MILITARY TO CIVILIAN TERMS

Avoid military jargon and terms in resumes, cover letters, and other job search documents. Most civilian employers will not understand military jargons, abbreviations, and acronyms. Use the following guidelines to prevent problems:

- Write out terms and explain what they mean.
- For specialized military training, list name of professional and technical training and number of hours. (Only include training if it relates to the job.)
- Explain courses that may be pertinent to the job. (Example: write "Management and Supervision" as a course title. Then add brief course content... "equal opportunity law, giving and receiving positive and negative feedback, and giving directions.")
- Use civilian equivalent phrases and titles, such as:

Military Terms	Civilian Equivalent
OIC/NCOIC	Supervisor, Manager Coordinator
TDY	Business Related Travel
PCS	Relocation
Airman Leadership School	Basic Leadership or Management Training
NCO Academy	Advanced Leadership Or Management Training
O7 and above	President, Senior Director, Chairman of the Board
O5 and O6	Chief Executive Officer, Chief Operating Officer
O4	Senior Administrator, Department Head
O1 to O3	Executive, Administrator, Manager
E7 to E9	Director, Supervisor, Department Manager
E4 to E6	Assistant Manager, Line Supervisor
E1 to E3	Production Worker, Assembler, Technician Assistant, Apprentice
Flight	Section, Department, Office
Squadron/Unit	Department, Branch, Section
Wing	Organization, Branch, Division
Numbered Air Force Level	District Headquarters
Command Level	Regional Headquarters
Air Force Level	National Headquarters, Company Headquarters
Missions	Assignments, Tasks, Delegations
Commander	Senior Director, Chairman of the Board, Chief Executive Officer (see grade structures above)
First Sergeant	Personnel Counselor, Employee Assistance Mgr., Case Work Mgr., Employee Relations Mgr.
Senior Enlisted Advisor	Special Assistant to CEO, Executive Assistant
Supply/Logistics	Warehouseman, Warehouse Mgr., Shipping & Receiving Supervisor
Executive Officer	Vice President, Assistant Mgr., Staff director