




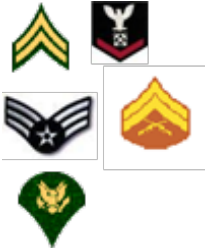
# Rank Assumption Chart for Employers

Assistance for Human Resources Professionals and Hiring Managers to better understand military ranks, creating more effective interviews to discover skills and abilities of veterans.


# Enlisted

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-1</u></p> 	<p>This rank is entry level in all branches of service. Typically, the E-1 is in initial training, boot camp and advanced individual training. No significant responsibilities for others at this rank, only responsible for self and individual equipment.</p>	<p>As an employee, this individual will be open to learn, will ask questions and wants to understand how his/her job fits within the companies processes and goals. Wants to be part of a team, but will hold team members to high standards and share success/blame. Punctual, positive, and goal oriented, looking to move to the next position.</p>	<p>General Labor, Machine Operator, entry level skilled position</p>
<p style="text-align: center;"><u>E-2</u></p> 	<p>The rank of E-2 is typically awarded after the initial period of training. Normally given at a certain time frame within the enlistment. No responsibility for others, except in rare cases, only responsible for self and individual equipment.</p>	<p>As an employee, this individual will be open to learn, will ask questions and wants to understand how his/her job fits within the companies processes and goals. Wants to be part of a team, but will hold team members to high standards and share success/blame. Punctual, positive, and goal oriented, looking to move to the next position. Some fill in supervisory or additional responsibilities are possible.</p>	<p>General Labor, Machine Operator, entry level skilled position</p>





# Enlisted

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-3</u></p> 	<p>E-3 is awarded normally after 2 or three years in service. E-3 has typically mastered mid level skills in specialty. Can be trusted to carry out basic delegated duties, no responsibility for others (rarely) but responsible for self, personal equipment, and maybe some unit equipment.</p>	<p>Accountability for equipment and troubleshooting/problem solving skills are present. You may delegate some low level responsibilities with success. As a rule, veteran will ask for additional information in order to get very clear expectations. Veteran will strive to move into a team leader or first line supervisor. Will hold team members to a high standard.</p>	<p>General Labor, Machine Operator, entry level skilled position, begin to train for supervisory/team leader responsibilities</p>
<p style="text-align: center;"><u>E-4</u></p> 	<p>In some cases, the E-4 may be responsible for a squad, 4-12 individuals, serving as squad leader. The E-4 is technically proficient, handles basic delegated responsibilities, and takes orders from the E-5 supervisor. In some cases the E-4 will not be responsible for others, individual equipment and some unit equipment only. The E-4 will be groomed for the next level of responsibility. Serious leadership training begins at E-4.</p>	<p>Veteran will have some leadership capabilities (formal training) and will be interested in making decisions/suggestions that will have a positive impact on the process. Expect this veteran to ask questions and offer suggestions freely. May need clear goals and/or benchmarks in order to measure self and team success. Problem solver, able to find ways to accomplish goals through being creative and thinking outside the box. May very well become your "go to" person and has a high desire to succeed. May need fairly frequent feedback regarding performance at initial stages of employment.</p>	<p>Entry Level position with ability to take on more responsibility when trained. First line Supervisor/team leader</p>


# Enlisted

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-5</u></p> 	<p>The E-5 is typically the rank where responsibility for others increases. The E-5 is normally in charge of a squad of up to 12 individuals and millions of dollars worth of equipment. The E-5 teaches individual and collective training, fosters the values of loyalty and commitment and builds spirit and confidence. Makes sound and timely decisions, involved in physical fitness and troop readiness, and instills values and ethics. This is the first line supervisor for the ranks of E-1 to E-4.</p>	<p>This veteran has had formal leadership training and has been in charge of both projects and people. Would excel as a team leader or a first line supervisor. Will strive to understand clear responsibilities and expectations, will be creative in finding solutions. Communication skills may need to evolve, effective coaching and feedback will help with the transition. Will hold team members to a high standard and integrity, honesty and accountability will be second nature. Will seek additional information and will have a need to understand other functions in the organization and how they fit together.</p>	<p>Supervisor, project lead or team leader. Can be responsible for people and equipment.</p>


# Enlisted

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-6</u></p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;">     </div>	<p>Individuals with the rank of E-6 are normally team leaders and are a critical link in the enlisted channel. They live and work with their team every day and are responsible for the health welfare and safety of these individuals, from 5 members to 30. The E-6 ensures that the team members meet standards in personal appearance and teach them to maintain and account for their individual and unit equipment and property. The E-6 serves as a mentor, conducts annual reviews and recommends team members for promotion. Often responsible for millions of dollars worth of equipment. Will frequently step in for duties of the E-7, will be groomed for next rank.</p>	<p>As an employee, would have more experience as a leader, technical skills, and is used to dealing with day to day issues and personnel. Process oriented, this employee will need to have clear expectations and benchmarks to measure success. Will coach and mentor team members, communicate very clearly and hold them to a high standard. Will willingly follow formal processes and procedures, and offer improvements and suggestions to become better. Wants to be aware of hierarchy and chain of command. Committed and loyal, this employee will strive to learn more and move up in the organization.</p>	<p>Senior Supervisor, small section/department manager, project manager, logistics, human resources, training, process improvement</p>


# Enlisted

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-7</u></p> 	<p>The E-7 is typically a section leader with up to 50 individuals. Has extensive military experience and can make accurate decision in the best interest of the mission and team. The E-7 utilizes tough, realistic and intellectually and physically challenging performance oriented training to excite and motivate the team. Must conduct cross training to promote critical skills, evaluate the effectiveness of the team and provide training and feedback. Writes performance reviews and coaches, recommends for promotion and is responsible for entire sections equipment. Responsible for deployability of all team members.</p>	<p>This veteran has many years of leadership, and can be a department manager with a lot of activity and demands. Will be organized, can prioritize well and will strive to understand overall company missions. Will measure success on company goals and measures. Communication will need to evolve, may not give a lot of information to those he/she leads. Will expect team members to be a close unit, support each other and work for the common good. Will have much company loyalty and strive to be a respected and valued member of the team. Is used to an environment where taking risks are acceptable and may do so. Employee will plan, execute and evaluate change initiatives. May execute change easily and quickly not understanding how different change is in a civilian environment. Since this veteran served for many years, there may be some transitional issues and will need coaching and mentoring from other veterans.</p>	<p>Key Leader in area of expertise, Large department Manager, Director, Key Manager, Project Manager, Strategic Leader, logistics, process improvement, human resources, buyer, material manager</p>

# Enlisted


Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-8</u></p> 	<p>E-8's hold formations, instruct E-7's and assist the unit commander in daily unit operations. Though E-8's supervise routine administrative duties their principle duty is training. They must understand the organization's collective mission essential tasks during METL-based training. Through development programs, performance counseling and other guidance, E-8's are the most important mentors in developing subordinates. Since today's E-8's maintain daily contact with and are responsible for training and ensuring the health and welfare of all of the unit's members and their families, this position requires extraordinary leadership and professional competence.</p>	<p>Senior leader used to operating at a higher level in the organization, excels in strategy development, planning and overseeing execution. Evaluates data and relies on team mates to make decisions. Will hold peers and subordinates at a high level of integrity, energy, and honesty. Communication skills may need to develop, as well as budgetary concepts, profit margins, and other accounting responsibilities may need to be developed. Will gauge success on clear company goals, will hold team members accountable, but will also accept accountability for team. Safety and risk oriented.</p>	<p>Large department Manager, Director, Key Manager/leader in area of expertise, Project Manager, Strategic Leader, CEO, Vice President, human resources, process improvement, material manager, buyer</p>

# Enlisted



Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>E-9</u></p> 	<p>The CSM and commander jointly coordinate and develop the unit's Mission Essential Task List (METL) and individual training tasks to create a team approach to battle-focused training. The CSM and NCO leaders then select the specific individual tasks, which support each collective task to be trained during this same period. CSMs use command information channels to inform, express concerns on enlisted issues and build esprit. They also represent the commander at military and civilian functions to maintain good community relations. The CSM gives advice and initiates recommendations to the commander and staff in matters pertaining to enlisted personnel. A unit, installation, or higher headquarters CSM directs the activities of that NCO support channel. The support channel functions orally through the CSMs or first sergeant's call and normally does not involve written instruction. The CSM administers the unit Noncommissioned Officer Development Program (NCODP), normally through written directives and the NCO support channel.</p>	<p>Senior leader used to operating at a higher level in the organization, excels in strategy development, planning and overseeing execution. Evaluates data and relies on team mates to make decisions. Will hold peers and subordinates at a high level of integrity, energy, and honesty. Communication skills may need to develop, as well as budgetary concepts, profit margins, and other accounting responsibilities may need to be developed. Will gauge success on clear company goals, will hold team members accountable, but will also accept accountability for team. Will coach and mentor teams for improvement and give clear expectations. Will have a desire for continued improvement and leader development activities. Safety oriented and focused on employee/leader development.</p>	<p>Large department Manager, Director, Key Manager, Project Manager, Strategic Leader, CEO, Vice President, President, human resources, logistics, material management, buyer</p>



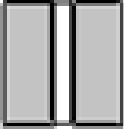

# Enlisted

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<p><u>Special Pay Grade</u></p> 	<p>Using command information channels, the E-9+ keeps all enlisted in the branch current on important issues and through the public media informs the American people of the mission, accomplishments and future enlisted trends. The E-9+ directs enlisted support channel activities through the major commands' E-8's by using written and verbal communications. The E-9+ also presents the enlisted viewpoint to Congress, DA boards and committees, meets with military and civilian organizations to discuss enlisted affairs, and receives and represents branch enlisted personnel at appropriate ceremonies.</p>	<p>Senior Management and Project Management Skills, often extensive training in this area as well as Leadership. Assumptions can be made that match the skill set of a CEO or owner of a large company. Senior strategist and organizer. Very often has Bachelors/Masters Degree in addition to other applicable training. Management skills that include: Project Management, Speech, Written/Oral Communication, Critical Thinking, Race/Ethnic Diversity, Safety, Self Management. Assumptions can be made pertaining to Law Enforcement.</p>	<p>Large department Manager, Director, Key Manager, Project Manager, Strategic Leader, CEO, Vice President, President</p>



# Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>O-1</u></p>  <p style="text-align: center;">Second Lieutenant</p>	<p>Typically the entry-level rank for most Commissioned Officers. Leads platoon-size elements consisting of the senior enlisted individual and two or more squads (16 to 44 people).</p>	<p>This individual would have the minimum of a Bachelors Degree. Will expect to have responsibilities, limited leadership experience except in classroom. Will have the equivalent of a new college graduate in area of study.</p>	<p>Entry level areas of responsibility in project managing, planning, purchasing, accounting. Limited supervisory</p>
<p style="text-align: center;"><u>O-2</u></p>  <p style="text-align: center;">First Lieutenant/ Lieutenant Junior Grade</p>	<p>A seasoned O-2 with 18 to 24 months service. Leads more specialized weapons units and indirect fire computation centers. As a senior O-3, they are often selected to be the Executive Officer of a company-sized unit (110 to 140 personnel).</p>	<p>This individual would have the minimum of a Bachelors Degree. Will expect to have responsibilities, limited leadership experience except in classroom. Will have the equivalent of a new college graduate in area of study.</p>	<p>Low to Middle management levels in areas of responsibility; project managing, planning, purchasing, accounting. Mid level supervisory experience.</p>



# Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>O-3</u></p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;">   </div> <p style="text-align: center;">Captain/ Lieutenant</p>	<p>Commands and controls company-sized units (62 to 190 personnel), together with a principal enlisted assistant. Instructs skills at service schools and combat training centers and is often a Staff Officer at a higher level.</p>	<p>This individual would have the minimum of a Bachelors Degree, may have Masters Degree. Will have experience in speech, Written Communication, Oral/Interpersonal Communication, Ethics, Leadership and Training, Critical Thinking, entry level management.</p>	<p>Manager, Key Leaders, project manager, materials manager, buyer, logistics, planning, scheduler</p>


# Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>O-4</u></p> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;">   </div> <p style="text-align: center;">Major / Lieutenant Commander</p>	<p>Serves as primary Staff Officer for brigade and task force command regarding personnel, logistical and operational missions.</p>	<p>This individual would have the minimum of a Bachelors Degree, more than likely has a Masters degree. Veteran received advanced leadership training. Assume veteran has skills similar to a Department or senior Manager in a medium to large company. Assume Skills in: Speech, Written Communication, Oral/Interpersonal Comm, Ethics, Leadership and Training, Critical Thinking, management, planning, logistics, senior project manager.</p>	<p>Senior level Manager, Key Leaders, Vice President, President, CEO, logistics, planner, project manager, buyer, scheduler,</p>


# Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>O-5</u></p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;">   </div> <p style="text-align: center;">Lieutenant Colonel/ Commander</p>	<p>Typically commands larger units (300 to 1,000 personnel), with an E-8 or E-9 as principal enlisted assistant. May also be selected for brigade and task force Executive Officer.</p>	<p>This individual would have the minimum of a Bachelors Degree, more than likely has a Masters Degree. Veteran received advanced leadership training. Assume student has skills similar to a Department Manager in a medium to large company managing multi levels. Assume Skills in: Speech, Written Communication, Oral/Interpersonal Communications, Ethics, Leadership and Training, Critical Thinking, management. Would have strategic planning, execution, and follow up experience.</p>	<p>Senior Manager, Key Leaders, Vice President, President, CEO,</p>

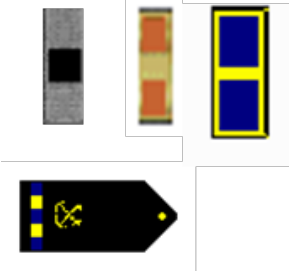
# Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>O-6</u></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Colonel/ Captain</p>	<p>Typically commands brigade-sized units (3,000 to 5,000 personnel), with an E-9 as principal enlisted assistant. Also found as the chief of divisional-level staff agencies.</p>	<p>This individual would have the minimum of a Bachelors Degree, more than likely has a Masters Degree. Veteran received intense and extensive leadership training. Assume skills similar to a CEO in a medium to large company .Senior level manager, strategist. Assume Skills in: Speech, Written Communication, Oral/Interpersonal Communication, Ethics, Leadership and Training, Critical Thinking, management.</p>	<p>CEO, Vice President, President, Senior Manager, Project Manger, CFO, Strategic planner</p>

# Officer



Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p><u>O-7 and Above</u></p> <div style="text-align: center;">  </div> <p>General Officers/ Rear Admirals (lower half)</p>	<p>Serves as Deputy Commander to the commanding general for divisions. Assists in overseeing the staff's planning and coordination of a mission.</p>	<p>Assume veteran has a Masters Degree, possibly PhD. Most Senior Level of Management. Assume veteran has skills of a CEO of a very large international company. Master strategist.</p>	<p>CEO, Vice President, President, Senior Manager, Project Manger, CFO, Strategic planner</p>

# Warrant Officer

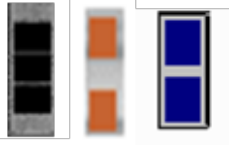

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>W-1</u></p>  <p style="text-align: center;">Warrant Officer 1</p>	<p>W-1s are technically and tactically focused officers who perform the primary duties of technical leader, trainer, operator, manager, maintainer, sustainer, and advisor. Serve in roles at the unit level up to about 200 personnel. Frequently were prior enlisted.</p>	<p>Highly technical individual, very well trained in a specialty. Can assume veteran has at least an associates degree, possible Bachelors Degree. Assumptions can be made regarding: Witten/oral communication, leadership, Law enforcement skills, Project Management, Speech, Ethics, Critical Thinking.</p>	<p>Entry level (unless prior enlisted, see chart) Technician, Operations, Process improvement, Maintenance, logistics, materials management.</p>



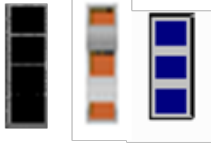

# Warrant Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>W-2</u></p> <div style="display: flex; justify-content: space-around; align-items: center;">  </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;">  </div> <p style="text-align: center; margin-top: 10px;"><b>Chief Warrant Officer 2</b></p>	<p>Chief Warrant Officers become commissioned officers as provided by the President of the United States. CW2s are intermediate level technical and tactical experts who perform increased duties and responsibilities at the detachment levels. Working with technical assets for units up to 700 personnel. May be acting technicians (pilots, etc.), Hands on leader who is responsible for multi million dollars worth of equipment, maintenance, and making specific goals.</p>	<p>Can assume veteran has at least an associates degree, possible Bachelors Degree. Warrant officers are technicians, if the veteran performed the same or similar job in the military as the position being hired for, expect high level of proficiency. Assumptions can be made regarding: Witten/oral communication, leadership, Law enforcement skills, Project Management, Speech, Ethics, Critical Thinking.</p>	<p>Senior technicians, operations, project management, process improvement, maintenance, logistics, materials manager, buyer, supervisor, mid level management, team leader, department manager.</p>

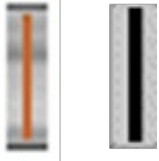
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Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>W-3</u></p> <div style="text-align: center;">     </div> <p style="text-align: center;"><b>Chief Warrant Officer 3</b></p>	<p>Advanced-level experts who perform the primary duties that of a technical and tactical leader. They provide direction, guidance, resources, assistance, and supervision necessary for subordinates to perform their duties. CW3s primarily support operations levels from team or detachment through brigade. Serve in a wide variety of technical functions, may also serve as pilots and other operators. With 15+ years in service, process improvement, reporting, goal setting and attainment, leading a team to accomplish specific outcomes.</p>	<p>Can assume veteran has at least a Bachelors Degree. Warrant officers are technicians, if the student performed the same or similar job in the military as job being hired for, expect a high level of expertise. Assumptions can be made regarding: Witten/oral communication, leadership, Law enforcement skills, Project Management, Speech, Ethics, Critical Thinking. Usually manages a team or department, coaching and teaching, planning and managing, setting and reaching goals.</p>	<p>Technician, operations, project management, process improvement, maintenance, logistics, materials manager, buyer, supervisor, mid level management, team leader, department manager.</p>

# Warrant Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>W-4</u></p> <div style="text-align: center;">  </div> <div style="text-align: center; margin-top: 20px;">  </div> <p style="text-align: center;"><b>Chief Warrant Officer 4</b></p>	<p>Senior-level experts in their chosen field. Often 20+ years in the military. They primarily support battalion, brigade, division, corps, and echelons above corps operations. CW4s typically have special mentorship responsibilities for other WOs and provide essential advice to commanders on WO issues. Maintains role in operations, often responsible for maintenance activities of multi millions of dollars in equipment and maintenance or technical team.</p>	<p>Can assume veteran has at least a Bachelors Degree. Warrant officers are technicians, if the student performed the same or similar job in the military as being hired for, can assume a high level of expertise. Can assume that skills are related to a Senior Technical Manager in a mid to large size company. Assumptions can be made regarding: Witten/oral communication, leadership, Law enforcement skills, Project Management, Speech, Ethics, Critical Thinking. Generally leads a department or section, coaching, mentoring and leading as well as understanding and leading team to accomplish specific goals. Operationally minded with logistics and ROI understanding.</p>	<p>Technician, operations, project management, process improvement, maintenance, logistics, materials manager, buyer, supervisor, CEO, Vice President, President, mid level management, team leader, department manager. Process improvement, critical thinking and problem solving at the highest level.</p>

# Warrant Officer

Service Ranks	Duties	Assumptions	Comparable Civilian Positions
<p style="text-align: center;"><u>W-5</u></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>Master Chief Warrant Officer/ Chief Warrant Officer</b></p>	<p>Master-level technical and tactical experts that support brigade, division, corps, echelons above corps, and major command operations. They provide leader development, mentorship, advice, and counsel to WOs and branch officers. CW5s have special WO leadership and representation responsibilities within their respective commands. Well over 20 years experience with expertise and hands on type leadership.</p>	<p>Can assume veterans has at least a Bachelors Degree. Warrant officers are technicians, if the veteran performed the same or similar job in the military as being hired for, assume master level performance. Can assume that skills are related to a CEO in a mid to large size company. Assumptions can be made regarding: Witten/oral communication, leadership, and Law enforcement skills, Project Management, Speech, Ethics, Critical Thinking, decision making, leadership.</p>	<p>Technician, operations, project management, process improvement, maintenance, logistics, materials manager, buyer, supervisor, CEO, Vice President, President, mid level management, team leader, department manager. Process improvement, critical thinking and problem solving at the highest level.</p>