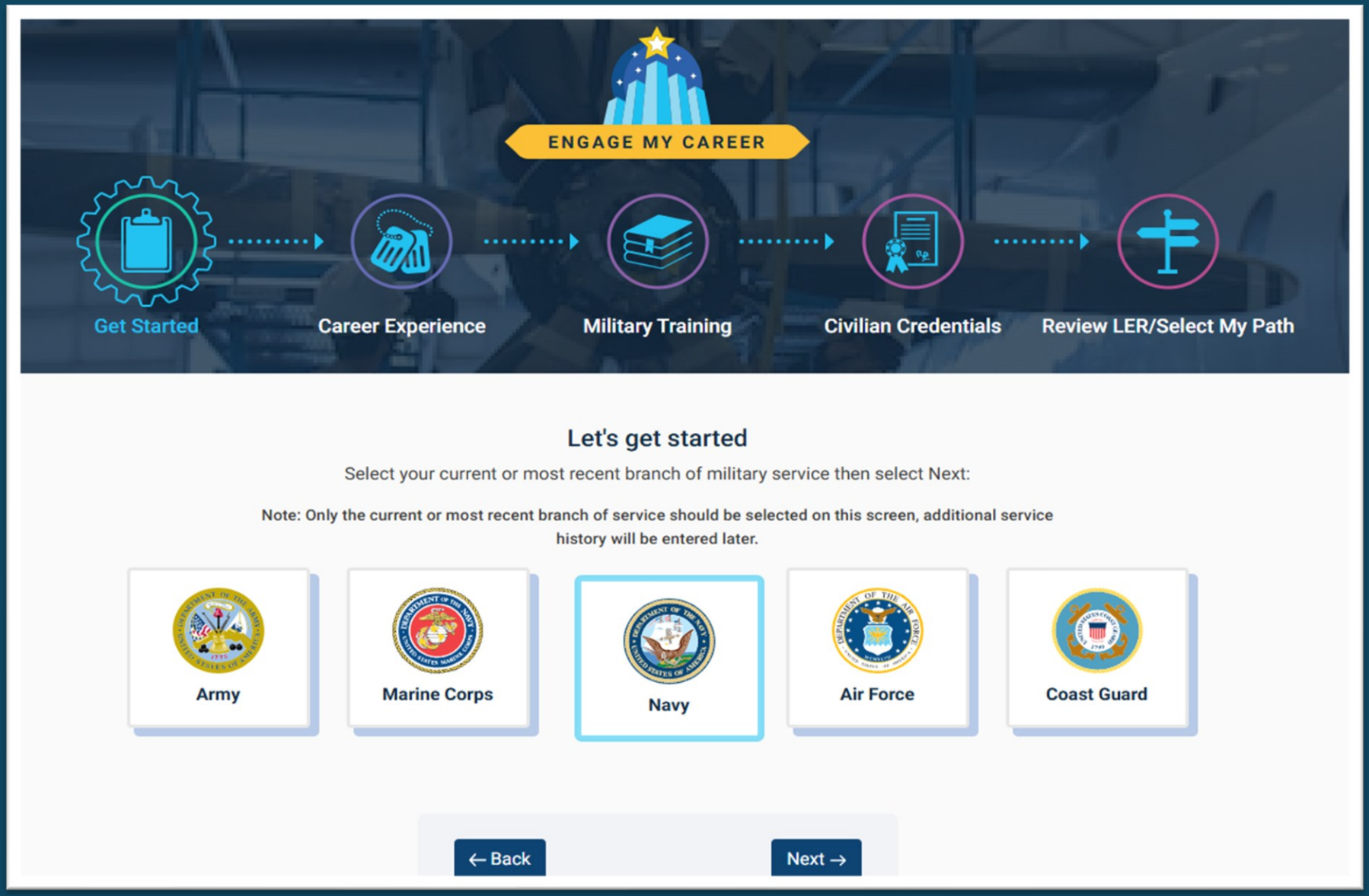
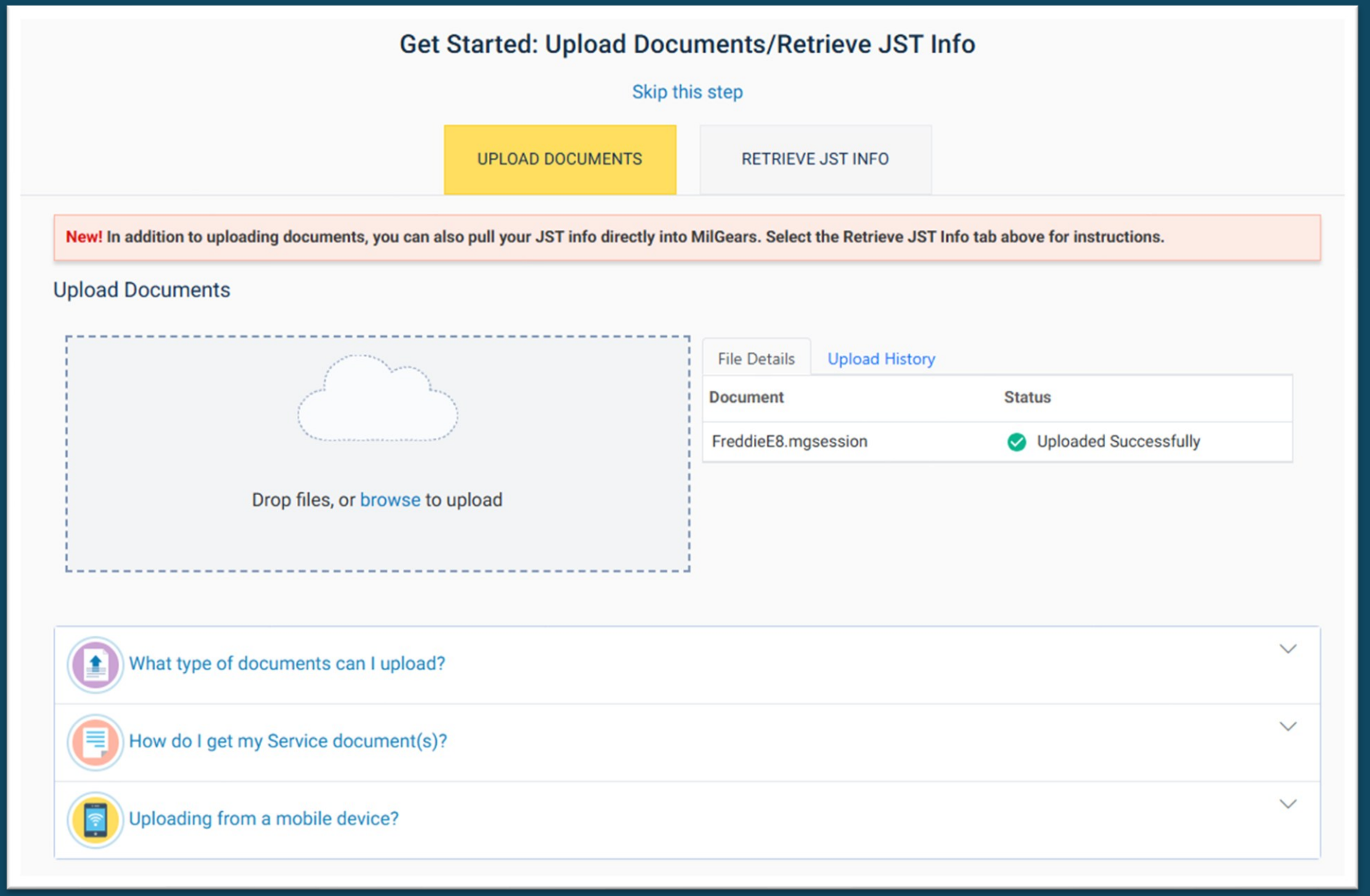


Service Selection: User Selects their most recent Service Branch



Document Upload or JST Info import: Users can upload records to pull elements contained in their records or connect to the JST site to import their JST information into MilGears.

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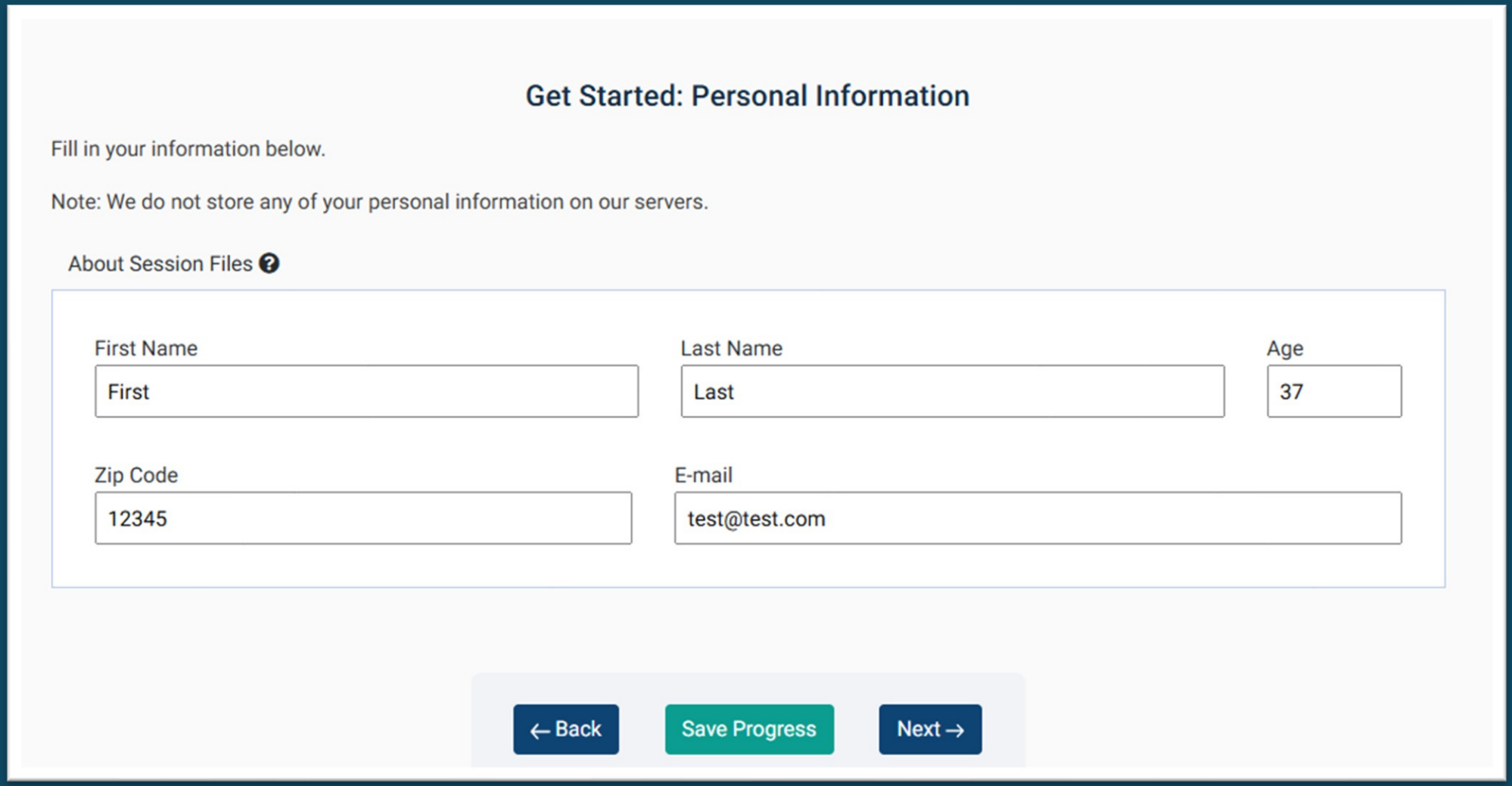
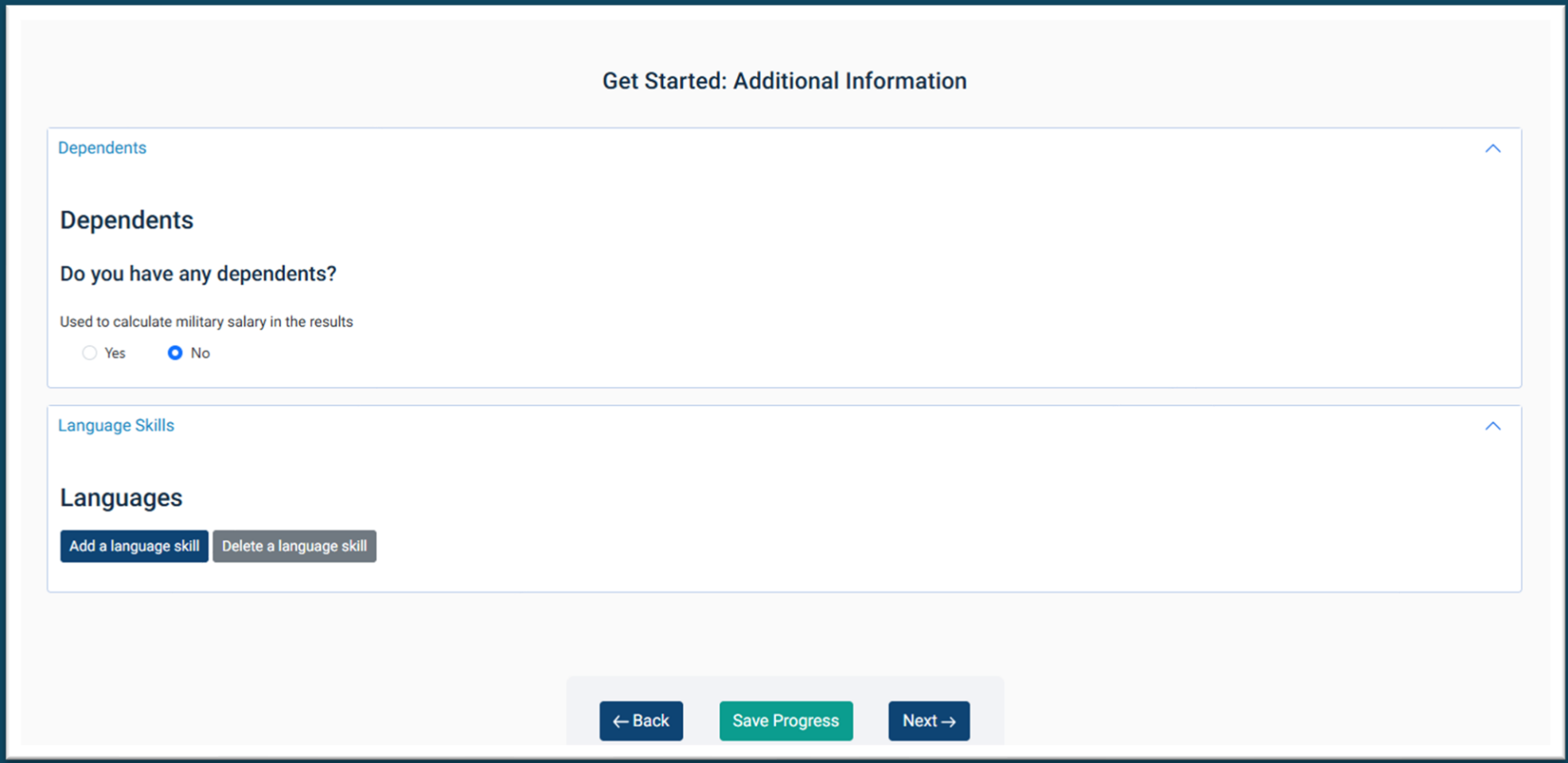


Personal Information: User can choose to add their personal information. This is optional, but will be added to their user record for things like the Learning and Employment Record (LER) or their Resume. All optional and at the user's discretion.



Additional Information: Users can enter dependents (Yes or No) and any Language Skills they me hold. Also, it is completely optional and at the user's discretion.

Career Experience

If you uploaded your service records, some of your military service history may have been auto-populated. Ensure all dates and information are captured and correct—your results depend on the accuracy and completeness of this information.

Military Service History

Start with your most current duty station (or last if separated) and enter a new row for each unit served. Please verify all information.

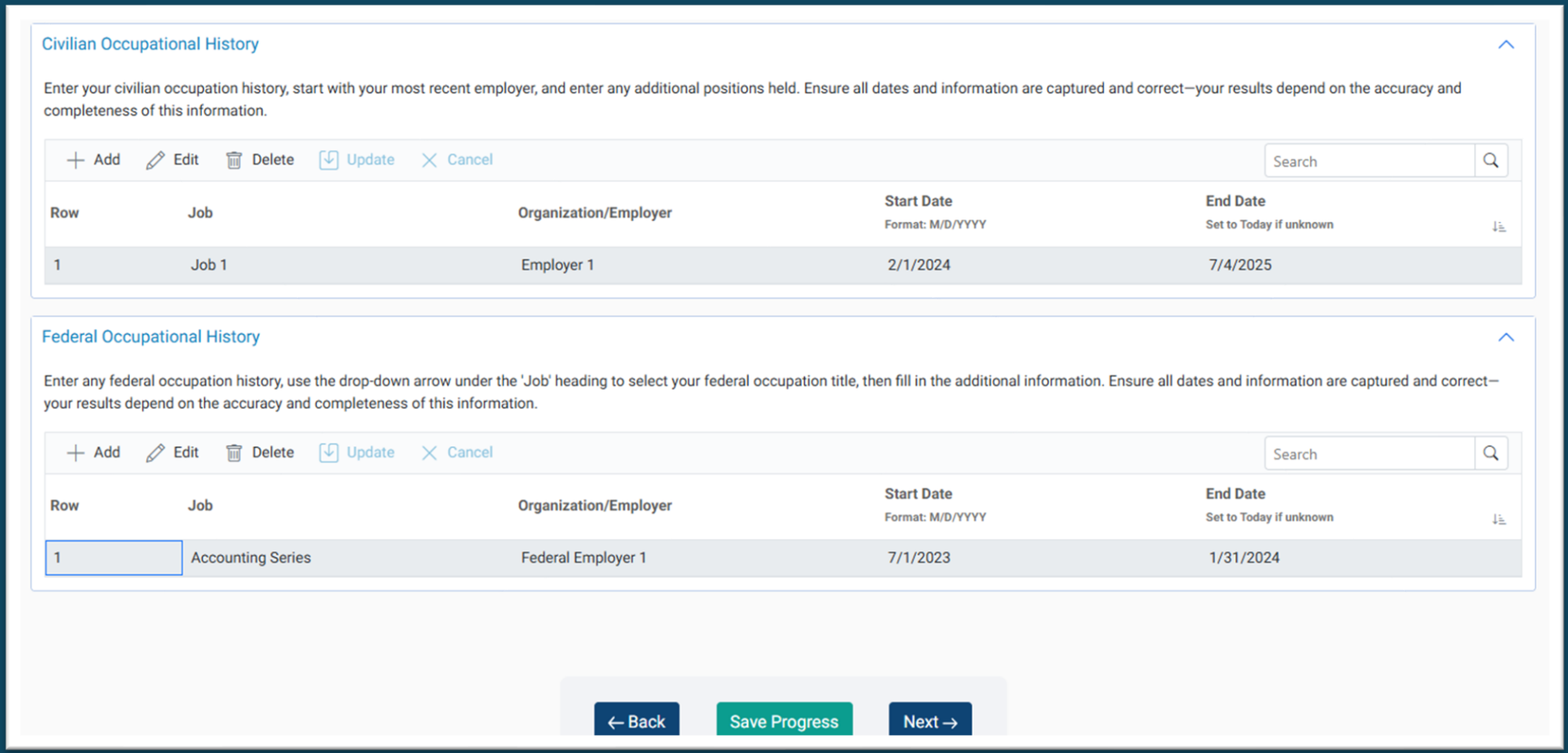
Add a Military Branch

Navy Service History

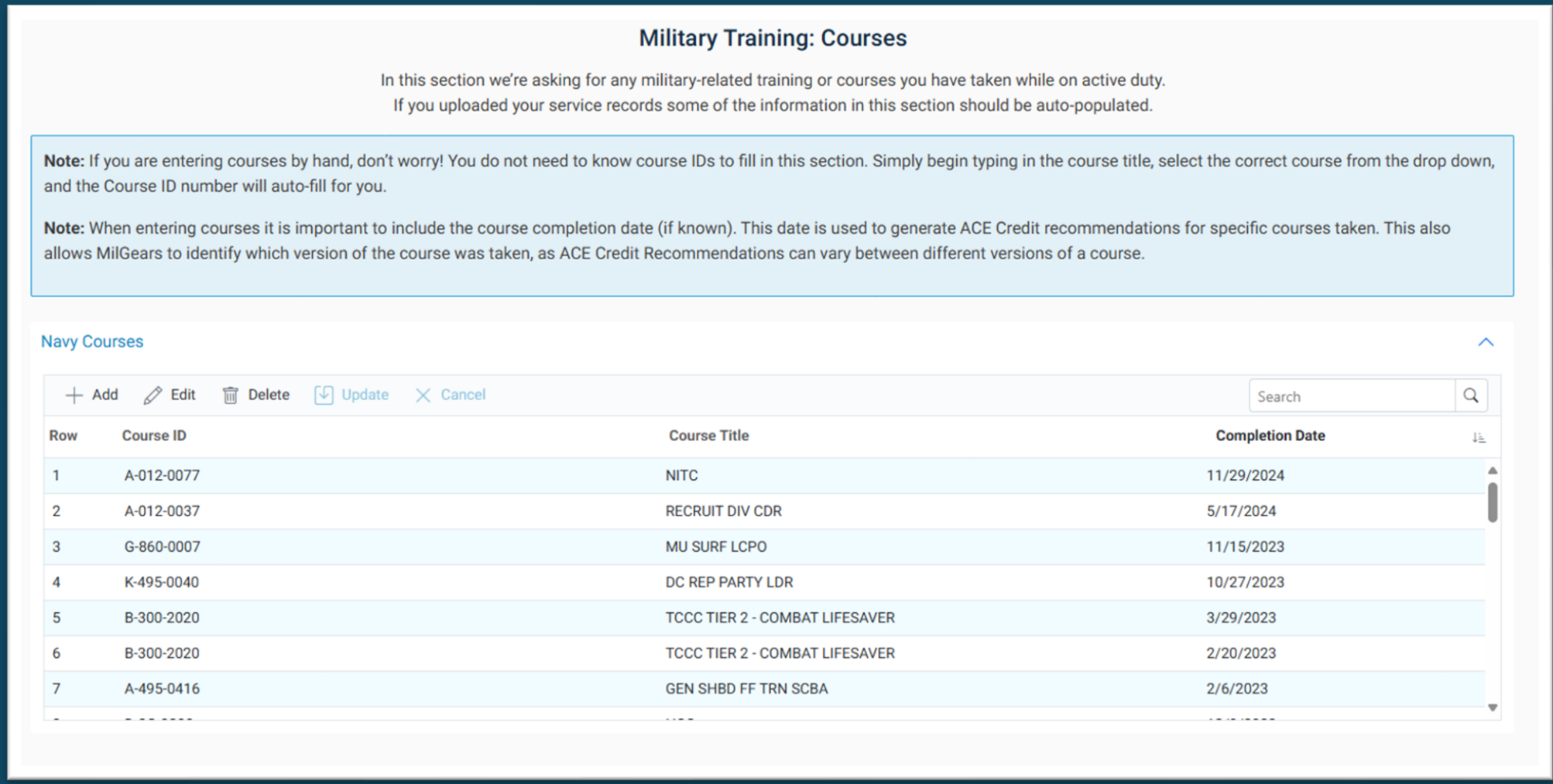
Add | Edit | Update | Cancel | Delete | Search

Row	Personnel Category	Occupational Classification	Pay Grade	UIC	Arrival Date Format: M/D/YYYY	Departure Date Set to Today if unknown
1	Enlisted	BM - Boatswain's Mate	E8	N07207 - LPD 17 SAN ANTON	2/1/2024	
2	Enlisted	BM - Boatswain's Mate	E8	N21852 - LSD 49 HARPERS FERRY	4/28/2022	2/1/2024
3	Enlisted	BM - Boatswain's Mate	E7	N30027 - HQ NDW USN CEREMONIAL GUARD	5/31/2019	4/1/2022
4	Enlisted	BM - Boatswain's Mate	E7	N41455 - RTC GREAT LAKES COMPANY COMMANDERS	3/29/2019	5/24/2019
5	Enlisted	BM - Boatswain's Mate	E6	N43926 - STU NSSATC LRN SITE GLAKES	3/10/2019	3/29/2019
6	Enlisted	BM - Boatswain's Mate	E6	N21313 - DDG 53 JOHN PAUL JONES	11/4/2015	2/15/2019
7	Enlisted	BM - Boatswain's Mate	E5	N32253 - PEARL HARBOR NSY AND IMF	9/26/2012	10/9/2015

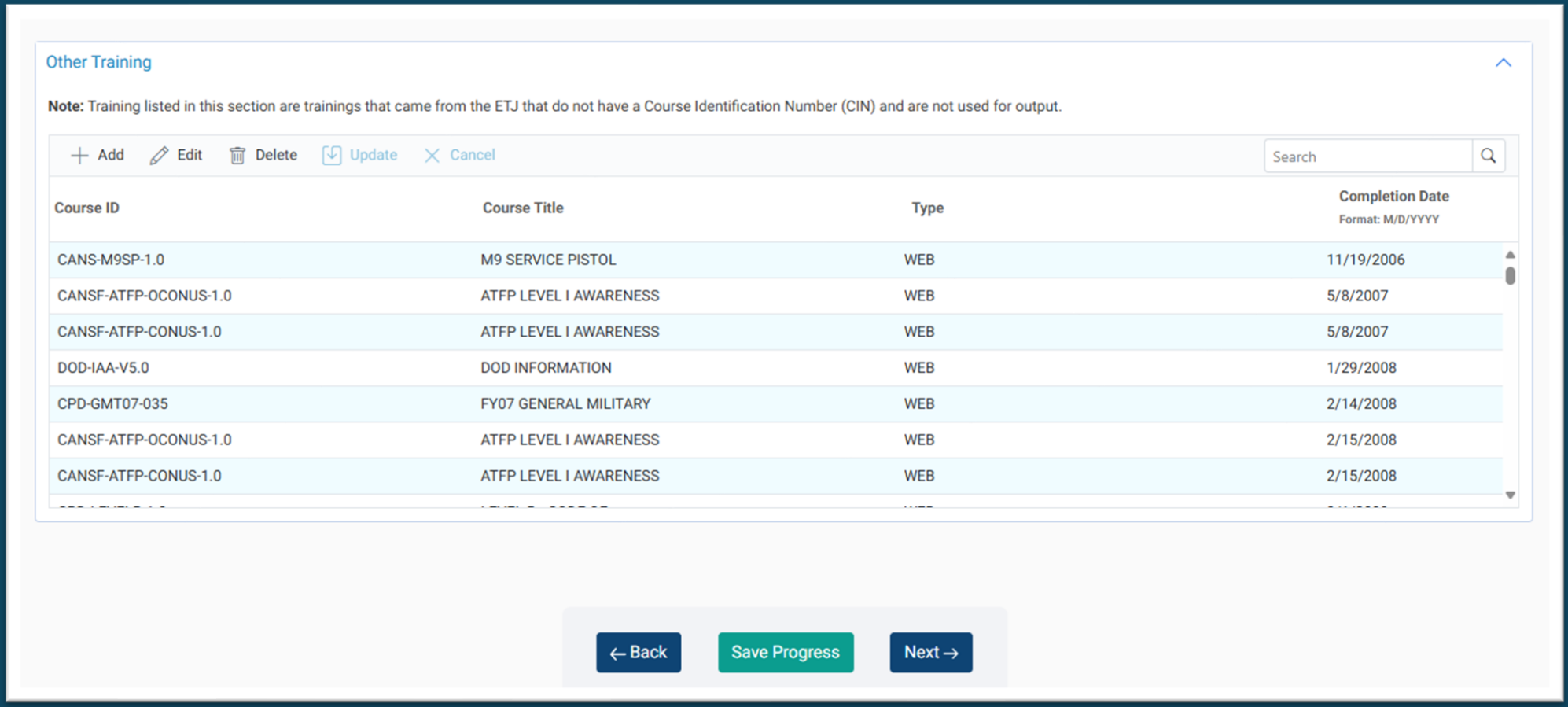
Career Experience – Military Service History: Users can enter their military service history, all fields are optional, but this is one of the primary factors that influence the results a user will see later in the tool.



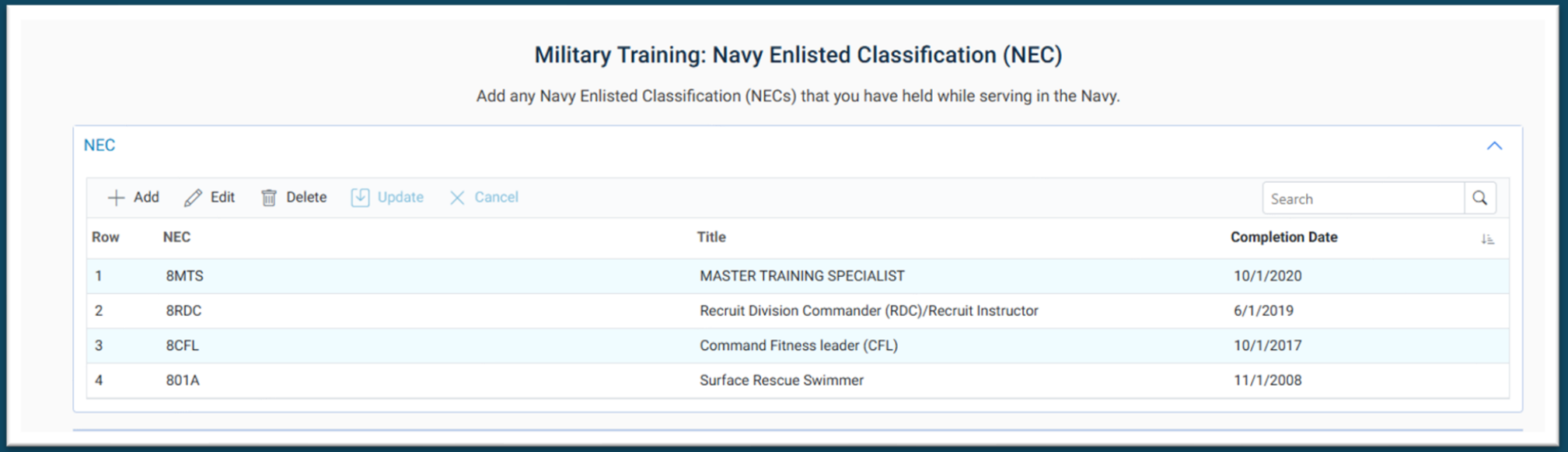
Career Experience – Civilian & Federal Employment History: Users can enter their civilian and/or federal employment history; all fields are optional. This information, if entered will be displayed on the LER or Resume and does impact the user's results later in the tool.



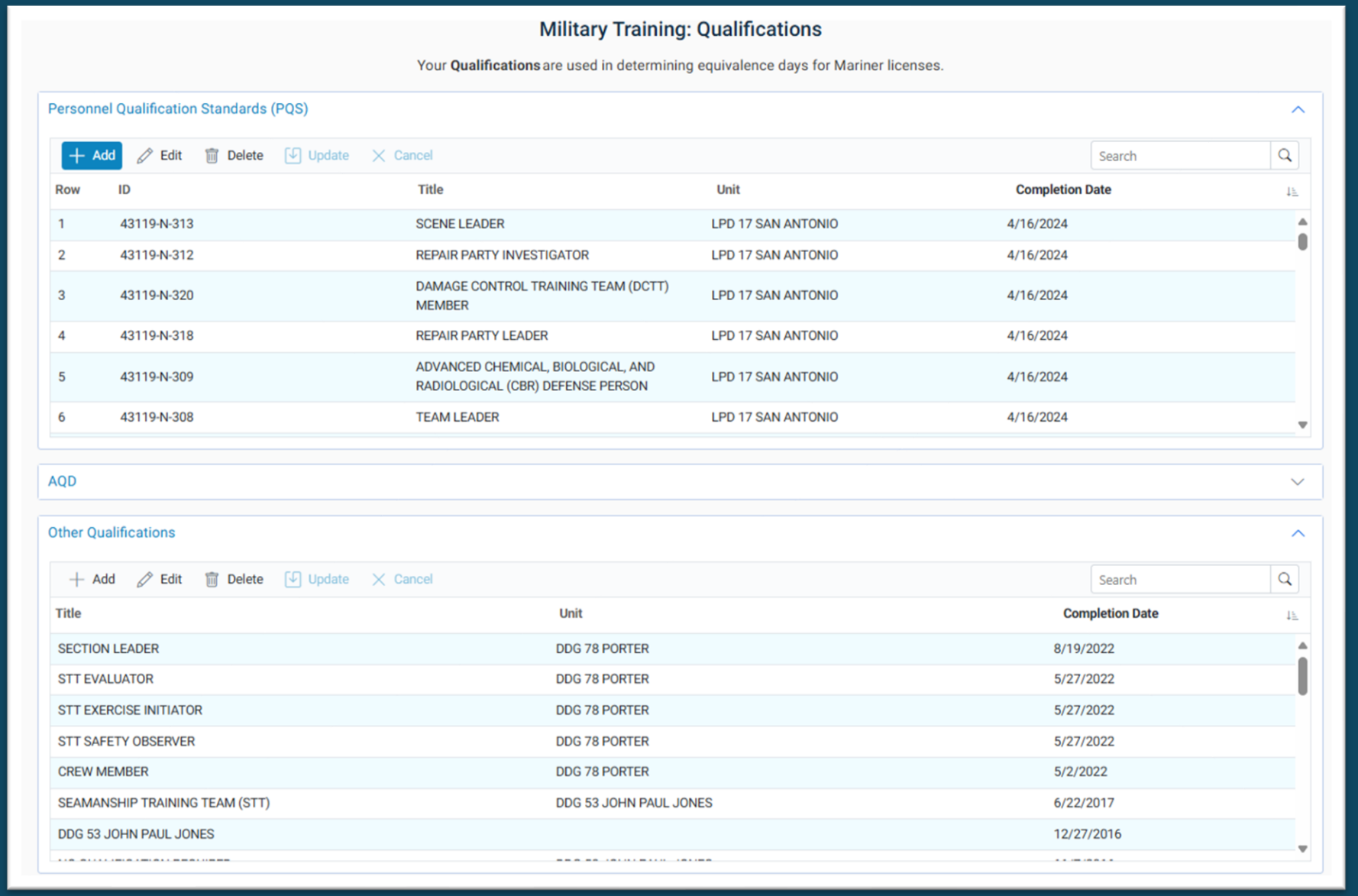
Military Training – Military (Navy) Courses: Users can enter their military training course history. While optional, any courses entered can also impact the results later in the tool and will also be displayed on the LER screen. Other services will have the same option, but with a service specific courses section. For users who may have been in more than one service there may be multiple sections on this page for each service.



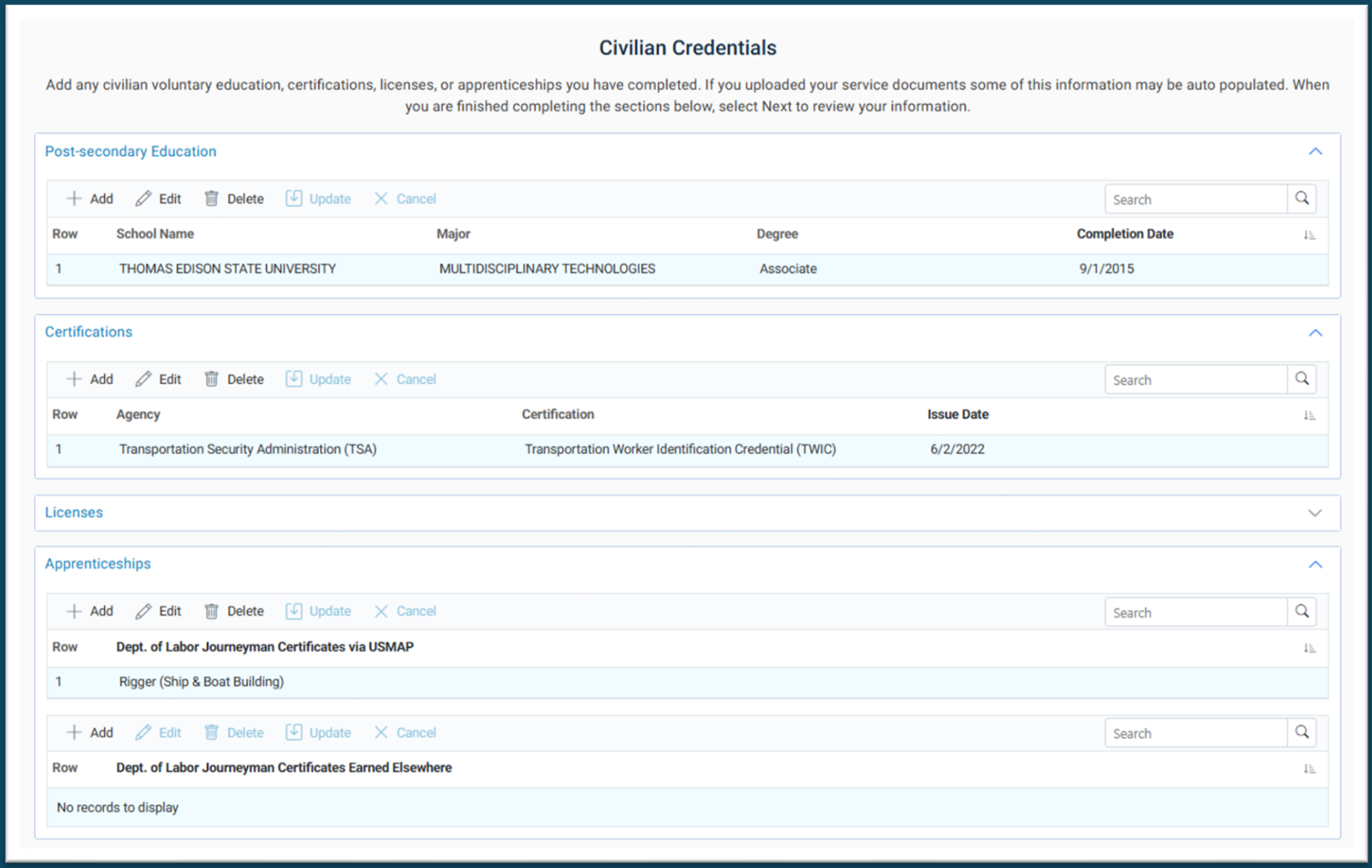
Military Training – Other Courses: Users can enter other training completed. While optional, any courses entered will be displayed on the LER screen but will **not** impact results.



Military Training – Navy Enlisted Classification (NEC): Users can enter any NECs they have held for Navy users. Other services will have an input screen for specialty skills, which vary by service branch. These will be added to the LER Screen and will impact the results later in the tool.



Military Training – Qualifications: Users can enter any Qualifications they have held. These are also optional and are most relevant in the Military to Mariner tool but may impact the results in the Engage My Career tool if entered. May not apply to all services.



Civilian Credentials: Users can enter any Civilian Credentials they have earned. This **includes Degree Programs, Certifications, Licenses, and Apprenticeships (USMAP or DOL)** completed. These are also optional but if entered, these can impact the results later in the tool.