



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*





# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## “From there to here” Hiring Manager’s Guide to Veteran Applications





# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Terms

- **MOS**-Military Occupational Specialty (their military job) **Army and Marine Corps**
- **NEC**-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 Grade Officer**-Department Manager (Officer Rank Structure O1-O3)
- **Field Grade Officer**-Deputy Director/Director (Officer Rank Structure O4-O6)
- **General Officer**-Executive Commissioner (Officer Rank Structure O7-O10)



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Terms

- **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.



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Professional Military Education It's **NOT** about the Shock and Awe of 2003





# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

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.

## Professional Military Education

- Each branch of the Armed Forces have their individual requirements for advanced training, and are responsible for the administration of their program.
- The Professional Military Education is conducted in two main forums;
  - ❖ Resident (Members physically attend the course at a designated location)
  - ❖ Non-Resident (Members complete the training through on-line or correspondence methods)
- Enlisted Programs
  - **Non-Commissioned Officer Course (E4-E5)** First Line Supervisor Curriculum
  - **Staff Non-Commissioned Officer Course (E6-E7)** Project Management Curriculum
  - **Senior Staff Non-Commissioned Officer Course (E8-E9)** Organizational Development, Plans, Policy, and Procedures
- Officer Programs
  - **Command and Staff College (O4)** Master's Degree Curriculum
  - **War College (O5/06)** Develops Strategic Leadership
  - **General Officer Program (O7 and Higher)** Multi-National studies and National Security Policy



# Enlisted Professional Military Education

Designed to challenge and develop our enlisted personnel to become well-rounded leaders as they progress in their military career. The resident courses (classroom instruction) can vary in length of time based upon the rank level, the courses range anywhere from 2 weeks to 10 months.

Some of the common areas of competencies across the Armed Forces include;

- Counseling**
- Communication Skills and Group Presentations**
- Ethical Leadership**
- Personnel Evaluation**
- Writing Skills**
- Conflict Resolution**



# Officer Professional Military Education

Based upon the same fundamental principles as the Enlisted Professional Military Education, the Officer program differs in that the opportunity for the resident programs are more limited and generally not available until the Field Grade Officer level (O4 and above).

Some of the common areas of competencies across the Armed Forces include;

- Oral and Written Communications**
- Strategic Analysis**
- International Relations**
- Organizational Management**
- Management Principles**
- Public Policy Studies**



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Enlisted Rank Structure

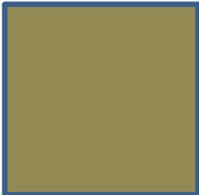
	Entry Level			Non-Commissioned Officer (NCO)		Staff NCO		Senior Staff NCO	
	E1	E2	E3	E4	E5	E6	E7	E8	E9
Army	Private	Private	Private First Class	Specialist	Sergeant	Staff Sergeant	Sergeant 1 <sup>st</sup> Class	Master Sergeant	Sergeant Major
				Corporal				1 <sup>st</sup> Sergeant	Command Sergeant Major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



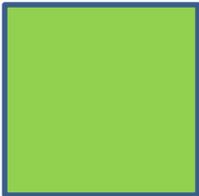
## Enlisted Rank Structure

### ■ 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



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## 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				

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.



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Officer Rank Structure

	Company Grade			Field Grade			General Officer			
	01	02	03	04	05	06	07	08	09	010
Army	2 <sup>nd</sup> Lieutenant	1 <sup>st</sup> Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General
Marines	2 <sup>nd</sup> Lieutenant	1 <sup>st</sup> 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 <sup>nd</sup> Lieutenant	1 <sup>st</sup> lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Awards

	Army	Marine Corps	Navy	Air Force	Coast Guard
Commendation (Meritorious Service)					
Achievement (Professional Achievement)					

- **Achievement Medal**  
Usually awarded for exceptional performance, can also be awarded for a unique contribution to the organization.
- **Commendation Medal**  
Usually awarded for exceptional performance over a sustained period of time.
- **Combat “V”**-a device attached to the award in which Valor was demonstrated in combat. Most commonly attached to the Achievement or Commendation Medals if awarded.



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Awards

Heroism & Meritorious Service in Combat	Medal of Honor		Distinguished Service Cross	Navy Cross	Air Force Cross	Silver Star	Distinguished Flying Cross	Bronze Star	
									
Individual Performance Awards	Defense Distinguished Service Medal	Defense Superior Performance Medal	Legion of Merit	Purple Heart	Defense Meritorious Service Medal	Meritorious Service Medal	Air Medal	Joint Service Commendation Medal	Joint Service Achievement Medal
									



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## Awards

- **Individual Performance Awards**  
Usually awarded for a sustained period of exceptional and significant performance that made a long-term impact in the organization.
- **Heroism and Meritorious Service in Combat Awards**  
Awarded for acts of bravery and self sacrifice in combat against the enemy.
- **Combat “V”**-a device attached to the award in which Valor was demonstrated in combat. Also a distinguishing device awarded with the Bronze Star, if authorized.
- Awards are the visual representation of a Service Member’s contribution to the Organization. Historically, past performance is a valued predictor for future potential.



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

## 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



## **Departure from the Armed Forces**

- There are several factors that determine the Service Members departure from service. The most common are;
  - End of Service contract-the Service Member has completed their obligated service with their Branch of Service. This departure is normally at the discretion of the Service Member and commonly awarded a Honorable Discharge.
  - Retirement-the Service Member has completed 20 years (or more) of Active or Reserve duty and is eligible to exit the military service. This departure is at the discretion of the Service Member. Many Service Members choose to start a second career after their Military Retirement.
  - Reduction in Force-A Service Member does not have the opportunity to continue their military service due to the downsizing of their Branch of Service, or elimination of their military job. These reductions are not necessarily and indicator of the Service Members performance, but more a circumstance that prevents them from continued service.



## **Characterization of Discharge**

- **Honorable Discharge:** Service Member met or exceeded standards of conduct and performance for military personnel, or through no fault of the Service Member a medical condition occurred that prevented continued service.
- **General Discharge Under Honorable Conditions:** Service Member's service has been honest and faithful. Certain instances could warrant this characterization such as; poor performance, failure to meet physical fitness standards, and instances where continued service would create greater hardship for the Service Member.
- **Discharge under Other Than Honorable Conditions:** Service Member's service is such that negative behavior has occurred and Service Member was either administratively separated due to the misconduct or behavior, or received the discharge as the result of a conviction or plea bargain due to violation(s) of military justice or civilian criminal law.



## Characterization of Discharge

- **Bad Conduct Discharge (BCD):** Can only be assigned through the Military Justice System (military criminal process) as the result of a conviction or plea bargain due to violation(s) of military justice or civilian criminal law.
- **Dishonorable Discharge (DD):** Can only be assigned through the Military Justice System (military criminal process) as the result of a conviction or plea bargain due to violation(s) of military justice or civilian criminal law. This is the lowest level of discharge and is normally associated with the worst behavior.



# TEXAS VETERANS COMMISSION

*Helping Veterans Starts Here*

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

**Tim Shatto**

**[tim.shatto@tvc.texas.gov](mailto:tim.shatto@tvc.texas.gov)**