

Q-STUDY No. 8

ANTHONY: Captain, US Navy

“Meritorious Unit Commendation”

I’m a military veteran and very much enjoy working with veterans. I ‘know’ what I’m going to get when working with someone who has lived the experience. Unfortunately, veterans, in my opinion, don’t get nearly the fair shake they deserve upon returning to the civilian world of work. But that’s a topic for another QTNT book.

I had the good fortune to advise a retiring US Navy Captain (O-6) before his departure from a 30-year military career just before the launch of his civilian career.

Anthony approached me to ask how to land his ideal civilian job. Employing my ‘secret sauce’ job search advice; I had him create a draft of his very best, personal, on the job accomplishments exactly as you have been coached to do in this book.

As any active-duty or veteran of the US military can tell you, if you served, you have copies of annual performance reports that can be studied to remind you of previous accomplishments which makes this accomplishments-auditing exercise so much easier to, um, accomplish. (I still have mine from my time in the US Air Force.)

Anthony’s description of his final duties allowed me to take the highlights and present them to you as if he were responding to a civilian interviewer’s questions.

While a lot of military accomplishments may not include dollar valuations, I asked the Captain if he could remember any specific achievements he could discuss in terms of dollars. As base commander responsible for final approval of all expenditures, this was not a stretch.

Below is his description of the last position he held before retiring as he originally presented it to me.

Commanding Officer Naval Air Station DE (not its actual name)

Led efforts of 290 military/civilian employees in all aspects of operations and maintenance of a major naval air station with \$1,000,000,000 plant replacement value and an annual budget of \$32,000,000. Responsible for all facilities, public works, utilities, airfield, and support activities of the installation. Planned and executed Congressionally mandated base closure. Recognized by the Secretary of the Navy with the Meritorious Unit Commendation.

This statement led to the following “responsible for WHAT that resulted in WOW” Accomplishments Statement format:

Developed an aggressive schedule for the closure of Naval Air Station DE resulting in savings to the government of \$3,620,000.

As you know, once you claim an accomplishment, it is your responsibility to provide the supporting background in defense of your achievement. I present this accomplishment to you in the format of a hiring manager questioning the Captain in a civilian interview.

Interviewer: *How did you do that?*

Due to our aggressive schedule for closure and disposal, caretaker costs over the two years since base closure was significantly under original estimates.

I: *How did you arrive at \$3,620,000?*

The original estimate for caretaker costs for Fiscal Years (FY) 20XX and 20XX was \$5,120,000. However, what was actually spent (including salaries, contract costs, utilities, repairs), was under \$1,500,000, resulting in savings to the government of \$3,620,000.

I: *What else can you tell me about this accomplishment?*

Because these funds were budgeted into the future, these savings will continue to accumulate to the USN through FY XX. We were able to accomplish these savings because we put together an omnibus contract, laid away buildings instead of heating them during the winter, and disposed of 80% of the property well ahead of the forecast schedule which got us out of the snow plowing and mowing business.

At the time of this accomplishment, Anthony was making \$135,000 annually, which we multiply by 2 as this was a two-year project.

Savings to the US Government for this specific achievement = \$3,620,000
The USN Captain's annual salary x 2 = \$270,000

Anthony's QTNT for this event that took place over two fiscal years = 13.4

Note that this single QTNT does not take into account any of the regular duties Anthony continued to perform as base commander.

Based on his military history and management experience, Anthony had no problem landing a civilian job before departing the Navy.

