

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	Manager, middle management, personnel supervisor, leader, administrator
OER/NCOER	Performance evaluation report, efficiency report
OIC/NCOIC	Supervisor, director, executive, manager, leader
OJT	On the job training, internship, hands on experience
Officers	Managers, leaders, supervisors, administrators, executives
OPS NCIOC/Officer	Operations officer/manager
Orderly Room	Personnel office
PAC	Personnel center/office, admin office/section
Platoon	Personnel, team, staff section, members
Platoon Sergeant	Personnel trainer/manager, training manager, supervisor, lead instructor
PLDC	Leadership development course
PMCS	Preventive maintenance, diagnosis and repair
PSNCO/PAC Supervisor	Admin officer, administrator, personnel manager, human resource manager
PT	Physical training, physical fitness
Reconnaissance	Data collection, surveying, field supervision, terrain analysis, topography
Sensitive	Classified, confidential
SIDPERS	Automated strength accounting system
SGM/CSM	Operations manager, director, executive, leader, official, supervisor
Soldiers/Troops	Personnel, individuals, people, employees, members
SQT	Occupational evaluation, skill test, qualification test, certification
Subordinates	Personnel, individuals, people, positions, staff, employees
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	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 analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented