

## Job Titles: Military to Civilian

The following suggestions may be helpful in developing your resume.

INSTEAD OF	CONSIDER
Senior Field Grade Officer (05 - 07)	Chief Executive Officer (CEO), Director Chief Operating Officer (COO), Deputy Chief Chief Administrator
Field Grade Officer (04)	Executive Officer, Deputy Director, Assistant to the Director, Operations Manager
Company Grade Officer Team (01 - 03)	Operations Officer, Program Administrator,  Supervisor
Commander	Senior Personnel and Program Manager
Warrant Officer	Senior Technician, Technical Advisor, Chief
Senior NCO (E7- E9)	Technical Advisor, Division Supervisor
First Sergeant Manager	Group Supervisor, Senior Advisor, Group
NCOIC	Supervisor, Senior Technician, Section Chief
NCO (E5- E6)	Manager, Foreman, Technical Supervisor
Platoon Sergeant	First Line Supervisor, Training Instructor
Enlisted Soldier Assistant Crew (E1 - E4)	Assembler, Specialist, Team Member,  Member, Technician
Personnel Specialist	Administrative Clerk, Personnel Records Clerk
Supply/Logistics	Shipping, Receiving, Inventory Control Clerk, Warehouse Clerk
Team/Squad Leader	Team Supervisor, Trainer

## Military to Civilian Thesaurus

<b>Military Term</b>	<b>Possible Translation</b>
31 January 2009	January 31, 2009
Admin NCO	Administrative officer, administrator, personnel manager
AR/DA PAMS	Policy, organization policy, guidance, regulations, instructions, requirement, specifications
Assigned	Employed, worked, responsible for, attached
BN, BOE, HHD, CO & Garrison	Unit, organization, staff section, widely dispersed organization, agency
Chain of Command	Executive levels, management, upper-level management
Combat	Conflict, emergency situations, crisis, crisis intervention
Combat Training	Survival skills, emergency training/instruction
Commander	Supervisor, head of, leader, director, executive, officer, commander, upper-level management
Company	Units, organizations, staff elements, activities, work centers and companies
Correspondence Course	Course, extension course, distance education, correspondence course
Deactivation	Closure, terminated operations
Deployed	Temporarily assigned, traveled
Field Exercises or FTX	Dispersed operations, training, remote training location
Field Office	Large diverse or dispersed organization, remote work site
First Sergeant	Operations Manager, supervisor, foreman
Hand Receipt Holder	Logistics manager, supply manager, equipment manager
Inspector	Examiner, troubleshooter, inspector, reviewer
Leader	Manager, supervisor, executive, management, trainer, official, conductor, chief, guide, director

### Military to Civilian Thesaurus (continued)

<b>Military Term</b>	<b>Possible Translation</b>
Master Fitness Trainer	Physical fitness instructor, fitness instructor/trainer
MILPO/PSC/PSB	Personnel center, personnel office, personnel administration office
Mission	Function, tasks, obligations, objectives, requirements, priorities, initiatives, operations
NCOs	Management, middle management, senior personnel supervisor(s), official, leader, administrator
OJT	On-the-job-training, hands-on experience
Officer(s)	Management, middle management, senior personnel, supervisors, employee(s), official(s), administrator, executive
PMCS	Preventive maintenance
Security Clearance	Security access authorization
Scattered Units	Outlying organizations, affiliated organizations, field section
Sensitive	Confidential
SID PERS	Automated personnel strength accounting system
Soldiers	Personnel, individuals, people, positions, elements, staff, clients, employees, members
Subordinates	Personnel, people, positions, staff, employees
Superior(s)	Supervisor, management, executive management
Suspense Date	Deadline
TAC NCO	Trainer, advisor, counselor (see training)
TOA	Organizational structure, staffing documents
TOY	Temporary responsibility, visiting consultant, business trips, traveled to other locations to, detailed official visits
Tasking/Detail	Assignment, job
Training	Trainer, instructor, teacher, program, instruction, training development, training
Troops	Personnel, passengers, individuals, people, positions, cadre, staff, clients, employees
Units	Supported organizations, subordinate elements, clients

## **Possible Resume Phrases for Soldiers**

- Learned and utilized the fundamentals of teamwork, leadership, safety, and quality control
- Mastered advanced soldiering skills such as teamwork, discipline, training, communication, and first aid
- Supported Infantry team in both training and operational activities
- Received consistently high evaluations
- Excelled in basic, specialized, and professional development training
- Developed strong work ethic and commitment to organization
- Handpicked to perform duties above assigned rank
- Selected to perform managerial duties in the absence of a supervisor
- Assisted supervisor in organizing and operating complex training activities
- Enforced safety regulations during hazardous simulated combat training exercises
- Collected, analyzed, and organized military intelligence and submitted verbal and written reports
- Maintained effective notes, records, and operational journal
- Maintained accountability and serviceability of thousands of dollars' worth of military weapons and sensitive equipment with no losses
- Directed operation of complex weapon system
- Coordinated with team members to operate complex weapon system according to strict safety and quality control regulations
- Computed firing data for fixed and moving targets; aimed and fired complex weapon system with precision
- Selected weapon site and target based on the analysis of incoming data
- Read and utilized schematics and technical manuals
- Coordinated fire and troop movements with other personnel and units during training exercises
- Assisted supervisor in coordinating fire and troop movements
- Communicated extensively with team members, leadership, and other agencies to coordinate weapon fire and troop movement
- Observed, assessed and recorded firing operations
- Wrote After Action Reports
- Assisted with the preparation of After Action Reports
- Followed and enforced stringent safety regulations
- Provided training and mentoring to new personnel
- Utilized compass, aerial photographs, maps, and Intelligence data to determine most effective actions
- Maintained and repaired a variety of weapons and equipment
- Observed and reported extensive data from reconnaissance missions

## Job Description Phrases

### Junior Enlisted – Team/Squad Member, Crew Member

- Received directions from supervisors and followed instructions to meet organizational goals.
- Worked as a team member to complete mission requirements.
- Operated heavy equipment and vehicles in all types of terrain and weather conditions.
- Operated complex weapon and communication systems.
- Diagnosed problems and performed minor maintenance and repairs following detailed procedures in technical manuals and publications.
- Identified electrical and mechanical problems and determined need for specialized repair services.
- Received messages for management personnel and accurately relayed information to supervisors.
- Maintained full accountability for high value items, equipment and supplies.

### Mid-Range Enlisted – Team/Squad Leader, Tank Commander, Section Chief, Supervisor

- Received instructions from management and delegated work responsibilities to employees.
- Assisted in planning training and operational activities to ensure a productive work environment.
- Planned and implemented training activities such as classes, workshops, and exercises.
- Set standards for workers. Evaluated job performance and completed evaluation reports.
- Planned and supervised preventive and corrective maintenance of vehicles and equipment.
- Reviewed technical manuals for maintenance and repair work, useful in quality control checks.
- Acted as labor relations advisor to organization manager.
- Helped workers understand responsibilities, identified problem areas, and outlined corrective actions.
- Implemented safety and security rules and procedures to ensure a safe work place.
- Used written guidance to establish files and complete reports.
- Submitted reports as scheduled, using MS Office and military database software.

### Senior Enlisted – 1<sup>st</sup> Sergeant, Sergeant Major, CSM, Project/Program Manager

- Principal employee relations advisor and assistant to senior management.
- Directed employee activities to achieve and maintain a highly productive workforce.
- Shared responsibility for employee relations for an organization of workers.
- Evaluated personnel requirements; recommended assignment of workers within the organization.
- Made recommendations to the manager following research on matters including discipline, reassignment, and promotion and incentive awards.
- Developed special training programs to meet unique needs or resolve problems.
- Evaluated new work requirements, identified required tasks and resources. Assisted in implementing the process in subordinate organizations.
- Evaluated work in progress and tracked timeliness.
- Resolved conflicts between operating units of the organization.
- Developed and implemented training programs; evaluated instruction and performance outcomes.
- Represented unit director at staff meetings at focal and corporate levels.
- Set policy and determined procedures. Ensured junior and mid-level leadership personnel were all trained to meet implementation schedules.

### NOTE:

- ❖ *When applicable, quantify experience with metrics such as numbers, quantities, dollars, percentages, scope, size, frequency, etc.*
- ❖ *For additional job descriptions, see <http://www.onetcodeconnector.org>*

## **COMBAT ARMS OR MILITARY EXPERIENCE**

### **Leadership**

- Planned and trained personnel in military tactics, airborne assault, weapons, and explosives, night vision devices, radios, and winter survival equipment.
- Supervised operations of a \_\_\_\_ member team as the shift commander.
- Prioritized workload and assignment duties, often with a very short notice.
- Supervised \_\_\_\_ to \_\_\_\_ person teams, overseeing health and welfare of members.
- Motivated team to perform in stressful conditions and meet deadlines.
- Conducted monthly job performance, goal setting, and career development counseling.
- Inspected weapons, ammunition, and equipment to ensure all were in proper working order.
- Dispatched personnel to remote areas, set-up communication lines, and secured perimeters.

### **Physical Fitness**

- Developed and implemented a physical fitness program which improved overall fitness for the organization.
- Led team in physical fitness training and long and short distance runs.
- Achieved master fitness level by scoring 290 out of 300 points on physical fitness tests.

### **Security/Safety**

- Manned road blocks, supervised vehicle checks, requested identification, and searched for illegal drugs, paraphernalia, and weapons.
- Maintained duty log. Coordinated hourly perimeter checks and changing of the guard.
- During 24 - hour shifts, answered two telephone lines and coordinated company meetings, building inspections, and personnel accountability.
- Supervised building security and restricted access only to authorized personnel.
- Coordinated visits of guests, delivery people, and residents from other buildings.
- Organized safety briefings. Coordinated fire drills, building inspections, and escape routes in a three-story 300 room residence hall.

### **Hazmat**

- Completed 80-hour chemical and hazardous materials (NBC) management course.
- Detected hazardous materials with specialized equipment.
- Cleared and marked areas that were contaminated and designated safe areas.
- Decontaminated personnel, weapons, and equipment.
- Handled and stored hazardous material in compliance with local, state, and federal regulations and standards.

### **Transportation**

- Three years accident-free driving in all types of terrain and environmental conditions.
- Maintained a 100% accident and incident-free record.
- Transported sensitive and hazardous material in compliance with local, state, and federal regulations.

### **Weapons/Combat Lifesaver**

- Qualified expert with weapon systems for three consecutive years.
- Completed 40-hour course and taught to insert IV's, take pulse rates, treat for shock, apply bandages and splints, stabilize injured personnel, and assist as needed.

## PHRASES FOR SPECIAL SITUATIONS

### Recruiter

- Recruited and interviewed \_\_\_\_ potential candidates for employment per year.
- Visited high schools to present opportunities for training, education and employment.
- Advised potential applicants on training opportunities, prerequisites, working conditions, benefits, and application procedures.
- Determined eligibility of applicants for various programs and types of positions.
- Managed a recruiting office of \_\_\_\_ sales and marketing *staff*.
- Developed plans and assigned work.
- Trained employees, set standards, and evaluated performance. Identified weaknesses and conducted remedial training to improve technical skills and expertise.
- Assigned and adjusted recruiting quotas.
- Planned and implemented direct and indirect marketing activities, including mass media campaigns.
- Budgeted and managed marketing funds and resources in excess of \$ \_\_\_\_

### Instructor

- Helped develop curriculum for established training programs.
- Identified course objectives and constituent tasks. Developed outlines, scripts, and training materials.
- Conducted vocational training classes. Taught technical skills and concepts.
- Administered and graded tests. Counseled individuals regarding educational progress.
- Observed in-class student work and provided individual training when needed.
- Requested and used training materials and equipment.
- Identified potential course improvement. Made recommendations to school / program administrators.
- Collected data and submitted reports regarding student progress and course administration.

### Reenlistment NCO

- Advised employees of career development opportunities / benefits associated with continued service.
- Counseled applicants on eligibility for special career development programs and reenlistment.
- Researched applicant options and eligibility using written and automated resources.
- Entered information into an automated database to finalize all related personnel actions.
- Advised supervisors on potential candidates for reenlistment and status of ongoing personnel issues.
- Provided information to supervisors on related personnel policies, procedures, and rules.
- Collected and organized data. Created and maintained files. Submitted accurate and timely reports.

### Drill Sergeant

- Conducted intensive vocational and motivational training of young men and women.
- Coordinated training resources and support.
- Supervised \_\_\_\_ trainers and instruction in vocational and motivational training of young men and women.
- Evaluated suitability of students for continued enrollment.
- Maintained discipline and recommended expulsion for those lacking required motivation and aptitude.
- Identified students not making satisfactory progress.
- Counseled students on standards of course and assisted them in mastering technical material.
- Motivated students to succeed and overcome emotional and behavioral problems.
- Supervised \_\_\_\_ students in all aspects of classroom instruction and vocational training.
- Identified morale and motivational problems. Referred individuals for professional counseling.

## Translating Military Schools into Civilian Language

An important resume issue is the translation of military schools and training into civilian terms. Regardless of the level of training or education, your attendance and completion demonstrate to potential employers your perseverance and ability to learn.

Many military schools focus on developing management and leadership skills and instilling basic military values. Your task is to relate your training to your job objective and target employment opportunities.

The table below offers some suggested translations. Some schools and courses are peculiar to a given military service.

For those schools/colleges whose training program or course duration exceeds 3 months, we also recommend listing the course length on your resume.

Military School	Civilian Translation
War College	Executive Military Leadership School
Command and Staff College	Senior Military Leadership School
Combined Arms Staff College	Officer Leadership School
Officer Advanced Course	Advanced Officer Leadership School
Basic Officers Course	Entry Level Officer Leadership Course
Advanced Non Commissioned Officers Course (ANOC)	Advanced Leadership and Management Development Course
Basic Non Commissioned Officers Course (BNOC)	Leadership and Management Development Course
Warrior Leaders Course (WLC) -or- Primary Leadership Development .Development Course (PLDC)	Introductory Leader Development Course
Advanced Individual Training (AIT)	Advanced Skill Training
Basic Training	Introductory Military Training

**SOURCE:** Adapted from Carl S. Savino, Major, USAR (Ret.), and Ronald L. Krannich, Ph.D., Military-to-Civilian Resumes and Letters (Impact Publications) pages 84-85. Copyright 2007. All rights reserved.