2025 TAP CURRICULUM

MILITARY OCCUPATIONAL CODES CROSSWALK

Version 2.0

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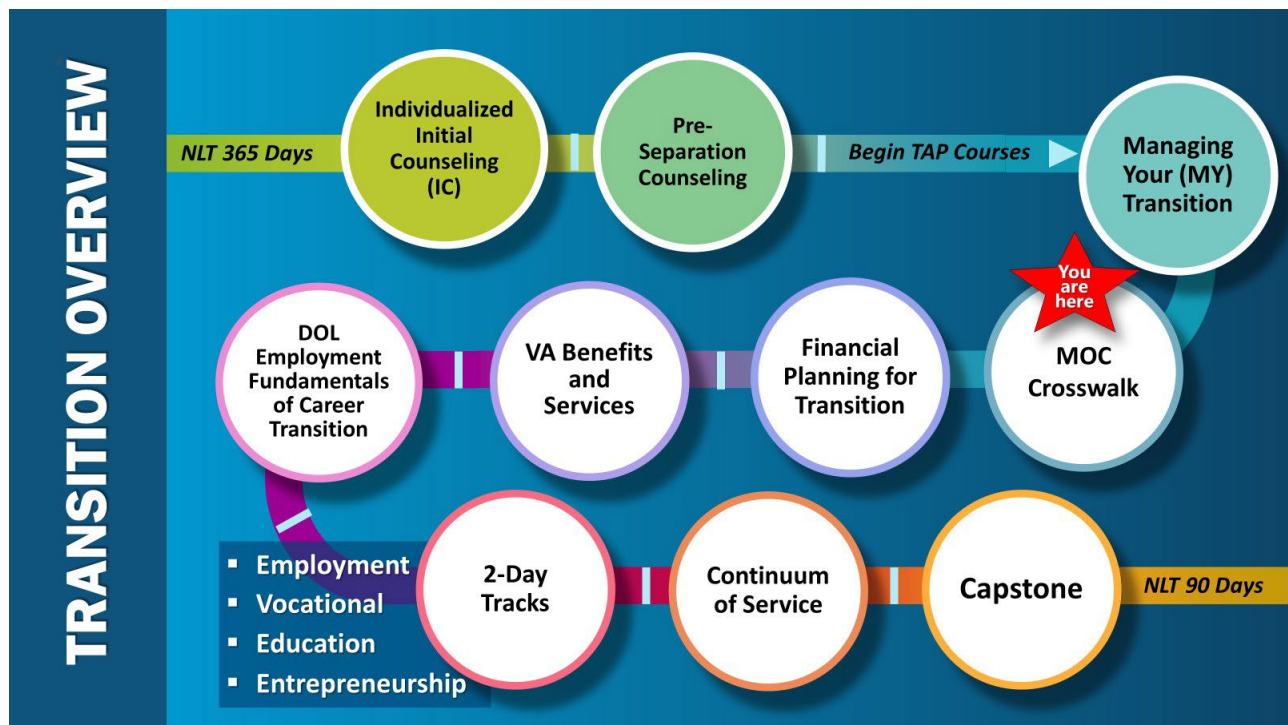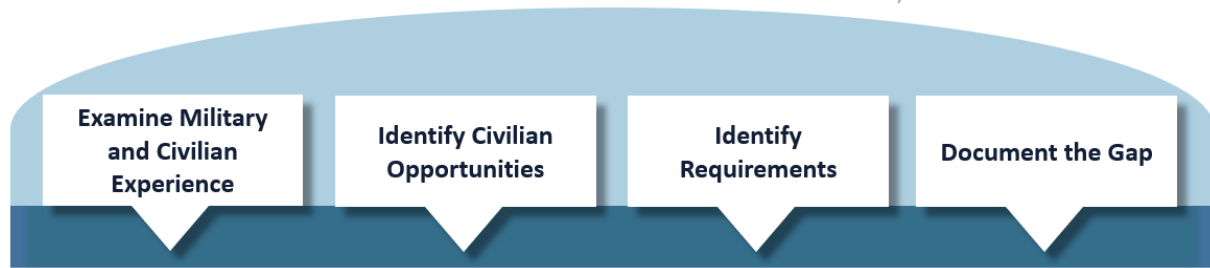
Military Occupational Codes (MOC) Crosswalk

MOC Crosswalk Overview

The purpose of this module is to identify skills, education, training, and credentials obtained before and during the military and align them with civilian opportunities. Whether you have already identified your future career or you plan to seek further training, this module allows you to document the skills you have developed thus far and explore potential careers and credentials.

The Gap Analysis form documents the gaps in your skills, education, and credentials and is the Career Readiness Standard (CRS) for the MOC Crosswalk course. For Reserve or Guard members returning to civilian employment, this course helps align military training with current and future career goals.

Learning Objectives

- Interpret military and civilian documentation to identify skills, education, training, and credentials gained before and during military Service.

- Identify required education, training, and/or credentials for specific career fields.

- Identify gaps between civilian occupational requirements and current skills, education, training, and credentials.

Examine Military and Civilian Experience	Identify Civilian Opportunities	Identify Requirements	Document the Gap

MOC Crosswalk Process

The crosswalk process is as follows:

1. Examine your military and civilian experience and training records.

2. Identify civilian occupations/careers that correlate to your career goals and interests or identify a career field.

3. Identify the skills, education, training, and credentials required for the identified occupation/career field.

4. Document the gap between your current skill set and what is required for the identified civilian occupation/career field.

Gap Analysis

The Gap Analysis form documents the MOC Crosswalk process and provides a visual presentation of the "gaps" in your education, experience, and credentials. The document has three columns that are completed in the following order:

- **Left column—Experience I Have Now** captures the skills, education, training, and credentials you gained in the military and civilian sector.

- **Right column—Requirements For What I Plan to Do** identifies the skills, education, training, and credentials required to qualify for a chosen civilian occupation.

- **Middle column—What I Need to Bridge the Gap** documents the gap between what you possess currently (left column) and what you need to acquire to qualify for your chosen civilian occupation (right column).

The following is an example of a MOC Crosswalk documented on the Gap Analysis form. Service-specific Gap Analysis examples for enlisted personnel and officers are included in the Appendix.

Gap Analysis—Army Enlisted

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now Current MOC: 31B Military Police Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.	What I Need to Bridge the Gap	Requirements For What I Plan to Do Civilian Occupation: Welder *Use Results from MilGears to complete this column.*
Skills I have: **Knowledge: Excel; Distribution of products; Customer service and Geometry). Skills: Problem solving. Other: Adaptability; Attention to detail; Integrity; Dependability. Supervises small sections in support of security and installation law and order operations. Enforces traffic regulations; traffic accident investigation; maintains traffic control; law enforcement investigations; and applies crime prevention measures. Prepares reports, forms, and records on MP operations and processes evidence.**	Skills I need to obtain: **Weld components in flat, vertical, or overhead positions. Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.**	Skills this occupation requires: **Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products**
Education and training I have: **Phase 1 and 2, Basic Military Police; Risk Management Basic Course; Leadership Communication Skills; Combat Life Saver Course; Unit Supply Specialist** **AA – General Studies**	Education and training I need to obtain: **CERTIFICATES: 1) Certified Welder or 2) Certified Associate Welding Inspector – both American Welding Society; both are Core certificates. 1) Senior Certified Welding Inspector – American Welding Society; Advanced TRAINING: J Sergeant Reynolds Community College, Richmond, VA**	Education and training this occupation requires: **Certificate after high school or high school diploma/ GED**
Credentials (license, certification, certificate) I have: **Secret Security Clearance; Expert Marksmanship**	Credentials (license, certification, certificate) I need to obtain: **American Welding Society (www.aws.org) Exam Required for certification with renewal every 5 years**	Credentials (license, certification, certificate) or any other requirements for this occupation: **Certified Welder**

Documents for Transition

Much of the information to be included on the Gap Analysis has already been captured elsewhere. The following are descriptions of the various documents available to assist you in completing the Gap Analysis:

Verification of Military Experience and Training (VMET)

The VMET is a complete history of military training and work experience for all Services except the Coast Guard. It is a record of every position you have held, dates of rank, and position descriptions. For training, it lists schools you have attended for the military, including dates of attendance, length of the course, learning objectives, and course descriptions.

It may also include off-duty education as well as foreign language proficiencies. Civilian equivalent job titles for MOC/MOS/Ratings/AFSC are included for enlisted ranks. Officers should refer to their Officer Evaluation Report (OER) and Officer Record Brief (ORB) for this information.

Download your VMET at
https://milconnect.dmdc.osd.mil/milconnect/public/faq/Training-VMET.

As you complete the Gap Analysis, review your VMET for the following:

- Occupation and course descriptions to capture additional hard and soft skills

- Education and training completed

- Credentials awarded

Below is a sample VMET with the relevant sections labelled.

OCCUPATION: 6317, Aircraft Communications/Navigation/Weapon Systems Technician

Duty and Occupation Code

PRIMARY OCCUPATION:

MARINE CORPS, ACTIVE: STAFF SERGEANT, Pay Grade E-6 JUL 2019 -JAN 2022 (2 Years 6 Months)

MARINE CORPS, ACTIVE: SERGEANT, Pay Grade E-5 MAR 2017 - JUL 2019 (2 Years 4 Months)

OCCUPATION DESCRIPTION FOR: 6317   Occupation Description

(MCE-6317-002, Exhibit dates FEB 2009 - JUL 2021)

Installs, removes, inspects, tests, maintains, and repairs components, subsystems, and ancillary equipment on installed aircraft communications, navigation, and deceptive electronic countermeasures systems.

RELATED CIVILIAN OCCUPATIONS FOR: 6317   Related Civilian Occupations

Avionics Technician (DOT 823.261-026)

Avionics Technicians (ONET 49-2091.00)

Communications Electrician Supervisor (DOT 823.131-010)

Data Processing Equipment Repairers (OES 85705)

Training Dates, Course Number, and Length

MILITARY TRAINING: MAR 2019 - APR 2019

NAVY COURSE: A-012-0077, Instructional Delivery Continuum (IDC) - Journeyman Instructor Training (JIT)

LENGTH: 2 weeks (80 hours)

COURSE DESCRIPTION FROM AMERICAN COUNCIL ON EDUCATION:

Course Description

(NV-1406-0044, Exhibit dates SEP 2010 - SEP 2015)

Upon completion of the course, the student will be able to deliver lectures employing recitation, questioning, self and group-paced methods of instruction, technology aids, and case study techniques. They will also be able to apply some motivational techniques to encourage learning.

Topics include audiovisual materials, discussion, case studies, learner presentations, classroom exercises, computer- based training and lecture, communication techniques, learning objectives, instructional technology, case studies, motivation, self- and group-paced methods of instruction, and questioning techniques.

Check your VMET to ensure it is up to date. Typically, there is a 3- to 6-month lag between the date of an activity and when it appears on your VMET. The Date of Information (block 5) on your VMET document indicates the last date your information was received from the Services and added to your VMET. An incomplete VMET has no effect on transition. For information on updating your VMET, visit https://milconnect.dmdc.osd.mil/milconnect/public/faq/Training-VMET.

Employee Summary Sheet (ESS-CG) (U. S. Coast Guard)

Members of the Coast Guard do not have a VMET. The equivalent document for the Coast Guard is the Employee Summary Sheet (ESS-CG). The ESS-CG provides the following information:

- Positions held in the Service
- Ranks and dates attained
- Education completed
- Training Management Tool (TMT), Direct Access, and other training courses
- Competencies, specialties, and qualifications attained
- Medals and awards and dates received

To obtain a current copy of your ESS-CG, use your CAC to access https://cgbi.osc.uscg.mil/. A CAC is required to access your ESS-CG; it may not be available after separation/retirement. Only CG personnel have access to this site.

Service-Specific Documents

Service transcripts, which are available for all ranks, are used to validate a Service member's military occupational experience and training and the corresponding American Council on Education (ACE) college credit recommendations. Transcripts identify competencies and strengths along with how they might apply to various civilian career paths. Content may replicate what is included on the VMET and ESS-CG.

The following chart provides information on the various Service transcripts:

Service	Name	Description	How to Obtain
Army, Coast Guard, Navy, Marine Corps	Joint Service Transcript (JST)	Identifies: • Graduate, upper, lower, and vocational credit recommendations • Course hours and descriptions • Military experience	https://jst.doded.mil/jst
Army	Enlisted Records Brief (ERB) Officer Record Brief (ORB) Soldier Record Brief (SRB) ***** Soldier Talent Profile (STP)	Identifies: • Military Education Courses • Additional Skill Identifiers (ASI) • Special Qualification Identifiers (SQI) • Civilian Education Degrees completed • Overseas Service History • Awards and Decorations • Assignment History	https://iperms.hrc.army.mil ***** https://ipps-a.army.mil/
Marine Corps	Basic Training Record (BTR) ***** Electronic Training Jacket (ETJ)	Identifies: • Military Training • Foreign Language Skills (if applicable) • Special Skills Schools ***** • Service History • Education data o Degrees & Courses	https://sso.tfs.usmc.mil/sso/LoginRequest.do ***** https://mctims.usmc.mil/ElectronicTrainingJacket/Pages/index.aspx.

		o Recommended ACE Credits o Service Schools • Language Skills • Qualifications • Certifications • Awards • Military Training History	

Navy	Electronic Training Jacket (ETJ)	Identifies:
		• Service History
		• Education
		  o Degrees & Courses
		  o Recommended ACE Credits
		  o Service Schools
		• Language Skills
		• Qualifications
		• Certifications
		• Awards
		• Military Training
		• History
			https://ntmpsweb.dc3n.navy.mil/etjclient/Login.aspx

Air Force, Space Force	Community College of the Air Force (CCAF) Transcript (Enlisted) ***** MyVector—See My Experience (Officers and Enlisted) ***** Single Unit Retrieval Format (SURF) or "Record Review RIP"	Identifies: • Education and training • Military experience ***** • Degree history • Service (Duty) History • Deployment History • Special Experience Identifiers (SEI) ***** • Academic Information (Degrees) • Language Skills • Service History	https://www.airuniversity.af.edu/Registrar/Transcript-Requests/ ***** https://myvector.us.af.mil/myvector/Home ***** https://afpcsecure.us.af.mil

Coast Guard	U.S. Coast Guard Record of Professional Development (CG-4082)	• Identifies: ○ Academic courses ○ Military courses ○ Qualifications completed ○ Dates of completion • Provides grades (if applicable) • Supplements the JST	Request from administrative office
	*****	*****	*****
	Transcript of Sea Service (TOSS)	• Sea Service History (Primarily helpful for those seeking Mariner Credentials or Careers	Request from administrative office

Civilian Documents

You may have obtained skills, education, training, and credentials prior to joining the military or during your off-duty hours. The following may be used for documentation:

- academic transcripts
- federal or civilian resumes
- professional evaluations
- letters of recommendation
- licenses
- certifications
- certificates

Information from these documents should be included on the Gap Analysis.

Credentialing

Some occupations have professional and technical standards required to perform the job. The process of meeting these standards and earning official recognition in the form of licenses, certifications, or certificates is also known as credentialing.

Types of Credentials

License—Governmental agencies (federal, state, or local) grant licenses to individuals to practice a specific occupation, such as a medical license for doctors. Licenses are typically mandatory.

Certification—Non-governmental agencies, associations, and private-sector companies may grant certifications to individuals who meet predetermined qualifications, generally set by professional associations.

Certificate—Training programs may award a certificate of attendance or completion. This signifies the individual attended the training and information was provided, but does not show proof of competency.

Licenses and certifications supply documented proof of your ability to perform in a certifiable career field by validating professional knowledge and skills gained through experience, education, training, and testing. However, not all credentials obtained in the military are recognized by civilian credentialing agencies. Many credentials are recognized by either the military or the civilian sector; some are recognized by both.

Some of your military trainings may have included requirements that will lead to a state or federal license, certification, or certificate. If completing the requirements was part of a training event, the credential may be listed on the VMET, JST, CCAF transcript, ESS-CG, or CG-4082.

If the credential was completed outside of the military, during off-duty hours, or prior to entering the military, it will not be documented unless the certified proof of completion was provided to the Service.

Credentialing Opportunities Online (COOL)

COOL is another way to obtain a credential. During your time in the Service, you may have completed the training and have the experience necessary to obtain a credential. Service-specific COOL websites provide the information needed to determine if your MOC/MOS/Ratings/AFSC relates to a credential.

COOL websites also help determine if you are eligible for a credential and explain the steps required to meet civilian certification and licensure requirements related to your current ratings, job, designators, or future occupations.

U. S. Army COOL
https://www.cool.osd.mil/army/

Department of the Navy COOL
https://www.cool.osd.mil/usn/

U.S. Marine Corps COOL
https://www.cool.osd.mil/usmc/

U.S. Air Force COOL
https://afvec.us.af.mil/afvec/af-cool/welcome

U.S. Coast Guard COOL
https://www.cool.osd.mil/uscg/

As you conduct research on COOL, you may find that you have credentials in an occupation other than the one you plan to pursue. Do not discount their usefulness; they could prove to be important in a related career. Be sure to add all credentials to your Gap Analysis.

You are now prepared to begin completing the blank Gap Analysis located in the Appendix.

Left Column—Experience I Have Now

The left column of the Gap Analysis captures the job preparation and qualifications you gained prior to and while serving in the military. Use the information below and the documents for transition mentioned in the previous section to determine your hard and soft skills and to identify your civilian and military education, training, and credentials.
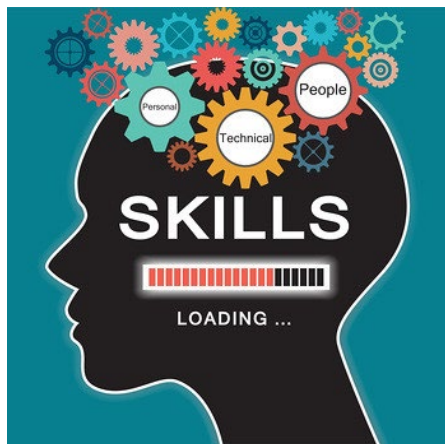
Skills: Hard and Soft

Hard skills, also referred to as technical skills, are defined as specific, teachable knowledge or abilities which can be measured and defined. If you speak a foreign language, can code in Python, or perform CPR, an employer can easily test these skills.

Soft skills, also called non-technical skills, are harder to define as they are characteristics based on personality and interpersonal interaction. Common soft skills include leadership, team building, and problem solving.

As a Service member, you have received extensive, formal training in both hard and soft skills, but it can be the soft skills such as teamwork, oral and written communication, and continuous learning that employers value most.

Activity: Finding Your Skills

Step 1: Think about the tasks you complete daily. Do you use a computer, analyze data, conduct briefings, repair radios, work on vehicles, or speak a foreign language? What skills are required to complete these tasks? What skills did you obtain prior to joining the military? Use your documents for transition to identify your skills. Determine if they are hard or soft skills and add them to the chart that follows.
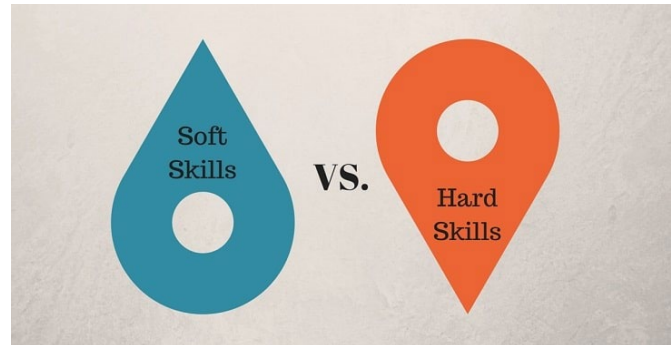
SOFT SKILLS	HARD SKILLS

Step 2: The following chart contains soft skills common to Service members as identified by a RAND study. Review the list, determine which skills you have, and add them to the chart above.

For further assistance in determining and translating your skills, see additional RAND study findings in the Appendix.

Skill Name	Definition	Synonyms
Leadership	Influencing and inspiring others by providing purpose, direction, and motivation to accomplish the organization's goals.	Management Guidance Organization Initiative Mentor
Decision Making	Choosing the best solution or option in a timely or decisive manner.	Judgment Resolution
Persistence	Working hard to achieve a goal or accomplish an assigned task.	Perseverance Grit
Handling Work Stress	Functioning effectively under pressure, remaining composed under pressure and high-stress situations.	Resilient Adaptable Flexible
Dependable	Diligently following through on commitments and meeting deadlines consistently.	Reliable Responsible Trustworthy
Attention-to-Detail	Diligently checking work to ensure that all essential details have been considered.	Conscientiousness Discipline Autonomy
Interpersonal Skills	Recognizing and accurately interpreting the verbal and nonverbal behavior of others.	Oral communication Intercultural skills
Teamwork	Establishing productive relationships with other team members to perform team tasks and improve performance.	Cooperation Collaboration
Oral Communication	Persuasively presenting thoughts and ideas; attending to and interpreting verbal messages and other cues.	Persuasive speaking Active listening Two-way communication

Skill Name	Definition	Synonyms
Training Others	Planning, organizing, and conducting activities that increase the capability of individuals or organizations.	Developing Mentoring
Managing the Work of Others	Organizing, coordinating, and leading subordinates in work efforts to accomplish organizational goals.	Administering Organizing
Critical Thinking	Actively and skillfully conceptualizing, analyzing, synthesizing, and evaluating information to formulate options and reach a conclusion.	Analytic thinking Problem solving
Written Communication	Communicating thoughts, ideas, and information in a logical, organized, and coherent written manner.	Writing
Project Planning	Identifying resources, planning, organizing, scheduling, and coordinating tasks and activities.	Project management Strategic planning
Situational Awareness	Perceiving, analyzing, and comprehending critical elements of information in one's environment.	Responsiveness Attentiveness
Adaptability	Responding quickly and effectively to uncertain and unpredictable work situations.	Active learning Situational flexibility
Continuous Learning	Taking the necessary actions to develop and maintain knowledge, skills, and expertise.	Adaptive learning Willingness to learn
Behaving Ethically	Behaving in an honest, fair, and ethical manner and encouraging others to do the same.	Integrity
Operating Safely	Identifying and carefully weighing safety risks in making decisions and adhering to safety rules.	Safety Risk management

Translating Your Skills

One of the most challenging and essential tasks when preparing for transition is translating the skills you gained during your military Service into terms that employers and higher education personnel can understand. **Start by avoiding the use of military jargon and acronyms when describing your skills.** Consider using the actions below to learn the appropriate civilian terminology for the career field you plan to pursue:

- Schedule informational interviews with employees in the position you are pursuing.

- Find a mentor who is working in your desired career field.

- Use LinkedIn to follow companies and connect with professionals in the field.

- View related YouTube videos, read industry professional articles, posts, and blogs, and search job descriptions for skills which overlap with or match your skills.

Using the terminology used by civilians to describe your skills gained in the military will help employers and higher education personnel understand how you can benefit them and fit in to their environments. The ***Department of Labor (DOL) Employment Fundamentals of Career Transition (EFCT)*** course found at www.TAPevents.mil/courses explores translating military terminology into civilian terms and provides resources to assist with translation during your employment search and after transition.
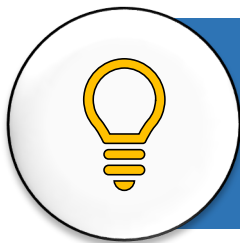
Avoid military jargon and acronyms

ACTIVITY: Left Column—Experience I Have Now

Experience I Have Now

Current MOC:

_____

Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.

Skills I have:

Education and training I have:

Credentials (license, certification, certificate) I have:

1. Use the list of skills you created and your military and civilian documents for transition to locate the following information:

    a. Skills
    b. Education and Training
    c. Credentials (license, certification, certificate)

2. Complete the **Left Column— Experience I Have Now** of the blank Gap Analysis located in the Appendix.

Right Column—Requirements For What I Plan to Do

CHOOSING A CIVILIAN CAREER

55% OF SERVICEMEMBERS ARE LIKELY TO PURSUE A **DIFFERENT CAREER THAN THEIR MILITARY SPECIALIZATION**

Source: Institute for Veterans & Military Families, Syracuse University, November 2015
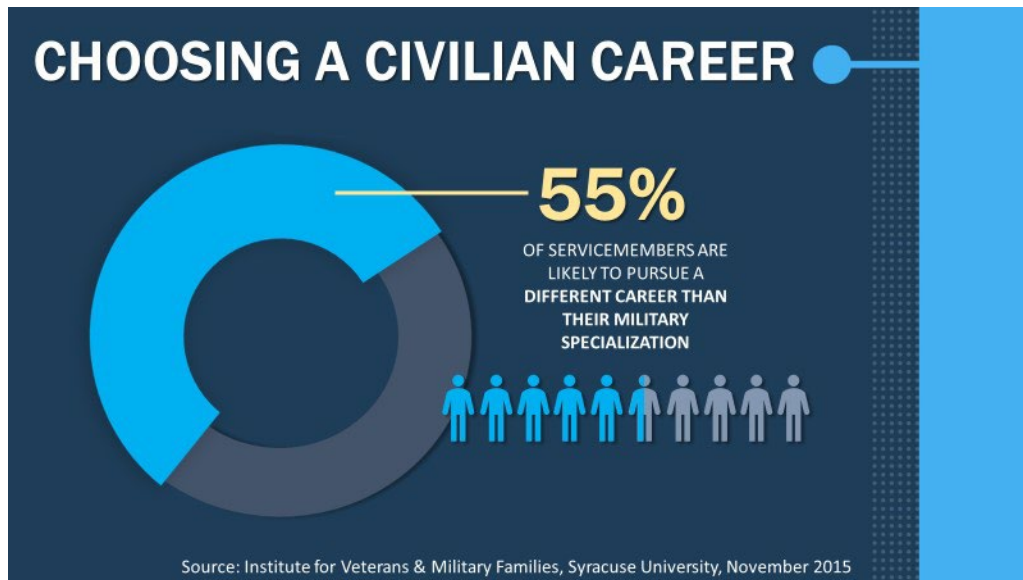
Choosing a Civilian Career

Some individuals leave the military with a clear vision of their civilian careers. Some seek positions similar to what they did in the military while others change career fields completely. According to research conducted by Syracuse University's Institute for Veterans and Military Families, "55% of servicemembers said that they are likely to pursue a different career than their military specialization."[1] Fortunately, for those making a career change, there are tools available to assist in identifying possible civilian careers.

A self-assessment tool can assist you in choosing your next career by identifying what motivates you in the workplace and suggesting opportunities that align with your interests. While career assessment tools are the product of decades of research and career theory development, they are not intended to identify the "perfect" career for you. However, a self-assessment can help you discover what is important to you, focus your job search, and help you evaluate your options.

Even if you already know what career you want to pursue, personal assessments can confirm your choice and offer you a deeper understanding of how to best position yourself for success.

[1] C. Zoli, R. Maury, & D. Fay, Missing Perspectives: Servicemembers' Transition from Service to Civilian Life—Data-driven Research to Enact the Promise of the Post-9/11 GI Bill (Institute for Veterans & Military Families, Syracuse University, November 2015).

MilGears

The right column on the Gap Analysis captures information about the occupation you are interested in pursuing after military Service. MilGears—a platform designed to support professional development—is used to complete a self-assessment and conduct career exploration to determine the requirements for a civilian career.

MilGears combines education, training, and professional experience to create a personalized pathway toward career development for those entering the military, active-duty and transitioning Service members, veterans, and family members.

The MilGears suite of tools provides custom results and documentation to help you plan and achieve your goals by highlighting career possibilities and helping you visualize how to reach those goals.

The MilGears experience allows users to:

Explore different career paths and learn about interesting roles.

Assess how current experience lines up with job demands and requirements.

Connect with workforce and educational opportunities to advance career goals.

The following MilGears tools aid in completing the right column of the Gap Analysis during the course and support further career research during and after transition:

- **Quick Explorer/Interests**—complete a self-assessment based on interests.
- **Quick Explorer/Career Goals**—explore civilian career opportunities.
- **Engage My Career**—upload personal files to receive career recommendations related to experience, education, and training.

To learn more about MilGears, visit https://milgears.osd.mil/.
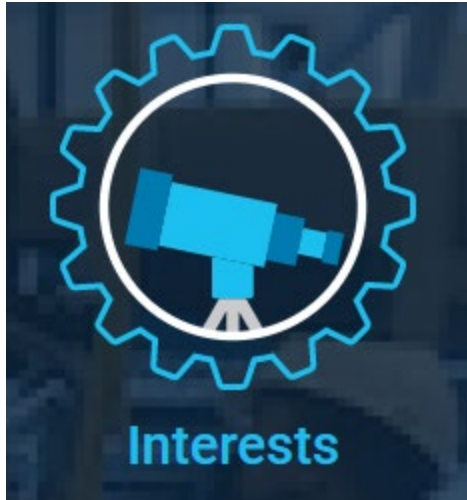
MilGears Interest Profiler

The MilGears Interest Profiler is a useful tool for those who are looking for a civilian career and are unclear about what type of work interests them. It measures career-related interests and suggests careers that require the knowledge, skills, and abilities that align with interests.

  ACTIVITY: Quick Explorer Interest Profiler
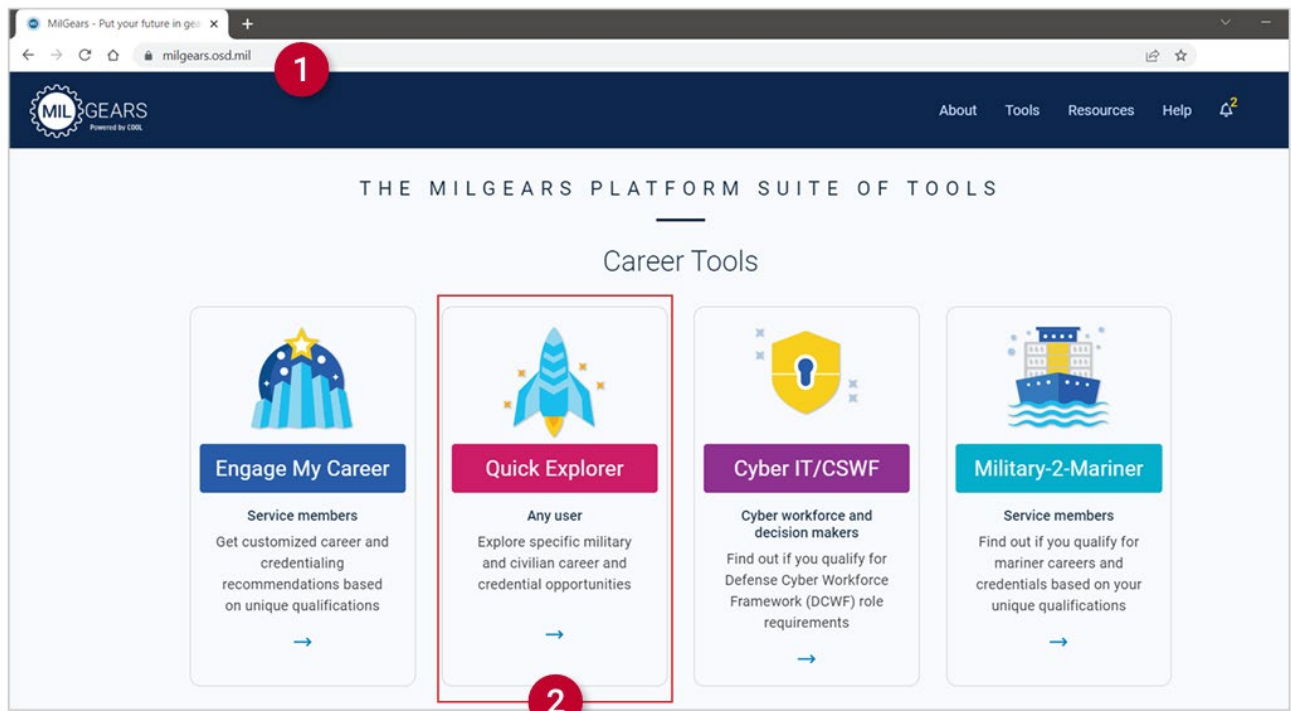
1. Navigate to https://milgears.osd.mil using your web browser.

2. Scroll down and select **Quick Explorer.**
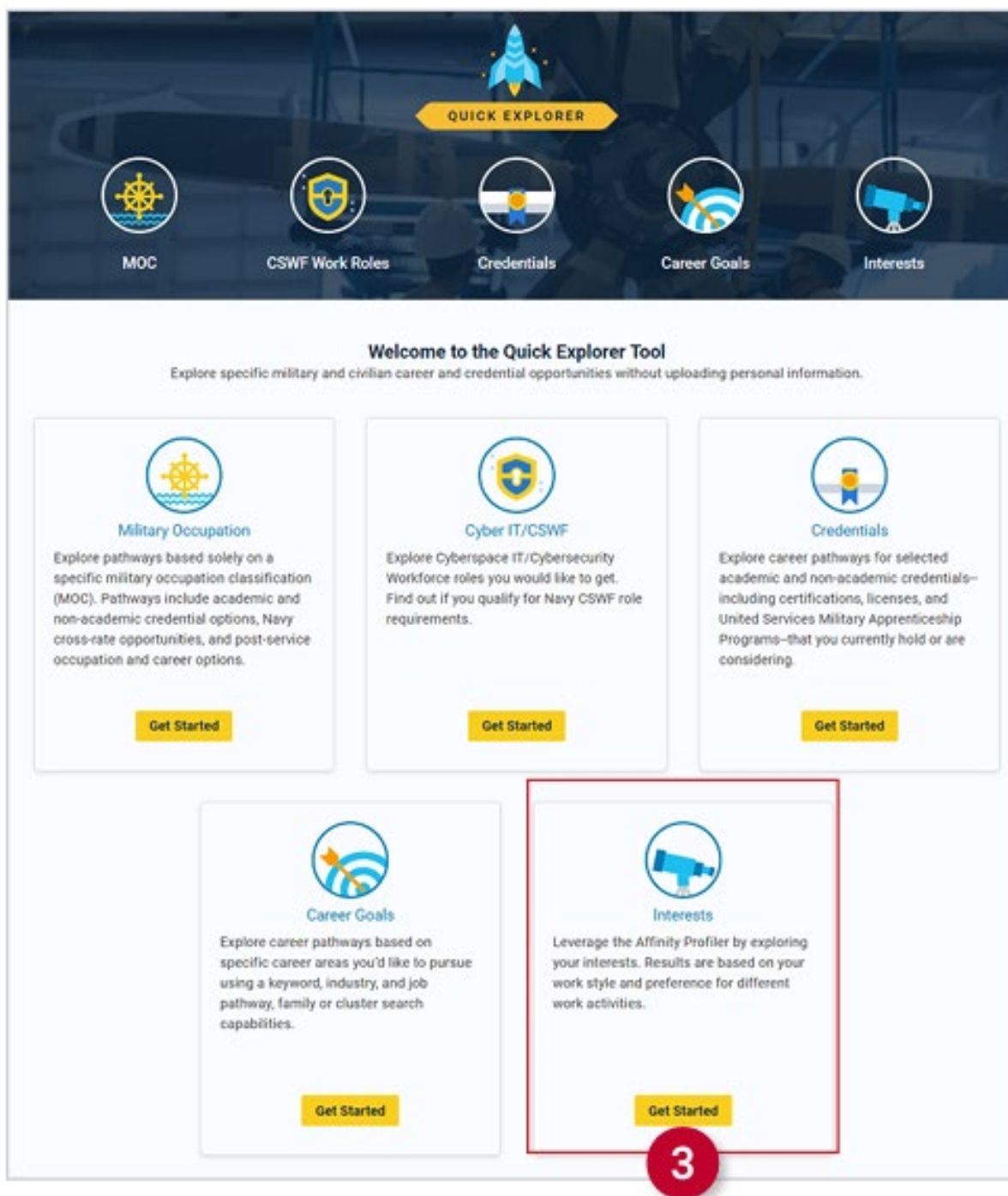
3. Click **Get Started** under **Interests**
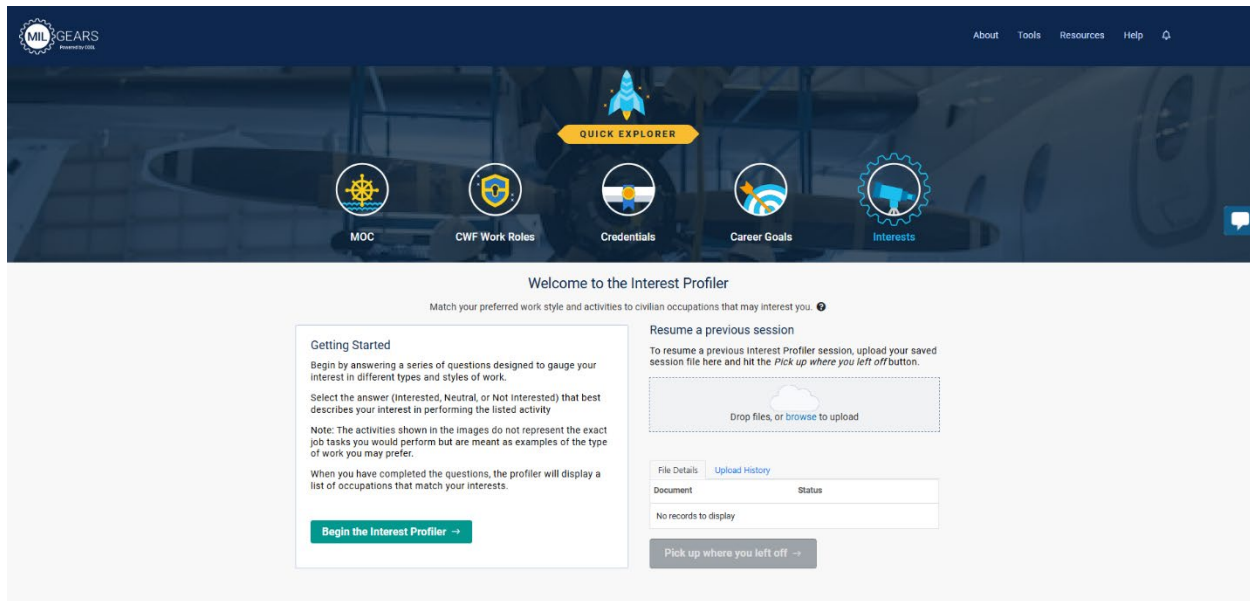
On your first visit, the Welcome to the Interest Profiler page allows you to **Begin the Interest Profiler.** If you choose to **Save Progress** during your session, you can use this page during future sessions to upload your saved session file and resume a previous Interest Profiler session.

Complete the Interest Profiler Survey to match your preferred **work style and work activity** to occupations that may interest you.

1. Each question will feature a set of images that represent a particular work style. The activities shown in the images do not represent the exact job tasks you would perform but are examples of the type of work you may prefer.

2. Select either: **Interested, Neutral,** or **Not Interested** to best describe your level of interest. Once you answer a question, you cannot return to it until you have finished the entire survey and received your results. (Using the browser Back button will take you back to the beginning of the survey.)

Take your time and answer honestly

After completing the questionaire, select "Save Progress" at the bottom of the page. This will allow you to return to the results of your Interest Profiler at a later time.

Option 1: Occupations Based on Interest Profiler

1. When you have completed the survey, the profiler will display occupations that match your interests.

2. Explanations for all occupation card icons can be found by clicking **What do the icons mean?**

3. You can also **filter** results by careers, salary, minimum requirements, job growth, job openings, STEM (Science, Technology, Engineering, Math) jobs, and Occupations with USMAP and Registered Apprenticeships.

4. You can compare multiple occupations across important job characteristics by selecting the **Add to Compare** feature.

5. You also have the option to go back and **change your answers**.

6. Choose a career you would like to explore and click **View Job Details.**

7. You can also save your answers and return to your session later using **Save My Progress.**

1. The Job Details section provides you with up-to-date and accurate information on the job description, salary, and job outlook along with the opportunity to search for job openings and apprenticeships in this field.

2. This column lists **top skills** that employers are looking, best states for this job, related industries employed, and related federal occupations.

3. This column shows **related military occupations** and **related job titles.**

4. You can also look at related work activities, certifications, education, SkillBridge apprenticeship opportunities, and job openings in this field.

   Note: Not all options will appear for every occupation. These tabs vary based on opportunities linked to the selected occupation.

5. Once you've finished exploring this occupation, you can go back to the results page to view other occupations by clicking **Back.**

Option 2: Occupations Based on Career Goals

If you have already narrowed your career choices, MilGears Career Goals can provide information on the education, experience, and credentials necessary to be successful in your chosen field or career.

MilGears Career Goals provides the opportunity to explore military, federal, and civilian occupations. Civilian occupations are explored during this course.

✏️ **ACTIVITY: Quick Explorer Career Goals**
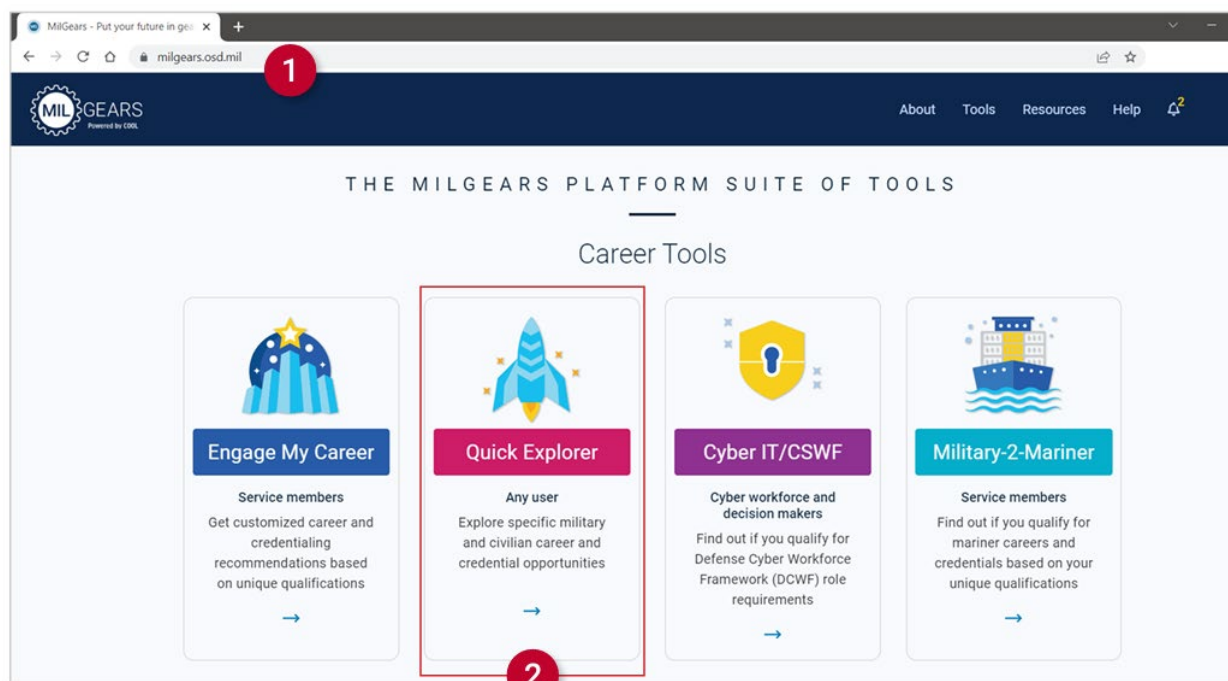
1. Navigate to https://milgears.osd.mil using your web browser. (If you want to be able to retain your results from the previous activity, open a new tab to begin this activity.)

2. Scroll down and select **Quick Explorer**.
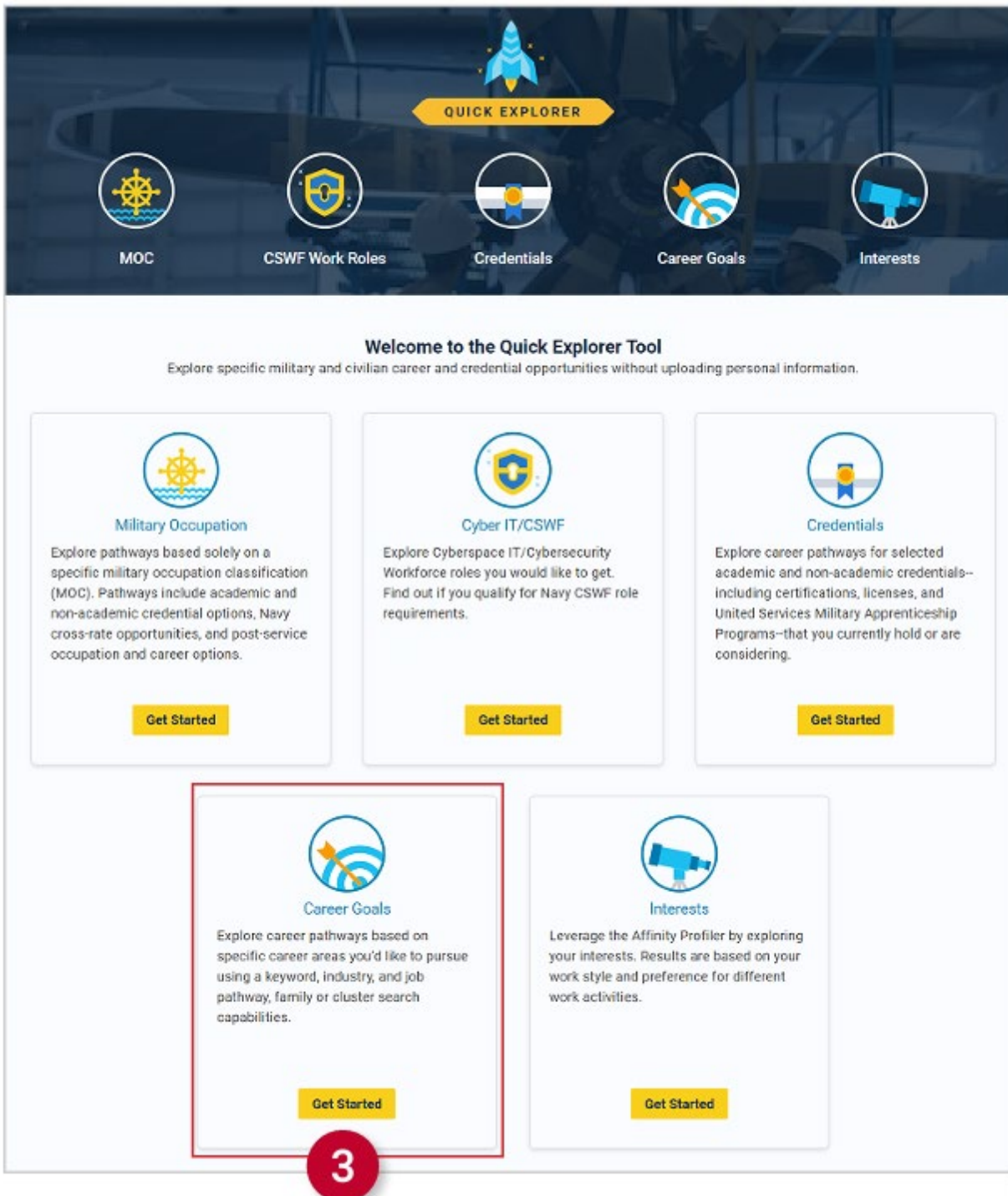
3. Click **Get Started** under **Career Goals**.

   NOTE: If you want to pursue a civilian job similar to your military occupation, you may select **Military Occupation** instead of Career Goals.)

There are three ways to explore by Career Goals:

1. Military Occupations
   Selecting **Military Occupations** will show you related Military occupations based on keywords or occupational areas.

2. Federal Occupations
   Selecting **Federal Occupations** will show federal occupations based on keywords or occupational areas.

3. Civilian Occupations
   Selecting **Civilian Occupations** will show you occupations based on keywords, job family, industry, or job cluster.

1. Select **Civilian Occupations**.

2. You can search by keyword, or

3. You can search by selecting from Job Family, Industry, or Job Cluster drop-down menus.

4. For this demonstration, search by selecting from the Industry drop down menu, then **click Go**.
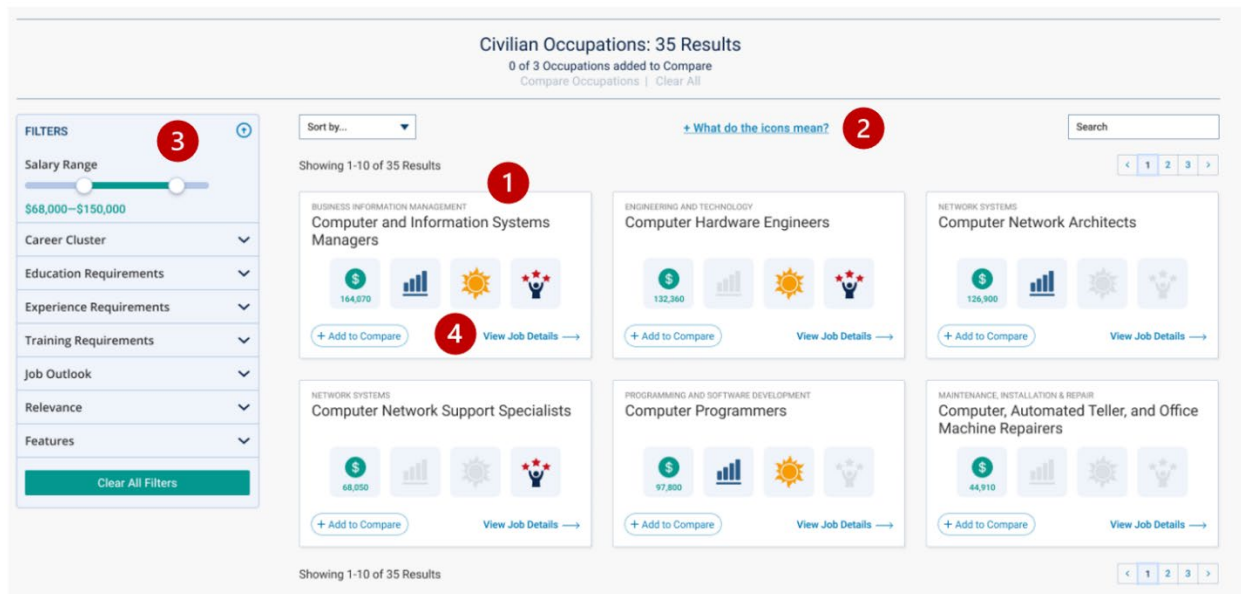
1. Each Occupation will be shown on its own occupation card with specialized icons indicating average salary and job growth potential.

2. Explanations for all occupation cards icons can be found by clicking **What do the icons mean?**

3. You can also **filter** results by careers, salary, minimum requirements, job growth, job openings, STEM jobs, Occupations with USMAP, and with Registered Apprenticeships.

4. Click **View Job Details** on the occupation you want to know more about.

ACTIVITY: Right Column—Requirements For What I Plan to Do

**Requirements For
What I Plan to Do**

Civilian Occupation:
_____

*Use results from MilGears to
complete this column.*

Skills this occupation requires:

Education and training this occupation requires:

Credentials (license, certification, certificate) or any other requirements for this occupation:

1. Choose a civilian occupation by using the results from the **MilGears Interest Profiler** or by searching for a civilian career in **MilGears Career Goals**.

2. Use the **Jobs Details** section of MilGears and your Service-specific COOL website(s) to locate the following requirements on your chosen occupation:

   a. Skills
   b. Education and Training
   c. Credentials (license, certification, certificate)

3. Complete the **Right Column— Requirements For What I Plan to Do** of the Gap Analysis.

Middle Column—What I Need to Bridge the Gap

The last section to complete on the Gap Analysis requires you to compare the skills, education, and credentials you have now to what you plan to do after the military and determine what actions you need to take to prepare for your chosen civilian career.

ACTIVITY: Middle Column—What I Need to Bridge the Gap

1. Compare your findings in the **Left Column—Experience I Have Now** to the information in the **Right Column—Requirements For What I Plan to Do**.

2. Fill in the following sections in the **Middle Column—What I Need to Bridge the Gap**:

   a. Skills
   b. Education and Training
   c. Credentials (license, certification, certificate)

This completes your Gap Analysis.

Gap Analysis Summary

This course helped you document your current skills, education, training, and credentials. It also covered how to identify new career opportunities and how to research their requirements. With the use of the Gap Analysis, it provided a means to document and identify any gaps between your current skill set and the requirements for your next career. Having this awareness and roadmap will assist you in transitioning successfully into civilian employment.

What I Need to Bridge the Gap

Skills I need to obtain:

Education and training I need to obtain:

Credentials (license, certification, certificate) I need to obtain:

DoD SkillBridge

DoD SkillBridge can help Service members bridge the gap between what they have done in the military and what they want to do after transition. It is an opportunity for Service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge programs, sometimes referred to as career skills program or employment skills training, connects Service members with industry partners in real-world job experiences.

For Service members, SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners, SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Service members participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Service members can be granted up to 180 days of permissive duty/administrative absence to focus solely on training full-time with approved industry partners after unit commander (first O-4/field grade officer in chain of command) provides written authorization and approval.

How to Apply:

- Each of the Services has different application requirements and processes.

- Consult with your local Transition Office or Education Office for Service-specific SkillBridge application/enrollment guidance; OR

- Visit the SkillBridge website to submit a **Contact Us** request for assistance: https://skillbridge.osd.mil.

MilGears Engage My Career (EMC)
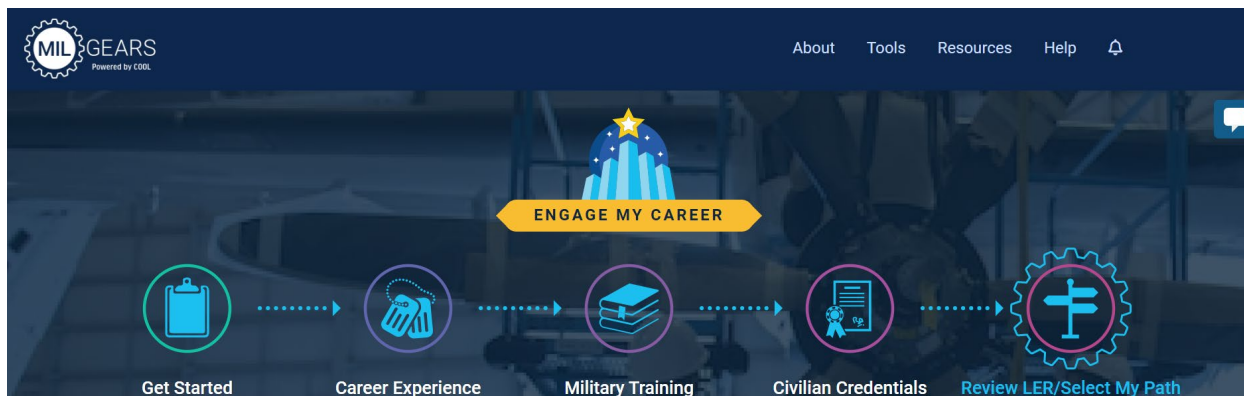
During this course, the Interests and Career Goals sections of MilGears were used to complete the Gap Analysis. MilGears offers another valuable tool to plan for transition called **Engage My Career (EMC)**. EMC is designed to provide **customized** best fit career development pathways for active-duty and transitioning Service members, veterans, and their families. The EMC Tool allows the user to:

UPLOAD compatible files, i.e., JST, VMET CCAF transcripts, ESS, etc. or enter information manually into MilGears.

REVIEW to confirm information is correct and complete as possible. Results are based on the information entered. EMC produces a customized learning and employment record (LER) that combines military Service history, education, credentials, and civilian experience into one document.

SET A GOAL by reviewing the occupation and credential results related to experience and training. Select a career or credentialing goal. EMC suggests careers based on qualifications and demand and identifies any gaps between current experience and job requirements.

MAKE A PLAN to fill any gaps between current experience and training and requirements for the chosen career or credential.

To view the Navigation tutorial for EMC and begin building your LER, visit https://milgears.osd.mil/emc.

Next Steps

Based on the information you gained during this workshop, here are your next steps:

- Before Capstone, meet the CRS for MOC Crosswalk by completing a Gap Analysis or providing verification of employment.

- Confirm your current Transition Track is correct for your post-transition career plans. If your Gap Analysis shows you need a different track than chosen previously, speak with the TAP staff or your Transition Counselor to adjust your Transition Track and CRS requirements.

- Repeat the Gap Analysis activity as you identify potential civilian careers using MilGears Engage My Career.

- Plan to bridge the gaps between your current education and skills and those required for your chosen civilian occupation.

- Contact your local personnel office if your official military records are inaccurate or missing training and education information.

- If you require additional support in determining your post-military career path, visit the TAP office to register to attend the **Department of Labor (DOL) Career and Credential Exploration (C2E)** course for additional career assessment resources or complete the online course at https://www.TAPevents.mil/courses.

TAP INTERAGENCY WEBSITE GUIDE

The TAP Interagency Website Guide is a comprehensive document that contains all websites referenced in TAP courses.

THE WEBSITE GUIDE IS LOCATED AT:

https://www.tapevents.mil/Assets/ResourceContent/TAP/TAP_Interagency_Website_Guide.pdf

OR

SCAN THE QR CODE BELOW WITH THE CAMERA ON YOUR PERSONAL DEVICE TO ACCESS THE GUIDE

Features of the Website Guide include:

- Single source for websites referenced in TAP courses
- Searchable
- Includes URL and description of each resource
- Updated biannually

TAP Interagency Website Guide categories include the following:

- TAP Resources
- Military Services
- Career Planning
- Disability/Wounded, Ill, & Injured
- Education
- Employment
- Entrepreneurship
- Family & Caregiver Support
- Federal, State, & Local Resource Locators

- Finance – Personal & Family
- Healthcare
- Housing
- Insurance
- Mental Health
- Sexual Assault and Military Sexual Trauma
- Social Media & Networking
- Volunteer Opportunities
- Additional Information and Resources

Transition Assistance Participant Assessment

YOUR FEEDBACK IS IMPORTANT

The **Transition Assistance Participant Assessment (TAPA)** is a critical evaluation tool used to gain feedback on TAP, facilities, facilitators, curriculum, and materials. Feedback is reviewed quarterly and used to make improvements to TAP. Participant feedback is essential to ensure a quality program.

THE TAPA IS LOCATED AT: HTTPS://WWW.DODSURVEYS.MIL/TAP

OR

SCAN THE QR CODE BELOW WITH THE CAMERA ON YOUR PERSONAL DEVICE TO BEGIN THE ASSESSMENT

PLEASE NOTE:

- An assessment should be completed at the end of each course.

- Participation in the assessments is anonymous. You will be asked to re-enter your background information for each assessment (such as component and time until separation).

Assessments are available for the following:

CORE CURRICULUM
- Managing Your Transition
- MOC Crosswalk
- Financial Planning for Transition
- VA Benefits and Services
- Employment Fundamentals of Career Transition

2-DAY TRACKS
- Employment: DOL Employment Workshop
- Education: DoD Managing Your Education
- Vocational: DOL Career and Credential Exploration
- Entrepreneurship: SBA Boots to Business

Examples of curriculum updates made based on Service member feedback include:

- Created a comprehensive resource guide that lists all TAP-related websites in one document.

- Removed unnecessary or obsolete information.

- Added information related to finding purpose, healthcare, and life insurance after transition.

- Added more hands-on activities and enhanced content on American Job Center resources, social media, and resume examples.

Gap Analysis

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: _____ *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*		Civilian Occupation: _____ *Use results from MilGears to complete this column.*
Skills I have:	Skills I need to obtain:	Skills this occupation requires:
Education and training I have:	Education and training I need to obtain:	Education and training this occupation requires:
Credentials (license, certification, certificate) I have:	Credentials (license, certification, certificate) I need to obtain:	Credentials (license, certification, certificate) or any other requirements for this occupation:

Gap Analysis—Army Enlisted

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: 31B Military Police Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.		Civilian Occupation: Welder *Use Results from MilGears to complete this column.*
Skills I have: **Knowledge: Excel; Distribution of products; Customer service and Geometry). Skills: Problem solving. Other: Adaptability; Attention to detail; Integrity; Dependability. Supervises small sections in support of security and installation law and order operations. Enforces traffic regulations; traffic accident investigation; maintains traffic control; law enforcement investigations; and applies crime prevention measures. Prepares reports, forms, and records on MP operations and processes evidence.**	Skills I need to obtain: **Weld components in flat, vertical, or overhead positions. Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.**	Skills this occupation requires: **Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products**
Education and training I have: **Phase 1 and 2, Basic Military Police; Risk Management Basic Course; Leadership Communication Skills; Combat Life Saver Course; Unit Supply Specialist** **AA – General Studies**	Education and training I need to obtain: **CERTIFICATES: 1) Certified Welder or 2) Certified Associate Welding Inspector – both American Welding Society; both are Core certificates. 1) Senior Certified Welding Inspector – American Welding Society; Advanced** **TRAINING: J Sergeant Reynolds Community College, Richmond, VA**	Education and training this occupation requires: **Certificate after high school or high school diploma/ GED**
Credentials (license, certification, certificate) I have: **Secret Security Clearance; Expert Marksmanship**	Credentials (license, certification, certificate) I need to obtain: **American Welding Society (www.aws.org) Exam Required for certification with renewal every 5 years**	Credentials (license, certification, certificate) or any other requirements for this occupation: **Certified Welder**

Gap Analysis—Army Officer

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: Intelligence Officer *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*		Civilian Occupation: Social Worker *Use Results from MilGears to complete this column.*
Skills I have: • **Leadership/Command** • **Analytical** • **Integrity** • **Accountability** • **Interpreter-German** • **Security**	Skills I need to obtain: **Immediately find Sponsor for Volunteering with Veterans for experience as I complete education requirements (VA/WTB)**	Skills this occupation requires: • **Critical Thinking** • **Service Orientation** • **Active Listening** • **Social Perceptiveness**
Education and training I have: • **AS General Studies/Psych** • **BA Criminal Justice** • **MA Homeland Security** • **US Army Intelligence Center and School**	Education and training I need to obtain: • **Take GRE** • **Acceptance of MSW Program** • **Completion of MSW Program**	Education and training this occupation requires: • **GRE** • **MSW** • **PTSD/TBI** • **Suicide** • **Drug/Alcohol** • **Homelessness**
Credentials (license, certification, certificate) I have: • **TS/SBI Clearance** • **Counterintelligence** • **Signal/Electronic Warfare**	Credentials (license, certification, certificate) I need to obtain: • **LCSW-Find Sponsor** • **CADC-Find Sponsor**	Credentials (license, certification, certificate) or any other requirements for this occupation: • **LCSW** • **CADC**

Gap Analysis—Air Force Enlisted

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now Current MOC: **3PO52, SECURITY FORCES** *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*	What I Need to Bridge the Gap	Requirements For What I Plan to Do Civilian Occupation: **LAW ENFORCEMENT** *Use Results from MilGears to complete this column.*
Skills I have: - *8 years' experience leading, managing, supervising, and performing security forces/police activities.* - *Detects and reports unauthorized personnel and activities. Provides armed response and entry control enforcement.* - *Enforces standards; adherence to all laws and directives.* - *Directs vehicle/pedestrian traffic. Investigates motor vehicle accidents, crimes, and incidents. Operates speed measuring, drug and alcohol, and breath test devices. Apprehends and detains suspects.* - *Searches persons and property. Secures crime/incident scenes. Collects, seizes, and preserves evidence.* - *Conducts interviews of witnesses and suspects. Obtains statements and testifies in official judicial proceedings. Writes reports and briefs senior officials.*	Skills I need to obtain: - *Compare Tennessee statutes to those used in the military; formal legal code training will be provided at the Police academy.* - *Verify my current daily activity documentation skills for record keeping of daily activities and logs meet civilian police department standards - Discuss with Chattanooga Police officers*	Skills this occupation requires: - *Identify, pursue, and arrest suspects and perpetrators of criminal acts. See more occupations related to this task.* - *Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.* - *Record facts to prepare reports that document incidents and activities.* - *Review facts of incidents to determine if criminal act or statute violations were involved.* - *Communication; oral and written; record all daily activities; apply deductive/inductive reasoning.* - *Listening to others, and asking good questions* - *Knowledge of police equipment, policies, & procedures.*
Education and training I have: - *Associates Degree, Criminal Justice* - *Horizontal Gaze Nystagmus and Field sobriety training* - *Interrogation training* - *Witness segregation and interviewing*	Education and training I need to obtain: - *None at this time; however, I am currently enrolled in Bachelor's in Criminal Justice program; anticipated graduation date mm/yyyy*	Education and training this occupation requires: - *Associates Degree*
Credentials (license, certification, certificate) I have: - *Certified South Carolina Breathalyzer Officer* - *Certified Handwriting Analysis Investigator* - *Certified Motor vehicle Accident Investigator*	Credentials (license, certification, certificate) I need to obtain: - *None at this time; will discuss with Chattanooga police supervision concerning future credentialing, certifications to pursue after probation period*	Credentials (license, certification, certificate) or any other requirements for this occupation: - *Local Police Academy Completion* - *No additional required prior to attending local police academy*

Gap Analysis—Air Force Officer

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: **64P3, Contracting Officer**		Civilian Occupation: **PURCHASING SUPERVISOR**
Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.		*Use Results from MilGears to complete this column.*
Skills I have: **Administration/Management/Coordination:** *12 years – managed, directed, coordinated base level purchasing/contracting activities* *Directed contracts valued $259M+ annually* **Law/Government:** *Mentored 23 purchasing professionals through all Federal, DOD, and USAF legal requirements, including cost estimates, contractor submittals & contract negotiations* *Broad knowledge Acquisition processes* **Analytical/Critical Thinker** *Skilled in mathematics; analyzed market trends; maintained vendors for government* *Skilled Negotiator and communicator; negotiated over 36 contracts; saved $72M+ in excess costs; communicated daily with senior level executives*	Skills I need to obtain: - **Research specific financial systems and contract writing systems utilized by civilian agencies** - **Gain a better knowledge of civilian legal codes and guidance**	Skills this occupation requires: **Administration and Management:** *Knowledge of business and management principles involved in strategic planning, resource allocation, HR modeling, leadership technique, production methods, and coordination of people and resources.* **Law and Government:** *Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.* **Production and Processing:** *Knowledge of raw materials, production processes, quality control, costs, and techniques for maximizing effective manufacture and distribution of goods* **Mathematics:** *Arithmetic, algebra, geometry, calculus, statistics, and their applications.*
Education and training I have: - **B.S. Economics, US Air Force Academy** - **USAF Contracting Basic Course** **13 Defense Acquisition Level I & II courses**	Education and training I need to obtain: *Research to see if Post-baccalaureate certificate is required based on my experience and USAF specialty education received*	Education and training this occupation requires: - **Bachelor's degree (Business)** - **Post-baccalaureate certificate**
Credentials (license, certification, certificate) I have: - **Level II DAWIA Contracting Officer** - **Installation Warranted Contracting Officer – Warrant Level $10 Million**	Credentials (license, certification, certificate) I need to obtain: *Not mandatory* - **Certified Federal Contracts Manager** - **Certified Purchasing Professional** - **Certified Professional Purchasing Manager**	Credentials (license, certification, certificate) or any other requirements for this occupation: - **Certified Federal Contracts Manager** - **Certified Purchasing Professional** - **Certified Professional Purchasing Manager**

Gap Analysis—Navy Enlisted

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: 8499 Hospital Corpsman *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*		Civilian Occupation: Registered Nurse, Emergency Care *Use Results from MilGears to complete this column.*
Skills I have: **6 years. Providing medical attention, emotional support, or health care services on medical surgery patient ward. Routine review of medical records, coding, maintenance and repair of medical instruments and equipment, medical supply, and logistics.**	Skills I need to obtain: **None**	Skills this occupation requires: **Registered Nurses at minimum must have a 4 your degree in a Nursing Program. Must past the NCLEX-RN examination for initial licensure and additional ANCC certification for specialty nursing.**
Education and training I have: **Medical technician** **License Practical Nurse** **EMT**	Education and training I need to obtain: **Bachelor of Science in Nursing**	Education and training this occupation requires: **BS in Nursing, training in meeting certification requirements through examination**
Credentials (license, certification, certificate) I have: **Practical Nursing, Emergency Medical Technician**	Credentials (license, certification, certificate) I need to obtain: **ANCC Certification**	Credentials (license, certification, certificate) or any other requirements for this occupation: **May vary by state**

Gap Analysis—Navy Officer

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: LCDR Naval Supply Corps Officer (Logistics Manager) *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*		Civilian Occupation: Information Technology Project Manager *Use Results from MilGears to complete this column.*
Skills I have: 10 years—guidance and expert advice to management on technical systems, shipboard logistics management, development, communications support, and supervisory management.	**Skills I need to obtain**: Business and management principles involved in strategic planning and resource allocation. Knowledge of media production, communication, and dissemination techniques and methods. Critical thinking, prioritization, and coordination skills. Ability to manage multiple projects and project planning.	**Skills this occupation requires**: 1 to 2 years of experience with enterprise systems, and project and IT lifecycle management.
Education and training I have: Bachelor of Science, IT Management Human Resources Management Project Management Course (DoD)	**Education and training I need to obtain:** Master's degree	**Education and training this occupation requires**: Bachelor's degree (unspecified) preferred in IT, IT Management. A Master's degree or MBA may not be required but is preferred.
Credentials (license, certification, certificate) I have: Logistic Professional, Systems Application and Products (SAP) Certified Application Professional - Logistics Execution & Warehouse Mgmt. with SAP ERP 6.0 EHP4	**Credentials (license, certification, certificate) I need to obtain**: PMP Certification Oracle Project Lifecycle Management (PLM) Essentials Project Management Institute (PMI) Agile Certified Practitioner (ACP).	**Credentials (license, certification, certificate, or any other requirements for this occupation:** Varies by opportunity.

Appendix
Gap Analysis—Marine Corps Enlisted

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: <u>6317 Aircraft Technician</u> *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*		Civilian Occupation: <u>Aircraft Mechanics & Service Technician</u> *Use Results from MilGears to complete this column.*
Skills I have: • **10 years of experience installing, removing, inspecting, testing, maintaining, and repairing components, subsystems, and ancillary equipment on installed aircraft communications, navigation, and deceptive electronic countermeasures systems**	Skills I need to obtain: • **All required experience and skills obtained; experience requirements exceeded**	Skills this occupation requires: • **Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers**
Education and training I have: • **Aviation maintenance** • **Integrated avionics systems** • **Communications/navigation maintenance** • **Antenna construction and propagation of radio waves** • **Communications security**	Education and training I need to obtain: • **All required education and training obtained; education/training requirements met** • **My Next Move shows training available**	Education and training this occupation requires: • **Certificate after high school or associate degree usually needed**
Credentials (license, certification, certificate) I have: • **None**	Credentials (license, certification, certificate) I need to obtain: • **MilGears shows 1 certification available (Aerospace/Aircraft Assembly Maintenance Certification from National Center for Aerospace & Transportation Technologies)** • **Marine Corps COOL**	Credentials (license, certification, certificate) or any other requirements for this occupation: • **Varies by opportunity** • **MilGears shows 1 certification available (Aerospace/Aircraft Assembly Maintenance Certification from National Center for Aerospace & Transportation Technologies)** • **Marine Corps COOL shows 18 certifications that relate to "most" (8) or "some" (10) MOS duties**

Gap Analysis—Marine Corps Officer

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now Current MOC: 0402 Logistics Officer *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*	What I Need to Bridge the Gap	Requirements For What I Plan to Do Civilian Occupation: Logistics Manager *Use Results from MilGears to complete this column.*
Skills I have: • **17 years of logistics and management experience, including development, procurement, allowances, distribution, repair and salvage of supplies and equipment; embarkation and transportation; procurement; operation and maintenance of facilities and utilities; organization and training of logistics and support units**	Skills I need to obtain: • **All required experience and skills obtained; experience requirements exceeded** • **Refresh/Increase knowledge of MS Excel**	Skills this occupation requires: • **8 years or more of related experience** • **Data base user interface and query software (MS Access, MS Sequel Server)** • **Enterprise resource planning ERP software (Oracle)**
Education and training I have: • **Bachelor's degree** • **Logistics Management** • **Maintenance Management** • **Motor transportation operations** • **Logistics planning** • **See OER/JST for additional information**	Education and training I need to obtain: • **All required education and training obtained; education/training requirements met** • **MilGears shows training available**	Education and training this occupation requires: • **Bachelor's degree in business, logistics, supply chain, or related field** • **Master's degree preferred**
Credentials (license, certification, certificate) I have: • **Certified Logistics Technician (CLT)**	Credentials (license, certification, certificate) I need to obtain: • **10 possible certs in MilGears; consider completing one**	Credentials (license, certification, certificate) or any other requirements for this occupation: • **Varies by employment opportunity**

Appendix
Gap Analysis—Coast Guard Enlisted

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now	What I Need to Bridge the Gap	Requirements For What I Plan to Do
Current MOC: **Supply Technician (SK)** *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*		Civilian Occupation: **Storage and Distribution Manager** *Use Results from MilGears to complete this column.*
Skills I have: **Purchasing** **Warehouse management** **Inventory management** **Supply training** **Vendor relations** **Databases and financial systems** **Personnel supervision** **Budget management**	Skills I need to obtain: **SAP Software** **Microsoft Dynamics GP**	Skills this occupation requires: **Communication: listening to others, not interrupting, and asking good questions** **Problem solving** **Resource management** **Time management** **Attention to detail** **Personnel supervision** **Budget management**
Education and training I have: **Associate degree**	Education and training I need to obtain: **Bachelor's degree**	Education and training this occupation requires: **Bachelor's degree**
Credentials (license, certification, certificate) I have: **None**	Credentials (license, certification, certificate) I need to obtain: **SAP Certification** **Inventory Management Credential**	Credentials (license, certification, certificate) or any other requirements for this occupation: **None**

Gap Analysis—Coast Guard Officer

The Gap Analysis provides a visual presentation of the "gaps" in your education, experience, and credentials. Complete the columns below in the following order: **Left Column**—Experience I Have Now; **Right Column**—Requirements For What I Plan to Do; and **Middle Column**—What I Need to Bridge the Gap.

Experience I Have Now Current MOC: **Supply Technician (SK)** *Use VMET, JST, CCAF transcript, MyVector, ESS-CG, CG-4082, evaluations, COOL website(s), and civilian documents to complete this column.*	What I Need to Bridge the Gap	Requirements For What I Plan to Do Civilian Occupation: **Storage and Distribution Manager** *Use Results from MilGears to complete this column.*
Skills I have: **Purchasing** **Warehouse management** **Inventory management** **Supply training** **Vendor relations** **Databases and financial systems** **Personnel supervision** **Budget management**	Skills I need to obtain: **SAP Software Microsoft** **Dynamics GP**	Skills this occupation requires: **Communication: listening to others, not interrupting, and asking good questions** **Problem solving** **Resource management** **Time management** **Attention to detail** **Personnel supervision** **Budget management**
Education and training I have: **Associate degree**	Education and training I need to obtain: **Bachelor's degree**	Education and training this occupation requires: **Bachelor's degree**
Credentials (license, certification, certificate) I have: **None**	Credentials (license, certification, certificate) I need to obtain: **SAP Certification** **Inventory Management Credential**	Credentials (license, certification, certificate) or any other requirements for this occupation: **None**

EMPLOYERS DESIRE MILITARY SKILLS WHICH CIVILIANS MAY LACK

PREPARE TO SUCCEED

The Department of Defense's Military-Civilian Transition Office working with the RAND Corporation conducted a study of service members and found that most service members possess soft skills that are in high demand in the civilian world.

The tables below show skills that enlisted service members learn as they move through the ranks and translates those skills to job categories that are used in the civilian world. For example, soft skills learned as an E-1 are transferable to entry-level jobs in most sectors.

Entry-Level "Apprentice" E-1 to E-3

- Handling work stress
- Being dependable and reliable
- Persistence
- Teamwork and team-building
- Conscientiousness and attention-to-detail
- Situational awareness
- Adaptability
- Operating safely
- Continuous learning
- Behaving ethically
- Interpersonal skills

Mid-Level "Journeyman" E-4 to E-6

- Leading, motivating, and inspiring others
- Oral communication
- Decision making/ decisiveness
- Training others
- Managing and supervising the work of others

Senior-Level "Master" E-7 to E-9

- Critical thinking
- Written communication
- Project planning

In the military, you gained technical skills that were required for your MOS. You also developed many soft skills such as critical thinking, decision making, leadership, teamwork, and effective communication. These skills are in high demand among civilian employers but sometimes are lacking in civilian job candidates.

Most hiring managers or supervisors have not been in the military and are unaware of how skilled you are in these areas. It is imperative that you highlight the soft skills you possess on your resumes, when networking, on social media profiles, and during the interviewing process. You must translate your skills into civilian terms, explain how you developed them, and tell the hiring managers how you can apply them in the civilian workplace.

The table above lists 19 of the soft skills developed in the military and shows the service rank at which training for them occurs. On the back of this sheet, the key soft skills are defined, and examples of how you may have used them in the military are provided.

Appendix

Soft Skills Service Members Gain During Professional Military Training

Skill	Definition of the Skill	Example of How the Skill May Be Demonstrated in the Military
Leadership	Influence and inspire others by providing purpose, direction, and motivation	Led the unit through a process change
Decision Making	Choose the best solution or option in a timely and decisive manner	Made a decision that led to unit success
Persistence	Work hard to achieve a goal or accomplish an assigned task	Saw work through to completion in all situations regardless of conditions
Handling Work Stress	Function effectively under pressure	Performed well during live-fire exercises in basic training
Dependable	Diligently follow through on commitments and consistently meet deadlines	Arrived on-time with proper equipment and prepared to work until the task was completed
Attention-to-Detail	Diligently check work to ensure that all essential details have been considered	Performed inventory duty and ordered supplies
Interpersonal Skills	Recognize and interpret accurately the verbal and nonverbal behavior of others	Observed a situation to determine the best course of action; resolved team conflict
Teamwork	Establish productive relationships with other team members to perform team tasks	Patrolled barracks in teams; created team schedules; worked with unit to meet goals
Oral Communication	Present thoughts and ideas verbally to inform and persuade individuals or groups	Briefed superiors and subordinates
Training Others	Plan, organize, and conduct activities that increase the capabilities of others	Conducted training classes
Managing the Work of Others	Organize, coordinate, and lead others in efforts to accomplish goals and objectives	Led small-unit exercises
Critical Thinking	Analyze and evaluate information to formulate options and reach a conclusion	Resolved challenging real-life situations
Written Communication	Communicate information in writing in a logical and concise manner	Wrote decision briefs and award recommendations
Project Planning	Identify resources, plan, organize, schedule, and coordinate tasks	Planned and executed operational combat missions
Situational Awareness	Perceive, analyze, and comprehend critical information in the surrounding environment	Worked with team to analyze critical information in the environment
Adaptability	Respond quickly and effectively in uncertain and unpredictable work situations	Learned new skills to respond effectively to rapidly changing conditions
Continuous Learning	Initiate actions to develop and maintain knowledge, skills, and expertise	Participated in Professional Military Education and on-going skills training
Behaving Ethically	Act in an honest, fair, and ethical manner and encourage others to do the same	Followed rules as prescribed by the Service or command
Operating Safely	Identify and weigh risks in making decisions and adhere to safety rules and regulations	Followed safety protocols and procedures for equipment, vehicles, personnel, and weaponry