DISCLAIMER

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MOC CROSSWALK COURSE OVERVIEW

- MOC Crosswalk Process
- The Gap Analysis
- Finding and Translating Your Skills
- Tools of Transition
- Civilian Credentialing
- Identifying Possible Civilian Careers
- Influences on Career Selection
THE CROSSWALK PROCESS

EXAMINE MILITARY EXPERIENCE

IDENTIFY CIVILIAN OPPORTUNITIES

IDENTIFY REQUIREMENTS

DOCUMENT THE GAP
### WHERE AM I NOW?
Current MOC: ____________________________

Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.

### WHAT DO I NEED TO FILL IN THE GAP?

<table>
<thead>
<tr>
<th>Experience and skills I have:</th>
<th>Experience and skills I need to obtain:</th>
<th>Experience and skills this occupation requires:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Education and training I have:</th>
<th>Education and training I need to obtain:</th>
<th>Education and training this occupation requires:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Credentials (license, certification, certificate) I have:</th>
<th>Credentials (license, certification, certificate) I need to obtain:</th>
<th>Credentials (license, certification, certificate) or any other requirements for this occupation:</th>
</tr>
</thead>
</table>

### WHERE AM I GOING?
Civilian Occupation: ____________________________

Use results from My Next Move for Veterans and O*NET to complete this column.
### WHERE AM I NOW?

**Where am I now?**

**Current MOC:**

Use VMET, IST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.

**Experience and skills I have:**

**Education and training I have:**

**Credentials (license, certification, certificate) I have:**

- Current MOC
- Experience/Skills
- Education/Training
- Credentials
HARD VS. SOFT SKILLS

**Hard Skills** - specific, teachable knowledge and abilities that can be defined and measured

- Examples: software applications, languages, typing, operating machinery

**Soft Skills** – less defined, interpersonal skills

- Examples: leadership, team building, communication, problem solving
TRANSLATING YOUR SKILLS

To learn civilian terminology for your field:

- Schedule informational interviews in your chosen career field
- Find a mentor in your desired field
- Follow companies and connect with professionals on LinkedIn
- Read publications and blogs; view related videos

AVOID MILITARY JARGON AND ACRONYMS
- Helps with resume preparation
- Translates military terminology and training into civilian terms
- Establishes capabilities with prospective employers
- Assists in applying to college or vocational institutes
- Lists military job experience and training history
- Suggests related certification and licensure
- Provides civilian equivalent job titles
**OCCUPATION: 6317, Aircraft Communications/Navigation/Weapon Systems Technician**

**Duty and Occupation Code**

**PRIMARY OCCUPATION:**

- MARINE CORPS, ACTIVE: STAFF SERGEANT, Pay Grade E-6 JUL 2017 - JAN 2020 (2 Years 6 Months)
- MARINE CORPS, ACTIVE: SERGEANT, Pay Grade E-5 MAR 2015 - JUL 2017 (2 Years 4 Months)

**OCCUPATION DESCRIPTION FOR: 6317**

- (MCE-6317-002, Exhibit dates FEB 2001 - JUL 2017)
- Installs, removes, inspects, tests, maintains, and repairs components, subsystems, and ancillary equipment on installed aircraft communications, navigation, and deceptive electronic countermeasures

**RELATED CIVILIAN OCCUPATIONS FOR: 6317**

- Avionics Technician (DOT 823.261-026)
- Avionics Technicians (ONET 49-2091.00)

---

<table>
<thead>
<tr>
<th>Duty and Occupation Code</th>
<th>Occupation Description</th>
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<tbody>
<tr>
<td>VMET: EXPERIENCE HISTORY</td>
<td><strong>OCCUPATION: 6317, Aircraft Communications/Navigation/Weapon Systems Technician</strong></td>
</tr>
<tr>
<td>PRIMARY OCCUPATION:</td>
<td><strong>MARINE CORPS, ACTIVE: STAFF SERGEANT, Pay Grade E-6 JUL 2017 - JAN 2020 (2 Years 6 Months)</strong></td>
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<td></td>
<td>MARINE CORPS, ACTIVE: SERGEANT, Pay Grade E-5 MAR 2015 - JUL 2017 (2 Years 4 Months)</td>
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<tr>
<td>OCCUPATION DESCRIPTION FOR: 6317</td>
<td>(MCE-6317-002, Exhibit dates FEB 2001 - JUL 2017) Installs, removes, inspects, tests, maintains, and repairs components, subsystems, and ancillary equipment on installed aircraft communications, navigation, and deceptive electronic countermeasures</td>
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<tr>
<td>RELATED CIVILIAN OCCUPATIONS FOR: 6317</td>
<td>Avionics Technician (DOT 823.261-026) Avionics Technicians (ONET 49-2091.00)</td>
</tr>
</tbody>
</table>
MILITARY TRAINING: MAR 2017 - APR 2017
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 2007 - SEP 2015)

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

• Topics include Audiovisual materials, discussion, case studies, learner presentations, classroom exercises, computer-based training and lecture, communication techniques, learning objectives, instructional technology, case studies, motivation, self- and group-paced methods of instruction, and questioning techniques.
Lists all jobs held to include job titles:

- Position History
- Rank History
- Education
- TMT History
- Direct Access Courses
- Training
- Tests
- Competencies
- Board/Memberships
- Medals and Awards
### Military Course Completions

<table>
<thead>
<tr>
<th>Military Course ID</th>
<th>ACE Identifier</th>
<th>Course Title</th>
<th>Dates Taken</th>
<th>ACE Credit Recommendation</th>
<th>Level</th>
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<tbody>
<tr>
<td>750-BT</td>
<td>AR-2201-0399</td>
<td>Basic Combat Training:</td>
<td>13-MAR-1987 to 07-MAY-1987</td>
<td>1 SH</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.</td>
<td></td>
<td>(10/00)(10/00)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>US Army Training Center</td>
<td></td>
<td>2 SH</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ft Jackson SC</td>
<td></td>
<td>2 SH</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To train individuals to maintain personnel records.</td>
<td></td>
<td>(8/88)(8/88)</td>
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<tr>
<td>CCAF COURSE NO</td>
<td>TITLE</td>
<td>CREDIT AWARDED</td>
<td>SEM HRS</td>
<td>GRADE</td>
<td></td>
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<tr>
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<tr>
<td>PHE1000</td>
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<td>04-Dec-1990</td>
<td>4.00</td>
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<tr>
<td>3AQR45730C 000</td>
<td>APPREN STRAT ACFT MAINT SPEC 135</td>
<td>SHEPPARD AFB</td>
<td>17-Jan-1991</td>
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<td>AMT1218</td>
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<td>AMT1219</td>
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<td>AMT1229</td>
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<td>4ABF45730C 001</td>
<td>EC/KC/RC135 APR STRAT ACFT MAINT</td>
<td>SHEPPARD AFB</td>
<td>21-Mar-1991</td>
<td>7.00</td>
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<tr>
<td>AMT2236</td>
<td>ADV ACFT MAINT LAB</td>
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<tr>
<td>5ALS96400 001</td>
<td>AIRMAN LEADERSHIP SCHOOL</td>
<td>KADENA AB</td>
<td>07-Nov-1995</td>
<td>2.00</td>
<td>S</td>
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<tr>
<td>LMM1101</td>
<td>LEADERSHIP/MANAGEMENT I</td>
<td></td>
<td>2.00</td>
<td>S</td>
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<tr>
<td>LMM1102</td>
<td>MANAGERIAL COMMUNICATIONS I</td>
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<tr>
<td>LMM1103</td>
<td>MILITARY STUDIES I</td>
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<td>2.00</td>
<td>S</td>
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<tr>
<td>LMM1104</td>
<td>INTRO TO TOTAL QUAL MGT</td>
<td></td>
<td>4.00</td>
<td></td>
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<tr>
<td>6NCO96200 002</td>
<td>NCO COMMAND ACADEMY</td>
<td>MCGUIRE AFB</td>
<td>14-Dec-2001</td>
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<tr>
<td>LMM2121</td>
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<td>3.00</td>
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<tr>
<td>LMM2122</td>
<td>MANAGERIAL COMM II</td>
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<tr>
<td>LMM2123</td>
<td>MILITARY STUDIES II</td>
<td></td>
<td>2.00</td>
<td>S</td>
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</tbody>
</table>
### RECORD OF PROFESSIONAL DEVELOPMENT (CG-4082)

- Identifies academic and military courses and training
- Can supplement the JST and be used to boost the education and training sections of the Gap Analysis and a resume

<table>
<thead>
<tr>
<th>Key Word(s)</th>
<th>Descriptive Title and Institution and/or Location of Activity</th>
<th>Qualification, Cert., Grade or N/A</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Courses</td>
<td>Performance Based Management (QMMS70), National Graduate School, E-City Cohort</td>
<td>A</td>
<td>05/2010</td>
</tr>
<tr>
<td>Academic Courses</td>
<td>Best Practices for Master’s Educ (EDU501) National Graduate School, E-City Cohort</td>
<td>A</td>
<td>04/2010</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Contracting Officer’s Technical Representative, Dept of Homeland Security</td>
<td>N/A</td>
<td>09/2009</td>
</tr>
<tr>
<td>Qualifications</td>
<td>MH-60T Pilot Transition Course, Aviation Training Center Mobile</td>
<td>Pass</td>
<td>09/2009</td>
</tr>
<tr>
<td>DOD Courses</td>
<td>Emergency Egress Training (9DS Dunker) Fort Rucker, AL</td>
<td>Pass</td>
<td>08/2009</td>
</tr>
</tbody>
</table>
Some military specialties require a credential

Should be documented on VMET, JST, CCAF transcript, ESS-CG, or CG-4082
TYPES OF CREDENTIALS

LICENSE:
- Doctor/Nurse
- Teacher
- Counselor
- Plumber
- CPA
- Analyst

CERTIFICATION:
- Lean Six Sigma
- PMP
- Microsoft
- X-Ray Technician
- Physical Therapy Aide

CERTIFICATE:
- Hospital Transcriptionist
- Medical Coder
- Travel Agent
- Library Technician
CREDENTIAL OPPORTUNITIES ONLINE

**Army:** [https://www.cool.osd.mil/army/](https://www.cool.osd.mil/army/)

**Navy:** [https://www.cool.navy.mil/usn/](https://www.cool.navy.mil/usn/)

**Marine Corps:** [https://www.cool.navy.mil/usmc/](https://www.cool.navy.mil/usmc/)


**Coast Guard:** [www.cool.osd.mil/uscg](http://www.cool.osd.mil/uscg)
### ACTIVITY: GAP ANALYSIS

**WHERE AM I NOW?**

1. Use the VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to find the following information:
   
   a. Experience and Skills
   b. Education and Training
   c. Credentials (license, certification, certificate)

2. Complete the “Where am I now?” section of the Gap Analysis.
### Where am I going?

**Civilian Occupation:**

Use results from My Next Move for Veterans and O*NET to complete this column.

**Experience and skills this occupation requires:**

**Education and training this occupation requires:**

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

---

- **Civilian Occupation**
- **Experience and skills required**
- **Education and training required**
- **Credentials:**
  - License
  - Certification
  - Certificate
RIASEC MODEL

The Doer
Prefers technical, outdoor, and athletic pursuits

The Organizer
Prefers data management, organizational, and professional pursuits

The Thinker
Prefers scientific, research, and intellectual pursuits

The Creator
Prefers creative, imaginative, and intuitive pursuits

The Helper
Prefers helping, interpersonal, and supportive pursuits

The Persuader
Prefers leadership, influencing, and persuasive pursuits
Welcome to the O*NET Interest Profiler!

The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore.

On each screen, click the Next button at the bottom to continue. You can use the Back button at the bottom to reread the instructions or change your answers.

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

www.mynextmove.org/explore/ip
O*NET INTEREST PROFILER RESULTS

www.mynextmove.org/explore/ip
O*NET JOB ZONES

Select a Job Zone

Now that you have learned about each Job Zone, select the current or future Job Zone that’s right for you:

- Job Zone One
  Little or No Preparation Needed
- Job Zone Two
  Some Preparation Needed
- Job Zone Three
  Medium Preparation Needed
- Job Zone Four
  High Preparation Needed
- Job Zone Five
  Extensive Preparation Needed

www.mynextmove.org/explore/ip
CAREER EXPLORATION

www.mynextmove.org/explore/ip
MY NEXT MOVE FOR VETERANS

www.mynextmove.org/vets
**WHERE AM I GOING?**

1. Use the O*NET Interest Profiler, My Next Move for Veterans and COOL websites to find the following information:
   a. Experience and Skill
   b. Education and Training
   c. Credentials (license, certification, certificate)

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 Skill
   b. Education and Training
   c. Credentials (license, certification, certificate)
INFLUENCES ON CAREER SELECTION

Should I choose a career based on where I live or where I would like to live?

Should I choose a career/location based on where the jobs are most plentiful and/or lucrative?

Should I let my career choice dictate where to live?
SUMMARY

- Identified your current education, skills, abilities, experience, and credentials

- Identified career opportunities based on your interests

- Researched the requirements for your chosen career

- Documented the gap between your current skill set and the requirements for your civilian career
Next Steps

- Ensure your current Transition Track is correct based on your Gap Analysis.
- Make a plan to fill the gaps between your current skills and those required for your chosen civilian career field.
- Contact your local personnel office and confirm the accuracy of your official military record.
QUESTIONS?

Reminder:

We are here to help YOU! If you have any questions at any point during your transition, please let us know.
We want your feedback!

Your feedback is anonymous and very valuable to the success of TAP. Every comment is read and addressed as appropriate.

- Use computer or mobile device
- Go to: https://www.dodsurveys.mil/tgpsp/
- Select MOC Crosswalk
- Complete assessment

OR...SCAN THIS QR CODE WITH YOUR PERSONAL DEVICE TO BEGIN THE ASSESSMENT