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NAVY LEAGUE HIRING CENTER

September 2008: *Issue 3*

Greetings!

As we close the month of September and head into Fall---football, changing leaves and the beginning signs of the holidays—now is also the time to “go back to school” to learn about ways to prepare for a civilian career. This month’s newsletter focuses on education, tips and benefits to find your best possible job!

Consider a Government Job Source- Gallup Management Journal

The oldest of the nation's 70 million plus members of the baby boomer generation people born between 1946 and 1964 will turn 62 in the next couple of years, becoming eligible for retirement.

[Read More](#)

Standing Out in a Crowd

With rising fuel prices and a teetering housing and financial market, the companies who are hiring are being cautious and selective. Candidates seeking employment need to stand out amongst the competition.

So how can you stand out?

First, consider your military experience as a great differentiator. You have attained great skills and qualities that translate well into the civilian world, such as being a team player and having leadership experience. Be sure to include examples of what you have done in your cover letter and be prepared to discuss in your interview. Employers like seeing confidence in your own abilities.

[Read More](#)

Tips

Check out our Education section to learn more about:

- Career Centers
- GI Bill
- Online Resources
- ...and more!

Featured Affiliate:



CompTEC Computer Career Center is wholly owned and operated by PC Training Institute Incorporated. They have been in West Palm Beach since 1995 and serve government, corporate and individual clients throughout the South Florida area. CompTEC's Licenses and Associations Include:

- Accept MGIB and VA VR funded Students
- Workforce Alliance employment retraining partner
- Microsoft Certified Partner for Learning Solutions (CTEC)
- Authorized VUE & Certipoint Testing Center
- State of Florida Commission for Independent Education License # 2021
- Florida Association of Post Secondary Schools and Colleges

***Be sure to add your Security Clearance to your profile
Source-Navy League Hiring Center resources section***

A security clearance is a valuable commodity outside of the military. Companies who do classified work for the Dept. of Defense (DoD) or a national security related contract accrue the expense of the security clearances for their employees, which can cost several thousand dollars each. Because of this, many DoD contractors prefer to hire ex-military personnel with current clearances. However, you want to do your job-hunting immediately after transitioning to maintain a valid clearance.

[Read More](#)

(FAPSC)

[Read More](#)

Be sure to tell your friends and family about the NLHC!

We look forward to your feedback. Please send your comments to navyleaguejobs@idealthire.com.

Thank You,
NLHC Staff

For assistance, please contact the support staff by telephone: 888-581-5395 or email info@idealthire.com.

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Consider a Government Job

Source-Gallup Management Journal

The oldest of the nation's 70 million-plus members of the baby boomer generation -- people born between 1946 and 1964 -- will turn 62 in the next couple of years, becoming eligible for retirement. And, according to the U.S. Office of Personnel Management (OPM), 60% of the federal rank and file workforce will be eligible to retire over the next 10 years, with 40% of that group likely to retire when they reach eligibility. What's more, 90% of federal senior executives will reach their eligibility for retirement in the next 10 years.

This convergence leaves government leaders with the daunting task of filling a large number of the nearly 2 million jobs within the federal government -- not counting the U.S. Postal Service -- while bracing for the loss of some of its most experienced managers. And if these circumstances weren't challenging enough, the federal government and its agencies will have to recruit legions of new talent amid steady competition from companies and organizations in the private sector.

Different government agencies are offering a number of incentives to attract new employees. Such programs include:

- Student loan repayment
- Flexible work schedules
- Casual dress codes
- Transportation subsidies
- Telework
- Retainment bonuses

Check out one of the NLHC employers, Defense Intelligence Agency, to learn more about some of their job opportunities.

www.dia.mil.



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Standing Out in a Crowd

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So how can you stand out?

First, consider your military experience as a great differentiator. You have attained great skills and qualities that translate well into the civilian world, such as being a team player and having leadership experience. Be sure to include examples of what you have done in your cover letter and be prepared to discuss in your interview. Employers like seeing confidence in your own abilities.

Second, as mentioned in another NLHC article, if you have a security clearance, include it in your profile. This is a highly sought after certification amongst civilian employers, primarily DOD contractors. Your clearance, whether active or inactive, is an important differentiator for you to include in your profile and to state in an interview. Even employers not specifically seeking candidates with a clearance should learn about some of qualities or aspects required for you to achieve a clearance.

Third, consider brushing up on training or seeking a degree or certification. For those of you who managed projects, you might want to consider learning more about certifications through the Project Management Institute (www.pmi.org). Interested in a new career field? Consider using your GI Bill to go back to school. There are a lot of opportunities to add additional credentials to support your professional background and many can be funded through a variety of veteran programs.

Fourth, experience, experience, experience! Employers are losing some of their most experienced workers to retirement and they are looking to fill that knowledge and experience gap. Your skills and experience in the military are valuable to employers. Be sure to include your years of experience for each skill you include in your profile.

The job market is competitive. Take advantage of the skills and experience you obtained in the military as well as the tools you have available through veteran programs to stand out amongst the crowd.



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Featured Affiliate: CompTEC

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What Does CompTEC Computer Career Center Do?

CompTEC offers career certification training in information technologies.

- Boot Camps for candidates who are already IT professionals
- Regular Track fulltime and nighttime classes for candidates who are new to the IT professions.
- CompTEC can also create custom curriculum and schedules for groups as small as six anywhere in the world.
- Training in .NET Programming, Database Administration, Network Engineering, Cisco Technologies, Microsoft Office Software and many other popular courses.
- For MGIB Eligible veterans, the GI Bill Benefit pays 60% of the tuitions and CompTEC GRANTS the veteran the remaining 40%. This results in zero out of pocket tuition expenses for MGIB eligible veterans.

Why CompTEC Does What It Does?

- Because it works?
- Specialist First Class FB, age 24, certified June 2005 – Employed Oct 2005 salary \$80k
- Sgt JA age 30 Certified October 2005 – Employed December 2005 - \$50K
- PFC DG age 22 certified 2004 now employed at \$45k, interviewing at \$70K

To read more about CompTEC check out their website at www.comptec.com.

Be sure to check out their latest press release as well [HERE](#).





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Be sure to add your Security Clearance to your profile

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A security clearance is a valuable commodity outside of the military. Companies who do classified work for the Dept. of Defense (DoD) or a national security related contract accrue the expense of the security clearances for their employees, which can cost several thousand dollars each. Because of this, many DoD contractors prefer to hire ex-military personnel with current clearances. However, you want to do your job-hunting immediately after transitioning to maintain a valid clearance.

Why

A security clearance may increase your salary anywhere from \$5,000 to \$15,000, and, in some cases, even more. A current clearance will save employers time and money conducting a background check. Military personnel with security clearances are very appealing to employers because thorough background checks have already been completed. Employers also see ex-military as disciplined, dependable employees with strong leadership skills - priceless attributes.

If you leave a job, or no longer need to have access to classified national security information, your security clearance is removed. In most cases, it is still easier to get a clearance renewed than apply for a new one, so you still have an advantage over those without a clearance in their background.

Who

Companies working on defense-related projects often require security clearances. However, it doesn't matter if the company currently has government contracts. The importance of a security clearance does not stop with defense contractors. The medical, telecommunications, education and financial fields have an increasing number of jobs where company information needs to be guarded, and HR managers seek out individuals with current security clearances.

Here's a top ten list of companies that require certain clearance certificates:

- Boeing
- General Dynamics
- General Electric
- General Motors

- Northrop Grumman
- Lockheed
- Martin Marietta
- McDonnell Douglas
- Raytheon
- United Technologies
- Renewal

A security clearance must be renewed every 5, 10, or 15 years, depending on the level of clearance.

A Periodic Reinvestigation (PR) is required every 5 years for a TOP SECRET Clearance, 10 years for a SECRET Clearance or 15 years for a CONFIDENTIAL Clearance. However, both civilian and military personnel of DOD can be randomly reinvestigated before they are due for a Periodic Reinvestigation.

In the past three years, DoD has had a significant backlog of security clearances and reinvestigations pending, most especially for TOP SECRET level access. In general, expect a CONFIDENTIAL or SECRET clearance to take between 1 and 3 months. A TOP SECRET will probably take between 4 and 8 months. However, some individuals have been waiting for the results of their TOP SECRET investigation for more than one year. The more there is to investigate, the longer the investigation will take.

Here are some attributes that may increase the investigation:

- Lived or worked in several geographic locations or overseas.
- Traveled outside of the United States.
- Relatives who have lived outside of the United States.
- Background information that is difficult to obtain or involves issues that require an expansion of your case.
- Bankruptcy & unpaid bills
- Criminal charges

Education

If your technical training (AIT/Tech School/A-School) requires access to classified information, you may be assigned to do details, such as administrative work while waiting for your Security Clearance to be granted. In some cases, you may be authorized to attend non-classified portions of the training while awaiting the results of your security clearance application.

Types

Secret

A Secret clearance, also known as Ordinary Secret, requires a few months to a year to fully investigate depending on the individual's activities. Refer to the "Security Clearance Renewal" section for attributes that may increase the time it takes to get your security clearance. A Secret clearance requires a NAC/LAC/Credit investigation and must be reinvestigated every 10 years.

Top Secret

Top Secret is a more stringent clearance. A Top Secret, or "TS", clearance, is often given as the result of a Single Scope Background Investigation, or SSBI. SSBI is a type of United States security clearance and involves agents contacting employers, coworkers and other individuals. Standard elements include background checks involving checks of employment; education; organization affiliations; local agencies; where the subject has lived, worked, or gone to school; and interviews with persons who know the individual.

The investigation may include a check on the candidate's spouse or cohabitant and any immediate family members who are U.S. citizens other than by birth or who are not U.S. citizens. The minimum investigation scope is the past ten (10) years or to age 18, whichever is less. Top Secret clearances generally afford one access to data that affects national security,

counterterrorism/counterintelligence, or other highly sensitive data. There are far fewer individuals with TS clearances than Secret clearances. A TS clearance can take as little as 3-6 months to obtain, but more often takes 6-18 months, while sometimes taking up to 3 years to obtain. The SSBI must be renewed every 5 years.

General Security Clearance Information

Once you have a security clearance, and the need for it continues, you must undergo a reinvestigation every 5, 10, or 15 years, depending on the level of your clearance.

When you no longer need a security clearance... if you leave that job or no longer need to have access to classified national security information... your security clearance is removed.

If you are a candidate for a security clearance Electronic Personnel Security Questionnaire (EPSQ), you must provide personal details on your background. Once you complete the document, you must forward it to your security officer who will in turn submit it to DSS. Only a security officer, or another designated official in your organization, has the authority to submit security questionnaires directly to DSS. Your investigation will be opened once DSS receives your EPSQ and validates that it is completely filled out.

When you fill out the EPSQ:

1. Read through the instructions and questions to find out what is required.
2. Collect the necessary information.
3. Allow plenty of time to complete the form.
4. Answer all of the questions.

Failure to complete the form correctly may delay the opening or completion of your PSI and the adjudication of your case. If you do not understand a question, please ask for guidance from your security officer, the person who gave you the questionnaire, or the DSS Customer Call Center at 1-888-347-5213. You may also learn more about EPSQ by visiting the DSS web site at www.dss.mil or by e-mailing a request for the EPSQ brochure to brochures@mail.dss.mil.