Mil2FedJobs.com User’s Guide

April 2011

www.mil2fedjobs.com
Contents
Introduction ................................................................................................................................. 1
  Background ................................................................................................................................ 1
  Using This Guide ...................................................................................................................... 1
Understanding the Home Page .................................................................................................... 2
  The Search Functions .................................................................................................................. 2
  Learn about the “Other Side” ..................................................................................................... 2
  Top Navigation .......................................................................................................................... 3
Search by Military Occupation (for Service Members) ............................................................... 4
  How to Use the Results Table .................................................................................................... 5
Search by Federal Job Series (For Civilian Hiring Managers) ..................................................... 6
The “Learn About” Pages and Additional Resources .................................................................... 7
**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/](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

Mil2FedJobs helps translate military occupations to federal jobs. Use the search features below to get started.

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.
Search by Military Occupation (for Service Members)


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.

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

Click on any column heading to sort by that column

Click on series titles to view a description

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
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.
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 on the job series title to view a description.

Click this link for information about finding veteran job candidates.

Click on column headings to sort by that column.

Click information icons for explanations.

Click on occupation titles for a description of that occupation.

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

  - 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](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](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