

## Crosswalk Process Step by Step Job Aid

### First Process Step: Procure Military Transcripts

1. Obtain your Verification of Military Experience and Training (VMET) transcript by logging in to <https://www.dmdc.osd.mil/appj/vmet/index.jsp>
2. Review your VMET for accuracy and completeness. If there are discrepancies with your training or experience, contact your personnel office to update it.
3. Make a note of your MOC Code for your duty, primary occupation, and secondary occupation, and their occupational title.
4. Obtain your Joint Services Transcript of military training by logging in to <https://jst.doded.mil>

### Second Process Step: Identify Desired Occupations

5. Access O\*NET online <http://www.mynextmove.org/vets>  
Enter your MOS code(s) in the MOS Crosswalk from the “Find careers like your military job” square:
  - From your service from the **Select a branch**.
  - Enter the code or job title in the blank field.
  - Select **Find**. The results page shows civilian careers similar to your military occupation.
6. [Continuing O\*NET research]: Also try searching careers with keywords for civilian careers.

### Third Process Step: Research Occupations

7. [Continuing O\*NET research]: Select one of the career titles. The Career Report page appears showing the following information:
  - Position titles
  - Description of what they do
  - Knowledge, Skills, and Abilities (ideas for your resume)
  - Personality (traits that might appear on a career interest assessment tool)
  - Technology (software that practitioners use – an idea for your resume, if you have that skill)
  - Education level practitioners have (plus links to further information)
  - Job Outlook with average salary (plus links to further information)
  - Explore More (links to the Career Report page of related careers)
8. You can do further research on the labor market for this occupation on these sites:
  - [www.bls.gov](http://www.bls.gov)
  - [www.salary.com](http://www.salary.com)
  - [www.payscale.com](http://www.payscale.com)

### Fourth Process Step: Identify Requirements

9. [Continuing O\*NET research]: Under the Education block, if you need to, learn about training providers. You can also check the DANTES web site at <http://www.dantes.doded.mil> for training you might take now or in the future.

10. Under the Education block, check what certifications are associated with this occupation.
11. Also, check the Army COOL web site at <https://www.cool.army.mil for information> about credentialing and opportunities to acquire credentials while you are still in the Army.
12. If your chosen occupation has multiple possible certifications, and you are undecided which ones would be worth it to pursue, you may need to research job openings in your location to see which certification(s) are in demand.

#### **Fifth Process Step: Gap Analysis Worksheet**

13. Record your research findings and conclusions on the Crosswalk Gap Analysis Worksheet. You will find the Gap Analysis Form under the Course Resources. On it you should record the following:
  - Choose three related civilian occupations. Perform research (steps 6 through 9) on at least one occupation.
  - Determine education/training requirements for this occupation: list education and training you have, and then list education and training required for the occupation, and, finally, record the gap, if any.
  - Determine work experience requirements for this occupation: list the work experience you have, and then list work experience requirements for the occupation, and, finally, record the gap, if any.
  - Record job outlook and salary range findings.
  - Record your decision about where to live.
  - Determine credentialing requirements for this occupation: list credentials you have, and then list credentials required or recommended for the occupation, and finally, record the gap, if any.
  - Record any other occupational requirements you have found.
  - Record your next steps based on your findings and conclusions.

#### **Sixth Process Step: Update your ITP**

14. Fill out your ITP with the information you have gathered and conclusions about next steps. You may revise the direction on your ITP based upon what you found out. Do you need further training? Do you need to pursue a credential? Have you decided where to live? Your answers to these and other questions will affect your ITP.