



2019-2020 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://go.usa.gov/xQGf3>). Click on the Guides tab at the top of the screen to choose the guide you need.

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.

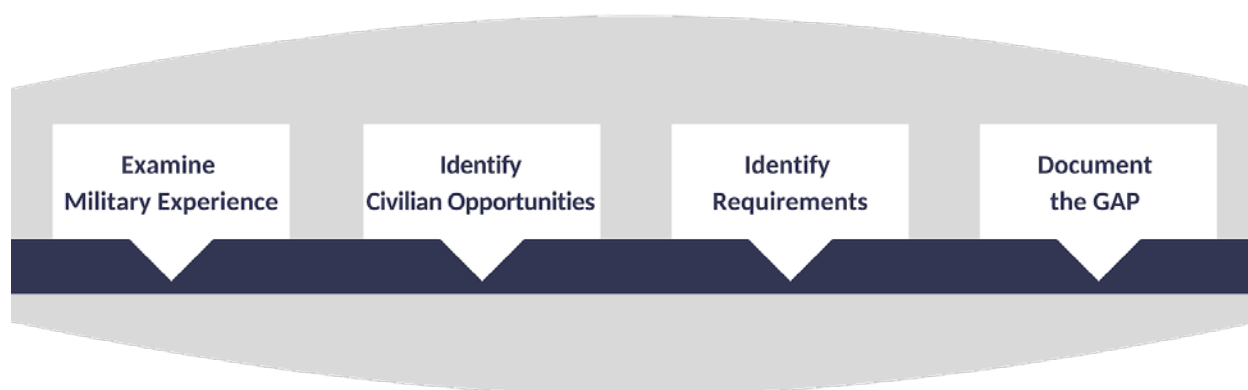
Identifying, understanding, and comparing your skills to those required in the civilian sector can be achieved through research, conducting a MOC Crosswalk, and completing a GAP Analysis.

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.

A completed example is provided.

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>Experience and skills I have:</p> <ul style="list-style-type: none"> • Leadership/Command • Analytical • Integrity • Accountability • Interpreter-German • Security 	<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"> • Critical Thinking • Service Orientation • Active Listening • Social Perceptiveness
<p>Education and training I have:</p> <ul style="list-style-type: none"> • AS General Studies/Psych • BA Criminal Justice • MA Homeland Security • US Army Intelligence Center and School 	<p>Education and training I need to obtain:</p> <ul style="list-style-type: none"> • Take GRE • Acceptance of MSW Program • Completion of MSW Program 	<p>Education and training this occupation requires:</p> <ul style="list-style-type: none"> • GRE • MSW • PTSD/TBI • Suicide • Drug/Alcohol • Homelessness
<p>Credentials (certificate, licenses, certifications) I have:</p> <ul style="list-style-type: none"> • TS/SBI Clearance • Counter-Intelligence • Signal/Electronic Warfare 	<p>Credentials (certificate, licenses, certifications) I need to obtain:</p> <ul style="list-style-type: none"> • LCSW-Find Sponsor • CADC-Find Sponsor 	<p>Credentials (certificate, licenses, certifications) or any other requirements for this occupation:</p> <ul style="list-style-type: none"> • LCSW • CADC

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
Leadership	Influencing and inspiring others by providing purpose, direction, and motivation to accomplish the organization's goals.	Motivating Inspiring Mentoring
Decision Making	Choosing the best solution or option in a timely or decisive manner.	Evaluating Accessing
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.	Resilience Coping
Dependable	Diligently following through on commitments and consistently meeting deadlines.	Getting the activity done
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

Skill Name	Definition	Synonyms
Teamwork	Establishing productive relationships with other team members to perform team tasks and improving performance.	Followership 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
Training Others	Planning, organizing, and conducting activities that increase the capability of individuals or organizations.	Developing Mentoring
Managing the Work of Others	Organizes, coordinates, and leads 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 so as well.	Integrity
Operating Safely	Identifying and carefully weighing safety risks in making decisions and adhering to safety rules.	Safety and Risk management

Tools for 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

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
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.

Where am I now?
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?”

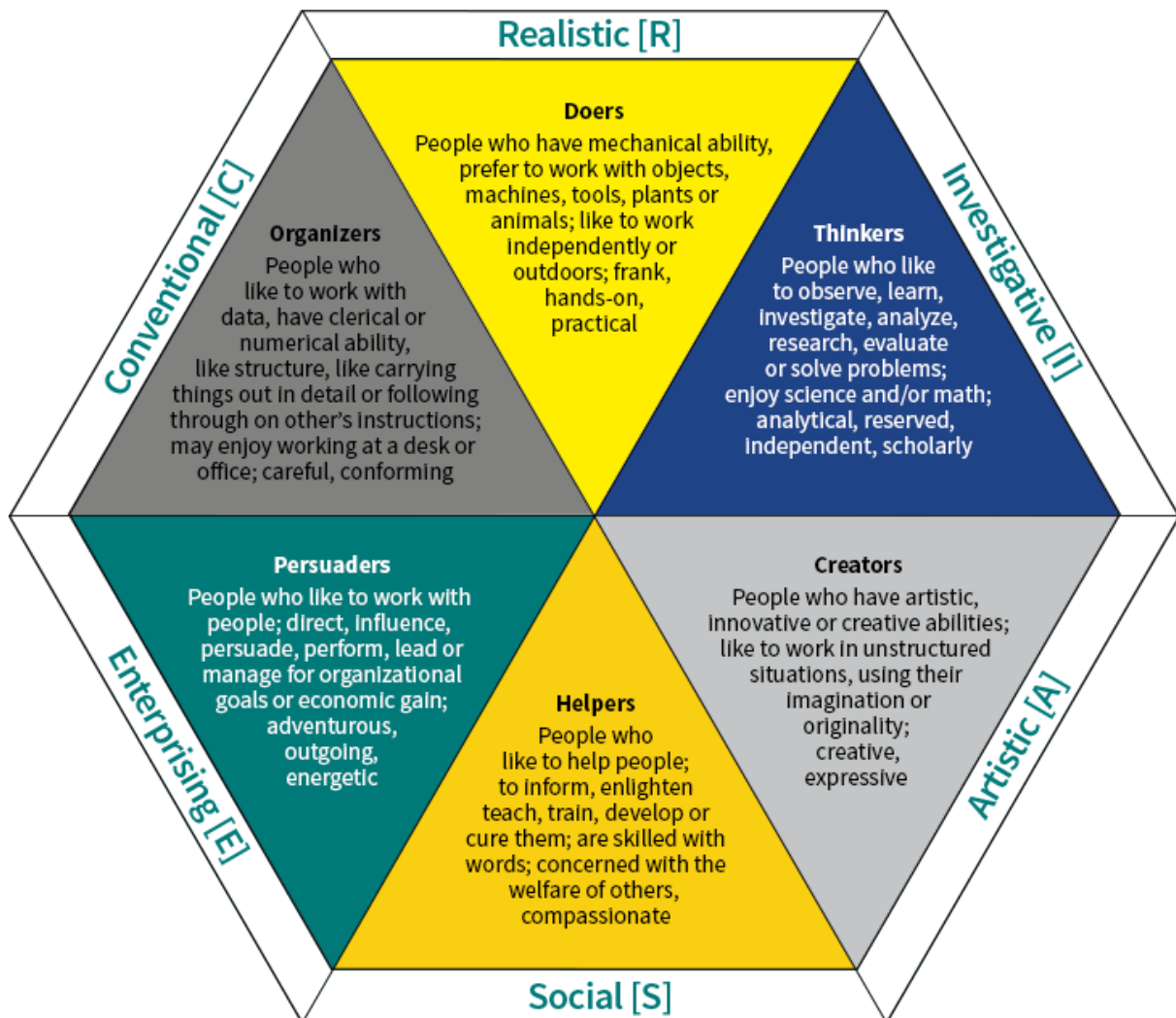
The last column on the Gap Analysis is about where you are going, or which occupation you are interested in. During this section you will discover possible career options and conduct research to complete the associated column in the Gap Analysis. Research will include the same topics as before: experience 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 want to change from their occupation in the military to something completely different.

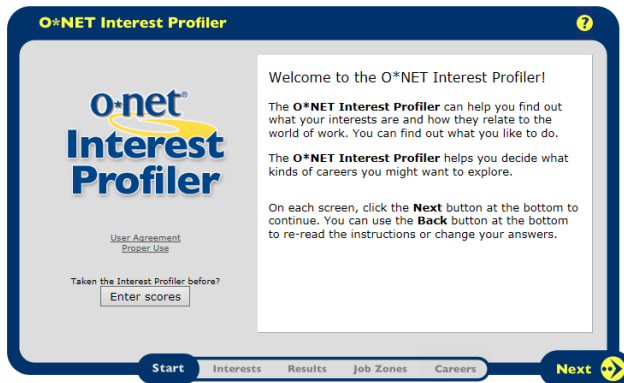
Whether you know the path you want to take, the path you do not want to take, or you’re unsure about what you want to do next, completing a career assessment will provide you an understanding of your likes and dislikes of job related activities. O*NET Interest Profiler is one such career assessment. For those who are unsure of the next career, the results of this assessment will help you identify civilian careers options that align with your skills, abilities, and interests, along with the required education, experience, and/or credentials. For those who do know, the assessment will provide confirmation of your choice, and assist with identifying education, experience, and credentials commonly requested or required in your chosen career.

The interest profiler is based on Holland Codes, a career theory that uses six areas of interest for occupations: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. The results of an assessment theory indicates your level of interest in each area based on a score, the higher the score, the more the interest. The assessment is quick, asking 60 questions about the degree to which you would like to perform a task (not at all to very likely). As you complete it, do not consider whether you already have the knowledge, ability, or skill, but whether the task interests you.



Web Exploration Activity: O*NET Interest Profiler Instructions

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



My Next Move is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O*NET Development.

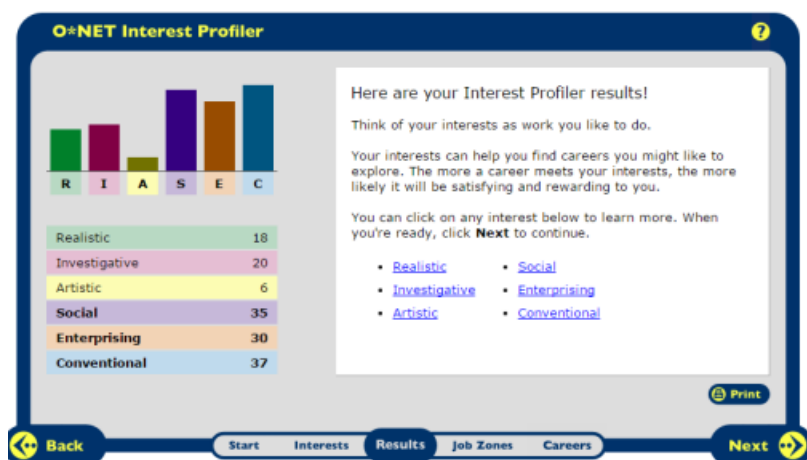
1. Click on the **Interest Profiler**
2. Click on the **NEXT** button to advance through the Interest Profiler information pages to get to the assessment
3. Answer all the questions; click **NEXT** to see the results; write your results in the corresponding letter below—the top three numbers are most 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.



My Next Move is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O*NET Development.

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

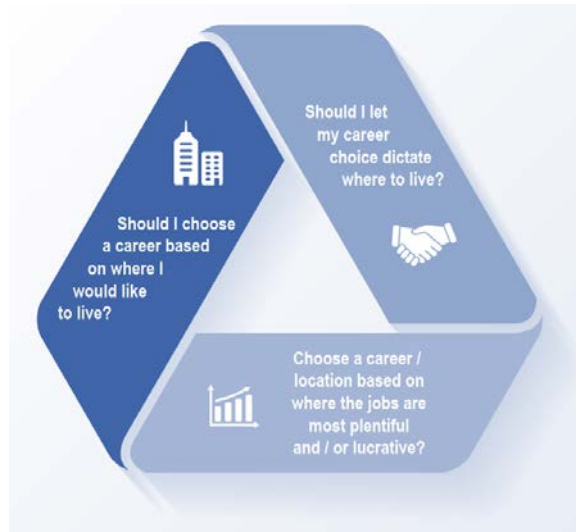
Influences on Career Selection

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: “Document 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:

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/

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
 - 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/
- **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.

Where am I now?	What do I need to fill in the Gap?	Where am I going?
Current MOS: <hr/> <i>Use VMET, JST, CCAF, and Professional Evaluations to complete this column.</i>		Civilian Occupation: <hr/> <i>Use results from My Next Move for Veterans and O*Net to complete this column.</i>
Experience and skills I have:	Experience and skills I need to obtain:	Experience and 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:



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"> • 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 	<ul style="list-style-type: none"> • Leading, motivating, and inspiring others • Oral communication • Decision making/decisiveness • Training others • Managing and supervising the work of others 	<ul style="list-style-type: none"> • 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.

Soft Skills Service Members Gain During Professional Military Training

	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

YOUR FEEDBACK IS IMPORTANT

TELL US WHAT YOU THINK



The Transition Assistance Curriculum Participant Assessment, located at:

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

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
- Department of Labor Employment Workshop
- VA Benefits and Services
- Managing Your Education Track
- Vocational Training Track
- Employment Fundamentals/Employment Track

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).

