

## Tips on “De-militarizing” Experience In the transition from “Boots to Suits”

### Military Title, Phrase or Training transitions to...Civilian Title, Phrase or Training

Commander, Chief	Director, Senior Manager, Division Head
Executive Officer	Deputy Director, Assistant Manager
Field Grade Officer	Executive, Manager, Program Director
Action Officer	Analyst, Project Manager
Company Grade Officer	Operations Manager, Section Manager
Warrant Officer	Technical Specialist, Department Manager
Senior NCOs	First Line Supervisor, Project Director
Infantry	Security Force, Lead Trainer
First Sergeant	Personnel Manager, Personnel Supervisor
Sergeant Major	Senior Advisor
Squad Leader	Team Leader, Team Chief
Supply Sergeant	Supply Manager, Logistics Manager
Operations NCO	Operations Supervisor
Medic	Health Care Provider
Platoon Sergeant	Supervisor, Instructor, Trainer
AI	Additionally Skilled In
Battalion, Unit	Organization, Agency, Department
Combat/War	Hazardous Conditions, Conflict
Commanded	Supervised, Directed, Led
Company	Company, Department, Section
Headquarters	Headquarters, Corporate Office
MAGTF Planner	Logistics Clerk, Operations Planner
Medal	Award
Military Personnel Office	Human Resources
Military Police	Police Officer
Mission	Task, Function, Objective, Responsibility, Job
Military Occupation Specialty/Classification	Career Field, Career Specialty
OER/NCOER	Performance Appraisal
PCS	Relocation
Squad/Platoon	Team, Section, Group
Reconnaissance	Data Collection, Survey, Analysis
Regulations	Policy, Guidelines, Instructions
Risk Assessments	Enterprise Risk Analysis and Management
Security Clearance	Security Clearance
Service members	Employees, Personnel, Colleagues
Subordinates	Employees, Co-workers, Direct Reports
TAD/TDY	Business Travel
TDA/MTOE	Organizational Structure, Materials, Manpower
Tank	Heavy Equipment

Basic Training	Basics Skills Course
Advanced Individual Training	Advanced Skills Course
Primary Leadership Development Course	Basic Leadership & Management Development Course
Basic Non-Commissioned Officers Course	Intermediate Leadership & Management Development Course
Advanced Non-Commissioned Officers Course	Advanced Leadership & Management Development Course
Officer Advanced Course	Entry Level Officer Training Course
Combined Arms Staff College	Senior Managerial Leadership School
Command and Staff College	Senior Leaders Program
War College	Executive Leadership School

Strengths....

- Able to make effective decisions quickly
- Understand complex engineering systems
- Team leader with proven track record for collaboration and effectiveness
- Quality control and assurance management
- Strategic planning, customer service, training
- Perform needs assessment
- Analyze process and procedures
- Ability to establish rapport with people of diverse cultures and backgrounds
- Superior analytical, problem-solving, communication and decision-making skills
- Maintain confidential data/information
- Efficient at preparing and analyzing reports

**Career Services**  
**University of Missouri-St. Louis**  
 278 Millennium Student Center  
 314-516-5111  
 careerservices@umsl.edu  
<http://careers.umsl.edu>

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