

# From Barracks to Business

*Translating Military Skills to Career  
Success*

*January 10, 2014*



# Objective

- *An understanding of the military branches and the strengths resulting from military service*
- *How to identify skills and qualities developed from the military*
- *How to write a business resume utilizing military attributes*



# Enlisted and Officer

## *Enlisted Ranks*

- *Voluntarily signed up, typically without prior military training or service*
- *Led by commissioned officers*

## *Officer Ranks*

- *Commissioned ranks are the highest in the military*
- *Hold presidential commissions and are confirmed by senate*



# Enlisted Structure

## Entry Level

*As a member progresses from an entry level rank he or she acquires the discipline, skills and professional military education necessary to become eligible for Non-Commissioned Officer (NCO) status.*

*Equivalent to high school graduates, college students.*

*Grade E1 – E-3.*

## Non-Commissioned Officer

*Entry level military personnel transition into supervisory roles and responsibilities, where they develop military leadership skills, participate in professional education/training and typically manage subordinates.*

*Non-Commissioned Officers are the backbone of the military, they are the front-line supervisors.*

*Grade E-4 – E-6.*



# Enlisted Structure Cont'd

## Senior Non-Commissioned Officer

*The top three ranks of the enlisted force structure transition from supervisor to manager and leadership positions. Senior Non-Commissioned Officers (SNCO) are assigned duties and responsibilities that commensurate with their skill level and rank.*

*SNCO's manage teams. Typically they are highly involved with the officer ranks to ensure direct communication to the enlisted. They serve as a representative and advocate of the enlisted force.*

*Grade E-7 – E-9.*



# Officer Structure

## Company Grade Officers

*Generally not expected to operate independently for any significant length of time. Company grade officers also fill staff roles in some units.*

*Also known as Junior Military Officers (JMO's), these officers are mid-level managers.*

*Grade 01 – 03.*

## Field Grade Officers

*Officers who typically command units that can be expected to operate independently for short periods of time.*

*This is an equivalent to a director level position.*

*Grade 04 – 06.*



# Officer Structure Cont'd

## General Officers

*Officers who typically command units or formations that are expected to operate independently for extended periods of time.*

*Executive/CEO level position.*

*Grade 07 – 0-10.*



# Chatting With Your Veterans

Asking military specific questions will help you gain a better understanding of the veteran's occupational and transferable skills

- *What was your job?*
- *Can you walk me through a typical work day?*
- *Were you responsible for the same job deployed as stateside?*
- *Can you describe your leadership experience?*
- *What were your additional duties?*





# Key Qualities of Veterans

*Ability to work in stressful situations*

*Highly Organized*

*Process Driven*

*Can Do More With Less*

*Reliable*

*Punctual*

*Team Player*

*Hard Working*

*Mission Oriented*

*Service Oriented*

# Military Occupations

*Administrative Personnel*

*Accounting*

*Business Administration*

*Combat Specialty Operations*

*Construction*

*Counseling, Social Work*

*Transportation*

*Education and Training*

*Engineering*

*Information Technology*



# Skills Translation

*SCANS (Secretaries Commission on Achieving Necessary Skills)  
Skills*

- *Survey conducted by the Department of Labor*
- *Determined five core competencies needed by employees*
  - *Resources, Interpersonal Skills, Information, Systems and Technology*



# Contact Information

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# Q & A

*All questions are welcome.*

*Thank you!!*

