

SUBSTITUTING MILITARY JOB TITLES FOR CIVILIAN TITLES

INSTEAD OF:

General/Flag Officer

Garrison/Base Commander

Brigade/Battalion Commander

Squadron Commander

Senior Field Grade Officer (05, 06)

Executive Officer

Field Grade Officer (04)

Company Grade Officer (01 – 03)

Warrant Officers

OIC, NCOIC, or Team Leader

E8-E9

Personnel Officer

Security/Intelligence

USE:

President, Senior Director, Chairman of the Board

City Manager, Director of Public Works, Equivalent to a Mayor of a City

Chief Executive Officer (CEO), Chief Operating Officer (COO), Director, General Officer

Division Head, Director, Controller

CEO, COO, Senior Executive Officer, Chief Financial Officer (CFO), Senior Vice President, Executive Vice President

Chief of Staff, Staff Director, Senior VP, Assistant Director, Assistant Manager, Senior Advisor, Special Advisor to CEO

Vice President, director, Department Head, Program Director, Senior Consultant

Manager, Consultant, Associate, Deputy, Assistant, Project Director, Operations Manager

Specialists, Technician, Technical Manager, Technical consultant, Functional Consultant

Manager, Supervisor, Foreman, Shop Supervisor, Manager Coordinator

Special Assistant to _____, Employee Relations Manager or Advisor, Assistant Manager, Functional Area Consultant (Personnel, Security, Operations, Training, or Logistics), Analysts, Equal Employment Opportunity Representative, Affirmative Actions Coordinator, Human Resources Officer, Recruiter

Human Resource Management and Administration

Industrial Security, Information Security, Loss Prevention, Workers Compensation Investigations, Drug and Alcohol Screening and Investigations

INSTEAD OF:

Training Officer

Operations Officer

Supply Officer

USE:

Human Resource Development, Training and Development, Organizational Development, Career Development

Long Range Planning, Strategic Planning and Programming

Warehousing, shipping & receiving, Materials Management, Inventory Control, Production Control

Other terms:

INSTEAD OF:

TDY/TAD

PCS

Command and Staff College

War College

NCO Orientation Course

NCO Academy

Senior NCO Academy

USE:

Business Related Travel

Relocation, Transfer

Intermediate Leadership/Management

Senior Level Leadership/Management

Basic Leadership

Intermediate Leadership/Management

Advanced Leadership/Management