Experience and skills this occupation requires: 1 to 2 years of experience with enterprise systems, and project and IT lifecycle management.
Education and training I have: Bachelor of Science, IT Management Human Resources Management Project Management Course (DoD)	Education and training I need to obtain: Master’s degree	Education and training this occupation requires: Bachelor’s degree (unspecified) preferred in IT, IT Management. A Master’s degree or MBA may not be required but is preferred.
Credentials (license, certification, certificate) I have: Logistic Professional, Systems Application and Products (SAP) Certified Application Professional - Logistics Execution & Warehouse Mgmt. with SAP ERP 6.0 EHP4	Credentials (license, certification, certificate) I need to obtain: PMP Certification Oracle Project Lifecycle Management (PLM) Essentials Project Management Institute (PMI) Agile Certified Practitioner (ACP).	Credentials (license, certification, certificate or any other requirements for this occupation: Varies by opportunity.

Gap Analysis—Marine Corps Enlisted

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: <u>6317 Aircraft Technician</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: <u>Aircraft Mechanics & Service Technician</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: • 10 years of experience installing, removing, inspecting, testing, maintaining, and repairing components, subsystems, and ancillary equipment on installed aircraft communications, navigation, and deceptive electronic countermeasures systems	Experience and skills I need to obtain: • All required experience and skills obtained; experience requirements exceeded	Experience and skills this occupation requires: • Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers
Education and training I have: • Aviation maintenance • Integrated avionics systems • Communications/navigation maintenance • Antenna construction and propagation of radio waves • Communications security	Education and training I need to obtain: • All required education and training obtained; education/training requirements met • My Next Move shows training available	Education and training this occupation requires: • Certificate after high school or associate degree usually needed
Credentials (license, certification, certificate) I have: • None	Credentials (license, certification, certificate) I need to obtain: • My Next Move shows 1 certification available (Aerospace/Aircraft Assembly Maintenance Certification from National Center for Aerospace & Transportation Technologies) • Marine Corps COOL	Credentials (license, certification, certificate) or any other requirements for this occupation: • Varies by opportunity • My Next Move shows 1 certification available (Aerospace/Aircraft Assembly Maintenance Certification from National Center for Aerospace & Transportation Technologies) • Marine Corps COOL shows 18 certifications that relate to “most” (8) or “some” (10) MOS duties

Gap Analysis—Marine Corps Officer

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: <u>0402 Logistics Officer</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: <u>Logistics Manager</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: • 17 years of logistics and management experience, including development, procurement, allowances, distribution, repair and salvage of supplies and equipment; embarkation and transportation; procurement; operation and maintenance of facilities and utilities; organization and training of logistics and support units	Experience and skills I need to obtain: • All required experience and skills obtained; experience requirements exceeded • Refresh/Increase knowledge of MS Excel	Experience and skills this occupation requires: • 8 years or more of related experience • Data base user interface and query software (MS Access, MS Sequel Server) • Enterprise resource planning ERP software (Oracle)
Education and training I have: • Bachelor’s degree • Logistics Management • Maintenance Management • Motor transportation operations • Logistics planning • See OER/JST for additional information	Education and training I need to obtain: • All required education and training obtained; education/training requirements met • My Next Move shows training available	Education and training this occupation requires: • Bachelor’s degree in business, logistics, supply chain, or related field • Master’s degree preferred
Credentials (license, certification, certificate) I have: • Certified Logistics Technician (CLT)	Credentials (license, certification, certificate) I need to obtain: • 10 possible certs in My Next Move; consider completing one	Credentials (license, certification, certificate) or any other requirements for this occupation: • Varies by employment opportunity

Gap Analysis—Coast Guard Enlisted

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current MOC: <u>Supply Technician (SK)</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>	What do I need to fill in the Gap?	Where am I going? Civilian Occupation: <u>Storage and Distribution Manager</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: Purchasing Warehouse management Inventory management Supply training Vendor relations Databases and financial systems Personnel supervision Budget management	Experience and skills I need to obtain: SAP Software Microsoft Dynamics GP	Experience and skills this occupation requires: Communication: listening to others, not interrupting, and asking good questions Problem solving Resource management Time management Attention to detail Personnel supervision Budget management
Education and training I have: Associate degree	Education and training I need to obtain: Bachelor’s degree	Education and training this occupation requires: Bachelor’s degree
Credentials (license, certification, certificate) I have: None	Credentials (license, certification, certificate) I need to obtain: SAP Certification Inventory Management Credential	Credentials (license, certification, certificate) or any other requirements for this occupation: None

Gap Analysis—Coast Guard Officer

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
Current MOC: <u>Supply Technician (SK)</u> <i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i>		Civilian Occupation: <u>Storage and Distribution Manager</u> <i>Use Results from My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have: Purchasing Warehouse management Inventory management Supply training Vendor relations Databases and financial systems Personnel supervision Budget management	Experience and skills I need to obtain: SAP Software Microsoft Dynamics GP	Experience and skills this occupation requires: Communication: listening to others, not interrupting, and asking good questions Problem solving Resource management Time management Attention to detail Personnel supervision Budget management
Education and training I have: Associate degree	Education and training I need to obtain: Bachelor’s degree	Education and training this occupation requires: Bachelor’s degree
Credentials (license, certification, certificate) I have: None	Credentials (license, certification, certificate) I need to obtain: SAP Certification Inventory Management Credential	Credentials (license, certification, certificate) or any other requirements for this occupation: None



PREPARE TO SUCCEED

EMPLOYERS DESIRE MILITARY SKILLS WHICH CIVILIANS MAY LACK

The Department of Defense's Military Civilian Transition Office working with the RAND Corporation conducted a study of service members and found that most service members possess soft skills that are in high demand in the civilian world.

The tables below show skills that enlisted service members learn as they move through the ranks and translates those skills to job categories that are used in the civilian world. For example, soft skills learned as an E-1 are transferable to entry-level jobs in most sectors.

Entry-Level "Apprentice" E-1 to E-3	Mid-Level "Journeyman" E-4 to E-6	Senior-Level "Master" E-7 to E-9
• Handling work stress • Being dependable and reliable • Persistence • Teamwork and team-building • Conscientiousness and attention-to-detail • Situational awareness • Adaptability • Operating safely • Continuous learning • Behaving ethically • Interpersonal skills	• Leading, motivating, and inspiring others • Oral communication • Decision making/decisiveness • Training others • Managing and supervising the work of others	• Critical thinking • Written communication • Project planning

In the military, you gained technical skills that were required for your MOS. You also developed many soft skills such as critical thinking, decision making, leadership, teamwork, and effective communication. These skills are in high demand among civilian employers but sometimes are lacking in civilian job candidates.

Most hiring managers or supervisors have not been in the military and are unaware of how skilled you are in these areas. It is imperative that you highlight the soft skills you possess on your resumes, when networking, on social media profiles, and during the interviewing process. You must translate your skills into civilian terms, explain how you developed them, and tell the hiring managers how you can apply them in the civilian workplace.

The table above lists 19 of the soft skills developed in the military and shows the service rank at which training for them occurs. On the following page, the key soft skills are defined, and examples of how you may have used them in the military are provided.

Soft Skills Service Members Gain During Professional Military Training

	Definition of the Skill	Example of How the Skill May be Demonstrated in the Military
Leadership	Influence and inspire others by providing purpose, direction, and motivation	Led the unit through a process change
Decision Making	Choose the best solution or option in a timely and decisive manner	Made a decision that led to unit success
Persistence	Work hard to achieve a goal or accomplish an assigned task	Saw work through to completion in all situations regardless of conditions
Handling Work Stress	Function effectively under pressure	Performed well during live-fire exercises in basic training
Dependable	Diligently follow through on commitments and consistently meet deadlines	Arrived on-time with proper equipment and prepared to work until the task was completed
Attention-to-Detail	Diligently check work to ensure that all essential details have been considered	Performed inventory duty and ordered supplies
Interpersonal Skills	Recognize and interpret accurately the verbal and nonverbal behavior of others	Observed a situation to determine the best course of action; resolved team conflict
Teamwork	Establish productive relationships with other team members to perform team tasks	Patrolled barracks in teams; created team schedules; worked with unit to meet goals
Oral Communication	Present thoughts and ideas verbally to inform and persuade individuals or groups	Briefed superiors and subordinates
Training Others	Plan, organize, and conduct activities that increase the capabilities of others	Conducted training classes
Managing the Work of Others	Organize, coordinate, and lead others in efforts to accomplish goals and objectives	Led small-unit exercises
Critical Thinking	Analyze and evaluate information to formulate options and reach a conclusion	Resolved challenging real-life situations
Written Communication	Communicate information in writing in a logical and concise manner	Wrote decision briefs and award recommendations
Project Planning	Identify resources, plan, organize, schedule, and coordinate tasks	Planned and executed operational combat missions
Situational Awareness	Perceive, analyze, and comprehend critical information in the surrounding environment	Worked with team to analyze critical information in the environment
Adaptability	Respond quickly and effectively in uncertain and unpredictable work situations	Learned new skills to respond effectively to rapidly changing conditions
Continuous Learning	Initiate actions to develop and maintain knowledge, skills, and expertise	Participated in Professional Military Education and on-going skills training
Behaving Ethically	Act in an honest, fair, and ethical manner and encourage others to do the same	Followed rules as prescribed by the Service or command
Operating Safely	Identify and weigh risks in making decisions and adhere to safety rules and regulations	Followed safety protocols and procedures for equipment, vehicles, personnel, and weaponry