Military to Civilian Thesaurus March 2013 V1

Military Term	Possible Civilian Translation	
Admin NCO	Administrative Officer, Administrator, Personnel Manager	
AR/DA Pams	Policies, guidelines, regulations, instructions, requirements, specifications	
AI/ASI	Additional skills (describe them)	
Aid station	Medical station, medical clinic, medical center	
BN, BDE, HHD, Garrison, CO	Unit, organization, staff section, agency, headquarters	
Chain of Command	Executive levels, management, upper level management, senior leaders	
Commander	Supervisor, leader, director, executive, officer	
Deactivation	Closure, termination	
Deployed	Temporarily assigned, traveled to	
Detachment NCO	Operations manager, supervisor, chief of	
Drill Sergeant	Personnel trainer, training manager, personnel manager, instructor, teacher	
FTX	Remote training location	
First Sergeant	Operations manager, supervisor, foreman, chief of	
Hand Receipt Holder	Logistics manager, supply manager, accountable officer	
Master Fitness Trainer	Physical Fitness Instructor/Trainer	
MILPO/PSC/PSB	Personnel Center, Personnel Office, Admin Office	
Mission	Function, task, objective, requirement, priority, obligation	
MOS	Career specialty, occupation, expertise, skill set	
NCO Academy	Leadership course, leadership training	
NCO Academy NCO	Manager, middle management, personnel supervisor, leader, administrator	
OER/NCOER	Performance evaluation report, efficiency report	
OIC/NCOIC	Supervisor, director, executive, manager, leader	
OIC/NCOIC	On the job training, internship, hands on experience	
Officers	Managers, leaders, supervisors, administrators, executives	
	Operations officer/manager	
OPS NCIOC/Officer	Personnel office	
Orderly Room	Personnel center/office, admin office/section	
PAC	Personnel, team, staff section, members	
Platoon	Personnel trainer/manager, training manager, supervisor, lead instructor	
Platoon Sergeant	Leadership development course	
PLDC	Preventive maintenance, diagnosis and repair	
PMCS PACSUmarrison	Admin officer, administrator, personnel manager, human resource manager	
PSNCO/PAC Supervisor	Physical training, physical fitness	
PT	Data collection, surveying, field supervision, terrain analysis, topography	
Reconnaissance	Classified, confidential	
Sensitive	Automated strength accounting system	
SIDPERS	Operations manager, director, executive, leader, official, supervisor	
SGM/CSM	Personnel, individuals, people, employees, members	
Soldiers/Troops	Occupational evaluation, skill test, qualification test, certification	
SQT	Personnel, individuals, people, positions, staff, employees	
Subordinates	Personnel, individuals, people, positions, starr, emproyees	
Superiors	Supervisors, managers, executives, officials	
TAC NCO	Trainer, advisor, counselor	
TDA/TOE/MTOE	Organizational structure, staffing document	
TDY	Temporary duty site, business travel	
Tasking/Detail	Assignment, job, duty responsibility	
Units	Supported organizations, subordinate elements/staffs	
Military Training Terms	Possible Civilian Translation	
AIT	Name of course if applicable to the job title or say advanced training	
ANCOC.	Advanced leadership and management course	
BNCOC	Leadership and management development course	
PLDC	Basic leadership development course	
Combined Armed Staff College	Corporate level leadership development course	
CGSC CGSC	Senior leader development course	
1SGT/SGM Academy	Senior leader development course	
War College	Senior Executive leadership development course	

BOSTON COLLEGE CAREER CENTER ~ ACTION VERBS

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA

Management skills	Communication skills	Clerical or detailed skills
administered	addressed	approved
analyzed	arbitrated	arranged
assigned	arranged	catalogued
attained	authored	anam classified
chaired	corresponded	collected
contracted	developed	compiled
consolidated	directed	dispatched
consolidated	drafted	executed
	edited	generated
delegated	enlisted	implemented
developed	formulated	inspected
directed	Influenced	monitored
evaluated	Interpreted	operated
executed	lectured	organized
improved	mediated	prepared
increased	moderated	organized
organized	motivated	prepared
oversaw	negotiated	processed
planned	negotiated	purchased
prioritized	persuaded	recorded
produced	promoted	retrieved
recommended	publicized	screened
reviewed	reconciled	specified
scheduled	recruited	systematized
strengthened	spoke	tabulated
supervised	translated	validated
2.09	wrote	
Research skills	Technical skills	Teaching skills
clarified	assembled	adapted
collected	built	advised
critiqued	calculated	clarified
diagnosed	computed	coached
evaluated	designed	communicated
examined	devised	coordinated
extracted	engineered	developed
identified	fabricated	enabled
inspected	maintained	encouraged
interpreted	operated	evaluated
interviewed	overhauled	explained
investigated	programmed	facilitated
organized	remodeled	guided
reviewed	repair	informed
summarized	solved	initiated
surveyed	trained	instructed
systematized	upgraded	persuaded
Systematized	463.444	set goals
	tig to regions ledged increa-	stimulated
Financial skills	Creative skills	Helping skills
administered	acted	assessed
	conceptualized	assisted
allocated	created	clarified
analyzed	designed	coached
appraised	developed	counseled
audited	directed	demonstrated
balanced	established	diagnosed
budgeted		educated
calculated	fashloned	expedited
computed	founded	facilitated
developed	Illustrated	familiarized
forecasted	instituted	gulded
managed	Integrated	
marketed	Introduced	referred
planned	invented	rehabilitated
projected	originated	represented
researched	performed	
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