

Mil2FedJobs.com User's Guide



April 2011

www.mil2fedjobs.com

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Introduction

Mil2FedJobs.com helps match military jobs with federal job series. If you're a separating or recently separated service member, you can use this tool to find Federal job series related to your military job, and then see what job openings there are for those series on USAJOBS.com. If you're a Federal hiring manager, you can search by Federal job series to see what military jobs match. The site includes valuable information about Federal jobs to help service members, and military occupations to help Federal hiring managers.

Use this guide while working with the tool, which is located at <http://mil2fedjobs.com/>.

Background

The Mil2FedJobs tool has been developed for the State of Maryland's Department of Labor, Licensing, and Regulation (DLLR) with funding from the U.S. Department of Labor to support transitioning service members and veterans in finding Federal job openings created as a result of the Maryland Base Relocation and Closure (BRAC) initiative. Although the tool has been developed for the state of Maryland, it can be used by anyone in any state.

It was necessary to develop this specific type of crosswalk tool (Military Occupations to Federal Job Series) because other crosswalks only show military occupations related to civilian private sector jobs. Since private sector jobs are categorized differently than federal jobs, military service members may have a difficult time knowing which federal job series might be comparable to their military experience. This tool solves that problem.

Using This Guide

This guide is to be used with the Mil2Fed Jobs website. The guide is organized to provide the reader with step-by-step instructions, supplemented with screen shots, to make using the website easier.

The items in the Table of Contents at the beginning of this guide are links—you can click them to go directly to the information you want.

This guide presents graphics of the home page and the two search pages with callouts explaining how to use each page, along with each page's features and functions. Look at each graphic and read the callouts to gain a thorough understanding of how to use Mil2FedJobs.com to your best advantage.

Mil2FedJobs.com also contains valuable information for military service members and veterans who would like to learn more about the Federal occupational system, and for civilian hiring managers who would like to know more about the military occupational system. This guide includes instructions for accessing that information.

Understanding the Home Page

<http://www.mil2fedjobs.com/index.htm>

The screenshot shows the Mil2FedJobs website home page. At the top, there is a navigation bar with links for 'Problem Solver', 'Maryland.gov', 'Online Services', 'State Agencies', and 'State Directory'. Below this is a search bar and the title 'DEPARTMENT OF LABOR, LICENSING AND REGULATION Military to Federal Jobs Crosswalk'. The main content area is divided into two primary sections: 'MILITARY SERVICE MEMBERS AND VETERANS' and 'FEDERAL HIRING MANAGERS'. Each section includes a list of search criteria and buttons for 'SEARCH BY MILITARY OCCUPATION' and 'LEARN ABOUT FEDERAL JOBS'. To the right, there is a vertical menu with buttons for 'Military Service Member Search', 'Federal Hiring Manager Search', 'Learn About Federal Jobs', 'Learn About Military Occupations', 'Additional Resources', 'Mil2FedJobs User's Guide', and 'Maryland Workforce Exchange'. The footer contains copyright information and contact details for the Maryland One Stop Career Center.

Links to Maryland web resources

Search Maryland state web sites

Links to the Governor's site, Maryland's DLLR home page and the Maryland Workforce Exchange

Links to Mil2FedJobs pages, and to the Maryland Workforce Exchange site

Maryland One Stop Career Center locations

Service members and veterans can begin their search here

Federal hiring managers can begin their search here

Service members and veterans can learn about Federal jobs here

Federal hiring managers can learn about military occupations here

The Search Functions

Mil2FedJobs.com is divided into two parts—one primarily for military service members or recently separated veterans and the other primarily for Federal hiring managers. The “Search by Military Occupation” function allows you to enter a military occupation and view related Federal job families and series. You can then see jobs in those series on USAJOBS.com.

The “Search by Federal Job” function allows you to choose a Federal job series, and then view related military occupations. So, for example, if you want to hire a human resources specialist, you can find out what military occupations have related skills and experience.

Learn about the “Other Side”

In addition to the search capabilities, you can use the “Learn About...” buttons to learn basic information about the “other side.” That is, if you have a military background, the Federal job classification and hiring system can be mysterious, to say the least—click on the “Learn about Federal Jobs” button.

Conversely, if you have a civilian background, military occupations and personnel categories can be equally perplexing—click on the “Learn About Military Occupations” button. Either way, you’ll find good information and additional links if you want more.

Top Navigation

All the secondary pages have a top navigation bar, and they’re all the same. The top navigation bar has links to all the pages on the site, so it’s easy to get where you want to go.

[Home](#) | [Military Search](#) | [Hiring Manager Search](#) | [Additional Resources](#) | [Learn About Federal Jobs](#) | [Learn About Military Occupations](#) | [Mil2FedJobs User's Guide](#)

Mil2FedJobs.com Top Navigation Bar

Search by Military Occupation (for Service Members)

http://www.mil2fedjobs.com/mil_search.aspx

1. Select a service

2. Select a personnel category.
The drop-down boxes are enabled.

3. Choose a military occupation code or title.
The results table displays.

The screenshot shows the 'SERVICE MEMBER/VETERAN SEARCH' form with the following fields:

- Service:** Radio buttons for Army, Navy, Air Force, Marine Corps, Coast Guard.
- Personnel Category:** Radio buttons for Officer, Warrant Officer, Enlisted.
- Step 1. Select the Service and the Personnel Category**
- Step 2. Select a Military Occupation**
- Military Occupation Code:** A drop-down menu with "-- Choose a Code --".
- or -**
- Military Occupation Title:** A drop-down menu with "-- Choose a Title --".

Click this link to learn about the Federal hiring process and occupational system

Click the occupation title for a description

Click information icons for more information.

Tip: This information explains the column content and how to use it in your search.

Click on job family titles for descriptions

Click on search links to open a search on USAJOBS.com for Federal jobs in that series

Click on any column heading to sort by that column

Click on series titles to view a description

Federal Occupational Series Related to Army 11B - Infantryman

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the "Search USAJOBS Now" link in the last column. If you'd like to learn general information about federal jobs, see [Federal Career Considerations](#).

Click on column headings to sort.

Code	Title	Type	Federal Job Family	Search for a Job
0082	United States Marshal Series	WHITE COLLAR	0000 - MISCELLANEOUS OCCUPATIONS GROUP (NOT ELSEWHERE CLASSIFIED)	Search USAJOBS Now
0083	Police Series	WHITE COLLAR	0000 - MISCELLANEOUS OCCUPATIONS GROUP (NOT ELSEWHERE CLASSIFIED)	Search USAJOBS Now
0085	Security Guard Series	WHITE COLLAR	0000 - MISCELLANEOUS OCCUPATIONS GROUP (NOT ELSEWHERE CLASSIFIED)	Search USAJOBS Now
0007	Correctional Officer Series	WHITE COLLAR	0000 - MISCELLANEOUS OCCUPATIONS GROUP (NOT ELSEWHERE CLASSIFIED)	Search USAJOBS Now
5703	Motor Vehicle Operating	LABOR	5700 - TRANSPORTATION/MOBILE EQUIPMENT OPERATION FAMILY	Search USAJOBS Now
6605	Artillery Repairing	LABOR	6600 - ARMAMENT WORK FAMILY	Search USAJOBS Now
6610	Small Arms Repairing	LABOR	6600 - ARMAMENT WORK FAMILY	Search USAJOBS Now
6641	Ordnance Equipment Mechanic	LABOR	6600 - ARMAMENT WORK FAMILY	Search USAJOBS Now
0346	Logistics Management Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
1881	Customs and Border Protection Interdiction Series	WHITE COLLAR	1800 - INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE GROUP	Search USAJOBS Now
1895	Customs and Border Protection Series	WHITE COLLAR	1800 - INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE GROUP	Search USAJOBS Now
2005	Supply Clerical and Technician Series	WHITE COLLAR	2000 - SUPPLY GROUP	Search USAJOBS Now

How to Use the Results Table

Once you have chosen a military occupation, the results table displays below the search box. The table shows the Federal occupational series that are related to the military occupation you chose. All the blue text in the table represents links you can click for more information. So, for example, if you'd like a description of a job series or family, just click on the series or family title. A pop up window will display containing the description.

By reading the descriptions, you can get an idea of a specific occupational series that interests you. Once you see a series that you like, you can search for Federal job openings in that series by clicking on the "Search USAJOBS Now" link. Clicking the search link opens a pop up window showing the USAJOBS search results for that series.

Once on USAJOBS, you can use its tools to further refine the search as you like.

Tip: Clicking the red information icons shown in each results table heading opens a popup window that, for each column, explains what the information is, why it's important, and how to use it.

Search by Federal Job Series (For Civilian Hiring Managers)

http://www.mil2fedjobs.com/hr_search.aspx

1. Choose a job family number or title.

The occupational series drop-down boxes are enabled.

2. Choose an occupational series by number or title.

The results table displays below the search box.

Click this link for information about finding veteran job candidates

Click on the job series title to view a description.

Click this link for information about military jobs

Click on column headings to sort by that column.

Click on occupation titles for a description of that occupation

Service	Service Code	Title	Personnel Category
Marine Corps	0603	Advanced Communications Officer	Officer
Marine Corps	0284	Advanced Foreign Counterintelligence Officer (AFCO)	Officer
Marine Corps	0284	Advanced Foreign Counterintelligence Officer (AFCO)	Warrant Officer
Marine Corps	0550	Advanced Information Operations (IO) Planner	Officer
Marine Corps	0286	Advanced Military Source Operations Officer (AMSOO)	Officer

When there is more than one page of results, click on the numbers to go to other pages

Click information icons for explanations

The “Learn About” Pages and Additional Resources

In addition to the search pages, Mil2FedJobs.com has several valuable informational pages—don't overlook them! You can learn about the Federal occupational system (a page intended primarily for service members and veterans who may not be familiar with the Federal side of things) or the military occupational system (a page intended primarily for civilians who may not be familiar with the military side of things). The site also includes a page of additional resources where you can find links and resources to aid you in your search. The pages contain the following topics:

- Learn About Federal Jobs: http://mil2fedjobs.com/learn_fed.htm
 - More information about Federal jobs
 - What is the Civil Service?
 - Types of Federal jobs
 - Veterans Preference
- Learn About Military Occupations: http://mil2fedjobs.com/learn_mil.htm
 - Enlisted vs. officer
 - Military occupational titles
 - Collateral duties
 - Military training
 - Number of military personnel
 - Translating military training and experience
- Additional Resources: http://mil2fedjobs.com/additional_resources.htm
 - Federal jobs in the state of Maryland
 - Resources on Federal jobs
 - Translating military training and experience
 - Education, employment and training resources



Click here to learn more about Federal occupational classifications and hiring process

Click here to learn more about military occupations, duties, training and categories

You can also access the "Learn About..." pages as well as the Additional Resources page from any page using the top navigation bar on each page.

Click here at the top of any inner page to view additional resources



Click here at the top of any page to learn about Federal jobs



Click here at the top of any page to learn about military occupations

