



# MILITARY EXPERIENCE IN CIVILIAN TERMS

What term will a hiring committee most likely be able to understand/connect with/relate to the position you are applying for?

<b>Military</b>	<b>Civilian</b>
Soldiers	Staff
Uniforms, weapons	Supplies
Barracks, base	Facilities
Roger that	I understand
Infantry	Security
Squad/platoon	Team
Reconnaissance	Data collection and analysis
Mission	Task/Function/Objective

<b>You know it as:</b>		<b>Civilian employers will understand it as:</b>
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
Battalion, Unit, Platoon	→	organization, agency, department
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 Action Center (PAC)	→	personnel office
Regulations	→	guidance, policy, instructions
Reconnaissance	→	data collection, survey, analysis
TDA/MTOE	→	organizational structure, material resources, manpower

Excellent online resource to assist you in detailing your job skills based on your military job title:

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

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.

Example: For position: **0311** Rifleman (Marine Corps - Enlisted)

- Translates to civilian skills:
  - Advanced First Aid
  - Firearm Handling and Maintenance
  - Intelligence Analysis
  - Logistics Support
  - Message Processing Procedures
  - Protective Services
  - Risk Management
  - Safety and Occupational Health Programs
  - Skill with Hand Tools or Power Tools
  - Surveillance Techniques
- Surveying and Mapping Methods

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