

Cleared MBA Resume Reference

A one-page guide for translating classified experience into MBA-ready bullets.

SITREPS²STEERCOs
ONE-PAGE COMPANION

Explain impact, not secrets. Move one level up.

THE WORKFLOW

- 1 **Know your rules.** DOPSR may apply for DoD public-release reviews; start with your component, agency, command, or security office. NSA, NRO, CIA each have their own. Some allow personnel numbers, org structure, or rank; some don't.
- 2 **Mine your raw material** from OERs, FITREPs, awards, memory.
- 3 **Break it into three buckets:** *Inputs* (what you owned, scale, who depended on it), *Process* (analyze, align, allocate, brief, decide), *Outputs* (decisions informed, what improved, what got recognized).
- 4 **Translate sensitive specifics** into the business function they were proving.
- 5 **Build the strongest truthful draft** within your organization's rules. Do not self-redact below what is actually releasable.
- 6 **Submit through the right review path.** Your security manager, agency review office, or applicable prepublication process is the authority for your situation.

THE FORMULA

**Action + Scope + Stakeholders + Constraint
+ Outcome**

- Action:** verb (led, directed, designed, briefed, authored)
- Scope:** size or complexity, within what is safe
- Stakeholders:** who depended on the work
- Constraint:** ambiguity, time pressure, sensitive environment
- Outcome:** what changed, in approved terms

MOVE ONE LEVEL UP

- Don't describe the secret. Describe the responsibility.
- Don't reveal the method. Explain the judgment.
- Don't name the target. Explain the complexity.
- Don't disclose the operation. Show the leadership.
- Don't rely on acronyms. Translate the business value.
- Don't list deployments. Explain what you accomplished.

WHAT WAS THE DETAIL ACTUALLY PROVING?

SENSITIVE DETAIL	WHAT IT MAY PROVE INSTEAD
TARGET / ADVERSARY	Complexity, risk, strategic importance
SOURCE / METHOD	Judgment, analytical rigor
CAPABILITY	Technical scope, resource mgmt
SYSTEM / PLATFORM	Technology portfolio, program mgmt
LOCATION	Operating environment, context
TIMING	Urgency, crisis management
PARTNER AGENCY	Stakeholder alignment, coalition
SENSITIVE NUMBERS	Scale, scope, ownership, seniority
TACTICAL ACTION	Execution, decisions under pressure

CUT VS. KEEP

CUT

- ✗ Sources, methods, capabilities
- ✗ System, program, codenames
- ✗ Specific targets, adversaries, partners
- ✗ Sensitive locations, timelines
- ✗ Tactics, techniques, procedures
- ✗ Anything confirming sensitive public reporting
- ✗ Aggregations that reveal something together

KEEP

- ✓ Leadership scope
- ✓ Cross-functional / matrixed coordination
- ✓ Ambiguity and risk
- ✓ Decision support
- ✓ Senior stakeholder communication
- ✓ Process improvement, resource allocation
- ✓ Training, mentorship, crisis management
- ✓ Releasable outcomes

WHEN NUMBERS AREN'T SAFE

SCALE SIGNALS

large-scale · enterprise-level · multi-agency · senior-level · time-sensitive · geographically dispersed · resource-constrained · high-consequence · cross-functional · sensitive mission environment · strategic priority · executive decision-making

FINAL CHECK BEFORE YOU SUBMIT

- ☐ Does this reveal a source, method, capability, target, location, partner, system, or protected number?
- ☐ Does it confirm or deny something sensitive in public reporting?
- ☐ Could "safe" details combine into something sensitive?
- ☐ Have I removed jargon and acronyms?
- ☐ Have I explained leadership, judgment, scope, and impact?
- ☐ Would a civilian reader get it in ten seconds?
- ☐ Would I be comfortable showing this to my security manager?

Note: This card is a writing aid, not legal, classification, security, or prepublication advice. Do not declassify your own experience. If anything is sensitive, route it through your security manager, agency review office, or applicable prepublication process. Publicly reported information is not automatically safe to discuss. Every organization is different.