

Hiring Managers Guide Veteran Applicant

Workplace Culture

Military: Collective

- Part of tight knit, cohesive group/unit
- Group/Unit goals **ALWAYS** placed ahead of individual goals
- Emotionally invested in the group/unit

In the military one's job is a profound characterization of identity among their peers/unit/etc.

Civilian: Individualistic

- Emphasis is on individual
- Self-Reliance by western standards
- Not emotionally invested in job/company

In the civilian sector, people's jobs are what they do.



Career



Career and Promotions are heavily structured

You must have:

- Length of service
- Time in present pay grade
- Job performance- Evaluations vs peers at your command
- Leadership ability
- Awards or commendations
- Job specialty- Has quotes on how many can advance (can be challenging based on specialty, normally manning dictated)

Military Jargon



- **MOS**-Military Occupational Specialty (their military job) **Army and Marine Corps**
- **NEC/RATE**-Navy Enlisted Classification (their military job) **Navy**
- **AFSC**-Air Force Specialty Code (their military job) **Air Force**
- **Enlisted**-Service members in which a college degree is not required, trained in a specific job classification.
- **Commissioned Officer**-a position of Authority in which a college degree is required, trained in leadership, management, and specific job classification.
- **Warrant Officer**-a position achieved in which the service member is recognized as a Subject Matter Expert in their field.
- **NCO**-Non-Commissioned Officer (first-line Supervisor)-Army, Marine Corps, Air Force
- **PO**-Petty Officer (first-line Supervisor) Navy and Coast Guard
- **SNCO**-Staff Non-Commissioned Officer (mid-level Supervisor) Army, Marine Corps, Air Force
- **Senior Staff Non-Commissioned Officer**-(Senior-level Manager) that interacts with a multitude of members in the organization; both internal and external: Army, Marine Corps, Air Force
- **CPO**-Chief Petty Officer (Senior-level Manager) that interacts with a multitude of members in the organization; both internal and external: Navy and Coast Guard
- **Company/Junior Grade Officer**-Department Manager (Officer Rank Structure O1-O3)
- **Field/Mid Grade Officer**-Deputy Director/Director (Officer Rank Structure O4-O6)
- **General/Flag Officer**-Executive Commissioner (Officer Rank Structure O7-O10)

Military Jargon



- **Squad Leader**-an NCO responsible for the daily operations of a team
- **Platoon Leader**-an NCO or SNCO responsible for the daily operations of a multitude of teams
- **Commander**-a Commissioned Officer responsible for the development, training, and well-being of all members in the team
 - Platoon/Division Officer/Flight
 - Company/Department
 - Battalion/Commanding Officer/Squadron
- **Security Clearance**-issued based upon the need for access to confidential information. An extensive background check is conducted before clearance is granted. Not all military jobs require a security clearance.
 - Confidential-Lowest Level
 - Secret-Mid Level and requires recertification
 - Top Secret-Highest Level and extensive background check
- **Reserve Duty Commitment**-Initial enlistment contracts are for 8 years. A portion of that 8 years is spent on Active Duty, while the remainder is served as an Active Reservist (one weekend a month) or in the Inactive Reserves (does not have monthly obligation, but subject to recall in a National Emergency).
- **Meritorious Promotion**-A promotion received through demonstrated abilities to perform at a higher level.

Professional Military Education



Educational curriculum designed to develop the leadership capabilities and moral framework of integrity, service, and excellence. Planned and administered to develop the individual beyond their military occupation and to develop the critical thinking necessary to progress in rank.

Enlisted Professional Military Education (E-PME)



The resident courses (classroom instruction) can vary in length of time based upon the rank level, the courses range anywhere from 2 weeks to 2 years. Online education is also offered occasionally.

Introductory- Individual military training and education received at Service initial entry training sites and basic skill development schools, typically in pay grades E1 through E3.

Primary- Individual military training and education typically received in pay grades E4 through E6

Intermediate- Individual military training and education typically received in pay grade E7 (E6 for U.S. Marine Corps)

Senior- Individual military training and education typically received in pay grades E8 and E9

Executive- Individual military training and education received as a Command Senior Enlisted Leader (CSEL). CSELs are individuals in the pay grade of E9 who are serving as the command's enlisted leaders in a general or flag officer led organization.

Enlisted Rank Structure

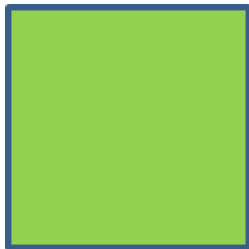


■ Army E4

- Corporal-Assigned in a Leadership Role
- Specialist-Duty Expert within their specific job classification



- Senior Enlisted Advisor to Commanders
- Provides guidance in handling difficult or complex problems in the organization
- Develops and implements program guidelines, procedures, policies, rules, and regulations and monitors compliance with policies and procedures



- Subject Matters Experts in their job description
- Oversees and participates in the planning, organization, and coordination of assigned activities and operations of program area
- Provides consultative services or technical assistance in the program area

Enlisted Rank Structure



	Entry Level			Non-Commissioned Officer (NCO)		Staff NCO		Senior Staff NCO	
	E1	E2	E3	E4	E5	E6	E7	E8	E9
Army	Private	Private	Private First Class	Specialist	Sergeant	Staff Sergeant	Sergeant 1 st Class	Master Sergeant	Sergeant Major
				Corporal				1 st Sergeant	Command Sergeant Major
Marines	Private	Private 1 st Class	Lance Corporal	Corporal	Sergeant	Staff Sergeant	Gunnery Sergeant	Master Sergeant	Master Gunnery Sergeant
								1 st Sergeant	Sergeant Major
Navy & Coast Guard	Seaman Recruit	Seaman Apprentice	Seaman	Petty Officer 3 rd Class	Petty Officer 2 nd Class	Petty Officer 1 st Class	Chief Petty Officer	Senior Chief Petty Officer	Master Chief Petty Officer
									Command Master Chief Petty Officer
Air Force	Airman Basic	Airman	Airman 1 st Class	Senior Airman	Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Chief Master Sergeant
							1 st Sergeant	1 st Sergeant	Command Chief Master Sergeant

Warrant Officer Rank Structure



	WO1	CW02	CW03	CW04	CW05
Army	Warrant Officer 1	Chief Warrant Officer 2	Chief Warrant Officer 3	Chief Warrant Officer 4	Chief Warrant Officer 5
Marines	Warrant Officer 1	Chief Warrant Officer 2	Chief Warrant Officer 3	Chief Warrant Officer 4	Chief Warrant Officer 5
Navy & Coast Guard	Warrant Officer 1	Chief Warrant Officer 2	Chief Warrant Officer 3	Chief Warrant Officer 4	Chief Warrant Officer 5
Air Force	No Warrant Officer Rank	No Warrant Officer Rank	No Warrant Officer Rank	No Warrant Officer Rank	No Warrant Officer Rank

Specialists and experts in certain military technologies or capabilities.

A chief warrant officer serving as an infantry weapons officer in the Marine Corps also carries the title, "Marine Gunner"

Develops and evaluates procedures for the implementation, administration, and evaluation of plans or programs, and measures progress.

Officer Professional Military Education



Broad body of knowledge and develops the habits of mind essential to the military professional's expertise in the art and science of war

Precommissioning- Military education received at institutions and through programs producing commissioned officers on graduation

Primary- Individual military training and education typically received in grades O-1 through O-3

Intermediate- Individual military training and education typically received in grade O-4

Senior- Individual military training and education typically received in pay grades O-5 or O-6

General/Flag Officer (GO/FO)- Individual military training received in grade O-7 and above

Officer Rank Structure



**TEXAS VETERANS
COMMISSION**

"Helping Veterans Starts Here"

	Company Grade			Field Grade			General Officer			
	01	02	03	04	05	06	07	08	09	010
Army	2 nd Lieutenant	1 st Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General
Marines	2 nd Lieutenant	1 st Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General
Navy & Coast Guard	Ensign	Lieutenant Junior Grad	Lieutenant	Lieutenant Commander	Commander	Captain	Rear Admiral Lower Half	Rear Admiral Upper Half	Vice Admiral	Admiral
Air Force	2 nd Lieutenant	1 st lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General

DD 214



- Certificate of Release or Discharge from Active Duty
- Grade/Pay Grade (Block 4a/4b)
- Awards (Block 13)
- Character of Service (Block 24)
 - Honorable
 - Under Honorable Conditions (General)
 - Under other than Honorable
 - Bad Conduct
 - Dishonorable

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION DISCHARGED	24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
25. SEPARATION AUTHORITY MILPERSMAN 1910-168	26. SEPARATION CODE JEA	27. REENTRY CODE RE-3P
28. NARRATIVE REASON FOR SEPARATION DISABILITY, SEVERANCE PAY, COMBAT RELATED (ENHANCED)		
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) TL: NONE		30. MEMBER REQUESTS COPY 4 (Initials)

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PREVIOUS EDITION IS OBSOLETE.

MEMBER - 4
ADOBE DESIGNER 8.0

Transition Difficulties



Transition Assistance Program (TAP)

- Creating structure
- Preparing to enter the work force (often the first time)
- Joining or creating a community
- Reintegration to “civilian”
- Reconnecting with family and re-establishing a role in the family
- Adjusting to providing basic necessities (e.g., food, clothing, housing)
- Adjusting to a different pace of life and work
- Establishing services (VA, Tricare)

SOTA and Veterans



State of Texas Application

- Veterans Preference
- New Application for each job posting
- Converting military jargon
- Multiple duty locations

Veterans should work with Texas Veterans Commissions Veteran Career Adviser for assistance with the SOTA. Veterans are highly recommended to attend SOTA workshops prior to Veteran specific career fairs.

Veteran Hiring and Onboarding



Veteran Hiring

- Starts at the top level
- Internal marketing
- Establish military hiring and retention goals (chip away at the 20% set by SB805)
- Educate and train HR/Recruiting on Veteran skill sets and overcoming stigmas
- Use Veterans in recruiting efforts to include Disabled Veterans
- Assist Veterans or get assistance from Texas Veterans Commission VEL-PE (Me)
- Utilize local Veterans Service Organizations (DAV/VFW/American Legion)

Onboarding

- Establish Agency Overview
- Policy on Promotions
- Set Expectations upfront
- Mentorship Programs
- Professional Development opportunities
- Reasonable accommodations (as needed)
- Workplace Veteran resource groups or other identifying groups for networking



**For questions, comments, or recommendations
for content improvement please contact:**

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