



## Military Career Feature

### Top Tips for Finding a Military Job (Without Joining the Service)

Not all US **military jobs** require the skills of a soldier. Whether you are a secretary, a computer expert, a clerk, or even a cook, you will find that there are many jobs you may be qualified for.

While most people think of military jobs as requiring a four-year hitch and a uniform, there are actually many **civilian military jobs** available. In today's modern military, civilian contractors or companies that provide specialized services to the military now handle many tasks that used to be handled by uniformed personnel. When thinking about a job in the military, you may be surprised to find that there are jobs for all kinds of people, from secretarial workers to professional security forces.

#### Not Just for Soldiers

As the role of the military has transitioned from the Cold War to today's smaller and specialized roles, the need for skilled people to take over military jobs that were formerly filled by soldiers has increased. No longer are potatoes peeled by a lowly private working a KP shift; today's Army hires professional meal services (and their dedicated personnel) to do the kitchen work, freeing the troops to concentrate on training and the military mission. Even important logistical tasks such as supply and support are now often subcontracted to civilian providers. From analysis to security, there are many places where the best troops for the job are not troops at all; they are well-trained civilian providers instead.

#### Civilian Roles in Military Jobs

There are a great many jobs in the military that are either too specialized for the average soldier to deal with or that can be done by civilian providers who already have the requisite training. For example, there are a large number of private security firms that already have the necessary security clearances to patrol motor pools or handle low impact guard duty roles. For many years, civilian secretaries or managers have handled secretarial and paperwork tasks; now these professionals lend their skills to information technology management and other support roles. Civilian providers also handle routine commissary and supply work; from base exchange clerks to barbers, these providers deliver excellent

service while freeing the soldiers to deal with tasks that are more important.

The civilian provider market is also a rich field for recruiting ex-military personnel as well. Many servicemen, once their hitch is up, return to work in positions similar to those they held while in uniform. For example, many intelligence and information analysts are civilians who once held military intelligence positions; since they already have the skills and security clearances, they are in an advantageous position to be hired when civilian military jobs open up.

#### Working Conditions

Although many provider jobs take place on military bases and other facilities, the actual workplaces are often quite similar to their civilian counterparts. After all, there is not much difference between a Safeway warehouse and a post exchange warehouse. Most jobs will require a security clearance since you will be working in areas with classified information or military equipment. You will not have to wear a uniform (although standard office wear is usually required), and you will not be running formations with a fifty pound pack on your back. Many **jobs in the military** take place on bases scattered around the world, so local talent can often find a **civilian military job** at the local facility. However, many contractors hire staff and ship them to locations all over the world, where they provide security, support services, contracting and construction workers, transportation personnel, and many other services. For many years, it was relatively rare that civilian providers found themselves in an actual frontline position, although there were civilians who filled positions in rear bases. However, in recent years, private security forces have filled more and more roles on the front lines, as well as providing contracting, transport, and guard tasks.

#### Top Ten Tips

1. The most important qualification for a civilian military job



## Military Career Feature

is to be able to pass a security clearance. This is critical as [military jobs](#) often involve handling secure information or dangerous military equipment.

2. Be sure to check into military jobs when leaving the service. Obviously, candidates with previous military experience have an advantage in this area; they have typically already been cleared as part of their service.

3. Learn something about military traditions and rules. Ex-military personnel know the “ropes”; proper forms of address and military protocol (no one expects you to salute, but you do need to know the difference between a first and a second lieutenant).

4. Check civilian contractors who already have connections. Many civilian military providers work for companies who subcontract to the government. Working for a service provider is usually the best way to get into a military job, as the relationships have already been established.

5. Specialize in a military-useful field. For example, photographic analysis and information technology are areas often needed by the services.

6. Make sure to check your own record. A parking ticket or a bad credit record can often be the snag that keeps you out of a service job, since stringent security clearances are often required.

7. Be willing to travel. The military has bases all over the world, and the candidate willing to travel has the advantage. There is a reason why they say, “Join the Navy and see the world.”

8. If you have a family, make sure they know what they may be signing up for. Military personnel often must travel or be separated from family members for long periods.

9. Check local employment agencies near active duty stations; they are usually the ones to get the first crack at jobs on base.

10. Stay healthy and in shape. You may not be toting a 40 lb. pack, but you will be working in an environment where people are expected to be fit and healthy. The service is not for couch potatoes!

EmploymentCrossing is the largest collection of active jobs in the world.

We continuously monitor the hiring needs of more than 250,000 employers, including virtually every corporation and organization in the United States. We do not charge employers to post their jobs and we aggressively contact and investigate thousands of employers each day to learn of new positions. No one works harder than EmploymentCrossing.

Let EmploymentCrossing go to work for you.