

# Military transition action timeline: 9 months



## Using civilian language

One of the most important things to keep in mind is that you are more than your classification. Your Military Occupational Specialty, Navy Enlisted Classification or Air Force Specialty Code explains what you did but not who you are. You’ve learned skills and developed character traits — all things that will serve you well and are of value to employers in the civilian world.

To get started, fill in the simple chart. Search “military translators,” books and other resources on the internet for suggestions on how to describe specific titles, skills and training. Confirm that you are using the correct civilian terminology with veterans who are already in the civilian workforce.

- Avoid acronyms. “XO” does not mean executive officer to most people.
- Focus on your training and skills, as well as the personal qualities you have developed. Persistence, trust and focus are all valuable in the civilian world.
- When you “translate” your title, rank and job, think in terms of level of responsibility and functional role. For example, an NCOIC might be a supervisor or manager, while a commander might be a division head or senior manager.
- To select the correct title, do some research on titles used in the types of companies or occupations in which you are interested.

	Military term/description	Civilian term/description
Title		
Rank		
Job(s)		
Training		
Education		
Skills		
Other, e.g. languages, volunteering,		