Updated 05/2019 - Michael Torres

Translating Military Experience into a Civilian Resume

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1. Federal Hiring Veterans Preference Resources

• Veterans Hiring authorities - VRA, 30% Disabled, VEOA, Schedule A, Pathways

https://www.fedshirevets.gov/job-seekers/special-hiring-authorities/#content

- Application for 10-Point Preference (SF15): https://www.opm.gov/forms/pdf_fill/sf15.pdf
- A Review of Veterans Preference in Federal Government Hiring (04/20/16) https://www.opm.gov/news/testimony/114th-congress/a-review-of-veterans-preference-in-federal-government-hiring.pdf
- Vet Guide: https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/

2. Examples of Experience, Knowledge, Skills, and Abilities Database for your Occupation (O*NET)

The O*NET Program created by the U.S. Department of Labor is the nation's primary source of occupational information. Central to the project is the O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy.

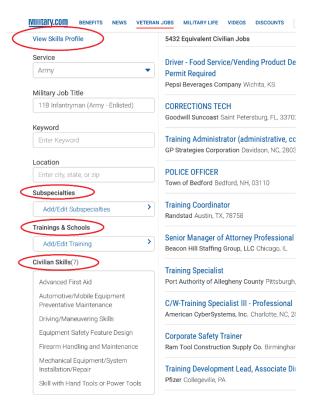
- 1. Visit https://www.onetonline.org/
- 2. In the Occupation Quick Search Box, type the name of the position you want to obtain.



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3. Military Terminology Translation Tools

- O-Net Online: https://www.onetonline.org/crosswalk/MOC?s=&g=Go
- Military.com Terminology Translator: This site can help translate skills https://www.military.com/veteran-jobs/skills-translator.
 - Although it's a job search site, it translates your skills and training.
 - You will end up on a page below. Click on the sections I circled in red below. If you add your subspecialties and Training/Schools, it will translate it to civilian terminology as well.



4. Common Translated Military Job Titles and Terms

Job Titles

- Commander = Director or Senior Manager
- Executive Officer = Deputy Director
- Field Grade Officer = Executive or Manager
- Company Grade Officer = Operations Manager or Section Manager
- Warrant Officer = Technical Specialist or Department Manager
- Senior NCOs = First-Line Supervisor
- Infantry = Security Force
- First Sergeant = Personnel Manager
- Squad Leader = Team Leader or Team Chief
- Supply Sergeant = Supply Manager or Logistics Manager
- Operations NCO= Operations Supervisor
- Squad Leader = Team Lead

General Terms

- AI= additionally skilled in
- combat = hazardous conditions
- company = company, department or section
- medal = award
- military personnel office = human resources
- mission = task/function/objective
- military occupation specialty/classification = career specialty
- squad/platoon = team or section
- reconnaissance = data collection and analysis
- regulations= policy or guidelines
- security clearance= security clearance
- service members = employees
- subordinates = employees
- TAD/TDY = business trip

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