MOC Crosswalk: Gap Analysis Step by Step Instruction

**Purpose:** The Gap Analysis worksheet assists in evaluating and identifying skills, experience, credentials, and education acquired while in the military and cross-walking, or translating that background, into civilian opportunities.

This evaluation helps identify any additional skills, experience, credentials, or education needed to improve your marketability in civilian employment.

Additionally, evaluating employment and salary data helps identify the availability of jobs and provides an estimate of the average annual wage of a chosen occupation within a certain state or region.

**Step 1: Procure VMET and Military Transcripts**

1. Obtain your Verification of Military Experience and Training (VMET) transcripts by logging into www.dmdc.osd.mil/vmet
2. Review your VMET for accuracy and completeness. If there are discrepancies with your training or experience, contact your personnel office to update it.
5. Check on the COOL website associated with your Service to determine if you have any certification or license that will transfer into the civilian sector.
   - www.cool.navy.mil
   - www.cool.army.mil
   - www.navy.mil/usmc/index
6. Use the information on the VMET, Service transcripts and COOL websites to complete the “Where am I now?” section on the Gap Analysis.
Step 2: Identify Desired Occupations

1. Access My Next Move for Vets online at https://www.mynextmove.org/vets
2. In the box “Find careers like your military job” enter the following information:
   - Find your branch in the drop down box
   - Enter your title or MOS code in the box below
   - Click on find.
3. The results page shows civilian career similar to your military occupation.
4. Continue researching using O*NET, using keywords or civilian careers you are interested in.

Step 3: Research Occupations and Identify Requirements

1. Continue to use O*NET: Select one of the career titles. A career report page will appear with the following information:
   - Position titles
   - Description of what they do
   - Knowledge, skills, and abilities (ideas for the resume)
   - Personality traits (traits that might appear on a career assessment tool)
   - Technology (software that is used for that career – also good for resume)
   - Education Level – education or certifications required or desired
   - Job outlook with average salary (plus links to further information)
   - Explore More (links to career report page of related careers)
2. You can do further research on the labor market for this occupation on these sites:
   - www.bls.gov
   - www.salary.com
   - www.payscale.com
3. Write you desired occupation at the space on the top and use the information from your research to complete the “Where am I going?” column in the Gap Analysis.
Step 4: Identify the occupation outlook and salary range for your desired state

1. Go to www.mynextmove.org/vets.
2. Use the keyword or MOS to find the occupation you are interested in pursuing.
3. Scroll to the bottom of the page to Job Outlook
4. Click on Check Out My State – what is the job outlook in your state
5. Click on Local Salary Info – choose your state or zip, click go
6. Enter the job outlook and salary information on the Gap Analysis LMI

| Job Outlook:
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>What is the outlook for this occupation in your preferred state?</td>
</tr>
<tr>
<td>What geographic locations (city/state) has a better outlook?</td>
</tr>
<tr>
<td>Which location(s) (city/state) would you be willing to relocate to?</td>
</tr>
</tbody>
</table>

| Salary:
<table>
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</thead>
<tbody>
<tr>
<td>What is the salary range for this occupation?</td>
</tr>
<tr>
<td>What is the salary range for this occupation in my preferred location (city/state)?</td>
</tr>
<tr>
<td>Does the salary range fit my requirements?</td>
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</tbody>
</table>

Step 5: Analyze the Gap Analysis and LMI

1. Review the experience, skills, education, training and credentials you have against what is needed for this occupation or career.
2. Write your needs in the middle column under “What do I need to fill the Gap?”
3. Review the information in the LMI and specifically within your state.
4. Determine if this is a good occupation to pursue or if the location is a good choice.
5. If so, go on to the next step; if not, return to step 2 and repeat the process using a different occupation.

### Final Analysis:

| Based upon “Filling in the Gap”, Salary, and Outlook, is this a good job to pursue? |
| List 2 alternative jobs that you can explore to expand your options. If needed, repeat GAP Analysis with each alternative job. |

### Step 6: My Next Steps

1. Based on the results of your analysis, determine what you next step will be. Will you go to school, get credentialed or gain some experience? Write down what is necessary for you to become marketable in your chosen career.

### My Next Steps, based upon Part A and B of Gap Analysis: