

From Cadet to Analyst

Steps to help transitioning Cadets into USAR/NG Roles and Civilian Jobs

Help via www.mil2civMentor.com

1. Starting looking for jobs the beginning of your last semester
 - a. 3-4 months is the average time to get hired
 - i. If possible start working on your resume as soon as you find out you are going NG/USAR
 - ii. Have realistic expectations (you need experience) in the Army and in life (and that's okay, everyone has to start somewhere)
 - iii. If you have a Critical Language or IT experience good, keep at that and make sure it reflects on your resume, if not look into [Project GO](#) (take your last summer to learn a language and get paid for it)
2. Get your security clearance paperwork in line
 - a. Make sure you have addresses and info for the past 10 years
 - b. Start letting people know they may get interviewed
 - c. Find an SF86 example on line, go through it and make sure you have the info you need
 - i. This will take a while and its less of pain in the butt to do this over your last semester, than scramble to do it after you commission
 - ii. The timeline for getting you TS can take 4 months to a year on average.
 - iii. ALWAYS BE HONEST, ALWAYS they will find out and if you lie it will stick with you forever
 - iv. If you have foreign contacts, friends, family, peers etc. make sure you request an Interim so you can go to BOLC while your clearance is being processed
 - d. Your first unit will process the Security Clearance Paperwork
 - i. Find the S2 at your incoming unit, he/she will send you all the paperwork and you will have to fill out it quickly (that's why you need to have it prepped)
 - ii. Once you have the fingerprints, SF86 and other paperwork in, your clearance will begin to process. This is when you can finally request a MIBOLC date.
3. Get your resume in the right spots
 - a. www.indeed.com
 - i. These websites you can get daily updates on jobs in the areas you hope to move to, sent directly to your email inbox everyday
 - b. www.clearancejobs.com (even if you are not MI reading this, and have a current Secret, use this website!)
 - c. www.glassdoor.com
 - d. Get your website on the Talent Networks for each major contractor
 - i. More info on www.mil2civmentor.com
 - e. Get resume help from your Vet Services office, ROTC Cadre or the resume building/help center on campus
 - f. Resume examples here... <http://www.mil2civmentor.com/resume.html>

4. Find a Mentor
 - a. Reach out to MIL2CIVMENTOR as we can find a mentor for you in the cleared sector

Starting/During/Finishing BOLC

1. Relax
 - a. BOLC seems like a huge thing at first, but literally everyone is on about the same level as you
2. Come in ready to learn
 - a. Take the extra classes
 - b. read the Generals Reading List books
 - c. Get a hobby or more materials to have a second focus from BOLC
 - i. This will help you get more out of training when you are not doing the direct class based training (I found language books and materials to work on my proficiency which was a nice distraction from class at times)
3. Enjoy the comradery
 - a. You may want to rip each others throats out at times, but having everyone your same age in one area for 4-5 months is a great thing. Make connections with the best people because the Army is small and you will see them later on down the road.
 - b. PT together, grill some steaks, drink some scotch and learn from each other
4. Be the best student you can be
 - i. Immerse yourself in the course work
 - ii. You are getting paid a lot of money to learn, use it wisely
 1. Learn as much as you can, save your money starting now, it will go a long way to helping you start saving while earning a salary from a 'big person job'
 - iii. Find the library and find great books that support learning your profession
5. Prep for 'after BOLC' (as soon as you start)
 - a. Prep your resume with all of the things you will learn
 - i. Use specific UNCLASS terms on what you will learn
 - ii. Ask you instructors what terms and big picture things you will learn so your resume can reflect the buzz words you need
 - b. Start applying to jobs and seeing where you want to live
 - i. Most jobs will be in the DC Metro area
 1. Other job hubs include Tampa, St Louis, San Antonio area depending on intel contracts
 - c. Expectation Management
 - i. Most Junior Jobs at 45-55k depending on your skill set
 - d. If you think you will be moving, call your unit, let them know

- i. Do not burn bridges, ever, the Army and especially the Intel communities are very small
 - ii. Word will spread if you suck or screw someone over, at the same time if you are awesome it will spread
- e. Find a new unit near your new job
 - i. Commuting 8 hours to drill sucks and will wear you down
 - ii. If you are in DC, there are a ton of units who can use 2LTs

Transitioning to a new job

1. If you can't start right after BOLC or need some time to move, take FOUNDRY! (for 35series)
 - a. Foundry courses can be found on ATTRS
 - i. Class number 144 in the search
 - ii. Take as many classes as your unit will allow
 - iii. AD pay while learning direct intel classes on major bases throughout the country
2. Come into the new job ready to work and learn
 - a. You will be junior, so listen to your senior analysts and others who have been in the IC for a while
 - b. Being a 2LT doesn't matter, experience does, so check your ego at the Gate to the SCIF
3. Be Patient
 - a. Things take time
 - i. Computer systems, email accounts, Contractor CACs and the like sometimes take a while
 - b. IF YOU GET A CONTRACTOR CAC
 - i. Forward your mail.mil account to your contractor email
 - ii. Your Contractor CAC and Army CAC will cross reference and you will be locked out of your mail.mil email account
 1. It sucks to un-cross reference your CACs (believe me)
 - iii. Immediately get your PIV certificates (more info on militarycac.com)
 - c. Take your time with things
 - i. Don't rush emails or products if you are not quite sure about a classification
 1. You don't want a security violation early in your career

2. Just ask a senior analyst or manager to double check things until you are comfortable
 - ii. Take a Classification Class
 1. It's a great refresher and it goes into more depth than they can at Huachuca
 - iii. Take any extra classes or training
 1. Most companies have Tuition Assistance or training funds
 - a. Don't waste them, get more training for yourself
4. Be Flexible
 - a. You may have to work 12 hour of 10 hour shifts
 - b. You may be on a watchfloor doing nights
 - c. It helps you learn and other senior personnel are doing the same as well, so nothing is 'below you', it all helps with the overall mission of keeping the country safe in one way or another
5. Enjoy it
 - a. Get to know your co-workers, learn from their experiences
 - b. You may not be able to talk about much, but you will be helping keep the country safe in more ways than one
 - c. Take in all the info you can
 - d. Make contacts within the IC, info sharing and working with partners helps everyone involved so people are not double tapping the same subject, and we can put resources where they can best be used
6. Get a hobby
 - a. Have something else you can do besides work
 - b. Meet other people outside of the IC
 - c. Get another topic to talk about besides your job
7. Keep an eye on the IC
 - a. Check in on other jobs around you
 - b. Update your resume with certifications
 - c. Work towards further certs within your skill set and always make yourself better
 - d. Have a five and 10 year plan so you can plan how to progress with your job

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