

Military Term

Civilian Translation

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These are ideas and suggestions and should be carefully considered when determining what word choice would fit best, depending on the position you are targeting. For example, what may be considered a “Director” in a smaller organization may be considered a “Senior Manager” in a larger corporation. You can easily over or under qualify yourself and lose out on an ideal position.

1. Command Station	Headquarters
2. AAM-ARCOM	Army Achievement Medal-Army Commendation Medal.
3. Action Officer (AO)	Analyst, Senior Analyst
4. Administrative NCO	Administrative officer, administrator, personnel manager
5. Advanced Individual Training (AIT)	Advanced skills course, advanced skills training (mention career field)
6. Advanced Non-Commissioned Officers Course (ANOC)	Advanced leadership and management development course
7. Air Force Enlisted Performance Report (EPR)/Officer Performance Report (OPR)	Performance appraisal, performance evaluation
8. Army Enlisted Evaluation Report (EER), Senior Enlisted Evaluation Report (SEER)	Performance appraisal, performance evaluation
9. Army/Department of the Army Pamphlet AR/DAPAM	Policy, organization policy, guidance, regulations, instructions, requirement, specifications
10. Army—Non-Commissioned Officer Evaluation Record (NCOER)/ Officer Evaluation Record (OER)/ or Officer Efficiency	Performance appraisal, performance evaluation
11. Assigned	Employer, worked, responsible for, attached
12. Basic Non-Commissioned Officers Course (BNOC)	Intermediate leadership and management development course, leadership and management development course
13. Basic Officers Course	Entry-level officer leadership course
14. Basic Officers Course	Entry level officer’s leadership course

15. Basic Training	Basics skills course, military training, introductory military skills, introductory military training
16. Battalion (BN), Business Operating Environment (BOE), Headquarters and Headquarters Detachment (HHD), Commanding Officer (CO), and Garrison	Unit, organization, staff section, widely dispersed organization, agency
17. Battalion (BN), Unit, Garrison	Unit, organization, agency, department, company
18. Battalion Commander	Director, Senior Manager, Division Head, Senior Personnel and Program Manager, Supervisor, Operations Director, Executive Leader, upper-level management
19. Branch/Division Chief	Branch/Division Chief
20. Brigade	Group, division
21. Brigade Commander	Executive Director, Vice President, VP, Vice President of Operations
22. Chain of Command	Executive levels, management, upper-level management
23. Combat Training	Survival skills, emergency training/instruction
24. Combat, War	Conflict, highly hazardous conditions, hostilities, emergency situations, crisis, crisis intervention
25. Combined Arms Staff College	Senior managerial leadership school
26. Command Officers Staff College, Command and Staff College	Senior military leadership school, strategic management course
27. Commanded	Supervised, directed
28. Commander, Chief	President, Director, Senior Manager, Division Head, Senior Personnel and Program Manager, Supervisor, head of, leader, director, executive, officer, upper-level management
29. Company	Units, organization, section, staff elements, activities, work centers
30. Company commander, directorate	Department head, department manager
31. Company Grade Officer (01-03)	Operations Officer, operations manager, program administrator, unit or section manager
32. Correspondence course	Course, extension course, distance education
33. Deactivation	Closure, or terminated operations

34. Deployed/Deployment	Temporarily assigned, based, positioned, stationed, move or movement (personnel and/or equipment) into position for strategic military action.
35. Duty	Responsibility
36. E1 to E3 Private, Seaman recruit, Seaman apprentice	Production worker, assembler, technician, assistant, apprentice, team member
37. E4 to E6 Corporal, Specialist, Petty Officer Third Class, Sergeant, Petty Officer Second Class, Staff Sergeant, Petty Officer First Class	Assistant manager, line supervisor, section leader, task leader, supervisor, foreman
38. E7 to E9 Sergeant First Class, Navy Chief Petty Officer, Master Sergeant, First Sergeant, Senior Chief, Sergeant Major, Petty Officer First Class	Manager, personnel manager, program manager, head of..., leader of,...director, upper-level manager, line supervisor, section leader, task leader, supervisor, foreman
39. Enlisted Soldier Assistant Crew (E1-E4)	Assembler, specialist, team member, technician
40. Executive Officer (XO)	Deputy director, assistant director, assistant manager
41. Field Exercises (FTX)	Dispersed operations, training, remote training location
42. Field Grade Officer (04)	Executive officer, deputy director, assistant to the director, operations managers, executive, manager
43. Field Office	Large diverse or dispersed organization, remote work site
44. First Sergeant	Personnel supervisor, group supervisor, senior advisor, operations manager, foreman
45. Garrison	Organization, company
46. General Officers Brigadier General, Major General, Lieutenant General, General, Rear Admiral, Vice Rear Admiral, Admiral	President, Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), senior vice president, executive vice president, senior director, chairperson,
47. Hand receipt holder	Logistics manager, supply manager, equipment manager
48. Headquarters	Headquarters, corporate office
49. Infantry	Security forces, ground security force

50. Inspector	Examiner, troubleshooter, reviewer
51. Leader	Manager, supervisor, executive, management, trainer, official, conductor, chief guide, director
52. Master Fitness Trainer	Physical fitness instructor, fitness instructor/trainer
53. Medal	Award, honors, decoration, achievement, distinction, accolade
54. Military Occupation Specialty MOS, Military Occupation Classification (MOC)	Career field, career specialty, skill, job, duties
55. Military Occupational Specialty Qualification (MOSC)	Skill, specialty, job, duties, career field, career specialty
56. Military Order	Direction, rules, regulations
57. Military Personnel Office (MILPO)	Personnel center, personnel office, personnel administrative office, human resources
58. Military Personnel Office (MILPO) Personnel Action Center (PAC)	Personnel center, personnel office, personnel administrative office, human resources
59. Mission	Responsibility, task, function, objective, job
60. Non-Commissioned Officer (NCO) (E5-E6)	Manager, management, middle management, senior personnel supervisor, official, employee official, leader, administrator, OJT foreman, technical supervisor
61. Non-Commissioned Officer (NCO) Academy	Leadership or management training
62. Non-Commissioned Officer in Charge (NCOIC), Watch Captain, Petty Officer of the Watch	Supervisor, manager, coordinator, senior technician, senior chief
63. O1 to O3 Second Lieutenant, First Lieutenant, Lieutenant, Captain Ensign, Lieutenant Junior Grade	Executive administrator, manager, supervisor, superintendent, project officer
64. O4 Major, Lieutenant Commander	Senior administrator, department head, program manager, senior advisor
65. O5 and O6 Lieutenant Colonel,	Chief executive officer, chief operating officer, program director

Colonel, Commander, Captain	
66. O7 Colonel	Vice president, senior director, board member, managing director
67. Officer Advanced Course	Entry level Officer's leadership course
68. Officer Advanced Course (OAC)	Entry level officer training course
69. Officer(s)	Management, middle management, senior personnel, supervisors, employee(s), official(s), administrator, executive
70. Officers Advanced Course	Advanced officer's leadership course
71. On-the-Job Training (OJT)	On-the-Job training, hands on experience, direct instruction, observational learning, one-on-one training at the job site
72. Operations NCO	Operations manager, operations supervisor
73. Patrol	Monitor
74. Permanent Change of Station (PCS)	Relocation, career relocation
75. Personnel Specialist	Administrative clerk, personnel records clerk
76. Physical Training (PT)	Physical training, fitness, fitness evaluation,
77. Platoon	Section, element, department
78. Platoon Sergeant	First line supervisor, training instructor
79. Primary Leadership Development Course (PLDC)	Basic leadership and management development course
80. Program or Project Manager	Program director, program administrator, program, supervisor
81. Programs--(when used as a stream of money, e.g., program for maintenance, buying new vehicles, helicopters)	Resource, budget
82. Reconnaissance	Data collection, survey, analysis
83. Regulations	Policy, guidelines, guidance
84. Regulations, AR/DA/NAV Pamphlets	Guidance, policy, instructions

85. Scattered Units	Outlying organizations, affiliated organizations, field section
86. Section chief	Team leader, team chief, team supervisor
87. Security Classifications	Official, Secret, Top Secret, TS-SCI
88. Security Clearance	Security access authorization, security authentication
89. Senior Field Grade Officer (05-07)	Chief Executive Officer (CEO), Director Chief Operating Officer (COO). department head, program director, deputy chief, senior executive, chief administrator, Senior Administrator
90. Senior Military Assistant	Executive Military Consultant, Senior Military Consultant
91. Senior Non-Commissioned Officer (SNCO) (E7-E9)	Chief of..., director, first-line supervisor, technical advisor, division supervisor
92. Sensitive	Confidential
93. Sergeant Major	Senior advisor
94. Service Member	Employee
95. Service members, Soldiers, Airman, Marines, Sailors	Employees, co-workers, colleagues, personnel, personnel staff, individuals, people, staff, clients, members
96. Squad	Team or Section
97. Standard Installation/Division Personnel System (SID PERS)	Automated personnel strength accounting system
98. Subordinates	Employees, personnel, people, positions, staff, co-workers, individuals, people
99. Superior(s)	Supervisor, management, executive management `
100. Supply Sergeant	Supply Manager, Logistics Manager
101. Supply/Logistics	Shipping, receiving, inventory control clerk, warehouse clerk
102. Suspense Date	Deadline
103. Tasking/Detail	Assignment, job
104. TDA/MTOE	Organizational structure, material resources, manpower
105. Team/Squad Leader	Team leader, team chief, team supervisor, trainer
106. Temporary Duty Assignment (TDY)	Business travel, business-related travel, business trip

Temporary Assigned Duty (TAD)	
107. Training	Trainer, instructor, teacher, program, instruction, training development
108. Troops	Personnel, passengers, individuals, people, positions, cadre, staff, clients, employees
109. Uniform Code of Military Justice (UCMJ)	Legal action
110. United States Navy's or Marine Corp's Fitness Report (FITREP)	Performance appraisal, performance evaluation
111. Units	Supported organizations, subordinate elements, clients
112. W01 to W05	Company, unit, department
113. War College	Executive leadership school, Executive military leadership school Advanced strategic studies course
114. War College	Executive military leadership school
115. Warrant Officer (W01 - W05)	Senior technician, technical advisor, facilitator, technical manager, technical specialist, director, specialist, department manager, chief
116. Warrior Leaders Course (WLC) Primary Leadership Development Course (PLDC)	Introductory leader's development course.