Using the Self-Directed Search & My Next Move for Veterans:  
A Way to Home in on Your Veteran Clients’ Civilian Occupations

Jennifer A. Greene, PhD
For military service members, transitioning to civilian life can be especially challenging. With unique skill sets that may not obviously correspond to private sector careers, veterans need access to tools that can help them discover careers that best match their skills, experience, and personality. The Self-Directed Search (SDS) has been used by more than 35 million people worldwide to discover the careers and fields of study that are likely to be a good fit for their interests and skills. In 2017, the SDS was revised to include online reports tailored to specific populations. One of these reports is the VeteranSDS, designed to help veterans and active-duty military personnel discover careers that best match their skills and interests. Another valuable tool for veterans is My Next Move for Veterans, a website developed by the Occupational Information Network (O*NET). This white paper will demonstrate how the VeteranSDS can be used in conjunction with My Next Move for Veterans to establish a successful framework that can help military personnel successfully transition into civilian careers by exploring skills and experiences that can be matched to existing private sector occupations.
Introduction

Veterans and military personnel often have difficulty transitioning back to the civilian world. In particular, finding a civilian job can be especially difficult, as veterans face unique career challenges. Two important tools are available that can help career professionals address this situation.

The Self Directed Search (SDS) is a career assessment and exploration tool that uses John Holland's RIASEC theory to classify individuals according to six basic types.

My Next Move for Veterans, initiated by the Occupational Information Network (O*NET), is an online crosswalk between military occupational specialty (MOS) titles and civilian occupations.

The purpose of this white paper is to:

a. Discuss the challenges facing veterans re-entering the work force.

b. Demonstrate via a case example how to use the SDS and My Next Move to help veterans make smoother transitions into occupations that best match their military experience and personality.

Veterans by the Numbers

There are currently 20.4 million men and women who are veterans. This represents 8% of the U.S. adult population.

Of veterans who have served since 2001, 18% are women, 16% are African American, and 14% are Hispanic. At least 70% have some postsecondary education. This demonstrates a base of veterans that is increasingly more diverse in terms of gender, race, and ethnicity and is also well educated.

Unemployment is declining among veterans, down to 3.7 percent. However, this still means that more than 370,000 veterans remain jobless. Of those, 63% are ages 18 to 54 years, which are considered prime working years.

Career Challenges Facing Veterans

Veterans face four main career challenges returning to the work force. Culture shock is often cited as the most difficult of these challenges.

Culture shock

- Transition from regimented culture to a more unstructured environment
- Subtle nuances in conversations and workplace lingo may be unfamiliar
- Grief over the loss of military identity

Transferable skills

- Identifying and describing in civilian terms

Job preparation and job search

- May have never interviewed for a civilian job or created a résumé
- May have unrealistic expectations about salary and time-frame for job hunting

Financial concerns

- Frustration over living expenses

Tools to Help Serve Veterans

Self-Directed Search

The Self-Directed Search (SDS) is a self-administered, self-scored, and self-interpreted career counseling tool. It was originally developed by John Holland, and is based on his theory that individuals can be classified according to one of six basic types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. This is more commonly referred to as the RIASEC model. The theory is based on the idea that if your personality type matches your work environment type, you are more likely to find job fulfillment and career satisfaction.

The SDS asks questions about aspirations, activities, competencies, and level of interest in a variety of occupations. It is composed of sections that cover activities that might typically occur during a career counseling or advising session. The test produces a three-letter Summary Code that helps individuals find educational and occupational matches to their personality type. This Summary Code can then be matched to three-letter Holland Codes, which have been assigned to various occupations. By finding a career that matches an individual’s personality, the person is more likely to experience fulfillment in their work.

The SDS contains both printed materials (available on parinc.com) and an interactive, online report (available at self-directed-search.com). The use and interpretation of the SDS is fully described in the Professional Manual.³

SDS Printed Materials

The printed materials include the:

- Assessment Booklet
- Occupations Finder
- Educational Opportunities Finder
- You and Your Career Workbook

Assessment Booklet—contains the SDS questions and scoring sheet to provide a Summary Code.

How To Organize Your Answers

Start on page 3. Find the totals for each L (Like) or Y (Yes) column. Record the total for each group of Activities, Competencies, and Occupations in the boxes below. Then go to page 12. Find the numbers circled for each of the Self-Estimates and record the numbers in the boxes below.

Summary scores
Add the five R scores, the five I scores, the five A scores, etc.

Activities (pp. 3-5)

Competencies (pp. 6-8)

Occupations (pp. 9-11)

Self-Estimates Part 1 (p. 12)

Self-Estimates Part 2 (p. 12)

The letters with the three highest numbers indicate your Summary Code. Write your Summary Code below. If two scores are the same or tied, put both letters in the same circle.

Your Summary Code can help you search for occupational options. To fully explore these options, use the StandardSDS Occupations Finder and the StandardSDS You and Your Career Workbook.

What Your Summary Code Means

Your Summary Code is a simple way of organizing information about people and occupations. It can be used to discover how your special pattern of interests, self-estimates, and competencies resembles the patterns of interests and competencies that many occupations demand. In this way, your Summary Code locates suitable groups of occupations for you to consider. If you have access to the StandardSDS You and Your Career Workbook, you can skip the next two pages and begin completing the activities. If not, continue with the remaining two pages in this booklet.

Search the StandardSDS Occupations Finder for every possible ordering of your three-letter code. For example, if your Summary Code is ESC, search for ESC, ECS, SEC, SCE, CES, and CSE occupations by completing Steps 1 and 2 below.

1. Find the occupations with codes that are identical to yours, and list those occupations that are of interest to you. For instance, if your code is SEL, only occupations with the code of SEL are identical. Next, go to Step 2, even if you did not find an occupation with a code identical to yours.

2. Make a list of occupations with codes that resemble yours. Search the StandardSDS Occupations Finder for the five other arrangements of your code. For example, if your code is IRE, search for occupations with codes of IER, RIE, RII, ERI, and ERI. Start by writing down the five possible letter combinations and their arrangements.

Similar Codes

Occupation Education Occupation Education

Occupation Education Occupation Education

Occupation Education Occupation Education

Occupation Education Occupation Education
Occupations Finder—Includes over 1,400 occupations, each linked to a Holland Code, education level, and career cluster. Icons indicate rapid growth and new and emerging occupations. Occupations are sorted alphabetically and also by Holland Code.

Alphabetized Index

Use this list to look up the jobs you listed in the Occupational Daydreams section of the Standard SDS Assessment Booklet or simply to explore jobs further.

New and Emerging

Rapid Growth

Holland Occupational Code Index

Description
Includes skilled trades, technical occupations, and some service occupations.

Skills
Manual and mechanical skills using machines, tools, and objects.

Activities
Physical or hands-on activity, use of machines, tools, and outdoor work.

New and Emerging

Rapid Growth

<table>
<thead>
<tr>
<th>Occupation</th>
<th>O*NET</th>
<th>ED</th>
<th>CLU</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Abstraction</td>
<td>23-2093.00</td>
<td>CSI</td>
<td>2</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>21-0102.00</td>
<td>SEC</td>
<td>4</td>
</tr>
<tr>
<td>Account Executive</td>
<td>11-1011.00</td>
<td>AES</td>
<td>4</td>
</tr>
<tr>
<td>Accountant</td>
<td>13-2011.01</td>
<td>CSI</td>
<td>4</td>
</tr>
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<td>Accountant, Cost</td>
<td>13-2011.01</td>
<td>CER</td>
<td>4</td>
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<td>Accountant, Property</td>
<td>13-2011.01</td>
<td>CER</td>
<td>4</td>
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<td>Accountant, Systems</td>
<td>13-2011.01</td>
<td>CSE</td>
<td>4</td>
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<td>ECS</td>
<td>4</td>
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<td>Accounting Clerk</td>
<td>43-3011.00</td>
<td>COW</td>
<td>2</td>
</tr>
<tr>
<td>Acquisition Librarian</td>
<td>25-4021.00</td>
<td>SAI</td>
<td>5</td>
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<td>Acrobat</td>
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<td>AER</td>
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<td>Actuary</td>
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<td>GFR</td>
<td>5</td>
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<td>Actuarial Science</td>
<td>29-1199.01</td>
<td>IRE</td>
<td>5</td>
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<td>4</td>
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<td>Adhesive Bonding Machine Operator</td>
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<td>RCS</td>
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<td>ESC</td>
<td>3</td>
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<td>SEK</td>
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<td>Agent, Athletics</td>
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<td>SCS</td>
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<td>3</td>
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<tr>
<td>Aircraft Operations Specialist</td>
<td>53-2022.00</td>
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<td>3</td>
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<td>Airframe and Power Plant Mechanic</td>
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<td>RE</td>
<td>3</td>
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<tr>
<td>Airline Radio Operator</td>
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</table>

(continued)
**Investigative Programs of Study**

**Description**
Investigative programs of study prepare individuals for Investigative occupations.

**Skills**
Problem solving, scientific, writing, or verbal skills.

**Activities**
Analytical or intellectual activity aimed at troubleshooting or creation and use of knowledge.

<table>
<thead>
<tr>
<th>Program of study</th>
<th>CIP</th>
<th>Category</th>
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<td>Biopsychology</td>
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<td>Interdisciplinary Studies</td>
</tr>
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<td>Also see fields of study listed under IAR, AIR, ARI</td>
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<td></td>
</tr>
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<td>IRS</td>
<td></td>
<td></td>
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<tr>
<td>Aerospace Physiology and Medicine</td>
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<td>Biological Sciences</td>
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<td>Agricultural and Horticultural Plant Breeding</td>
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<td>Agriculture</td>
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<tr>
<td>Agroecology and Sustainable Agriculture</td>
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<td>Agriculture</td>
</tr>
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<td>Agronomy and Crop Science</td>
<td>01.1102</td>
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<td>40.0402</td>
<td>Physical Sciences</td>
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<tr>
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<td>40.0401</td>
<td>Physical Sciences</td>
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<td>Biological Sciences</td>
</tr>
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<td>Botany/Plant Biology</td>
<td>26.0301</td>
<td>Biological Sciences</td>
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<td>Chemical Process Technology</td>
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<td>Science Technologies</td>
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<tr>
<td>Chemical Technology/Technician</td>
<td>41.0301</td>
<td>Science Technologies</td>
</tr>
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<td>Computational Biology</td>
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<td>Computational Science</td>
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<td>Dairy Science</td>
<td>01.0905</td>
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<td>Electromechanical and Instrumentation and Maintenance Technology/Technician</td>
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<td>Engineering Technologies</td>
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<td>Electromechanical Technology/Electromechanical Engineering Technology</td>
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<td>Endodontics/Endodontology</td>
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<td>Health Services</td>
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<td>Environmental Engineering Technology/Environmental Technology</td>
<td>15.0507</td>
<td>Engineering Technologies</td>
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<td>Evolutionary Biology</td>
<td>26.1303</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>Forest Management/Forest Resources Management</td>
<td>03.0506</td>
<td>Natural Resources</td>
</tr>
</tbody>
</table>

(continued)
You and Your Career Workbook—includes reflective activities and exercises to engage users in the career exploration process. It helps the user understand his or her code and how to use it in conjunction with the Occupations Finder and Educational Opportunities Finder.

The six-sided figures above, called hexagons, show the similarities and differences between the six types of people. Types that are next to each other are the most similar, while types that are far away or across from each other are the most different. For example, Realistic and Investigative types tend to have similar interests. However, Realistic and Social types tend to be more different.

The SDS uses information you provide about yourself to generate a valid and reliable three-letter code that helps with self-understanding, exploring potential occupations, and analyzing your current job satisfaction or dissatisfaction.

Exercise

The hexagon can be used to estimate the degree of fit between a person and an occupation. On the figure above, circle the words that correspond to the letters in your Summary Code.

To estimate your compatibility with an occupation, find the distance between the first letter of your Summary Code and the first code letter of the occupation you have in mind. (Refer to My Daydream Occupations on page 2 of the StandardSDS Assessment Booklet or My Occupational List on page 5.) The smaller the distance, the closer the fit between you and the occupation. For more comprehensive and precise estimates of the degree of fit or compatibility between your three-letter Summary Code and any occupation, talk with a career counselor, career practitioner, or other professional.

Exploring Occupations

Depending on where you are in your educational, occupational, and personal life, the steps for making a career decision can vary. What follows are some activities that may help you make sense of your career and educational opportunities.

Exercise

To help you in making a career decision, search the Holland Occupational Code Index of the StandardSDS Occupations Finder for every possible ordering of your three-letter Summary Code to ensure full exploration. For example, if your code is ESC, search for all the ESC, ESC, SEC, SES, and CES occupations. Next, identify occupations that you want to learn more about. Then record the occupations, O*NET codes, Holland Occupational Codes, education required, and career clusters in the table on the next page. Be sure to note whether the occupation is designated as New and Emerging or Rapid Growth by circling the appropriate icon in the table. See the example below.
Online VeteranSDS Report

After a veteran or service member completes the SDS at self-directed-search.com, an online VeteranSDS Report is generated. The report provides the person taking the test with his or her three letter Summary Code as well as several personalized lists of matching occupations based on his or her code.

The user can click on the occupation name to obtain further information about the job from O*NET. The list also has columns that provide education requirements, career clusters, outlook, salary information, and any related job listings on Indeed.com. Many of these columns can be sorted and filtered to narrow the search.
The VeteranSDS Report also provides the user with civilian occupations related to their military occupation as well as provides Holland Codes for military occupations, allowing users to directly see the relationship between their military occupation and their personality (via their Summary Code).

<table>
<thead>
<tr>
<th>A Civilian Occupation Related to My Military Job</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOP PICKS</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>❤️ Logistician</td>
</tr>
</tbody>
</table>

**My Next Move for Veterans**

This online resource is designed to help veterans learn about their career options as they transition to civilian life. It features three key career search options: by key words, browsing by industry, and careers that are similar to the jobs they held in the military. Occupations can also be searched by the six Holland code types (R, I, A, S, E, C) by clicking “Interests.”
Career Exploration Steps

The SDS and My Next Move for Veterans can be used to help veterans and transitioning military personnel identify potential civilian jobs. Specifically, a four step approach can be used to generate a list of occupations to explore with your military clients. A similar approach can be used for programs of study, if desired.

Case Study—James

Background

Recently separated from the Army after serving eight years as a logistics officer, James, a 30-year-old college graduate, is looking for a civilian career that would use many of the same skills he developed in the military. As James was leaving the military, his transition officer suggested he work with a career counselor and take the SDS.

Career Exploration with James

Next, we follow James as he searches for a civilian occupation that matches his previous military work experience and his personality. Within each career exploration step, we will demonstrate how the SDS printed materials, the VeteranSDS online report, and My Next Move for Veterans can be used for each step. Though James has access to all of these resources, when working with your veteran clients, you may use these resources together or individually, depending on the needs of your client.

As James explored his options using these steps, he recorded his occupational list in his You and Your Career workbook. His occupational list is presented in Appendix A. James’ full VeteranSDS Report is provided here.
Step 1: Summary Code

After completing the SDS, James learns that his Summary Code is EIR. This is a relatively uncommon code, with only 10 occupation codes. Therefore, exploring all combinations of his code is especially encouraged. Looking at the similar codes (EIR, ERI, IER, IRE, RIE, and REI) produces a total of 191 occupations to explore. James identifies Operations Research Analyst as an occupation that he’d like to explore further and adds it to his occupational list.

Using Print SDS Materials
- Search the Occupations Finder for all combinations of EIR.
- Add occupations to My Occupational List (page 5 of You and Your Career workbook).

Using VeteranSDS Online Report
- My Occupational List includes occupations with all combinations of EIR.
- Click the heart in the Top Picks column. Filter by the Top Picks column to print a list of just favorite occupations.

Using My Next Move for Veterans
- Explore Enterprising occupations within the Interests tab (occupations are listed by RIASEC type, not by three-letter code).
Step 2: Occupational Daydreams

James and his career counselor explore occupations associated with the code for each of his occupational daydreams. They also search by the Aspirations Summary Code (average code of all daydream occupations). James identifies Airport Manager as a potential possibility and adds it to his occupational list along with his occupational daydreams.

Using Print SDS Materials

- Record daydreams on page 6 of You and Your Career workbook.

Your Occupational Daydreams

From time to time, people have probably asked you about your occupational daydreams.

On page 2 of the StandardSDS Assessment Booklet, you listed occupations you have dreamed about and recorded the three-letter codes for those jobs using the StandardSDS Occupations Finder. If you haven't completed this section, do so now before continuing on in this workbook. You can also record this information in the spaces provided below.

<table>
<thead>
<tr>
<th>My Daydream Occupations</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Logistician</td>
<td>ECS</td>
</tr>
<tr>
<td>2. Manager, Warehouse</td>
<td>ESR</td>
</tr>
<tr>
<td>3. Distribution Manager</td>
<td>EC</td>
</tr>
</tbody>
</table>

- Calculate Aspirations Summary Code (see SDS Professional Manual for details).
- Search the Occupations Finder for all combinations of ECS, ESR, and ECI.
- Add occupations to My Occupational List (page 5 of You and Your Career workbook).

(continued)
Step 2: Occupational Daydreams (continued)

• My Daydream Occupations listed, along with Aspirations Summary Code.

<table>
<thead>
<tr>
<th>My Daydream Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASPIRATION ENTERED</strong></td>
</tr>
<tr>
<td>Logistician</td>
</tr>
<tr>
<td>Manager, Warehouse</td>
</tr>
<tr>
<td>Distribution Manager</td>
</tr>
</tbody>
</table>

• Occupations Based on My Aspirations Summary Code List includes occupations associated with all combinations of ECS.

• Click the heart in the Top Picks column. Filter by Top Picks column to print a list of just favorite occupations.

Using My Next Move for Veterans

• Explore Enterprising occupations within the Interests tab (occupations are listed by RIASEC type, not by three-letter code).
Step 3a: Civilian Job History

Looking at a person’s civilian job history can sometimes generate additional occupational alternatives by using a Holland Code associated with a past job the individual enjoyed.

James worked during college, but he has no interest in returning to those occupations, so he decides not to explore those codes.

- Search the **Occupations Finder** for occupations associated with the codes of past civilian jobs (ECS, RCS).

### Person–Job Fit

It is possible that you may already have a job history. By examining the Holland Occupational Code associated with jobs you have had, you may learn more about your likes and dislikes for future careers.

#### Exercise

In the table below, list your last three jobs (if applicable), starting with your current, or most recent, occupation. Next, use the **StandardSDS Occupations Finder** to locate the three-letter code for each of the occupations and write the code in the spaces provided. If you can’t find the exact occupation, use the occupation that seems most similar.

<table>
<thead>
<tr>
<th>My Job History</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. waiter</td>
<td>E C S</td>
</tr>
<tr>
<td>2. construction worker</td>
<td>R C S</td>
</tr>
</tbody>
</table>

Using Print SDS Materials

- Explore occupations associated with the codes of past civilian jobs (ECS, RCS).

Using VeteranSDS Online Report

- Explore Enterprising and Realistic occupations within the **Interests** tab (occupations are listed by RIASEC type, not by three-letter code).

Using My Next Move for Veterans

(continued)
Step 3b: Military Job History

Next, James explores his military job history. James’ past military occupation is Logistics, which has a Holland Code of EC. Therefore, he explores occupations associated with EC and CE. He sees **Budget Analyst** under CER and adds this to his occupational list. The VeteranSDS Report also lists any occupations similar to the user’s listed military occupation. In this instance, logistician is listed for James, and this is already on James’ list as an occupational daydream, so seeing this verifies he is going in the right direction.

**Using Print SDS Materials**
- Explore occupations associated with the codes of past military jobs (EC).
- Use the **Veterans and Military Occupations Finder** to find the Summary Code** associated with Army Logistics.
- Search the **Occupations Finder** for occupations associated with EC and CE.
- Use the **Veterans and Military Occupations Finder** to find the civilian job related to Army Logistics.

**Using VeteranSDS Online Report**
- Explore occupations associated with the codes of past military jobs (EC).
- Summary Code** provided for military occupation.

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**Interests**

Earlier in this report you were provided information on your Summary Code of EIR and given a list of occupations associated with the code. When beginning the VeteranSDS, you were asked to report your job history.

You reported the following military occupation:

<table>
<thead>
<tr>
<th>JOB ENTERED</th>
<th>HOLLAND CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics [90A]</td>
<td>EC</td>
</tr>
</tbody>
</table>

**Occupations Based on My Military Job**

- Occupations Based on My Military Job list includes occupations associated with EC and CE.
Step 3b: Military Job History (continued)

- Civilian Occupations Related to My Military Job list includes civilian occupations related to Army Logistics.

**Skills**

While in the Army, you gained useful skills and training. However, it may be challenging to translate those into terms that civilian employers or recruiters understand. One way to do that is to examine civilian positions that are most related to your military job.

The table below provides a civilian occupation that have similar required skills and abilities to your military job. By clicking on the occupation, you can review a more detailed list of skills. This information can be used in several ways.

1. There may be occupations listed that you are interested in and want to consider.
2. By exploring the skills related to these occupations, you may find useful terminology that can be used when describing your military position to civilians.

<table>
<thead>
<tr>
<th>TOP PICKS</th>
<th>OCCUPATION</th>
<th>HOLLAND CODE</th>
<th>EDUCATION REQUIRED</th>
<th>CAREER CLUSTER</th>
<th>OUTLOOK</th>
<th>SALARY INFORMATION</th>
<th>RELATED JOB LISTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Logistian</td>
<td>ECS</td>
<td>College degree</td>
<td></td>
<td></td>
<td>$ Salary Data</td>
<td>Indeed</td>
</tr>
</tbody>
</table>

*For the most recent military occupation information, refer to the VeteranSDS Report.

**Summary Codes are only provided if information about the specific job duties could be obtained. Therefore, not all military occupations have an associated Summary Code.*
Step 4a: Career Clusters

Career clusters are simply groups of occupations that are generally in the same field and require similar skills. They provide another way to identify areas of focus in career planning. The clusters are grouped by the six Holland code types (R, I, A, S, E, and C).

James is interested in exploring the Transportation cluster, as this relates to his military occupation. James sees that Logistician, one of his occupational daydream choices, is also listed in the Transportation cluster. He decides to explore similar options listed in this cluster, such as Transportation Planner, and adds it to his occupational list.

Using Print SDS Materials
- Search the Occupations Finder to review occupations in the Transportation career cluster.
- Use the Career Clusters section to review occupations in the Transportation career cluster.

Using VeteranSDS Online Report

Using My Next Move for Veterans
- N/A
Step 4b: Careers by Industry

James is interested in management positions, so he explores the Management industry on My Next Move, then adds Purchasing Manager to his occupational list.

Using Print SDS Materials  • N/A

Using Veteran SDS Online Report  • N/A

Using My Next Move for Veterans

• Search within Management industry.

“I’ll know it when I see it.”

- Administration & Support Services
- Arts & Entertainment
- Construction
- Education
- Farming, Forestry, Fishing, & Hunting
- Finance & Insurance
- Government
- Health & Counseling
- Hotel & Food
- Manufacturing
- Media & Communication
- Mining, Oil, & Gas
- Professional, Science, & Technical
- Real Estate & Rentals
- Retail
- Service
- Transportation & Storage
- Utilities
- Wholesale/Commercial Sales
- See All Careers
Occupational research can begin at any point in the list generation process, depending on the needs of the client.

**Using the SDS/VeteranSDS**

After generating his occupational list, James uses the VeteranSDS report and My Next Move for Veterans to jump start his occupational research. After narrowing down the possibilities, James decides to pursue opportunities as a Distribution Manager (ECI) and Budget Analyst (CER). These occupations most closely matched the skills he developed in the military as well as his personality (EIR). A similar approach can be used to generate a list of potential programs of study for those interested in pursuing an educational program. For instance, James could consider obtaining a master’s degree by using his GI Bill benefits.

When researching occupations, the digital VeteranSDS Report offers several important features.

**Other report features:**

- **Filter and sort**—Quickly focus your search by using the filter and sort options to narrow your list to more specific areas of interest. For example, James only wants to see jobs requiring a college degree.

- **Portability**—Your report can be accessed via e-mail from any device.
Other features of the VeteranSDS online report include an “Entering the Civilian Workforce” section that provides a transition planning checklist with links to other online resources.

**Transition Planning Checklist**

- ✔ Take interest assessment
- ✔ Review benefits (GI Bill, Tuition Assistance)
- ✔ Find a mentor.
- ☐ Review your budget and begin planning for changes in your financial situation.
- ☐ Consider educational opportunities.
- ☐ Research job potential and career outlook.
- ✔ Develop a resume.
- ☐ Begin searching for jobs based on your interests.
- ☐ Learn more about your interests as they relate to your military occupation.
Using My Next Move for Veterans

The My Next Move for Veterans website features comprehensive occupation pages that provide users with detailed information about careers. Included in the information provided are:

- An overview of job duties.
- A summary of knowledge, skills, and abilities desired for the position.
- Personality traits typically found in people who perform this job.
- Technology and education requirements.
- Job outlook that includes salary information and links to current openings.
- Links to additional resources.

**Storage & Distribution Managers**

*Also called:* Distribution Center Manager, Distribution Manager, Terminal Manager, Warehouse Manager

*In the military:* see titles from the Air Force, Army, Coast Guard, Marine Corps, or Navy.

**What they do:**
Man, direct, or coordinate the storage or distribution operations within an organization or the activities of organizations that are engaged in storing or distributing materials or products.

**On the job, you would:**
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Plan, develop, or implement warehouse safety and security programs and activities.
- Inspect physical conditions of warehouses, vehicle fleets, or equipment and order testing, maintenance, repairs, or replacements.

**Knowledge**

- **Transportation:** movement of people or goods by air, rail, sea, or road
- **Business:** customer service, management
- **Arts and Humanities:** English language
- **Math and Science:** arithmetic, algebra, geometry, calculus, or computers

**Skills**

- **Basic Skills:** keeping track of how well people and/or groups are doing in order to make improvements; thinking about the pros and cons of different ways to solve a problem
- **Problem Solving:** noticing a problem and figuring out the best way to solve it
- **Resource Management:** selecting and managing the best workers for a job; making spending decisions and keeping track of what is spent

**Personality**

People interested in this work like activities that include leading, making decisions, and business.

They do well at jobs that need:
- Dependability
- Integrity
- Attention to Detail

**Leadership**
- Stress Tolerance
- Adaptability/Flexibility

**Technology**

You might use software like this on the job:
- Materials requirements planning logistics and supply chain software: Catapult International CatapultConnect, IBM & Transportation Manager
- Inventory management software: Alert Inventory
- Analytical or scientific software: Integrated Decision Support Network Enterprise, Integrated Decision Support Network Frontline

**Explore More**

- First-Line Supervisors of Helpers, Laborers, & Material Movers, Hand
- First-Line Supervisors of Transportation & Material-Moving Machine & Vehicle Operators
- Logistics Analysts
- Logistics Managers
- Transportation Managers

You might like a career in one of these industries:
- Transportation & Storage
- Wholesale/Commercial Sales
- Government
- Manufacturing

See more details at O*NET OnLine about storage and distribution managers.
## Resources

Provided here are additional resources to help your veteran clients. This list is not exhaustive but intended to introduce some common veterans’ resources.

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printable overview for your clients of the content and search features on My Next Move</td>
<td><a href="https://www.onetcenter.org/dl_files/mnm_vets_deskaid.pdf">https://www.onetcenter.org/dl_files/mnm_vets_deskaid.pdf</a></td>
</tr>
<tr>
<td>Military-civilian occupations crosswalk available for download</td>
<td><a href="https://www.onetcenter.org/crosswalks.html">https://www.onetcenter.org/crosswalks.html</a></td>
</tr>
<tr>
<td>O*NET Resource Center</td>
<td><a href="https://www.onetcenter.org/crosswalks.html">https://www.onetcenter.org/crosswalks.html</a></td>
</tr>
<tr>
<td>U.S. Department of Labor’s Office of Apprenticeship</td>
<td><a href="https://www.apprenticeship.gov/become-apprentice">https://www.apprenticeship.gov/become-apprentice</a></td>
</tr>
<tr>
<td>U.S. Department of Labor’s Veterans Employment Resources</td>
<td><a href="https://www.veterans.gov/">https://www.veterans.gov/</a></td>
</tr>
<tr>
<td>CareerOneStop Veteran and Military Transition Center</td>
<td><a href="https://www.careeronestop.org/Veterans/default.aspx">https://www.careeronestop.org/Veterans/default.aspx</a></td>
</tr>
<tr>
<td>eBenefits</td>
<td><a href="https://www.ebenefits.va.gov/ebenefits/homepage">https://www.ebenefits.va.gov/ebenefits/homepage</a></td>
</tr>
<tr>
<td>eBenefits Veterans Employment Center</td>
<td><a href="https://www.vets.gov/careers-employment/">https://www.vets.gov/careers-employment/</a></td>
</tr>
</tbody>
</table>
Appendix A

James’ Occupational List in the You and Your Career Workbook.

My Occupational List

<table>
<thead>
<tr>
<th>TOP PICKS</th>
<th>OCCUPATION</th>
<th>O*NET CODE</th>
<th>HOLLAND CODE</th>
<th>EDUCATION REQUIRED</th>
<th>CAREER CLUSTER</th>
<th>OUTLOOK</th>
<th>SALARY DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operations Research Manager</td>
<td>15.2031.00</td>
<td>IRE</td>
<td>Advanced degree</td>
<td>Business</td>
<td>★★★★</td>
<td>$52,300–$86,300</td>
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<tr>
<td></td>
<td>Logistician</td>
<td>13.1081.00</td>
<td>ECS</td>
<td>College</td>
<td>Transportation</td>
<td>★★★</td>
<td>$53,600–$91,400</td>
</tr>
<tr>
<td></td>
<td>Manager, Warehouse</td>
<td>11.3071.02</td>
<td>ESR</td>
<td>College</td>
<td>Transportation</td>
<td>★★★</td>
<td>$71,100–$117,400</td>
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<tr>
<td></td>
<td>Distribution Manager</td>
<td>11.3071.02</td>
<td>ECI</td>
<td>College</td>
<td>Transportation</td>
<td>★★★</td>
<td>$71,100–$117,400</td>
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<tr>
<td></td>
<td>Airport Manager</td>
<td>11.3071.01</td>
<td>ESR</td>
<td>College</td>
<td>Transportation</td>
<td>★★★</td>
<td>$71,100–$117,400</td>
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<tr>
<td></td>
<td>Budget Analyst</td>
<td>13.2031.00</td>
<td>CER</td>
<td>College</td>
<td>Business</td>
<td>★★★</td>
<td>$60,200–$96,000</td>
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<tr>
<td></td>
<td>Transportation Planner</td>
<td>19.3079.01</td>
<td>ICR</td>
<td>College</td>
<td>Transportation</td>
<td>★★★</td>
<td>$63,500–$103,000</td>
</tr>
<tr>
<td></td>
<td>Purchasing Manager</td>
<td>11.3061.00</td>
<td>ECS</td>
<td>College</td>
<td>Business</td>
<td>★★★</td>
<td>$75,500–$128,200</td>
</tr>
</tbody>
</table>

...
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