



JANUARY 2020 TAP CURRICULUM

# **MILITARY OCCUPATIONAL CODES CROSSWALK**



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# Military Occupational Codes (MOC) Crosswalk

## MOC Crosswalk Overview

The purpose of this module is to identify skills, experience, credentials, and education obtained in the military and help you align them with civilian opportunities. If you already know your future career or you're planning to go to college, this will serve to ensure you have knowledge of any new skills you have developed. Additionally, this module will help you to identify if there are any certifications, licenses, or credentials that would be helpful as you move into the civilian sector. The Career Readiness Standard (CRS) for MOC Crosswalk is a Gap Analysis. The content of this course will assist with completing this CRS, and in identifying any gaps in knowledge, education, skills, or credentials in your chosen career field.

The Participant Guide is also available as a fillable PDF through this link:

(<https://www.dvidshub.net/unit/DODTAP>). Scroll to the area for Recent Publications, choose MOC.

Use the following documents to build a robust Gap Analysis:

- Verification of Military Experience and Training (VMET)
- Employee Summary Sheet (ESS - CG)
- USCG Record of Professional Development (CG-4082)
- Joint Service Transcript (JST) or Community College of Air Force (CCAF)
- Evaluations
- Skill assessment results (Interest Profiler or Kuder Journey)

## Learning Objectives

- Interpret the VMET, ESS-CG, JST, CCAF, CG-4082 and other military documents to identify education, training, skills, and credentials gained in military service.
- Identify required training, credentials, and/or education for specific career fields.
- Identify gaps between civilian occupational requirements and current knowledge, skills, and education/training.

## MOC Crosswalk

The purpose of developing a crosswalk of your MOC/MOS/Rating is to relate civilian career opportunities and requirements to your current military education, training, and experience. The MOC Crosswalk helps you identify your skills, experience, and abilities and begin to translate them into civilian terminology.

Some Service members know that they want to pursue education, a certain career, go into business for themselves, work part-time, or enter a technical field. Others are undecided and could use more exploration and assistance in their career search. No matter what your plans are for after transition, identifying and understanding your current skills, level of education and experience, and comparing your abilities to those required in the civilian sector will assist in your transition.

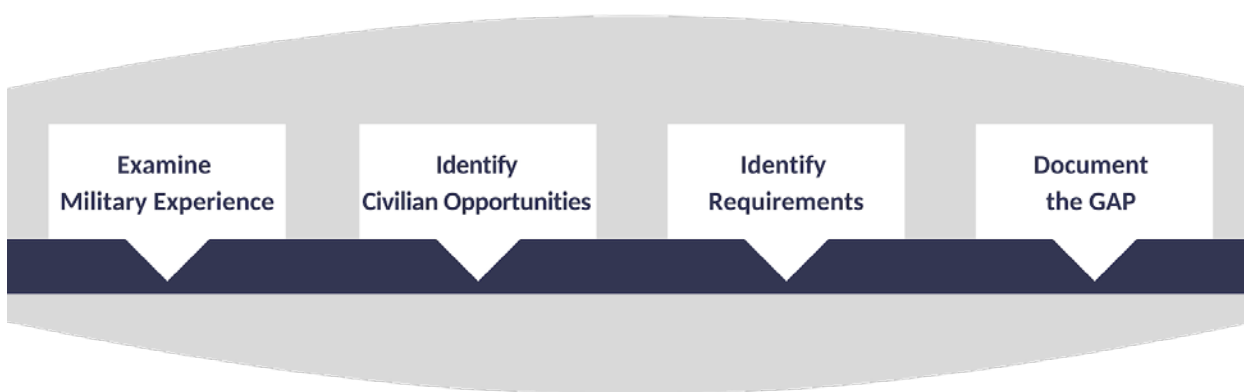
Identifying, understanding, and comparing your skills to those required in the civilian sector can be achieved through research, conducting a MOC Crosswalk, and completing a Gap Analysis.

## MOC Crosswalk Process

Translating your education, training, experience, and skills into civilian career goals is a multi-step process that can have a variety of outcomes.

This process is as follows:

1. Examine your military experience and training record.
2. Identify civilian occupations/careers that correlate to your career goals, skills or abilities or identify a chosen career field.
3. Identify the education, experience, and credentials required for the identified occupation/career field.
4. Document the gap between your current skill set and what is required for your occupation/career field.



## Gap Analysis

The main tool of the MOC Crosswalk is the Gap Analysis. When completed, it will provide a visual presentation of the “gaps” in education, experience, and credentials. The document is broken in to three sections or columns.

- Left column: “Where am I now?” is for defining skills you currently have, either through the military or from the civilian sector. During this section, the VMET, Service transcripts, evaluations and other military documentation will be extremely useful. As will creating a personalized list of hard and soft skills.
- Right column: “Where am I going?” is used to identify the skills, education, and certifications required to be successful in a profession or career.
- Middle column: “What do I need to fill the Gap?” will show the “Gap” between the skills and education you currently possess and those you will need to acquire to be successful in this profession.

On the following page is an example of a completed MOC Crosswalk. Service-specific examples for enlisted personnel and officers are included in the Appendix.

# Gap Analysis

## Part A: Filling in the Gap

Complete the "Where am I now" column, the "Where am I going" column, and finally *fill the Gap* by completing the "What do I need to fill in the Gap" column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <u>Intelligence Officer</u></p> <p>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</p>		<p>Civilian Occupation: <u>Social Worker</u></p> <p>Use Results from My Next Move for Veterans and O*Net to complete this column.</p>
<p><b>Experience and skills I have:</b></p> <ul style="list-style-type: none"> <li>• Leadership/Command</li> <li>• Analytical</li> <li>• Integrity</li> <li>• Accountability</li> <li>• Interpreter-German</li> <li>• Security</li> </ul>	<p><b>Experience and skills I need to obtain:</b></p> <p>Immediately find Sponsor for Volunteering with Veterans for experience as I complete education requirements (VA/WTB)</p>	<p><b>Experience and skills this occupation requires:</b></p> <ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Service Orientation</li> <li>• Active Listening</li> <li>• Social Perceptiveness</li> </ul>
<p><b>Education and training I have:</b></p> <ul style="list-style-type: none"> <li>• AS General Studies/Psych</li> <li>• BA Criminal Justice</li> <li>• MA Homeland Security</li> <li>• US Army Intelligence Center and School</li> </ul>	<p><b>Education and training I need to obtain:</b></p> <ul style="list-style-type: none"> <li>• Take GRE</li> <li>• Acceptance of MSW Program</li> <li>• Completion of MSW Program</li> </ul>	<p><b>Education and training this occupation requires:</b></p> <ul style="list-style-type: none"> <li>• GRE</li> <li>• MSW</li> <li>• PTSD/TBI</li> <li>• Suicide</li> <li>• Drug/Alcohol</li> <li>• Homelessness</li> </ul>
<p><b>Credentials (certificate, licenses, certifications) I have:</b></p> <ul style="list-style-type: none"> <li>• TS/SBI Clearance</li> <li>• Counter-Intelligence</li> <li>• Signal/Electronic Warfare</li> </ul>	<p><b>Credentials (certificate, licenses, certifications) I need to obtain:</b></p> <ul style="list-style-type: none"> <li>• LCSW-Find Sponsor</li> <li>• CADC-Find Sponsor</li> </ul>	<p><b>Credentials (certificate, licenses, certifications) or any other requirements for this occupation:</b></p> <ul style="list-style-type: none"> <li>• LCSW</li> <li>• CADC</li> </ul>

## Left Column: "Where am I now?"

The first block on the Gap Analysis is experience and skills. Information in the box should reflect your current skills and encourage you to think about your level of experience and the skills (hard and soft) that you have attained while in the Service. This box is completed by conducting a thorough review of your military experience and training. First to be determined are your skills, both hard and soft.

## 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 claim to speak a foreign language or can type 90 words a minute, these are skills an employer can easily test.

Soft skills, also called non-technical skills, are harder to define. These are characteristics which are 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 employer’s value most.

## Finding Your Skills

**Step 1:** Think about what you do on a daily basis. Do you type, use a computer, repair radios, work on vehicles, speak a foreign language? What tasks do you complete on a daily basis, what skills are required to complete these tasks? Determine if the skill would be hard or soft and add it into the space provided.

Handling Work Stress,  
Digital Communication  
Interpersonal Skills, Certificates,  
Microsoft Office Suite, Copywriting,  
Computer Skills, Adaptability,  
Project Planning, Attention to Detail, Decision Making,  
Situational Awareness,  
Leadership, Persistence, Coding Skills,  
Behaving Ethically, Certifications, Operating Safely,  
Licenses, Teamwork, Media,  
Oral Communication Training Others,  
Dependable,  
Search Engine Optimization, Data Engineering Social  
Managing Others, Written Communication,  
Foreign Language,  
Continuous Learning, Critical Thinking,

HARD SKILLS	SOFT SKILLS



## SOFT SKILLS SERVICE MEMBERS GAIN DURING PROFESSIONAL MILITARY TRAINING

**Step 2:** A study by RAND was conducted to identify soft skills common to Service members.

Review the list provided below of soft skills, determine which skills you have, and add them to the list on page 5.

If further information is needed to determine if you have this skill, the appendix contains the skills and examples of how the skill may be demonstrated.

Skill Name	Definition	Synonyms
<b>Leadership</b>	Influencing and inspiring others by providing purpose, direction, and motivation to accomplish the organization's goals.	Motivating Inspiring Mentoring
<b>Decision Making</b>	Choosing the best solution or option in a timely or decisive manner.	Evaluating Accessing
<b>Persistence</b>	Working hard to achieve a goal or accomplish an assigned task.	Perseverance Grit
<b>Handling Work Stress</b>	Functioning effectively under pressure; remaining composed under pressure and high-stress situations.	Resilience Coping
<b>Dependable</b>	Diligently following through on commitments and consistently meeting deadlines.	Getting the activity done
<b>Attention-to-Detail</b>	Diligently checking work to ensure that all essential details have been considered.	Conscientiousness Discipline Autonomy
<b>Interpersonal Skills</b>	Recognizing and accurately interpreting the verbal and nonverbal behavior of others.	Oral communication Intercultural skills

<b>Skill Name</b>	<b>Definition</b>	<b>Synonyms</b>
<b>Teamwork</b>	Establishing productive relationships with other team members to perform team tasks and improving performance.	Followership Cooperation Collaboration
<b>Oral Communication</b>	Persuasively presenting thoughts and ideas; attending to and interpreting verbal messages and other cues.	Persuasive speaking Active listening Two-way communication
<b>Training Others</b>	Planning, organizing, and conducting activities that increase the capability of individuals or organizations.	Developing Mentoring
<b>Managing the Work of Others</b>	Organizes, coordinates, and leads subordinates in work efforts to accomplish organizational goals.	Administering Organizing
<b>Critical Thinking</b>	Actively and skillfully conceptualizing, analyzing, synthesizing, and evaluating information to formulate options and reach a conclusion.	Analytic thinking Problem solving
<b>Written Communication</b>	Communicating thoughts, ideas, and information in a logical, organized, and coherent written manner.	Writing
<b>Project Planning</b>	Identifying resources, planning, organizing, scheduling, and coordinating tasks and activities.	Project management Strategic planning
<b>Situational Awareness</b>	Perceiving, analyzing, and comprehending critical elements of information in one's environment.	Responsiveness Attentiveness
<b>Adaptability</b>	Responding quickly and effectively to uncertain and unpredictable work situations.	Active learning Situational flexibility
<b>Continuous Learning</b>	Taking the necessary actions to develop and maintain knowledge, skills, and expertise.	Adaptive learning Willingness to learn
<b>Behaving Ethically</b>	Behaving in an honest, fair, and ethical manner and encouraging others to do so as well.	Integrity
<b>Operating Safely</b>	Identifying and carefully weighing safety risks in making decisions and adhering to safety rules.	Safety and Risk management

## Tools of Transition

The second block of the Gap Analysis is about the education and training. Useful documentation to understand your education and training take during your military service is included in your VMET, JST, CCAF, ESS, and CG-4082. While each document will provide information on education and training, realize that skills and experience may also be included as well as documentation of credentials.

### ■ Verification of Military Experience and Training (VMET)

The VMET document is an “all-Services” integrated form, which displays demographic, training, and experience information retrieved from various automated sources.

Descriptive summaries of military work experience, training history, and language proficiencies are included on the VMET. Civilian equivalent job titles for military MOS/MOC/Rate are also included, but only for enlisted ranks. Officers should refer to their OER and ORB for this information.

If you do not have your VMET, you may download a copy from: [www.dodtap.mil/login.html](http://www.dodtap.mil/login.html)

The VMET is a complete history of military training and work experience. It is a record of every position you have held, dates of rank, and position descriptions. Under the training, it should list all schools you have attended for the military, including dates of attendance, length of course, learning objectives, and course descriptions. It may also include any listing of off-duty education as well as foreign language proficiencies. With this much information it may be difficult to understand exactly where to look for the pertinent information.

For Gap Analysis, you should focus on:

- Occupation codes
- Duty – Rank and dates of rank
- Occupation description
- Related civilian occupation
- Additional qualification(s)
- Primary – Positions for which you received training
- Secondary – Positions for which you are qualified, but not currently performing
- Course descriptions

Within the VMET, review for possible skills—both hard and soft—in the occupation and course description, additional qualifications, as well as within the listing of primary and secondary occupations.

### Excerpt from a VMET


 Duty and Occupation Code

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

#### PRIMARY OCCUPATION:

MARINE CORPS, ACTIVE: STAFF SERGEANT, Pay Grade E-6 JUL 2014 -JAN 2017 (2 Years 6 Months)

MARINE CORPS, ACTIVE: SERGEANT, Pay Grade E-5 MAR 2012 - JUL 2014 (2 Years 4 Months)

**OCCUPATION DESCRIPTION FOR: 6317**  Occupation Description  
(MCE-6317-002, Exhibit dates FEB 1998 - JUL 2014)

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 Occupation

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 2015 - APR 2015**

**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:

(NV-1406-0044, Exhibit dates SEP 2004 - SEP 2012)

 Course Description

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.

## **VMET Updates**

*VMET may not be completely up to date. Typically, there is a 3-6 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.*

### **▪ Employee Summary Sheet (U. S. Coast Guard)**

As a member of the Coast Guard, you may or may not have a VMET. Your equivalent document for the Coast Guard is the Employee Summary Sheet.

- Provides a complete history of positions held within the Service
- Lists ranks and dates attained
- Lists job titles and unit assignments with dates
- Lists complete history of Training Management Tool (TMT), Direct Access, and other training courses
- Shows competencies, specialties, and qualifications attained
- Provides a complete list of awards and dates received

To obtain a current copy of your ESS, use your CAC to access <https://cgbi.osc.uscg.mil/>. A CAC is required to access your ESS, which means it may not be available after separation/retirement.

### **▪ Service Transcripts**

Service transcripts refer to the Joint Service Transcript (JST) or the Community College of the Air Force (CCAF) transcripts. These can be obtained online or through the base education office. You can easily access your transcript by downloading it from the JST or CCAF website. These are available for all ranks (enlisted, officer, and warrant officer).

### **▪ Joint Services Transcript (JST)**

- Identifies upper and lower credit recommendations
- Identifies course hours and descriptions
- Identifies military experience

JST: <https://jst.doded.mil/>

- **Community College of the Air Force (CCAF)**

- Identifies course hours and descriptions
- Identifies military experience related to college credit

CCAF: <http://www.airuniversity.af.mil/Barnes/CCAF/>

- **CG-4082 (U. S. Coast Guard Record of Professional Development)**

- Identifies all academic courses, military courses, and qualifications completed
- Provides grades (if applicable)
- Identifies dates of completion
- Can supplement the JST

CG-4082: Request from admin

Transcripts record all education courses and training—even those attended while not in the “line of duty.” They identify competencies and strengths along with how they might apply to various civilian career paths. When using Tuition Assistance (TA), the school is required to provide the information on courses and grades to the Service who in turn will supply the information for the JST.

If you paid for your classes or have previous college courses and wish to have them added to your JST, you must send an official copy of your college transcript to your Service’s JST or education office.

These resources may overlap with Verification of Military Experience and Training (VMET) or with the Employee Summary Sheet (ESS).

**License**

**Certification**

**Certificate**

## **Credentialing**

The last block under “Where am I now” is about credentialing. Some occupations have professional and technical standards required to perform the job. The process of meeting these standards and earning official recognition of credentials, certifications or licenses, 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:** Provided by training programs in which participants receive a certificate of attendance or completion that signifies the provision of information, but not proof of competency.

Credentials 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. A credential may only be recognized by the military or civilian sectors; some are recognized by both the military and civilian sectors.

## ▪ Credentials During Military Service

Some military trainings provide the ability to complete the requirements that will lead to a state or federal license, certification, or certificate. If completing the requirements was part of the training, the credential may be listed on the VMET, JST, CCAF, CG Summary Sheet or CG-4082.

If the credential was completed outside of the military, during off hours, or prior to entering the military, it will not be documented unless the certified proof of completion was provided to the service for the purpose of documenting.

## ▪ Credentialing Opportunities Online (COOL) Website

Another avenue through which you may have or can obtain a credential is COOL. During your time in the service you may have been provided the training and experience necessary to obtain a credential.

The service-specific Credentialing Opportunities Online (COOL) Websites will provide the information you need to determine if your MOS/MOC/Rate relates to a credential. The website will also help determine if you are eligible and explains the necessary steps to meet civilian



certification and licensure requirements related to your current ratings, job, designators, or future occupations.

▪ **Navigating the COOL Website**

1. Navigate to the appropriate website for your service.
2. Click through to find your occupation-specific information using the "Find and Select Related Credentials" information accessible from the tab in the left margin of every page.

- <https://www.cool.army.mil>  
U.S. Army COOL
- <https://www.cool.navy.mil/usn/>  
Department of the Navy COOL
- <https://www.cool.navy.mil/usmc/>  
U.S. Marine Corps COOL
- <https://afvec.us.af.mil/afvec/Public/COOL/>  
U.S. Air Force COOL
- [www.cool.uscg.mil](http://www.cool.uscg.mil)  
Coast Guard COOL

If you have credentials in occupations you do not wish to pursue, understand they could prove to be very important in a related career. Do not discount their usefulness, and be sure to add to your Gap Analysis.

## Complete “Where am I now?”

You now have the knowledge of where to locate the information to complete the first column of the Gap Analysis, “Where am I now.” Use the following:

- list of skills you created and RAND study
- VMET, JST, CCAF, CG-4082, professional evaluations
- COOL Websites

Remember, there is an overlap of information provided in many of these documents. Be sure to look at your VMET, CG-4082, or transcripts for skills, as well as education and training. Just the COOL websites may contain skills, as well as training or experience.

<b>Where am I now?</b>
Current MOS: _____
<i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i>
Experience and skills I have:
Education and training I have:
Credentials (certificates, licenses, certifications,) I have:

### Activity: Gap Analysis – Where am I now?

1. Use the VMET, JST/CCAF transcript, CG-4082, Professional Evaluations, and COOL Websites to find the following information:
  - a. Experience and Skill
  - b. Education and Training
  - c. Credentials (licenses, certifications, credentials)
2. Complete the “Where am I now?” section of the Gap Analysis

## Right Column: “Where am I going?”

The last column on the Gap Analysis is about where you are going, or which occupation you are interested in. During this section you will discover possible career options and conduct research to complete the associated column in the Gap Analysis. Research will include the same topics as before: experience and skills, education and training, and credentials.

### Identify Possible Civilian Careers

As you transition out of the military, you may know exactly what career field you want to enter, or you may know exactly which one you do not want. You are not alone if you do not know what career or industry you want to move into; it is common for transitioning military members to want to change from their occupation in the military to something completely different.

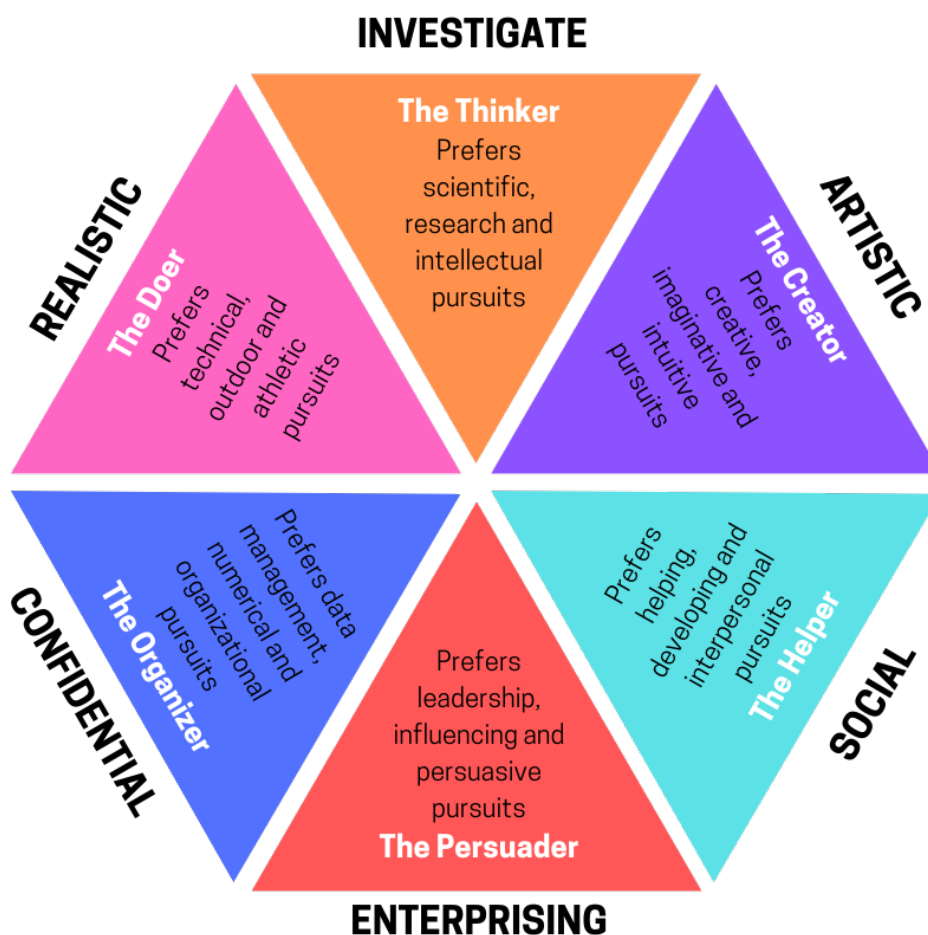
Whether you know the path you want to take, the path you do not want to take, or you’re unsure about what you want to do next, completing a self-assessment will provide you an understanding of your desire to perform job related activities. A self-assessment can be as formal as taking a personality or interest inventory, or as informal as talking to friends and family about your work and life experiences and what you like doing. Information from personal assessments can be invaluable in guiding decisions about your future career. They can help you gain insights into what motivates you in the workplace and help you identify new opportunities that are likely to be aligned with your interests while also providing you with a sense of fulfillment. Even if you already know what career you want to pursue, personal assessments can offer you a deeper understanding of how to best position yourself for success.

In this section you will complete the O\*NET Interest Profiler, which is designed to match occupations to your personal interests. Career assessment tools are the culmination of decades of research, practice, and career theory development. While there are decades of research behind these assessments, a self-assessment is NOT intended to identify the “perfect” career or position for you; however, it will help you gain insights about yourself so that you can articulate what is important to you, focus your job search, and better evaluate your options.

## Self-Assessment based on Interests

Most people would agree that when the tasks performed during the work day are enjoyed, there is more satisfaction and less stress about going to work. Research has shown that certain personality types are drawn to certain career fields based on the types of tasks. Knowing which types of tasks you are attracted to can be helpful in identifying a potentially rewarding career path.

One career theory—created by John L. Holland, one of America’s most influential vocational psychologists—is the RIASEC model. This model classifies six interest categories by associating them with work tasks, then aligns these work tasks with occupations. The six distinct interest categories are represented by the letters R, I, A, S, E, and C:

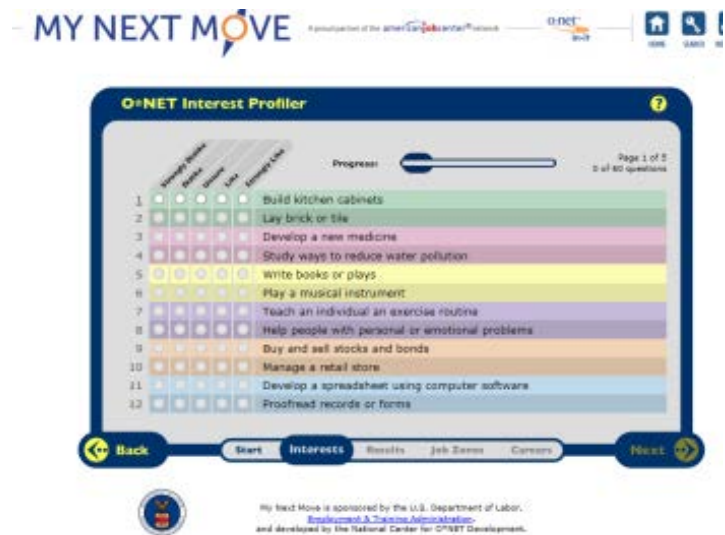


## Web Exploration Activity: O\*NET Interest Profiler Instructions

<http://www.mynextmove.org/vets>

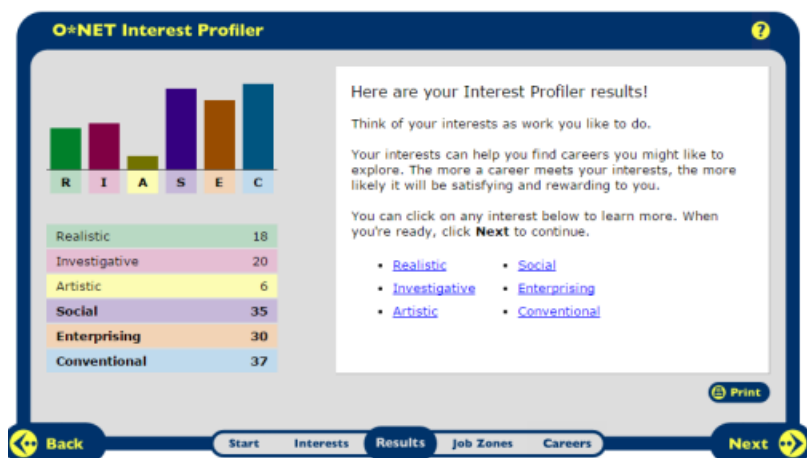


1. Click on the **Interest Profiler**
2. Click on the **NEXT** button to advance through the Interest Profiler information pages to get to the assessment
3. Answer all the questions; click **NEXT** to see the results; write your results in the corresponding letter below—the top three numbers are most important
4. Click **NEXT** until Select a Job Zone; choose the job zone best suited for your needs
5. Click on a career title that interests you to go to the informational page located on O\*NET showing the skills, abilities, and education necessary for this career or occupation.



**TIP:** For best results, try not to choose "Unsure" as an answer.

## O\*NET Interest Profiler Results



The results of the interest profiler tell you which jobs or careers might be of the most interest to you. Those with the highest numbers are the areas where you have the greatest interest.

R	I	A	S	E	C

Job Zones information is provided to answer the question “How much education, training, and experience do I need to do the job?”

Choose a job zone that corresponds with the level of preparation you have currently or plan to acquire after military Service.

**Job Zone 1:** Little to no education, training, or previous experience

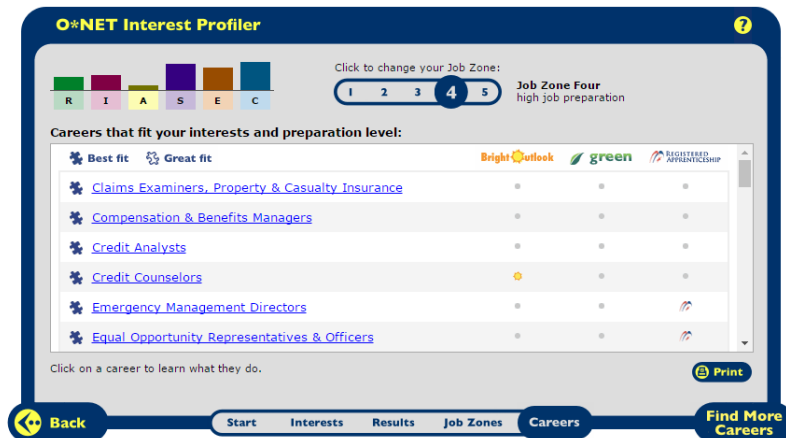
**Job Zone 2:** Some previous experience (few months – 1 year) and a high school diploma

**Job Zone 3:** Previous experience required (1-2 years of training) and some type of education

**Job Zone 4:** Long term experience and training; bachelor’s degree

**Job Zone 5:** Extensive training and education required; post-graduate degree

Next is a list of careers that best fit your interest and preparation level.



The dark blue puzzle pieces indicate the best fit; the sun indicates jobs that are growing in demand; green leaf are jobs that are part of a green economy; swoosh is for those jobs with registered apprenticeships.

Click on a title of one that interests you. This will provide information about the job including knowledge, skills, and abilities associated with the job. This will also provide information about personality best suited for this position, technology commonly used, education, job outlook, and other similar careers.

## Researching Careers: My Next Move for Veterans

If you already know what career or area you are seeking to move into, My Next Move for Veterans can provide information on the education, experience, and credentials necessary to be successful in your chosen field or career.

It is beneficial to conduct research to understand the civilian recommendations or requirements within an industry or career field. The requirements may include the level of education, acceptable degree field/major, experience level, and skills. Also any certifications, credentials or licensure which may not be required but may be beneficial to work or to advance in a career.

My Next Move for Veterans provides the ability to search for careers using three different options: keywords, industry or MOS/MOC.



### Search by keywords

Know the type of job you know you want to pursue? Type in your desired career and click search. A list of job titles that closely match your search will appear.



### *Browse career by industry*

Use the drop down box to see a wide range of industries. Select one that interests you and click browse; a list of jobs common within that industry will be provided.



### *Find careers like your military job*

Select branch, and type in either your MOC/MOS code or job title. After clicking search, the results will list civilian sector jobs that are similar to your military position.

## **Web Exploration Activity: My Next Move for Veterans**

<http://www.mynextmove.org/vets/>

1. Search by keywords
2. Browse by careers or industry
3. Find careers like your military job
4. Choose one of the above search areas, type in your keyword, industry, or military occupation
5. From the list created, click on a career that interests you to view the skills, abilities, education, outlook, and more



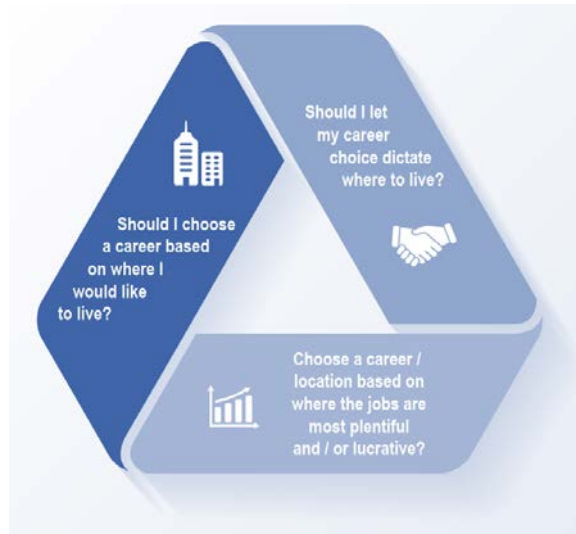
## Influences on Career Selection

Before making a decision on your career path, it is important to consider geographic location and labor market information (LMI). Geographic location refers to where you plan to live, but you must examine the feasibility of pursuing your career in a chosen location, which is labor market information.

Some important questions you should ask yourself:

### Should I:

- Let my career choice dictate where to live?
- Choose a career based on where I would like to live?
- Choose a career/location based on where the jobs are most plentiful and/or lucrative?



If a specific location is your top priority, explore careers in your desired area. Consideration must be given to whether the community you want to live in will support your career choice. You might require additional training and education to be competitive and to find work in a certain area.

If you are in the Reserve component and continuation of Service is included in your plan, it is strongly recommended you research interstate transfer and unit logistics when considering relocation.

The Department of Labor one-day Employment Fundamentals Workshop will provide resources and opportunities to further locate and interpret LMI. For now, just be aware of the questions you need to consider.

## Complete “Where am I going?”

Choose one of the occupations that interest you, either as determined by the interest profiler or from the industry you plan to work. Utilize the O\*NET, My Next Move for Veterans, and the COOL websites to complete the right column of the Gap Analysis.

### Activity: Gap Analysis – Where am I going?

1. Use the O\*NET Interest Profiler, My Next Move for Veterans, and COOL websites to find the following information on a chosen career:
  - a. Experience and Skills
  - b. Education and Training
  - c. Credentials (certificates, licenses, certifications)
2. Complete the “Where am I going?” section of the Gap Analysis

Where am I going?
Civilian Occupation: <hr/>
<i>Use results from My Next Move for Veterans and O*Net to complete this column.</i>
Experience and skills this occupation requires:
Education and training this occupation requires:
Credentials (certificates, licenses, certifications ) or any other requirements for this occupation:

## Middle Column: “What do I need to fill the Gap?”

The last section to complete on the Gap Analysis requires you to document the gap. This is a comparison between where you are and where you are going. Before that comparison occurs, take the time to consider what is influencing your career selection.

### Complete “What do I need to fill the Gap?”

#### Activity: Gap Analysis—What do I need to fill in the Gap?

1. Analyze your findings under “Where am I now?” and compare to “Where am I going?”
2. Fill in the “What do I need to fill in the gap?”
  - a. Experience and Skills
  - b. Education and Training
  - c. Credentials (certificates, licenses, certifications)

What do I need to fill in the Gap?
Experience and skills I need to obtain:
Education and training I need to obtain:
Credentials (certificates, licenses, certifications) I need to obtain:

## WHAT TYPE OF JOBSEEKER ARE YOU?



### Types of Job Seekers

**Transitioning Specialist** – A service member who has held a technical military occupation and wants to continue in that occupational area in the civilian workforce. Example: An air traffic controller in the military who wants to continue as one in the civilian workforce.

**Transitioning Generalist** – A Service member who wants to utilize the general and leadership skills acquired through military Service in the civilian workforce. Example: A senior NCO with an infantry background who wants to serve as a corporate trainer.

**Career Switcher** – A Service member who wants to pursue a specific civilian occupation that is unrelated to military occupation or experiences. Example: An electronics technician who wants to become a history teacher.

**Undecided** – A Service member who has not decided on a specific career path within the civilian workforce. Example: A service member who wants to settle in a specific geographic location without a clear career path.

**Multi-tracker** – A Service member who wants to pursue a combination of civilian opportunities that may include employment, education, technical training, entrepreneurship, or volunteerism. Example: A medical corpsman who is attending college to become a Physician Assistant (PA) while concurrently employed part-time as an emergency medical technician.

## Summary

This module provided the information necessary to help you document your current education, skills, abilities, experience and credentials. It also covered how to identify new career opportunities and how to research their requirements. Lastly, it provided a means to document and identify any gaps between your current skill set and the requirements for your chosen next job. Having this awareness and roadmap will assist you in successfully transitioning into the civilian employment sector.

## ITP Update

At this time, take a moment to update your ITP with the information you have researched. If your Gap Analysis determines you need a different track than previously chosen, speak with the Transition staff or your Transition Counselor to make adjustments to your chosen track and CRS requirements.

## Transition Assistance Program Participant Assessment

[www.dmdc.osd.mil/tgpsp/](http://www.dmdc.osd.mil/tgpsp/)

Please take a few minutes to complete the TAP Participant Assessment located at the website above.

The Participant Assessment is an integral part of our curriculum review process. Every answer and comment provided by a Service member is reviewed during the curriculum review process.

Please take the time to complete the assessment, provide any necessary feedback, and know that your comments will make a difference.

Thank you!





# MILITARY OCCUPATIONAL CODES CROSSWALK

## Appendix





## MOC Crosswalk Website Guide

- **Verification of Military Training and Experience (VMET):** To download the VMET  
<https://www.dodtap.mil/login.html>
- **Employee Summary Sheet (ESS-CG):** To obtain an ESS-CG (only accessible with a CAC)  
<https://cgbi.osd.uscg.mil/>
- **Joint Service Transcript (JST):** To request an official copy of the JST be sent directly to the school or obtain an unofficial copy  
<https://jst.doded.mil/>
- **Community College of the Air Force (CCAF):** To request an official copy to be sent directly to the school or obtain an unofficial copy of the CCAF transcript  
<http://www.airuniversity.af.mil/Barnes/CCAF/>
- **Credentialing Opportunities Online (COOL)**
  - Army: <https://www.cool.army.mil/>
  - Navy: [www.cool.navy.mil](http://www.cool.navy.mil)
  - Marines: <http://www.cool.navy.mil/usmc/>
  - Air Force: <https://afvec.us.af.mil/afvec/Public/COOL/Default.aspx>
  - Coast Guard: <https://www.cool.uscg.mil>
- **O\*NET My Next Move:** A resource to help you to research occupations, determine existing skills, and find careers using those skills  
<http://www.mynextmove.org/vets/>
- **Transition Assistance Curriculum Participant Assessment**  
[www.dmdc.osd.mil/tgppsp/](http://www.dmdc.osd.mil/tgppsp/)
- **MOC Crosswalk Participant Guide** (fillable PDF)  
<https://go.usa.gov/xQGf3>
- **Joint Knowledge Online (JKO):** Online course to review information  
<https://jko.jten.mil/>  
TGPS-US002 MOC Crosswalk (1.5 hours)



# Gap Analysis

Complete the “Where am I now?” column, the “Where am I going?” column, and fill *the Gap* by completing the “What do I need to fill in the Gap?” column.

<p><b>Where am I now?</b></p> <p>Current MOS:</p> <p>_____</p> <p><i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>	<p><b>What do I need to fill in the Gap?</b></p>	<p><b>Where am I going?</b></p> <p>Civilian Occupation:</p> <p>_____</p> <p><i>Use results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p>	<p>Experience and skills I need to obtain:</p>	<p>Experience and skills this occupation requires:</p>
<p>Education and training I have:</p>	<p>Education and training I need to obtain:</p>	<p>Education and training this occupation requires:</p>
<p>Credentials (license, certification, certificate) I have:</p>	<p>Credentials (license, certification, certificate) I need to obtain:</p>	<p>Credentials (license, certification, certificate) or any other requirements for this occupation:</p>

# Gap Analysis—Army Enlisted

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

<b>Where am I now?</b>  Current MOS: <u>31B Military Police</u>  <i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i>	<b>What do I need to fill in the Gap?</b>	<b>Where am I going?</b>  Civilian Occupation: <u>Welder</u>  <i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i>
Experience and skills I have: Knowledge: Excel; Distribution of products; Customer service and Geometry (HS and College). 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 and law and order; 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.	Experience and 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.	Experience and 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 (licenses, certifications, apprenticeships) I have: Secret Security Clearance; Expert Marksmanship	Credentials (licenses, certifications, apprenticeships) I need to obtain: American Welding Society ( <a href="http://www.aws.org">www.aws.org</a> ) Exam Required for certification with renewal every 5 years	Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation: Certified Welder

# Gap Analysis—Army Officer

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

<p><b>Where am I now?</b></p> <p>Current MOS: <u>Intelligence Officer</u></p> <p><i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>	<p><b>What do I need to fill in the Gap?</b></p>	<p><b>Where am I going?</b></p> <p>Civilian Occupation: <u>Social Worker</u></p> <p><i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p> <ul style="list-style-type: none"> <li>• Leadership/Command</li> <li>• Analytical</li> <li>• Integrity</li> <li>• Accountability</li> <li>• Interpreter-German</li> <li>• Security</li> </ul>	<p>Experience and skills I need to obtain:</p> <p>Immediately find Sponsor for Volunteering with Veterans for experience as I complete education requirements (VA/WTB)</p>	<p>Experience and skills this occupation requires:</p> <ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Service Orientation</li> <li>• Active Listening</li> <li>• Social Perceptiveness</li> </ul>
<p>Education and training I have:</p> <ul style="list-style-type: none"> <li>• AS General Studies/Psych</li> <li>• BA Criminal Justice</li> <li>• MA Homeland Security</li> <li>• US Army Intelligence Center and School</li> </ul>	<p>Education and training I need to obtain:</p> <ul style="list-style-type: none"> <li>• Take GRE</li> <li>• Acceptance of MSW Program</li> <li>• Completion of MSW Program</li> </ul>	<p>Education and training this occupation requires:</p> <ul style="list-style-type: none"> <li>• GRE</li> <li>• MSW</li> <li>• PTSD/TBI</li> <li>• Suicide</li> <li>• Drug/Alcohol</li> <li>• Homelessness</li> </ul>
<p>Credentials (licenses, certifications, apprenticeships) I have:</p> <ul style="list-style-type: none"> <li>• TS/SBI Clearance</li> <li>• Counter-Intelligence</li> <li>• Signal/Electronic Warfare</li> </ul>	<p>Credentials (licenses, certifications, apprenticeships) I need to obtain:</p> <ul style="list-style-type: none"> <li>• LCSW-Find Sponsor</li> <li>• CADC-Find Sponsor</li> </ul>	<p>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</p> <ul style="list-style-type: none"> <li>• LCSW</li> <li>• CADC</li> </ul>

# Gap Analysis—Air Force Enlisted

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <b><u>3PO52, SECURITY FORCES</u></b>  <i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>		<p>Civilian Occupation: <b><u>LAW ENFORCEMENT</u></b> <i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p> <ul style="list-style-type: none"> <li>- 8 years’ experience leading, managing, supervising, and performing security forces/police activities</li> <li>- Detects and reports unauthorized personnel and activities. Provides armed response and entry control enforcement.</li> <li>- Enforces standards; adherence to all laws and directives.</li> <li>- 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.</li> <li>- Searches persons and property. Secures crime/incident scenes. Collects, seizes, and preserves evidence.</li> <li>- Conducts interviews of witnesses and suspects. Obtains statements and testifies in official judicial proceedings. Writes reports and briefs senior officials.</li> </ul>	<p>Experience and skills I need to obtain:</p> <ul style="list-style-type: none"> <li>- Compare Tennessee statutes to those used in the military; formal legal code training will provided at the Police academy.</li> <li>- 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</li> </ul>	<p>Experience and skills this occupation requires:</p> <ul style="list-style-type: none"> <li>- Identify, pursue, and arrest suspects and perpetrators of criminal acts. See more occupations related to this task.</li> <li>- 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.</li> <li>- Record facts to prepare reports that document incidents and activities; ensure proper legal charges made.</li> <li>- Render aid to accident victims and other persons requiring first aid for physical injuries. Review facts of incidents to determine if criminal act or statute violations were involved</li> <li>- Communication; oral and written; record all daily activities; apply deductive/inductive reasoning</li> <li>- Listening to others, and asking good questions</li> <li>- Knowledge of police equipment, policies, procedures, and strategies</li> </ul>
<p>Education and training I have:</p> <ul style="list-style-type: none"> <li>- Associates Degree, Criminal Justice</li> <li>- Breathalyzer training</li> <li>- Horizontal Gaze Nystagmus and Field sobriety training</li> <li>- Interrogation training</li> <li>- Witness segregation and interviewing</li> <li>- Motor vehicle accident investigation</li> </ul>	<p>Education and training I need to obtain:</p> <ul style="list-style-type: none"> <li>- None at this time; however, I am currently enrolled in Bachelor’s in Criminal Justice program; anticipated graduation date mm/yyyy</li> </ul>	<p>Education and training this occupation requires:</p> <ul style="list-style-type: none"> <li>- Associates Degree</li> </ul>
<p>Credentials (licenses, certifications, apprenticeships) I have:</p> <ul style="list-style-type: none"> <li>- Certified South Carolina Breathalyzer Officer</li> <li>- Certified Handwriting Analysis Investigator</li> <li>- Certified Motor vehicle Accident Investigator</li> </ul>	<p>Credentials (licenses, certifications, apprenticeships) I need to obtain:</p> <ul style="list-style-type: none"> <li>- None at this time; will discuss with Chattanooga police supervision concerning future credentialing, certifications to pursue after probation period</li> </ul>	<p>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</p> <ul style="list-style-type: none"> <li>- Local Police Academy Completion</li> <li>- No additional required prior to attending local police academy</li> </ul>

# Gap Analysis—Air Force Officer

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <b>64P3, Contracting Officer</b>  <i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>		<p>Civilian Occupation:  <b><u>PURCHASING SUPERVISOR</u></b>  <i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p> <p><u>Administration/Management/Coordination:</u></p> <ul style="list-style-type: none"> <li>- 12 years – managed, directed, coordinated base level purchasing/contracting activities</li> <li>- Directed contracts valued \$259M+ annually</li> </ul> <p><u>Law/Government:</u></p> <ul style="list-style-type: none"> <li>- Led, mentored, guided 23 purchasing professionals through all Federal, DOD, and USAF equal requirements, including proper cost estimates, contractor submittals, &amp; contract negotiations</li> <li>- Broad knowledge Acquisition processes</li> </ul> <p><u>Analytical/Critical Thinker</u></p> <ul style="list-style-type: none"> <li>- Skilled in mathematics; analyzed market trends; maintained fair and competitive vendors for government</li> <li>- Skilled Negotiator and communicator; negotiated over 36 contracts; saved \$72M+ in excess costs; communicated daily with senior level executives</li> </ul>	<p>Experience and skills I need to obtain:</p> <ul style="list-style-type: none"> <li>- Research specific financial systems and contract writing systems utilized by civilian agencies</li> <li>- Gain a better knowledge of civilian legal codes and guidance</li> </ul>	<p><u>Administration and Management</u></p> <ul style="list-style-type: none"> <li>- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.</li> </ul> <p><u>Law and Government</u></p> <ul style="list-style-type: none"> <li>- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.</li> <li>- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing effective manufacture and distribution of goods</li> </ul> <p><u>Mathematics</u></p> <ul style="list-style-type: none"> <li>- Arithmetic, algebra, geometry, calculus, statistics, and their applications.</li> </ul>
<p>Education and training I have:</p> <ul style="list-style-type: none"> <li>- B.S. Economics, US Air Force Academy</li> <li>- USAF Contracting Basic Course</li> </ul> <p>13 Defense Acquisition Level I &amp; II courses</p>	<p>Education and training I need to obtain:</p> <ul style="list-style-type: none"> <li>- None at this time</li> </ul> <p>Research to see if Post-baccalaureate certificate is required based on my experience and USAF specialty education received</p>	<p>Education and training this occupation requires:</p> <ul style="list-style-type: none"> <li>- Bachelor's degree (Business)</li> <li>- Post-baccalaureate certificate</li> </ul>
<p>Credentials (licenses, certifications, apprenticeships) I have:</p> <ul style="list-style-type: none"> <li>- Level II DAWIA Contracting Officer</li> <li>- Installation Warranted Contracting Officer – Warrant Level \$10 Million</li> </ul>	<p>Credentials (licenses, certifications, apprenticeships) I need to obtain:</p> <p><b>*Not mandatory, but may aid in employment</b></p> <ul style="list-style-type: none"> <li>- Certified Federal Contracts Manager</li> <li>- Certified Purchasing Professional</li> <li>- Certified Professional Purchasing Manager</li> <li>- Research to see if required or different from current USAF Certs</li> </ul>	<p>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</p> <ul style="list-style-type: none"> <li>- Certified Federal Contracts Manager</li> <li>- Certified Purchasing Professional</li> <li>- Certified Professional Purchasing Manager</li> </ul>

# Gap Analysis—Navy Enlisted

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <u>8499 Hospital Corpsman</u></p> <p><i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>		<p>Civilian Occupation: <u>Registered Nurse, Emergency Care</u></p> <p><i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p><b>Experience and skills I have:</b> 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.</p>	<p><b>Experience and skills I need to obtain:</b>  None</p>	<p><b>Experience and skills this occupation requires:</b> Registered Nurses at minimum must have a 4 year degree in a Nursing Program. Must pass the NCLEX-RN examination for initial licensure and additional ANCC certification for specialty nursing.</p>
<p><b>Education and training I have:</b> Medical technician License Practical Nurse EMT</p>	<p><b>Education and training I need to obtain:</b> Bachelors of Science in Nursing</p>	<p><b>Education and training this occupation requires:</b> BS in Nursing, training in meeting certification requirements through examination</p>
<p><b>Credentials (licenses, certifications, apprenticeships) I have:</b> Practical Nursing, Emergency Medical Technician</p>	<p><b>Credentials (licenses, certifications, apprenticeships) I need to obtain:</b> ANCC Certification</p>	<p><b>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</b> May vary by state</p>



# Gap Analysis—Navy Officer

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <u>LCDR Naval Supply Corps Officer (Logistics Manager)</u></p> <p><i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>		<p>Civilian Occupation: <u>Information Technology Project Manager</u></p> <p><i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p><b>Experience and skills I have:</b> 10 years, guidance and expert advice to management on technical systems, shipboard logistics management, development, communications support and supervisory management.</p>	<p><b>Experience and skills I need to obtain:</b> 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.</p>	<p><b>Experience and skills this occupation requires:</b> 1 to 2 years of experience with enterprise systems, and project and IT lifecycle management.</p>
<p><b>Education and training I have:</b>  Bachelor of Science, IT Management Human Resources Management Project Management Course (DoD)</p>	<p><b>Education and training I need to obtain:</b> Master’s degree</p>	<p><b>Education and training this occupation requires:</b>  Bachelor’s degree (unspecified) preferred in IT, IT Management. A Master’s degree or MBA may not be required but is preferred.</p>
<p><b>Credentials (licenses, certifications, apprenticeships) I have:</b> Logistic Professional, Systems Application and Products (SAP) Certified Application Professional - Logistics Execution &amp; Warehouse Mgmt. with SAP ERP 6.0 EHP4</p>	<p><b>Credentials (licenses, certifications, apprenticeships) I need to obtain:</b> PMP Certification Oracle Project Lifecycle Management (PLM) Essentials Project Management Institute (PMI )Agile Certified Practitioner(PMI-ACP).</p>	<p><b>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</b> Varies by opportunity.</p>

# Gap Analysis—Marine Corps Enlisted

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

<b>Where am I now?</b>  Current MOS: <u>6317 Aircraft Technician</u>  <i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i>	<b>What do I need to fill in the Gap?</b>	<b>Where am I going?</b>  Civilian Occupation: <u>Aircraft Mechanics &amp; Service Technician</u> <i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i>
<b>Experience and skills I have:</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<b>Experience and skills I need to obtain:</b> <ul style="list-style-type: none"> <li>• All required experience and skills obtained; experience requirements exceeded</li> </ul>	<b>Experience and skills this occupation requires:</b> <ul style="list-style-type: none"> <li>• Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers</li> </ul>
<b>Education and training I have:</b> <ul style="list-style-type: none"> <li>• Aviation maintenance</li> <li>• Integrated avionics systems</li> <li>• Communications/navigation maintenance</li> <li>• Antenna construction and propagation of radio waves</li> <li>• Communications security</li> </ul>	<b>Education and training I need to obtain:</b> <ul style="list-style-type: none"> <li>• All required education and training obtained; education/training requirements met</li> <li>• My Next Move shows training available</li> </ul>	<b>Education and training this occupation requires:</b> <ul style="list-style-type: none"> <li>• Certificate after high school or associate’s degree usually needed</li> </ul>
<b>Credentials (licenses, certifications, apprenticeships) I have:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<b>Credentials (licenses, certifications, apprenticeships) I need to obtain:</b> <ul style="list-style-type: none"> <li>• My Next Move shows 1 certification available (Aerospace/Aircraft Assembly Maintenance Certification from National Center for Aerospace &amp; Transportation Technologies)</li> <li>• Marine Corps COOL</li> </ul>	<b>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</b> <ul style="list-style-type: none"> <li>• Varies by opportunity</li> <li>• My Next Move shows 1 certification available (Aerospace/Aircraft Assembly Maintenance Certification from National Center for Aerospace &amp; Transportation Technologies)</li> <li>• Marine Corps COOL shows 18 certifications that relate to “most” (8) or “some” (10) MOS duties</li> </ul>

# Gap Analysis—Marine Corps Officer

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

<b>Where am I now?</b>  Current MOS: <u>0402 Logistics Officer</u>  <i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i>	<b>What do I need to fill in the Gap?</b>	<b>Where am I going?</b>  Civilian Occupation: <u>Logistics Manager</u>  <i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i>
<b>Experience and skills I have:</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<b>Experience and skills I need to obtain:</b> <ul style="list-style-type: none"> <li>• All required experience and skills obtained; experience requirements exceeded</li> <li>• Refresh/Increase knowledge of MS Excel</li> </ul>	<b>Experience and skills this occupation requires:</b> <ul style="list-style-type: none"> <li>• 8 years or more of related experience</li> <li>• Data base user interface and query software (MS Access, MS Sequel Server)</li> <li>• Enterprise resource planning ERP software (Oracle)</li> </ul>
<b>Education and training I have:</b> <ul style="list-style-type: none"> <li>• Bachelor’s degree</li> <li>• Logistics Management</li> <li>• Maintenance Management</li> <li>• Motor transportation operations</li> <li>• Logistics planning</li> <li>• See OER/JST for additional information</li> </ul>	<b>Education and training I need to obtain:</b> <ul style="list-style-type: none"> <li>• All required education and training obtained; education/training requirements met</li> <li>• My Next Move shows training available</li> </ul>	<b>Education and training this occupation requires:</b> <ul style="list-style-type: none"> <li>• Bachelor’s degree in business, logistics, supply chain, or related field</li> <li>• Master’s degree preferred</li> </ul>
<b>Credentials (licenses, certifications, apprenticeships) I have:</b> <ul style="list-style-type: none"> <li>• Certified Logistics Technician (CLT)</li> </ul>	<b>Credentials (licenses, certifications, apprenticeships) I need to obtain:</b> <ul style="list-style-type: none"> <li>• 10 possible certs in My Next Move; consider completing one</li> </ul>	<b>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</b> <ul style="list-style-type: none"> <li>• Varies by employment opportunity</li> </ul>

# Gap Analysis—Coast Guard Enlisted

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <u>Supply Technician (SK)</u></p> <p><i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i></p>		<p>Civilian Occupation: <u>Storage and Distribution Manager</u></p> <p><i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p> <p><b>Purchasing</b> <b>Warehouse management</b> <b>Inventory management</b> <b>Supply training</b> <b>Vendor relations</b> <b>Databases and financial systems</b> <b>Personnel supervision</b> <b>Budget management</b></p>	<p>Experience and skills I need to obtain:</p> <p><b>SAP Software</b> <b>Microsoft Dynamics GP</b></p>	<p>Experience and skills this occupation requires:</p> <p><b>Communication: listening to others, not interrupting, and asking good questions</b> <b>Problem solving</b> <b>Resource management</b> <b>Time management</b> <b>Attention to detail</b> <b>Personnel supervision</b> <b>Budget management</b></p>
<p>Education and training I have:</p> <p><b>Associate’s degree</b></p>	<p>Education and training I need to obtain:</p> <p><b>Bachelor’s degree</b></p>	<p>Education and training this occupation requires:</p> <p><b>Bachelor’s degree</b></p>
<p>Credentials (licenses, certifications, apprenticeships) I have:</p> <p><b>None</b></p>	<p>Credentials (licenses, certifications, apprenticeships) I need to obtain:</p> <p><b>SAP Certification</b> <b>Inventory Management Credential</b></p>	<p>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</p> <p><b>None</b></p>

# Gap Analysis—Coast Guard Officer

## Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
<p>Current MOS: <u>Supply Technician (SK)</u></p> <p><i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column</i></p>		<p>Civilian Occupation: <b><u>Storage and Distribution Manager</u></b></p> <p><i>Use Results from My Next Move for Veterans and O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p> <p><b>Purchasing</b> <b>Warehouse management</b> <b>Inventory management</b> <b>Supply training</b> <b>Vendor relations</b> <b>Databases and financial systems</b> <b>Personnel supervision</b> <b>Budget management</b></p>	<p>Experience and skills I need to obtain:</p> <p><b>SAP Software Microsoft Dynamics GP</b></p>	<p>Experience and skills this occupation requires:</p> <p><b>Communication: listening to others, not interrupting, and asking good questions</b> <b>Problem solving</b> <b>Resource management</b> <b>Time management</b> <b>Attention to detail</b> <b>Personnel supervision</b> <b>Budget management</b></p>
<p>Education and training I have:</p> <p><b>Associate’s degree</b></p>	<p>Education and training I need to obtain:</p> <p><b>Bachelor’s degree</b></p>	<p>Education and training this occupation requires:</p> <p><b>Bachelor’s degree</b></p>
<p>Credentials (licenses, certifications, apprenticeships) I have:</p> <p><b>None</b></p>	<p>Credentials (licenses, certifications, apprenticeships) I need to obtain:</p> <p><b>SAP Certification</b> <b>Inventory Management Credential</b></p>	<p>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</p> <p><b>None</b></p>





## PREPARE TO SUCCEED

## EMPLOYERS DESIRE MILITARY SKILLS WHICH CIVILIANS MAY LACK

The Department of Defense's Transition to Veterans Program 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	Mid-Level "Journeyman" E-4 to E-6	Senior-Level "Master" E-7 to E-9
<ul style="list-style-type: none"> <li>• Handling work stress</li> <li>• Being dependable and reliable</li> <li>• Persistence</li> <li>• Teamwork and team-building</li> <li>• Conscientiousness and attention-to-detail</li> <li>• Situational awareness</li> <li>• Adaptability</li> <li>• Operating safely</li> <li>• Continuous learning</li> <li>• Behaving ethically</li> <li>• Interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Leading, motivating, and inspiring others</li> <li>• Oral communication</li> <li>• Decision making/decisiveness</li> <li>• Training others</li> <li>• Managing and supervising the work of others</li> </ul>	<ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Written communication</li> <li>• Project planning</li> </ul>

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.

## Soft Skills Service Members Gain During Professional Military Training

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



# YOUR FEEDBACK IS IMPORTANT

## TELL US WHAT YOU THINK



The Transition Assistance Curriculum Participant Assessment, located at:

<https://www.dodsurveys.mil/tgpsp/>

Is a critical evaluation tool to gain Service member feedback on Transition Assistance Program (TAP), facilities, facilitators, and module curriculum and materials. This feedback is read by an actual person and is used to determine if modifications are needed within a module/track or to the overall program. Participant feedback is essential to ensure a high-quality program.

Assessments are available for all TAP modules/Tracks:

- Managing Your Transition
- MOC Crosswalk
- Financial Planning for Transition
- VA Benefits and Services
- Department of Labor Employment Fundamentals
- DoD Education Workshop
- DOL Employment and Vocational Workshops
- SBA Entrepreneurship Workshop

### Examples of updates made to the curriculum based on Service member feedback from the assessment include:

- Providing a list of website resources after each module.
- Removing unnecessary or obsolete information.
- Adding information pertaining to healthcare, life insurance, and SBP options after transition.
- Adding more hands-on activities and enhanced content on American Job Center resources, social media, and resume examples.



**TAKE A PICTURE OF OR SCAN THE QR CODE BELOW WITH YOUR MOBILE DEVICE OR TABLET TO BEGIN THE ASSESSMENT NOW**



#### PLEASE NOTE:

- Each assessment should be completed at the end of each module.
- Participation in the assessment is anonymous; therefore you will be asked to re-enter your background information for each assessment (such as component and time until separation).

