



Francis G. Slay, Mayor

Military Crosswalk

St Louis Agency on Training and Employment (SLATE)



MISSOURI HIRES ITS VETERANS



HOW CAN I INTERPRET MILITARY RESUMES TO HIRE THE BEST CANDIDATES?

○ Research

- Most military resumes are filled to the brim with abbreviations and titles, which will be unfamiliar to most civilian hiring managers; take some time to research what these terms mean.
- Know the difference between the military ranks so you can hire great veteran candidates with transferable skills.
- Avoid discriminatory questions. While a vet may elaborate about their military experience be careful about probing too far. The veteran may feel you are trying to find out about hidden disabilities.



UNEMPLOYMENT RATES

	April 2012	April 2011	Change (+/-)	2011 Average	Current
All Veterans	7.1	7.7	-0.6	8.3	
Gulf War Era II	9.2	10.9	-1.7	12.1	12.4
Gulf War Era I	5.2	6.6	-1.4	7.0	
All Other Veterans	6.7	6.4	0.3	7.6	
Non Veterans	7.6	8.5	-0.9	8.7	8.1
Age 18-24	Male 29.1	Female 36.1	Overall 30.2%		

Source: Bureau of Labor Statistics, BLS.gov, April 2012.



VETERANS OFFER A UNIQUE SET OF SKILLS

- Leadership Experience
- Strong Personal Integrity
- Ability to Work as a Team Member and Team Leader
- Performance under Pressure
- Possession of a Valid Security Clearance
- Strong Work Ethic
- Specialized Advanced Training & Technical Skills



- Flexibility and Adaptability
- Discipline
- Attention to Detail
- Ability to Work Efficiently & Diligently in a Fast-Paced Environment
- Commitment to Excellence & History of Meeting Standards of Quality
- Ability to Conform to Rules and Structure
- Initiative & Self-Direction
- Respect for Procedures and Accountability
- Strong Sense of Health, Personal Safety, and Property Standards
- Ability to Give and Follow Directions



- Hands-on Experience with Technology and Globalization
- Systematic Planning and Organizational Skills
- Accelerated Learning Curve with New Skills and Concepts
- Diversity in Action and Strong Interpersonal Skills
- Emphasis on Safety in the Workplace
- High Levels of Maturity and Responsibility
- Motivation, Dedication, and Professionalism
- Triumphant over Adversity
- Write Clearly and Concisely
- Work with Computers/Technology



TOP TEN SKILLS IDENTIFIED BY EMPLOYERS

1. Self-Discipline
2. Teamwork
3. Respect
4. Follow Detailed Orders
5. Confidence
6. Attention to Detail
7. Calm Under Stress
8. Readiness to Accept a Challenge
9. Meet Deadlines
10. Problem Solving



COMMON TRANSLATION

The military knows it as:	Civilian employers will understand it as:
NCOIC, Watch Captain, Petty Officer of the Watch	Supervisor, Manager, Coordinator
Commander, Chief	Division Head, Director, Senior Manager
Executive Officer (XO)	Deputy Director, Assistant Manager
Action Officer (AO)	Analyst (or Senior Analyst if applicable)
TDY/TAD	Business travel
PCS	Relocation
OER/NCOER	Performance Appraisal
MOS/MOC	Career Field
Commanded	Supervised, Directed



COMMON TERMS

Mission	Responsibility, Task, Objective, Job
Combat/War	Hazardous conditions, Conflict
Headquarters	Headquarters, Corporate Office
Subordinates	Employees, Co-workers
Service members	Employees, Co-workers, Colleagues, Personnel, Individuals
Security Clearance	Security Clearance
Military Personnel Office (MILPO)	Personnel Office, Human
Personnel Action Center (PAC)	Resources
Regulations	Guidance, Policy, Instructions
Reconnaissance	Data Collection, Survey, Analysis
TDA/MTOE	Organizational Structure, Material Resources, Manpower



JOB TITLES

- Commander → Director or Senior Manager
- Field Grade Officer → Executive or Manager
- Company Grade Officer → Operations Manager or Section Manager
- Warrant Officer → Technical Manager /Specialist/Department Manager
- Senior NCOs → First-Line Supervisor
- Sergeant Major → Senior Advisor
- First Sergeant → Personnel Supervisor
- Squad Leader → Team Leader/Team Chief
- Supply Sergeant → Supply Manager/Logistics Manager
- Operations NCO → Operations Supervisor
- Platoon Sergeant → Supervisor/ Instructor/Trainer



TRAINING TERMS

- Basic Training = Basics Skills Course
- Advanced Individual Training (AIT) = Advanced Skills Course (mention career field)
- Primary Leadership Development Course (PLDC) = Basic Leadership and Management Development Course
- Basic Non-Commissioned Officers Course (BNOC) = Intermediate Leadership and Management Development Course
- Advanced Non-Commissioned Officers Course (ANOC) = Advanced Leadership and Management Development Course
- Officer Advanced Course (OAC) = Entry Level Officer Training Course
- Combined Arms Staff College = Senior Managerial Leadership School
- Command and Staff College = Senior Leaders Program
- War College = Executive Leadership School



EXISTING SKILL TRANSLATORS FALL SHORT

- A more effective approach to skill translation would recognize that even a junior infantryman has typically obtained a set of skills and experiences through his military service, and these skills directly correspond to the skills required for many civilian jobs, including:
 - The ability to plan and execute tasks in high-stress, unstructured, frequently changing environments;
 - Demonstrated commitment to safety;
 - Dynamic risk management skills;
 - Experience securing, using and maintaining equipment worth several million dollars;
 - Proven effectiveness completing complicated tasks and solving problems independently and in groups; and
 - Communication skills effective at various levels of the organization.



EXISTING SKILL TRANSLATORS FALL SHORT

- The value of the information provided by skill translators varies for different occupations.
 - For example, a translation for another common Army occupation, 25B information systems operator- analyst, indicates that this occupation is transferable directly into the rapidly growing computer industry and provides a wealth of information and results on pursuing a career after the military.
- Although civilian employment in this field may require additional training and certification, the 25B MOS establishes a base knowledge of computer technology.
- Most online MOS translator produces links to occupational profiles and potential certifications a soldier may possess.



CORRELATING MILITARY JOBS TO CIVILIAN JOBS

- The military has over 7,000 jobs across more than 100 functional areas. The vast majority of these jobs have a direct civilian job equivalent. Understanding the job design and the knowledge, skills and abilities (KSAs) required for each function within your own organization is the starting point for the process of identifying the closest military equivalent.
- The following exercise translates military skills to roles within your business. Many organizations make it a regular practice to formally correlate the KSAs for each job to MOS and to brief anyone who could be a part of the interview team before they meet with a military applicant. This process also facilitates job redesign if job sharing, transfers, relocations or flexibility needs arise.



MILITARY SKILLS CROSSWALK

Military.com | **monster**® Veteran Employment Center

Home | Benefits | News | Off Duty | Join the Military | Education | **Veteran Jobs** | Money | Deals | Military Family | Community | Video
Job Search | Security Clearance Jobs | **Skills Translator** | Resume Builder | Career Advice | Job Fairs | Veteran Career Network | 100,000 Jobs | More ▾

MILITARY EXPERIENCE

Translate your military skills, experience and training to find career opportunities that best align with your capabilities. To get started, define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator). Once this information is selected, you can add your subspecialties and training to further customize the jobs available to you.

Search Military Job Title by Service

Browse by Military Service +

Select Your Service:

Select Your Pay Grade:

Enter Military Job Title:

Search

CIVILIAN SKILLS

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<http://www.military.com/veteran-jobs/skills-translator/>

SEARCH PROCESS

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Search Military Job Title by Service

[Browse by Military Service](#)

Select Your Service:

Select Your Pay Grade:

Enter Military Job Title: [Search](#)

- 1B034 Computer Systems Programming Specialist (Air Force - Enlisted)
- 2E2X1 Electronic Computer and Communications Equipment Repairer (Air Force - Enlisted)
- 3C0X1 Communications - Communications Systems (Air Force - Enlisted)
- 3C0X2 Communications - Communications Systems Apprentice (Air Force - Enlisted)
- 3C3X1 Communications - Communications Systems Planning and Implementation Appr (Air Force - Enlisted)
- 3D0X4 COMPUTER SYSTEMS PROGRAMMING (Air Force - Enlisted)**

CIVILIAN SKILLS

Channels: [Military Benefits](#) | [Military News](#) | [Off Duty](#) | [Join the Military](#) | [Military Education](#) | [Veterans](#)

Military.com Network: [Military.com](#) | [CinCHouse](#) | [MIBlogging](#) | [Defense Tech](#) | [DoD Buzz](#) | [Line of Duty](#)

Services: [Army](#) | [Marine Corps](#) | [Navy](#) | [Air Force](#) | [Coast Guard](#) | [National Guard](#) | [Military Spouse](#)

Description for 3D0X4 COMPUTER SYSTEMS PROGRAMMING (Air Force - Enlisted):
Supervises and performs as computer analyst, coder, tester and manager in the design, development, maintenance, testing, configuration management, and documentation of application software systems, client-server, and web-enabled software and relational database systems critical to warfighting capabilities.


MILITARY SKILLS TRANSLATION




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Add Military Job Titles, Subspecialties, and Training:

Add Military Job Title 


 **3D0X4 COMPUTER SYSTEMS PROGRAMMING** (Air Force - Enlisted)  [Delete](#) 










 [Add/Edit Your Subspecialties and Training](#)

CIVILIAN SKILLS

By selecting civilian skills that relate to your military experience or career goals, you'll be able to finely tune the job postings available to you and better understand your opportunities.

Your Civilian Skills: Select/Deselect to Refine Job Postings

Add Civilian Skills 

Electrical System Design	Delete 	
Electrical System Testing/Measurement	Delete 	
Message Processing Procedures	Delete 	
Network Administration	Delete 	
Programming	Delete 	
Project/Program Management	Delete 	

NO MATCH FOUND

1/17/2012

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Search Military Job Title by Service

[Browse by Military Service](#)

Select Your Service:

Select Your Pay Grade:

Enter Military Job Title: [Search](#)

- 8S000 Missile Facility Manager (Air Force - Enlisted)
- 9D000 Dormitory Manager (Air Force - Enlisted)
- 1B000 Cyber Operations Manager (Air Force - Enlisted)
- 1B034 Computer Systems Programming Apprentice (Air Force - Enlisted)
- 2E2X1 Electronic Computer and Switching Systems Apprentice (Air Force - Enlisted)
- 3C0X1 Communications - Computer Systems Operations Apprentice (Air Force - Enlisted)
- 3C0X2 Communications - Computer Systems Programming Apprentice (Air Force - Enlisted)

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RELATIVE EXPERIENCE MATCH

The screenshot displays the Military.com job search interface. At the top, the Military.com logo is visible on the left, and navigation links for Home, Benefits, News, Job Search, and Security Clearance are present. The main heading is "Select a Military Job Title" with a "Close" button on the right. Below this, a search bar prompts the user to "Find your Military Job Title by searching or browsing by service." The search criteria are set to "Service: Air Force" and "Enter Your Military Job Title: Computer Security Manager". A "Search" button is located to the right of the input field. Below the search bar, there are sorting options: "Sort by: Relevance | Code | Military Job Title" and a "Show:" dropdown menu currently set to "All Occupations". The search results are listed below, each with a plus icon and a job title in blue text:

- + 63AX Acquisition Manager (Air Force - Officer)**
Manages defense acquisition programs covering every aspect of the acquisition process, including integrating engineering, program control, test and deployment, configuration management, production and manufacturing, quality assurance, and logistics support. Performs functions essential to acquisition programs involving major defense acquisition programs and other than major systems or subsystems. Performs acquisition support roles.
- + 13BX Air Battle Manager (Air Force - Officer)**
Performs duties of air weapons officer (AWO), air surveillance officer (ASO), sensor management officer (SMO), electronic combat officer (ECO), senior director (SD), mission crew commander (MCC) to accomplish combat, combat support, training, and other missions. B.....AWACS
C.....Air Defense D.....Mobile Air Control
K.....JSTARS U.....Air Liaison Officer (ALO)
- + 2E2X1 Electronic Computer and Switching Systems Apprentice (Air Force - Enlisted)**
Deploys, sustains, troubleshoots and repairs standard voice, data, video network and cryptographic client devices in fixed and deployed environments. Sustains and operates systems through effective troubleshooting, repair, and system performance analysis. Manages client user accounts and organizational client device accounts.

On the left side of the screenshot, there are sections for "MILITARY EXPERIENCE" and "CIVILIAN SKILLS". The "MILITARY EXPERIENCE" section includes text about translating military skills to civilian careers. The "CIVILIAN SKILLS" section is partially visible. At the bottom of the screenshot, there are links for "Channels: Military Benefits | Military.com Network: Military.com Services: Army | Marine Corps | Air Force | Navy | Coast Guard | About Military.com: About Us | Site Map".

BUSINESS TRANSLATION PORTAL

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Search Military Job Title by Service

Browse by Military Service +

Select Your Service: All

Select Your Pay Grade: Select One


Enter Military Job Title: Computer Analyst

Search

- 9735 Computer Systems Analyst (Navy - Officer)
- 35G Imagery Analyst (Army - Enlisted)
- 47D USMA, Professor of Electrical Engineering and Computer Science (Army - Officer)
- 0689 Computer Defense Specialist (Marine Corps - Enlisted)
- 1A8X1 AIRBORNE CRYPTOLOGIC LANGUAGE ANALYST (Air Force - Enlisted)
- 61AX Operations Research Analyst (Air Force - Officer)
- 1N3X1 Cryptologic Language Analyst (Air Force - Enlisted)
- 2E2X1 Electronic Computer and Switching Systems Apprentice (Air Force - Enlisted)
- 3C0X1 Communications - Computer Systems Operations Apprentice (Air Force - Enlisted)
- 3C0X2 Communications - Computer Systems Programming Apprentice (Air Force - Enlisted)

CIVILIAN SKILLS

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SKILLS MATCH VS. SERVICE

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Search Military Job Title by Service

Browse by Military Service +

Select Your Service: All

Select Your Pay Grade: Select One


Enter Military Job Title: Systems Analyst


Search

- 33M Electronic Warfare/Intercept Strategic Systems Analyst (Army - Enlisted)
- 9735 Computer Systems Analyst (Navy - Officer)
- OTA Ocean Systems Technician Analyst (Navy - Enlisted)
- 74B Information Systems Operator-Analyst (Army - Enlisted)
- 9652 Defense Systems Analyst (Marine Corps - Officer)
- MOS-33M Electronic Warfare/Intercept Strategic Systems Analyst (Army - Enlisted)
- MOS-74B Information Systems Operator-Analyst (Army - Enlisted)
- IT Information Systems Technician (Navy - Enlisted)
- 15X AH-64A Armament/Electrical/Avionics Systems Repairer (AH-64A) (Army - Enlisted)
- 15Y AH-64D Armament/Electrical/Avionics Systems Repairer (Army - Enlisted)

CIVILIAN SKILLS

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EQUIVALENT CIVILIAN OPENINGS

EQUIVALENT CIVILIAN OPENINGS

1000 matching jobs | 1 - 20 displayed | Sort by: [Relevance](#) | [Job Title](#) | [Company](#)

Refine by keywords:

Location:

Within:

Select One



[Refine](#)

Job Title

Company Name

Location

Grounds Supervisor	Town of Orange	ORANGE, CT
Residential Security System Service Technician III	Tyco	Anaheim, CA
Java Engineer	Siemens	Foster City, CA
Software Developer Co-Op	Wireless Generation Inc	Brooklyn, NY
Full-time Faculty - Computer Applications Instructor	Westwood College	Atlanta, GA
Senior Systems Architect	Michael Baker Jr. Inc	Alexandria, VA
Programmer/Analyst - BizTalk or .NET	UNFI	Providence, RI
Senior Java Developer	Enterprise Select	Los Angeles, CA
Windows Systems Administrator	iBridge Solutions, LLC	St. Louis, MO

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RECOMMENDATIONS FOR EMPLOYERS

- Understand Basic Military Culture
- Use Military Language in Job Descriptions
- Make Your Job Description Specific
- Add a MOS/MOC to your Job Requisitions



QUESTIONS?



SLATEMCC



SLATE_MCC



SLATEMCC

Special thanks and appreciation to Cheryl Wilkinson, Missouri ESGR Area 3 Chair for her hard work and dedication to this project.

