



From M.O.S. to J-O-B

A Guide for
Applying Military
Occupational Specialties
(M.O.S.) to Civilian
Drinking Water and
Wastewater Operations

Introduction to Military Occupational Specialties (MOSs) for the Water Sector Workforce

PURPOSE OF THIS GUIDE

In 2012, the United States Environmental Protection Agency (EPA) and the Department of Veterans Affairs (VA) partnered to connect veterans with careers in the water sector. While serving in the Armed Forces many veterans held Military Occupation Specialties (MOS) that directly or indirectly translate into the types of positions needed in the water sector. This guide highlights relevant MOSs and tips for water and wastewater utilities considering hiring veterans.

What is an MOS?

An MOS, or Military Occupational Specialty, is the job title and description used by the Army and Marines to describe each of its jobs. The US Navy and Coast Guard use the term "Rating," and the Air Force uses Air Force Specialty Code instead of MOS. All of these terms are interchangeable.

USEFUL TIPS

When a utility is considering a veteran as a potential candidate to hire, knowing his/her qualifications and experience while serving in the military is important. There are several ways to do this:

- Match the veteran's MOS with the corresponding page in this guide. This gives information on the water-related MOS, and the skills and duties that it requires.
- You may request that the veteran provide copies of entries into his/her Service Record Book (SRB) which provide evidence of specific training and qualifications. All branches of the Armed Forces keep records of every formal and informal training that a member receives. This will also cover on-the-job training, which may be the majority of training the veteran has received.
- You may request a copy of the veteran's discharge papers, known as a DD214. This will provide information on the veteran's MOS (called "Rating" for the Navy and Coast Guard), rank, time in service, awards, etc.
- You may also request a copy of the veteran's Verification of Military Experience and Training, known as a Form DD2586. Please note that the veteran may or may not have a copy of this form. It is not standard for veterans to receive this upon discharge. Additionally, this form will only contain "Formal" training. All informal training and on-the-job training will be in the veteran's Service Record Book, which is a more comprehensive way to evaluate his/her skills.

CONTACTING REFERENCES

Contacting military references can prove to be very difficult, if not impossible. Most military members transfer duty stations every two to four years, which makes tracking them down a daunting task. Some of the references could also have been discharged and moved on to their own civilian careers, making it difficult to obtain updated contact information. When this occurs, there are alternatives as listed below:

- All military members are evaluated on their proficiency and conduct every six-twelve months. Some Veterans may have copies of their evaluations, which should provide an accurate portrayal of their work skills and general work behavior.
- Award citations will also give the prospective employer a good picture of the Veteran's major accomplishments, skills and work ethics.

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US Army MOS: 92W Water Treatment Specialist

OVERVIEW

Water treatment specialists are primarily responsible for supervising or performing the installation and operation of water purification equipment, as well as dealing with water storage and distribution operations and activities. They also inspect facilities and food supplies for the presence of disease, germs or other conditions hazardous to health and the environment.

MOS SKILLS

Basic Skills

US Army Water Treatment Specialists install, operate and maintain equipment used to provide potable water and perform water quality analysis tests. They perform field water purification and treatment; water quality analysis; and generator and pump operations.

Soldiers ranked Private through Specialist—Skill Level 10—assist in water reconnaissance, site preparation and setup of water treatment activity. They operate and maintain water treatment equipment; receive, issue and store potable water; and perform water quality analysis testing and verification.

Some of the equipment and systems these Soldiers use include the following:



- Forward Area Water Point Supply System (FAWPSS)
- Hypochlorination units
- From 125 up to 600 gallons-per-minute (GPM) water pumps
- From 125 up to 3,000 gallons-per-hour (GPH) Light, Medium, Tactical (LMT) reverse osmosis water purification units (ROWPUs)
- From 500 gallons up to a 50,000 gallon capacity collapsible fabric potable water tanks
- 300k/800k gallon Potable Water Storage And Distribution System (PWS/DS)

These Soldiers carry out the following tasks as part of their duties:

- Perform water reconnaissance (e.g. locating new water sources)
- Conduct water analysis testing
- Complete entries on Water Reports/Logs/Forms



Information provided by the US Army: Chief, Water Training Division, Fort Lee, Virginia; All photos courtesy of the US Army

US Army MOS: 92W

Water Treatment Specialist (continued)

- Operate reverse osmosis water purification units
- Set-up/operate/dismantle and perform Preventive Maintenance Check & Services (PMCS) on the Ocean Intake Structure System (OISS)
- Operate and perform PMCS on diesel generators, pumps and air compressors
- Operate and perform PMCS on a well head
- Set up/operate/perform PMCS and dismantle hypochlorination units
- Perform water quality analysis testing and verification
- Perform the storage, transportation and disposal of hazardous material and waste

Advanced Skills

As Soldiers gain more time and experience in this MOS, they will earn the rank of a Noncommissioned Officer (NCO). These water treatment NCOs are the Sergeants, Staff Sergeants and Sergeant First Class' and are considered the backbone of the skill and leadership of this MOS.

In addition to mastering the basic skills listed above, the major duties for these NCOs are to train, supervise, analyze and manage the work of the Soldiers they lead. In addition to training and supervising junior Soldiers, the following are some additional skills in which these Soldiers maintain proficiency in:

Sergeants—Skill Level 20—operate, perform and install water purification equipment, water storage, and water distribution operations and activities.

Staff Sergeants—Skill Level 30—conduct water reconnaissance; develop water



sources and water points; supervise and train Soldiers to perform water treatment tasks; perform operator maintenance and inspect operational condition and maintenance of equipment; determine treatment method and treat water for purification; analyze and verify test results of raw and treated water; maintain and inventory water treatment equipment and chemical supplies; prepare water treatment reports.

Sergeant First Class—Skill Level 40—directs water reconnaissance and water point development for division, corps and echelons above corps. Manages operation and ensures quality control of water supply, storage, distribution and purification activities. Perform staff and advisory duties. Furnishes reports to headquarters. Develops area water supply and treatment plan and supervises operations.

US Navy Rating: Utilitiesman (UT)

OVERVIEW

Utilitiesman, also known as Seabees, work with plumbing, heating, steam, compressed air, fuel storage and distribution systems. Their work also includes water treatment and distribution systems, air conditioning and refrigeration equipment, and sewage collecting and disposal facilities at Navy shore installations around the world.

MOS SKILLS

Basic Skills

- Locate and determine quality and quantity of water sources
- Install and operate field potable water treatment and wastewater equipment
- Analyze water for chemical and physical characteristics to determine water purification treatment methods
- Install and maintain systems requiring plumbing and pipe-fitting skills
- Install, operate and repair heating, piping, ventilation and air conditioning systems
- Operate and maintain water and wastewater systems and treatment plants
- Identify and carry out procedures to limit or minimize the adverse effects of environmental pollution



- Interpret blueprints and prepare sketches for projects
- Provide estimates of material, labor and equipment requirements for projects

Advanced Skills

Advanced Utilitiesman are trained to perform more complex duties as they advance. Some of the main areas and equipment learned include the following:

- Water treatment and purification
- Sewage treatment and disposal
- Facilities maintenance management
- Blueprint reading and technical drawings
- Planning, estimating and scheduling
- Advanced Base planning
- Planning plumbing projects
- Compressed air systems
- Boilers
- Duct and ventilation systems
- Air conditioning and refrigeration
- Solar energy
- Environmental pollution control

Information obtained from "Utilitiesman (Advanced) Training Course book (NAVEDTRA 14259). All photos courtesy of the US Navy.

US Navy Rating: Utilitiesman (UT) (continued)

As part of the work Advanced Utilitiesmen perform with water treatment and purification operations, they learn and use more specific skills, such as:

- Selecting water sources based on source quantity, quality and reliability
- Selecting and utilizing water points such as surface water (streams, lakes, rivers), groundwater (wells, springs), seawater, rain, snow and ice
- Developing of water sources
- Determining water contamination
- Analyzing and verifying test results of raw and treated water
- Determining treatment method and treat water for purification
- Selecting, setting-up and operating water treatment equipment including distillation, reverse osmosis, filtration and disinfection units.
- Emergency treatment methods
- Wastewater and sewage treatment
- Disposing of and monitoring sewage effluents



US Marines MOS: 1171 Water Support Technician

OVERVIEW

US Marine Corps Water Support technicians often work in some of the most severe and rough environments to provide safe drinking water to their fellow Marines. They are skilled in improvising when tools and resources are limited so that safe drinking water is produced and delivered on a consistent basis. Because these Marines play an important role in supporting the success of many missions, the United Services Military Apprenticeship Program includes an apprenticeship program that leads to certification as a Journey Worker under the US Department of Labor. As such, USMC Water Support Technicians develop expertise that may be considered equivalent to those duties performed by water operators at local municipalities.

MOS SKILLS

The following are some (not all inclusive) of the required tasks, skills and equipment used to qualify as a “basic” Water Support Technician.



Basic Skills

USMC Water Support Technicians install, operate, inspect, and perform preventive and corrective maintenance on pumps, water filtration/purification equipment, water storage/distribution systems and laundry and shower facilities.

These systems and equipment include (but are not limited to) the following:

- Forward Area Water Point Supply System (FAWPSS)
- Hypochlorination units
- From 125 GPM up to 3,000 GPH water pumps
- From 125 GPH up to a 1500 GPH light and medium water purification systems
- From 500 gallons up to a 50,000 gallon capacity collapsible fabric potable water tanks
- Bare base shower facility
- Containerized batch laundry (CBL) unit

Additionally, these Marines conduct the following tasks:

- Cleaning tanks and filter beds using backwashing
- Testing water to determine acidity, impurities, turbidity and conductivity

Information provided by Training and Education Branch, MAGTF Engineer Center, Marine Corps Engineer School: MCO 1200.17E PT 1. All photos courtesy of the US Marine Corps.

US Marines MOS: 1171

Water Support Technician (continued)

- Regulating the flow of raw water for treatment while mixing it with specified amounts of chemicals (i.e., alum, coagulate, chlorine, ammonia and lime) in the filtration/purification process
- Planning, installing and repairing the plumbing systems of structures, which includes: cutting, bending and threading pipes; joining pipes using screws, bolts, fittings, solder and plastic solvent
- Identifying plumbing materials
- Cutting pipe
- Connecting pipe
- Installing plumbing fixtures in a permanent structure
- Repairing plumbing system of a permanent structure

Advanced Skills

- Conducting and evaluating water surveys, water reconnaissance and water quality analysis
- Developing water sources and water points
- Supervising and training Marines to perform water treatment tasks
- Performing operator maintenance on equipment
- Inspecting operational condition and maintenance of equipment
- Determining treatment method and treat water for purification



- Analyzing and verifying test results of raw and treated water
- Maintaining and inventorying water treatment equipment and chemical supplies
- Preparing water treatment reports
- Establishing, maintaining and closing down sanitation systems

Marines with these advanced skills also attend a “Train-the-Trainer” school to ensure the continued knowledge retention in this field. This school includes the following tasks:

- Conducting training assessments
- Developing training schedules
- Developing training scenarios
- Conducting operational risk assessments
- Creating performance evaluation checklists
- Preparing for, conducting and evaluating training
- Conducting After Action Reviews (AAR)
- Leading guided discussions



Information provided by Training and Education Branch, MAGTF Engineer Center, Marine Corps Engineer School: MCO 1200.17E PT 1. All photos courtesy of the US Marine Corps.

US Coast Guard Ratings: Damage Controlman (DC), Machinery Technician (MK), Marine Science Technician (MST)

OVERVIEW

DCs and MKs stationed aboard larger Cutters (Coast Guard ships) gain extensive experience working on ship-board water purification systems. The typical systems on-board ships are large evaporators and reverse osmosis systems that turn salty sea water into ship drinking water. All aspects of operating and maintaining these systems are completed by the on-board MKs and DCs. MSTs are the Coast Guard's regulatory, scientific and environmental specialists. They receive extensive training and experience in environmental science and chemistry throughout their career. Some will serve in the Coast Guard Laboratory analyzing water and oil samples, while others will serve as the responders to oil and hazardous materials/waste releases into the environment. They have extensive experience in water sampling and environmental response.

MOS SKILLS

Basic Skills

MK—Machinery Technician students are taught principles of theory, operation, maintenance, repair and trouble-shooting of mechanical, modernized maintenance



systems and tag-out procedures, hydraulic, pneumatic, and electrical machinery and systems. The following topics are covered during the course:

- Mechanical Skills – Tag-out, Gauges & Thermometers, Valves, Tubing, Piping, Packing, Gaskets, Seals, Flange Shielding, Brazing, Tapping, Threading, etc.
- Hydraulic Theory, Maintenance, Troubleshooting and Repair
- Flexible Hose Maintenance and Repair Procedures
- Centrifugal Pump Theory, Maintenance, Overhaul, Troubleshooting and Repair
- Operation and Maintenance of Dewatering and Firefighting Pumps
- Pump Shaft Alignment Procedures
- Propulsion Shafting Seals
- Air Compressor Theory and Maintenance
- Basic Electrical Theory, Wiring, Maintenance and Troubleshooting
- Trailer Maintenance and Repair
- Air Conditioning, Refrigeration Theory and HVAC
- Outboard Motor Theory, Maintenance, Tune-up and Troubleshooting
- Introduction to Maintenance and

US Coast Guard Ratings: Damage Controlman (DC), Machinery Technician (MK), Marine Science Technician (MST) (continued)

Requisition Supply Procedures,
Modernized Maintenance Systems
and Tag-Out Procedures

- Internal Combustion Engine Theory, Maintenance, Overhaul, Casualty Control, and Troubleshooting
- Fuel/Oil, Engine Coolant, Hydraulic Oil and Lube Oil Testing
- Leadership

DC—The **Damage Controlman** rating is a diverse rating. A single Damage Controlman in today's Coast Guard has the knowledge and skills of numerous trades, such as welder, plumber, carpenter and firefighter. Duties include:

- Plumbing and pipe fitting
- Oxy-fuel cutting/brazing
- Engineering administration
- Watertight closure maintenance
- Welding
- Shipboard firefighting procedures
- Finish carpentry
- Rough construction
- Chemical, biological and radiological warfare defense
- Practical damage control
- Leadership

MST—**Marine Science Technicians** are the Coast Guard's regulatory, scientific and environmental specialists, performing a full range of marine safety and environmental protection activities. They are highly trained in Marine Environmental Response / Protection, marine safety, regulatory enforcement / interpretation,



- Laboratory analysis of water samples
- Assisting environmental health experts and other scientists in oceanographic research efforts
- Facility security & safety, including conducting security and safety surveys at facilities
- Conducting harbor and port patrols and inspections
- Boarding vessels to ensure compliance with environmental protection and maritime safety standards
- Meteorology

MSTs are also the Coast Guard's hazardous materials experts, Incident Command System (ICS) and OSHA response trainers.

Information obtained from US Coast Guard Recruiting. All photos courtesy of the US Coast Guard

US Air Force Specialty Code: 3E4X1— Water and Fuel Systems Maintenance

OVERVIEW

Airmen working in the Air Force's Water and Fuel Systems Maintenance MOS Series learn many skills throughout their careers. They work on plumbing, water distribution, wastewater collection systems, water and wastewater treatment systems, fire suppression, backflow prevention systems, natural gas distribution systems, and liquid fuel storage, distribution and dispensing systems.

MOS SKILLS

Basic Skills

- Locate and determine quality and quantity of water sources
- Install and operate field potable water treatment and wastewater equipment
- Analyze water for chemical and physical characteristics to determine water purification treatment methods



- Perform planning activities, and quality assurance to include service contracts and facility surveys
- Install, operate and maintain, inspect and repair: natural gas systems, plumbing, water and wastewater treatment systems, fire suppression, backflow prevention systems, aircraft hydrant refueling and ground product dispensing systems
- Monitor systems operation to ensure efficiency and compliance with local state, federal and Defense Department regulations for safety and environmental regulations for hazardous materials
- Perform inspections, preventive maintenance, winterization and overhaul of systems
- Operationally inspect and diagnose malfunctions in mechanical components using technical orders, manufactures' specifications, local procedures, codes and directives
- Inspect condition and operation of electrical components
- Conduct fuel system components inspections, and maintenance on fuel system piping
- Perform confined space entries to accomplish system maintenance

Information provided by US Air Force, Water and Fuels Systems Maintenance Force Development Manager; All photos courtesy of the US Air Force.

US Air Force Specialty Code: 3E4X1— Water and Fuel Systems Maintenance (continued)

- Solve complex maintenance problems by studying layout drawings, wiring diagrams, and schematics to analyze, isolate and troubleshoot system malfunctions
- Remove, repair and replace defective components
- Install, modify, repair and maintain a variety of new and existing utility distribution and collection systems and equipment such as sewage, water, gas distribution systems, backflow prevention devices and fire sprinkler systems.
- Locate and tap main lines.
- Coordinate locations of field latrines and pits with engineering and medical staff
- Analyze proposed work to determine resource allocation
- Initiate fuels facility Sustainment, Restoration, and Modernization and Military Construction projects to include project review, monitoring and acceptance
- Prepare cost estimates and supply procurement for in-service work
- Apply engineered performance standards to plan and estimate work requirements
- Ensure planning activities comply with environmental, safety and hazardous materials regulations



Advanced Skills

As airmen advance through the ranks, they increase their expertise and take on leadership roles. As the airmen in this MOS Series are promoted, they advance through the following skill levels:

3E411, **Helper**

3E431, **Apprentice**

3E451, **Journeyman**

3E471, **Craftsman**

3E491, **Superintendent**

NOTE: Superintendents are Senior Master Sergeants holding a Community College of the Air Force Associates degree. They serve in leadership/management positions and work with budgets, manpower, resources and personnel management.



Information provided by US Air Force, Water and Fuels Systems Maintenance Force Development Manager; All photos courtesy of the US Air Force.

United Services Military Apprenticeship Program USN, USMC, USCG

Program Information

The United Services Military Apprenticeship Program (USMAP) is a formal military training program executed by the Center for Personal and Professional Development which provides active duty Coast Guard, Marine Corps, and Navy service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty. The US Department of Labor (DOL) provides the nationally recognized "Certificate of Completion" upon program completion.



Applicable Apprenticeships

Water Treatment Plant Operator (Waterworks)

This apprenticeship program is open to the following MOSs:

- US Navy: Engineman (EN), Machinist's Mate (MM), Utilitiesman (UT)
- US Marine Corps: 1120—Utilities Officer, 1169—Utilities Chief, 1171—Water Support Technician

Pipe Fitter

This apprenticeship program is open to the following MOSs:

- US Navy: Hull Technician (HT), Utilitiesman (UT)
- US Marine Corps: 1120—Utilities Officer, 1169—Utilities Chief, 1171—Water Support Technician
- US Coast Guard: Damage Controlman (DC)

Plumber

This apprenticeship program is open to the following MOSs:

- US Navy: Hull Technician (HT), Utilitiesman (UT)
- US Marine Corps: 1169—Utilities Chief, 1171—Water Support Technician
- US Coast Guard: Damage Controlman (DC)

For more information on this program, please visit: <https://usmap.cnet.navy.mil/usmapss/static/trades.jsp>.

Additional Military Jobs that Support Drinking Water and Wastewater Utilities

There are additional MOSs in the Armed Forces that are not directly related to water treatment, but are relevant for some of the positions found at water and wastewater utilities. Some examples of these additional MOSs include the following:

Electricians: All of the branches of the Armed Forces have some type of electrician MOS or rating.

Heavy Equipment Operators: Heavy equipment operators of all kinds can also be found in any branch of the military.

Mechanics: Mechanics of all types can be found in every branch of the Armed Forces, including small generator mechanics, automotive and aircraft mechanics, as well as mechanics working on some of the largest engines in the world aboard ships.

Additional MOSs may include jobs such as:

- ◇ Contracts & procurement
- ◇ Budgeting
- ◇ Administration
- ◇ Management
- ◇ Topographic Surveyor
- ◇ Electronics Repair
- ◇ Quarrying Specialists
- ◇ Plumbers
- ◇ Laboratory Technicians
- ◇ Computer and Network Administrators
- ◇ Metal Workers

Helpful Links

Department of Veterans Affairs (Vet Success): https://www.vetsuccess.va.gov/public/military_skills_translators.html

Work for Water: <http://www.workforwater.org/>

American Counsel on Education: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

United Services Military Apprenticeship Program: <https://usmap.cnet.navy.mil/usmapss/static/trades.jsp>

This document can be found electronically at: http://water.epa.gov/infrastructure/sustain/ws_workforce.cfm

Appendix 1
GI Bill—On-The-Job Fact Sheet

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EDUCATION AND TRAINING

GI BILL OPTIONS



On-the-Job & Apprenticeship Training Programs

Both on-the-job (OJT) and apprenticeship training programs are available for Veterans using their VA education benefits, including the Post-9/11 GI Bill. These programs allow Veterans to learn a trade or skill through training on the job participation rather than attending formal classroom instruction. A Veteran generally enters into a training contract for a specific period with an employer or union, and at the end of the training period, the Veteran gains job certification or journeyman status.

Employers or unions generally pay a reduced OJT/apprenticeship wage (generally 40 - 50% of journeyman wages). Veterans in an approved program can use their GI Bill benefit and receive a tax-free stipend. The Post-9/11 GI Bill stipend is the equivalent of the Monthly Housing Allowance (MHA) of an E-5 with dependents, which is paid in addition to the entry-level wage.

Stipend =	First six months of training	100% of your applicable MHA
	Second six months of training	80% of your applicable MHA

The stipend is reduced 20% every six months thereafter **as the Veteran's wages** regularly increase until the Veteran has attained journeyman status and pay. Stipend payments for other GI Bill programs are found here: http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html

Approved employers can use this benefit as a recruiting tool by using wages + stipend to attract Veteran candidates.

State Approving Agencies (SAA)

The State Approving Agencies are responsible for approving OJT/apprenticeship programs in their respective states. Requirements generally entail submitting a training request form that specifically outlines the proposed program, wages, and standard workweek information, as well as the company contact name and phone number. Once all required documents are submitted, approval is generally completed in 1-2 months. For more information regarding OJT & apprenticeship programs, and how to apply see: http://www.gibill.va.gov/resources/education_resources/programs/on_the_job_apprenticeship_training.html

Vocational Rehabilitation & Employment (VR&E) OJT/Apprenticeships

In addition to the services listed above, VR&E also provides employers with other benefits through the Special Employer Incentive Program (SEI). Employers hiring Veterans with a service-connected disability who are approved for VR&E services **may be entitled reimbursements up to 50% of the Veterans' salary for six months** to offset training costs. Additional information about the VR&E OJT program is located here: http://www.vba.va.gov/bln/vre/emp_resources.htm



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Appendix 2
Department of Veterans Affairs—
Non-Paid Work
Experience Program

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Non Paid Work Experience Program

The Department of Veterans Affairs (VA) Non-Paid Work Experience (NPWE) program provides eligible Veterans and service members the opportunity to obtain training and practical job experience concurrently. This program is ideal for Veterans or service members who have a clearly established career goal, and who learn easily in a hands-on environment. This program is also well suited to Veterans or service members who are having difficulties obtaining employment due to lack of work experience. NPWE programs may be established in federal, state or local (e.g. city, town, school district) government agencies only. The employer may hire the Veteran or service member at any point during the NPWE.

Benefits to the Employer

- The employer interviews the Veteran or service member prior to the NPWE
- The employer incurs no cost
- The NPWE participant does not count toward the number of full-time employees (FTE)
- Federal employers may use Special Hiring Authorities to directly hire NPWE participants without a competitive recruitment
- VA refers qualified Veterans or service members to the employer
- Employer has the VA support during the NPWE to assist with Veteran or service member training related needs
- The employer does not pay a salary to the Veteran. The VA provides a monthly subsistence allowance paid directly to the Veteran

When an employer participates in a NPWE the VA VRC and/or the Employment Coordinator will assist in completing all required forms. Therefore, the burden does not fall solely on the employer, reducing the amount of time it takes to complete the paperwork for the NPWE.

If you have questions, please contact Angela Wilcher, Employment Coordinator at wilcher.angela@va.gov or (202) 461-9883.