

# COMMANDER'S GUIDE TO ATAP





# Commander's Guide to the Army Talent Alignment Process (ATAP)

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# **CHAPTER 1:**

## **The Army Talent Alignment Process (ATAP)**

Former Secretary of the Army, Honorable Dr. Esper, on 17May2019: "Commanders now have the authority to attract talent through the Army Talent Alignment Process using the Assignment Interactive Module 2.0 (AIM 2.0). With this authority comes the responsibility for commanders to advertise unit vacancies, interact with potential hires, and signal hiring preferences in AIM 2.0."

### **A. What is ATAP?**

1. The Army Talent Alignment Process (ATAP) is a decentralized, regulated, market-style hiring system that aligns officers with jobs based on preferences. These preferences are shaped by the unique knowledge, skills, behaviors and preferences (KSB-Ps) of each officer and the KSB-Ps desired by commanders for their available assignments.

### **B. Benefits of ATAP**

1. The Army Talent Alignment Process offers many benefits over the traditional assignment system by empowering individuals and organizations with detailed information to inform their decisions.
2. ATAP provides individual officers greater freedom to choose from a wider variety of assignments which best fit their KSB-Ps, while organizations now have the freedom to search across the entire slate of moving officers to preference the right people for their teams.

### **3. More benefits of ATAP:**

#### **a) Officers**

- i. Gain transparency in the assignment process**
- ii. Individual preference carries more weight**
- iii. Improves officers' ability to manage their own careers**

#### **b) Units**

- i. Gain transparency in the assignment process**
- ii. Build teams based upon their unique KSBs**
- iii. Improves readiness by employing officers' talents effectively**

#### **c) Army**

- i. Gains insight into its officers**
- ii. Increased ability to impact long-term retention**
- iii. Manage talents vs. manage strength**
- iv. Manage talent using multiple variables**
- v. Learns about officer preferences**

## **C. Principles and Characteristics of ATAP**

### **1. Six principles and four essential characteristics define ATAP and will produce optimal outcomes for participating units and officers.**

#### **a) Principles:**

- i. Every officer is in ATAP and self-professes their talent information using AIM 2.0.**
- ii. Every unit is in ATAP, advertises and describes their organizational vacancies, and commanders actively participate in the hiring process using AIM 2.0**
- iii. Readiness determines which positions are in ATAP and available for fill.**
- iv. Every job is filled through ATAP using AIM 2.0; units provide the data to turn a vacancy into a job.**

- v. Readiness, professional development, and senior leader guidance determine the eligibility rules for assignments.
  - vi. ATAP operates with increased transparency and, if the market fails, OPMD, HRC clears the market with an emphasis on officer and unit preferences.
- b) Characteristics:
- i. Thick – contains a numerous and proportionate amount of unit positions to officers to produce optimal outcomes for both participants. This creates competition and increases chances for an assignment match.
  - ii. Fast – ATAP, executed through AIM 2.0, is easy to use, customizable, and filterable, permitting officers and units to quickly sort through hundreds of résumés or job descriptions to focus on the group of candidates or assignments that are most deserving of their attention.
  - iii. Smart – governed by business rules that provide the right incentives for all participants.
  - iv. Transparent – participants have access to assignment and candidate information, and understand the business rules that shape how officers match to jobs.

## **D. The Army Talent Alignment Algorithm (ATAA)**

1. ATAP uses a mathematical algorithm called the Army Talent Alignment Algorithm (ATAA) to match officers to vacancies. The algorithm is based on a Nobel Prize winning preference matching model.

2. The ATAA is an iterative method proven to best match preferences between two participants, in this case assignments and officers. The algorithm is designed to match available officers with validated positions.
3. The ATAA was piloted in the 20-02 assignment cycle and will be used as the primary slating tool for the 21-02 market and beyond.
4. For more information on the ATAA, please visit the following link:  
<https://www.youtube.com/watch?v=9mEBE7fzrml&app=desktop>.

## **E. Business Rules**

1. Appendix I: Marketplace Business Rules and Responsibilities provides a summary of the ATAP Business Rules that (1) govern unit responsibilities, officer responsibilities, and HRC responsibilities; (2) permits the Army to change an assignment, even when officer and unit preferences align, to meet Army Readiness requirements.
2. The business rules incorporate Army requirements, professional development, and Army Senior Leader (ASL) guidance. The rules are presented by phase and provide tasks throughout each phase to guide units and officers through the ATAP Process.
3. Commanders must review the ATAP Business Rules to understand their requirements as well as the requirement of officers in their formation.

## **F. The ATAP Marketplace**

1. The ATAP process will be executed in three phases:
  - a) Phase I: Set the Market. This phase begins with identifying unit position vacancies and officers available to move and ends with validating both the unit positions to be filled and the population of officers available. Units will inventory their officers, validate projected position-vacancies, and post detailed position descriptions within AIM 2.0 describing the KSBs desired for their assignments. Officers identified to move will update their résumés in AIM 2.0,

describing the unique KSBs they possess. HRC will validate the list of vacant positions in accordance with manning priorities and senior leader guidance.

- b) **Phase II: Execute the Market.** This phase begins when ATAP opens and ends with a predetermined date-time-group published by HRC. ATAP opens with officers reviewing vacant unit positions, interacting with unit POCs or the position incumbent to gather more information, then preferencing their desired assignments in rank order. Units assess available officers' résumés, dialogue with officers who may have yet to express interest, conduct interviews, and preference available officers in rank order.
- c) **Phase III: Clear the Market.** This phase begins with the conclusion of the market and ends with officers receiving their request for orders (RFOs). Officer and unit preferences will be the primary factors to determine assignment matches using the ATAA.

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## CHAPTER II: Commander's Role in ATAP

Former Vice Chief of Staff of the Army, GEN McConville, on 17May2019: "Commanders bear the responsibility in the Army Talent Alignment Process for attracting and hiring talent for their organizations."

### A. Phase I: Set the Market

1. A commander and unit have various roles and responsibilities during the ATAP process. Commanders do have the ability to delegate some of these roles in order to maximize the efficiency of their talent search. Below you will find a list of recommended actions to complete.
2. A unit commander, Brigade Executive Officer (XO), Brigade S1, or Brigade Strength Manager cannot be solely responsible for preparing a unit to navigate ATAP. While the process may be viewed as time consuming, establishing lines of effort (LOEs), task organizing, and taking a team approach to ATAP will pay dividends to the unit. It is highly recommended that units create an internal conference style meeting prior to a manning cycle to maximize efforts for Talent Management. Below is a list of items to assist with framework and meeting development.
  - a) Task organize. Task organize to maximize the use of new authorities. An example of a new authority is a Brevet Promotion that will be discussed later in the guide.
  - b) Identify all movers. It is critical to ensure your officers identified to move (OIM) are accurately reflected up front and as soon as possible. This will increase your chances of receiving a backfill during ATAP. Additionally, identifying officers early ensures they are not disadvantaged by entering the market late, which could potentially limit the officer's options and reduce assignment opportunities

- c) Identify all vacancies. Compete the positions that will actually be vacant. For example: if a commander is outbound, but you have an officer on staff already slated to take that position, compete the staff position to prevent breaking a market match. It is also important to adjudicate legal actions that will result in a vacancy in a timely manner, as well as identify projected losses due to medical or retirement.
- d) Determine priority of position vacancies. This is critical when building your manning document. There are a finite number of officers available during an ATAP cycle. You need to prioritize your positions to ensure your unit's must-haves are validated by HRC.
- e) Identify desired Knowledge, Skills, Behaviors, and Preferences (KSB-Ps) of inbound officers. This will be the most time-consuming process during your unit talent management process. It will likely involve multiple follow-on touchpoints to ensure your team has identified the correct KSB-Ps for your unit's vacancies. Below is a list of suggestions that will maximize time and efficiency.
  - i. Knowledge management is critical during your talent management process as the data you capture can be re-used in later manning cycles. Maintaining a record of your KSB-Ps, duty descriptions and requirements by position will greatly minimize the time a unit spends on future talent management conferences.
  - ii. Before the talent management conference, have your officers currently filling the soon to be vacant positions provide a list of KSB-Ps that made them successful or would have made them successful in their position. This will assist units in identifying KSB-Ps necessary for potential officers to be effective in the position and organization.

- iii. When organizing KSB-Ps for your unit's vacancies, think in terms of "required" vs. "desired." Required KSB-Ps are the attributes which are a must-have prior to assuming the position (e.g. Brigade Engineer Officer – Basic Mathematics). Desired KSB-Ps are the attributes which may be helpful or nice to have but not a requirement to be successful in the position (e.g. Brigade Public Affairs Officer – Web Development).
- iv. Identify what experiences your unit desires for an officer to fill a specific position. AIM2 provides the following experiential and education lists to help you narrow your search: additional duties, military training, and licenses and certifications. While you may not find an officer that meets all of the requirements, this will help you narrow down your candidate pool.
- v. Provide incumbent or unit point of contact (POC) information. Incumbents provide a great resource to officers in ATAP. They can communicate with potential replacements and translate requirements and expectations to officers interested in assignment to your unit. In cases where an incumbent is not currently in the position to be filled, units can use the requisition POC field to serve the same function of an incumbent.
- vi. Provide agreed upon unit comments. Unit comments provide organizations an opportunity to highlight specific requirements about a position they want interested officers to know. This greatly enhances a unit's ability to explain why certain KSB- Ps are required for the position as well as provides a venue for units to highlight items not available in the KSB tabs in AIM 2.0.

### **3. Commander Solicitation**

- a) Commander solicitation is highly encouraged during the ATAP process. This can be accomplished in a number of ways. AIM 2.0 provides various venues for units to provide information to prospective officers interested in coming to your organization. Please see recommended methods for successful solicitation below.**
  - i. Upload a command video link and welcome letter to the AIM 2.0 Unit Page. Ensure your unit website URLs are up to date and working. Provide location and installation resources available to interested officers. Provide links to social media sites for officers to view (can be delegated to unit PAO).**
  - ii. Identify opportunities to dialogue with prospective candidates such as CCC/ CGSC students. Dialogue and engagement are an important part of ATAP. Visits to locations such as CCC and CGSC provide a face-to-face engagement that could potentially impact officer preferences. Understanding that budgets and timing may not allow for all units to schedule TDY trips, VTC, DCS sessions, and telephonic interviews are also great mediums to reach out to officers moving within the upcoming assignment cycle.**
  - iii. When necessary, develop and advertise incentives available to an officer interested in your unit on your AIM 2.0 unit page. Incentives can be developed with branch proponents and OPMD, HRC to increase interest. Incentives include but are not limited to: brevet promotions, military training (e.g. Pathfinder, Airborne), short command queues, etc.**

### **4. Brigade S1/ Strength Manager Preparation**

- a) Adjust Year Month Available to Move (YMAV) for verified officers identified to move (OIM) as soon as possible. The majority of officers will be identified during the unit's internal conference/ process, but there may always be unexpected movers identified throughout the process. As stated earlier, identifying officers early provides an added benefit for the officer as entering the market late could**

- b) **Submit Mission Essential Requirements (MER) through ATAP in AIM 2.0.**
  - i. **Submission of your MER requirements in ATAP is a multi-faceted process with the implementation and incorporation of KSB-Ps into AIM 2.0. As discussed earlier, identifying information for data fields in AIM 2.0 during the unit talent management conference will greatly assist the unit S1 and/ or unit strength manager in uploading the information into AIM 2.0.**
  - ii. **Fill out information and KSB-Ps for each advertised position. It is critical for personnel officers to keep this information up to date throughout the ATAP market. See Tip below.**
  - iii. **Rank order all position vacancies to indicate commander's priority to fill. This informs HRC of a commander's requirements list, enabling validation of priority vacancies within a unit. Failure to provide a priority for positions, may result in critical vacancies going unfilled.**

**TIP: Create a document or spreadsheet with the required data fields in AIM 2.0. Have your talent management team input that information during the talent management process. When the MER opens, S1s and strength managers will be able to copy and paste the following fields: Duty Title, Duty Description, Unit Comments, and Special Remarks. This will save your S1 team significant time during the MER process. KSBs will have to be inputted manually through the KSB tab. An example spreadshtet is available for use in Appendix V: Position Vacancy Spreadsheet Example.**

## **5. Commander Coaching**

- a) **It is expected that unit commanders coach OIMs on completion of their AIM résumé, career development, and participation in the marketplace. Some suggested topics on commander coaching are provided below. (Brigade Commander can delegate to Battalion Commander)**

- i. AIM2 résumé to include formatting, content, observed KSB-Ps.
  - ii. Career Development to include DA PAM 600-3 requirements and selecting assignments based on an officer's KSB-Ps.
- b) For questions that cannot be answered by unit commanders or personnel officers (S1s), it is recommended that the officer be referred to their HRC Career Manager.

**TIP:** When coaching OIMs, it is important they understand the dynamics of the market. OIMs need to preference as early in the market as possible. This ensures units receive feedback that the officer is interested early, which can initiate the dialogue process. The top three (3) units or top ten percent (10%) that an officer preferences will auto-generate a notification to the unit. It is highly encouraged that officers reach out to units early, if they have not been contacted by a preferred unit.

## **B. Phase II: Execute the Market**

1. After a unit submits its MER for the upcoming ATAP cycle, HRC will execute their internal processes for validating requirements. Requirements will be validated based on Active Component Manning Guidance (ACMG).
2. Brigade S1/ Brigade XO Screening
  - a) Once HRC validates unit vacancies, the Brigade XO and Brigade S1 should provide a prioritized list to their Brigade Commander.
  - b) Prioritizing vacancies will maximize a Brigade Commander's time, as well as the brigade staff's time, when searching for potential candidates interested in the unit.
  - c) After vacancies have been prioritized, the Brigade S1 should consolidate officer résumés, initiate the brigade's engagement strategy, and reach out to potential candidates for interview scheduling.

- d) The Brigade Commander must identify personnel within the brigade who he or she wants to assist in interviews and hiring decisions. To ensure interviews are fair and consistent for all potential hires, it is recommended that units establish and use an interview criterion.

### **3. Officer Screening and Interviews**

#### **a) Field Grade Screening**

- i. Field Grade screening has typically been a Division-level function supported by Brigade Commanders. Brigade Commanders should seek guidance from the Division Commander on the process for selecting and interviewing field grade officers within their division.
- ii. Once the Division Commander gives guidance on field grade screening, candidates should be screened through their résumé and by filtering of KSB-Ps within AIM 2.0. This will assist commanders in identifying potential fills and narrowing the pool of likely officers to interview.
- iii. Upon completion of interviews, candidates should be scored on qualifications, suitability, and preference of the unit. This information should be shared with interviewed officers, so they can determine the best way to preference in the market. This will help facilitate a match through ATAA and ATAP.

#### **b) Company Grade Screening**

- i. As commanders compete company grade positions for their organization, it will be useful for commanders and/or commander's representatives to maintain dialogue with branches at HRC for officers currently at the captain's career courses or other functional area professional military education (PME) venues. This will greatly assist units in initiating dialogue with potential officers.

- ii. Once brigades have a list of candidates, interviewers should reach out to interested officers for interviews. Upon completion of interviews, candidates should be scored on qualifications, suitability, and preference of the unit. Interviewers should provide candid and honest feedback to the Brigade Commander as well as the interested officer prior to preferencing in the marketplace. This will help facilitate a match through the ATAA and ATAP.

**TIP :** A strategy for conducting interviews is to take a branch-specific approach to interviewing interested officers. Simply, a logistician interviews logisticians interested in applying to the unit. While branch-specific interviewers are not a requirement, the commander should provide clear guidance on the development of the unit's engagement strategy. The personnel conducting interviews and assisting in hiring decisions need to be trusted agents within the organization capable of providing unvarnished and honest reviews of potential candidates to the commander.

#### **4. Brigade S1 Final Input**

- a) Upon completion of interviews for potential candidates, the Brigade S1 should provide feedback to officer branches at HRC. Feedback should include rank order of officers the units wish to preference.
- b) Preferences should also be inputted into AIM 2.0. This will allow the algorithm to slate officers with units based on their preferences in ATAP.

**TIP :** DMSL (brigade-level) preferences must be approved by the DML (division-level) Commander prior to submission in AIM 2.0 to ensure concurrence. This step is necessary to support Senior Command Authorities.

### **C. Phase III: Clear the Market**

1. **Initiate Sponsorship.** Commanders will ensure that officers inbound to their unit are sponsored in accordance with Army Regulations.

- 2. Confirm Incoming Officer Data.** Brigade S1s provide the unit commander with officer data prior to arrival. (e.g. KD Requirements, Joint Data, Personal Considerations (EFMP/ MACP), etc.
- 3. Brevet Positions.** Officers assigned through ATAP as incoming to a brevet position cannot be diverted or reassigned by the senior commander (See Chapter IV: Brevet Promotions).

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# CHAPTER III: Assignment Interactive Module 2 (AIM 2.0)

## A. Unit Information

1. As stated in Chapter II, dialogue and commander solicitation are an integral part of ATAP. AIM 2.0 provides a capability with the “Our Unit” tab to highlight items a commander deems important for potential officers to know about his or her organization. Just as an Officer Record Brief (ORB) and résumé are an officer’s handshake with a unit, the unit information page serves the same function as an initial handshake from a unit to an interested officer.
2. The unit information page can be accessed by selecting the “Our Unit” tab on an organization’s AIM 2.0 home screen. The unit information page provides a place to add details about the organization to include but not limited to: the mission; training/career opportunities; command priorities; locations (especially if geographically dispersed); organizational structure; skills/ military occupational specialties (MOS) associated with the unit; and key points of contact. The unit can also upload documents or provide links to social media and other websites that can best articulate their nuances. Please see below for a list of tabs available to build their unit information page.
  - a) Unit Details – this tab has a location for unit Point of Contact, Attachments, and the Unit Website Address (URL).
    - i. Point of contact – this section provides the following fields: name, email, duty title, and phone number.
    - ii. Attachment – this section allows a unit to upload a PDF file for officers to download or view. This file can be a unit brief, commander’s philosophy, etc.
    - iii. Website – this section provides a field for units to input their web address (URL)
  - b) Mission – this tab provides a free text field for the unit to enter their mission statement.
  - c) Organization & Higher Headquarters – this text field provides a location to define organizational structure such as task organization of the unit and its higher headquarters.

- d) **Officer information:** this tab has three separate sub-tabs to input information that applies to officers of specific grade fields. The three sub-tabs are:
  - i. **Company Grade Officer Information**
  - ii. **Field Grade Officer Information**
  - iii. **Warrant Officer Information**
- e) **Additional Unit and Installation Information** – This is a text field to provide additional unit information and installation information. Examples include links to the local area, medical/ hospital information, housing, employment, etc.

- 3. See Appendix VII: Unit Information for screen shots of a blank “Our Unit” tab.

## **B. Market Dashboard**

- 1. Each unit has a market dashboard in AIM 2.0. The market dashboard is a tool that assists unit representatives with tracking inbound/ outbound officers, markets, and the MER.
- 2. Data within the market dashboard is displayed through interactive bar charts, pie charts, and graphs. Unit representatives can hover over graphs to display information.
- 3. See Appendix VII: Market Dashboard for more information.

## **C. Vacancies and Mission Essential Requirements (MER)**

- 1. The MER is the unit's list of vacancies they want to compete at the HRC Officer Distribution Conference. The MER is maintained by a unit's strength manager.

2. Units provide input to their MER by keeping, adding, deleting, modifying, and prioritizing vacancies. This process assists HRC in adjudication and the distribution process. The MER occurs over a one-month period, usually 30 days before the market opens.
3. To view unit vacancies, strength managers click on the "Our Vacancies" tab within AIM 2.0. (See Appendix VIII: Our Vacancies)
4. Strength Managers will enter position information validated by the unit chain of command. Fields include:
  - a) **Position Information**
    - i. **Duty Title** – the duty title is the vacant position at the unit.
    - ii. **Duty Description** – the duty description is generated and validated by the respective leadership of the unit or section that owns the billet. The duty description should detail significant duties and responsibilities of the position
  - b) **Position Details**
    - i. **UIC**
    - ii. **Rank/ CONGR**
    - iii. **AOC/ MOS**
    - iv. **SQI**
    - v. **ASI**
    - vi. **Paragraph and Line Number**

**TIP : Incorrect UICs are the leading cause of vacancies competing poorly in the Distribution Conferences.**

- c) **Knowledge, Skills, and Behaviors (KSB)**
  - i. **Additional Duty List** – units can list additional duty experience they want applicants to have.
  - ii. **Desired Civilian and Military Experience** – a list of civilian and military jobs.
  - iii. **Licenses and Certifications** – a list of professional licenses and certifications of interest to the unit.

- iv. **Personal Attributes** – characteristics, attributes, and skills the unit desires in an applicant.
- v. **Study Knowledge** – a list of hobbies, activities, and self-study knowledge that may be of interest to the unit.

**TIP :** The KSB list is updated through an annual review process. If you have a recommendation to update the attribute or experiential lists, you can email the Army Talent Management Task Force to request the update. All updates will be considered during the KSB annual review. See Appendix III: Points of Contact for email.

- d) The “Unit Comments” section provides a free text box for the unit to communicate position details to prospective candidates. This entry should emphasize information that will attract the right officers and can expound upon the knowledge, skills, and behaviors they should possess to succeed in the job.

**TIP:** Units can use the “Unit Comments” section to highlight the KSBs and experiences an officer will or should attain, while assigned to the unit. This assists officers in making their preference selection if they are seeking KSBs and experience, which will make them competitive for future assignments.

- e) The “Special Remarks” section is a text box the unit may use to communicate information to HRC about the vacancy and can include additional information such as security requirements, etc. This field can only be viewed by HRC and not a prospective officer.
  - f) The “Incumbent” section provides the contact information of the individual currently filling the position as well as a point of contact field for the hiring manager or designated unit representative authorized to speak about the position. Some positions may not have incumbents and will only list a point of contact.
5. Once all positions have been completed, the strength manager must provide a priority for the position. This will ensure each position is assigned the correct Manning Guidance Code, ensuring the position competes correctly during the distribution conference.

6. It is recommended that unit commanders receive regular updates on the status of their positions. If all fields are completed correctly, the Market place Dashboard will reflect the unit's MER completion percentage.
  - a) Requisitions
    1. Upon completion of the HRC Distribution Conference, all validated requisitions will move to the "Our Requisitions" tab in AIM 2.0. The list can be exported to a spreadsheet for unit use.
    2. The unit can track requisition status to ensure positions are filled, placed into the market, and have the necessary information. During the market units can update Duty Title, Duty Description, Unit Comments, Incumbent Information, and KSBs as needed to accurately reflect position details.
    3. After a requisition has been filled, units can click on the green icon next to the position to see the officer's résumé assigned to fill the position.
    4. For a visual depiction of the "Our Requisitions" tab please see Appendix X: Our Requisitions.

## **E. Talent Marketplace**

1. The "Talent Marketplace" tab is located below the "Our Requisitions" tab in AIM 2.0. This is the primary tab units will use during the marketplace. Select the correct distribution cycle to view your validated requisitions by using the drop-down box at the top left of the page (e.g. 21-02).
  - a) If a unit clicks on "View OPMD Rules of Engagement," they will see an explanation of the actions and processes for the market to run efficiently for both units and officers.
  - b) The "View All Standard Labels" button provides a list of labels and their definitions. OPMD standard labels are non-binding guides that apply to all branches. Labels can be removed from positions to see a wider view of personnel available for a position. This button is being developed and will be available for the 21-02 market.

- c) The blue icon at the far right of each column provides a list of all officers available for a position. Clicking on the icon displays the list of available officers and a set of filters which can be applied. The icon also shows if the officer preferenced a unit assignment within their top three (3) or top 10% of their assignment choices. Clicking on the officer's name provides a baseball card showing specific details about the officer.
- 2. For additional information on the "Talent Marketplace" tab, please see Appendix XI: Talent Marketplace.
- 3. Below the OPMD Rules of Engagement button, are two graphs to display unit statistics within the marketplace.
  - a) The first graph, "Requisitions by Branch," displays the number of requisitions the unit has in the market by branch or functional area. Clicking on a branch will filter requisitions by that specific branch.
  - b) The second graph, "Preference Statistics," shows preferencing status to units. Units can use this graph to determine if they have preferenced the required number of officers for each requisition.
- 4. Below the graph section, is the "Requisitions" board with two tabs: "Active" and "Inactive." Both tabs contain requisitions which were validated during the planning conference.
  - a) Active requisitions are positions HRC has validated and plans to fill based on the number of movers and vacant positions reported by the unit through their MER.
  - b) Inactive requisitions which appear on the "Requisitions" board were removed from the market due to a loss of available movers post-planning conference.
  - c) HRC must maintain a balance of movers and requisitions, which will be reviewed during three market review periods: early, mid, and post-market. Loss of a mover may result in a position moving from the active to the inactive tab. Examples of why units may lose a mover include, but are not limited to:

- i. An officer planning to move is under investigation for adverse action.
  - ii. An officer receives a High School Stabilization Waiver.
  - iii. An officer submits a retirement packet.
- d) The “Preference Stats” column displays the number of officers preferred for a position compared to the number of officers available (e.g. 2/234 or (2) officers of (234) available). This column will turn green once a unit has preferred five (5) officers or ten percent (10%) of available officers, whichever is greater.
- e) The “Preferred” column is a new feature, which will populate when a unit has preferred the minimum number of officers required for the requisition.
- f) The green “+” at the far left of each column advances the unit to their preference list screen.
  - i. At the top of the preference list screen, requisition data and labels will be visible. The “Label” bar allows units to view labels applied to a specific position in the marketplace. These labels are typically assigned by career managers. The unit must work with HRC to ensure labels placed on their requisitions are accurate. Definitions of labels are available under the “View OPMD Rules of Engagement Button” on the previous screen.
  - ii. To view officers available for a requisition, the unit will select “Add Officers,” which will display the “Available Officers” screen.
  - iii. In some cases, the list of available officers may number in the hundreds. Units have the ability to narrow their search using the “Talent Search” feature as well as filters. Examples of searchable fields includes: résumé key words, languages, and additional skill identifiers (ASIs). Units can filter by skill/AOC, officer interest, and labels.

**TIP:** Another talent search tool available in AIM2 is the Commander's Dashboard. The Commander's Dashboard is available for LTC CSL, COL, General Officers, and CW5s. The Commander's Dashboard allows officers with access to search through all active duty officer résumés for keywords and talent.

- iv. Once a unit selects an officer's name, the officer's "Baseball Card" is displayed. The baseball card includes the Officer Record Brief (ORB), the officer's résumé (Page 2: ORB), labels, and tabs displaying the officer's self-professed KSBs. Additional information is available to include current unit of assignment, AOC, education, DWELL, etc. Once an officer is reviewed, the unit may check the "I have reviewed the Officer" box on the baseball card. Once checked, the officer will be highlighted green in the unit's marketplace.
- v. A new feature available in the 21-02 market is the compare feature. Units can use the compare feature to view multiple officer baseball cards simultaneously for comparison.
- g) Preference Slating: Units can preference officers by selecting the green icon next to the officer's name.

Once an officer is preferenced it will move them under the "Preferenced Officers" tab. This will also send a signal to the officer that the unit has preferenced them. Units can then rank order their interest in officers from one (1) until their list is exhausted. This can only be done in market session 2 and market session 3. Units are directed to preference at least five (5) officers or ten percent (10%) of available officers for each position, whichever is greater. This alleviates career managers from having to select officers for the unit should they not match to one of their choices through the ATAA.

**TIP:** Units should be aware that officers may enter the market during all sessions. Units are encouraged to not disadvantage an officer from interviewing for a position if they enter the market late. Units should establish TTPs to address late interviews and preference slate changes near the closure of the market.

- 5. For additional information on the "Talent Marketplace" tab, please see Appendix X: Talent Marketplace.

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## **CHAPTER IV: Brevet Promotions**

### **A. Brevet Promotions**

1. IAW 10 U.S.C. § 605(a) the Army approved a policy to temporarily promote Army officers to the next rank if they are qualified and selected to fill a position that the Army designates as hard to fill or a critical shortage.
2. The Army will execute brevet promotions by opening 225 positions during the summer 20-02 assignment cycle, 110 positions during winter 21-01 assignment cycle, 255 positions during the summer 21-02 assignment cycle, and up to 770 for following cycles. The positions will be included in the market under the Army Talent Alignment Process in AIM 2.0. Officers will have visibility of brevet positions for which they are eligible in their assignment marketplace.
3. A breveted officer would be entitled to the pay and benefits for the higher grade while in a brevet status.
4. The implementation of this new authority moves the Army toward more flexible career paths for its officers and allows the Army to fill critical shortages with officers who possess the right talent.
5. All 1LTs thru LTCs that possess the KSB-Ps appropriate for the designated positions at the next higher grade are eligible for assignment to a designated critical position.
6. Proponents and commands will use the Brevet Promotion Annual Review Cycle to request addition or removal of a validated position from the brevet promotion list.
7. All brevet promotions require Senate confirmation (IAW10 U.S.C. § 605(a)).

### **B. Critical Shortage**

1. A critical shortage is any critical position in the Army that is unable to be filled with a volunteer from the desired grade plate who possesses the unique knowledge, skills, and behaviors for that position. The 2019 John S. McCain National Defense Authorization Act (NDAA) authorizes temporary promotion of certain officers when those officers have a skill in which the Army is critically short and are assigned to a critical position.

2. A critical position may serve as an incentive to attract qualified officers of junior grade to compete for hard-to-fill positions and/or positions that require volunteers.
3. A critical position will be validated on the Distribution Requirements List (DRL) at Human Resources Command if the position is, or is projected to be, vacant.

## **C. Brevet Positions in the Marketplace**

1. Unit commanders will identify approved critical position vacancies and then submit the requirements to OPMD, HRC through the MER process.
2. HRC will advertise brevet critical positions at and below grade for officers to self-nominate.
3. Brevet positions will be identified via position label in AIM 2.0 under the unit's My Vacancy TAB. When the position is selected both the unit and officer will be able to see the brevet position identifier. Approved brevet positions will be visible in the ATAP marketplace to officers with the designated position grade (position required grade) as well as at the brevet grade (one grade lower).
4. During market opening, units will preference and rank order officers in AIM 2.0 for brevet critical positions.
5. Commanders and units may recommend officers currently assigned at their installation who are best qualified and possess the KSB-Ps for the critical position. If the officer is not scheduled to move, units must coordinate release from losing unit to gaining unit (cross DML moves must be adjudicated by HRC). The losing unit may not receive a backfill, if the losing unit position is not competed in the ATAP cycle. If the unit selects a junior grade officer at the installation, the unit must notify HRC via the submission of the brevet packet (4187) of the intent to fill the brevet position with the officer (See Appendix XI: 4187 Example – Brevet Promotion Nomination). Unit's preference should include a statement on the DA Form 4187 that the desired officer(s) possess the required KSB-Ps to serve in the critical position.
6. Eligible officers must have at least one-year remaining time in service to serve in a qualifying position following the date of the commander's recommendation for brevet promotion or from the expected reporting date to the qualifying position, whichever is later.

7. Officers whose projected PCS date precludes eligibility for brevet promotion may request HRC adjustment of availability to meet the one-year requirement. Requests for HRC adjustments, with appropriate endorsements by O6 level commanders, will be forwarded to HRC for consideration.
8. Officers at, and below grade, can self-nominate for a brevet critical position.
9. All officers of junior grade that are matched for a brevet critical position, will be forwarded to the Department of the Army Secretariat for approval. Once a DA selection board has recommended officers for brevet promotion, the officer will be assigned to the critical position.
10. Officers assigned through ATAP as incoming to a brevet position cannot be diverted or reassigned by the senior commander for the following reasons:
  - a) Officers will be approved through a general officer review board (GORB) to qualify for the brevet position.
  - b) Following the board, officers will be Senate confirmed authorizing the brevet promotion.
  - c) In many cases brevet promotions will be used as incentives to attract officers to hard-to-fill positions.
11. Upon termination or completion of the assigned brevet position, officers will revert to the highest permanent grade held prior to appointment, unless the officer has been selected for permanent promotion to the next grade.

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# **CHAPTER V: Promotion Boards OPT-IN & OPT-OUT**

## **A. Promotion Board (OPT-OUT):**

1. Under 10 U.S.C. § 619, the secretary of a military department may authorize officers in the grades of first lieutenant, captain, major, and lieutenant colonel to request exclusion from consideration by a selection board for promotion consideration to the next higher grade in order to complete advanced education, assignment of significant value to the Service Department (includes select broadening assignments), or a career progression requirement delayed by an assignment or education opportunity.
2. Requests to defer promotion consideration must be endorsed by the first O6 officer in the requesting officer's chain of command and approved by the ASA (M&RA). Approval of requests may be delegated lower at the discretion of the ASA (M&RA) and after consultation with the Army General Counsel. The determination to approve the deferral request will be based on specified criteria published before each effected board.
3. Officers will submit requests via AIM2 as a Career Opportunity Personnel Action Request. Only officers eligible for the promotion board will see this option in AIM2. Officers must provide a DA 4187 (Request for Personnel Action) and memorandum explaining their request.

## **B. Terms for Opting Out of Promotion**

1. Officers may request to opt-out of promotion consideration under the principal categories established by the new statutory authority and listed below in paragraph six (6). These categories are a starting point and allow flexibility within the category to identify many applicable assignments and experiences.
2. To ensure the best alignment of Army and officer needs, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) will establish the specific elements that will be weighed when an officer requests to opt-out of consideration.

3. U.S. Army Human Resources Command (HRC) will publish those elements in the initial military personnel message announcing each affected promotion selection board.
4. An officer may opt-out of a promotion board twice at each grade, and the period of such deferral will cover only the next subsequent selection consideration. Requests for additional deferral at the same grade will be managed by exception.
5. Officers requesting deferral must not have been passed over for selection for promotion to the grade for which the officer is requesting exclusion from consideration.
6. Officers have three (3) bases for a request to opt-out. These requests are provided below:
  - a) When the requesting officer needs to accept or complete an assignment of significant value to the Army. A list of significant assignments will be recommended by the CG of HRC and approved by the ASA (M&RA).
  - b) When the requesting officer must complete an ongoing funded resident advanced civilian education program.
  - c) When the officer must complete a career progression requirement (as defined in DA PAM 600-3 and DA PAM 600-4) that is delayed by either a priority assignment or the civilian education described above.

## **C. Impacts on ATAP**

1. Units may have officers that are considering to opt-out prior to a promotion board and assignment cycle. Officers may consider this option for a variety of reasons, but the most common would likely be not meeting the requisite requirements as outlined in DA PAM 600-3 and DA PAM 600-4 for consideration of promotion to the next grade.
2. Units will assist officers in completing necessary coordination and paperwork for the officer to request opt-out status.

3. After an officer receives an approved request to Opt-Out of the promotion board, units will adjust an officer's YMAV to an anticipated assignment or education program completion date. This is critical for both the unit and HRC to determine available movers for the upcoming ATAP cycles. The officer's year group will be adjusted to match the population of their new zone of consideration.
4. For officers moving to a utilization position, the officer must contact their HRC assignment officer and/or utilization program director to ensure assignment preferences align with utilization requirements. The officer's ATAP market should include only assignments meeting the requirements of the utilization tour or approved assignments and deferments as defined by utilization waivers. Two examples are provided below.
  - a) Utilization Requirement: School of Advanced Military Studies (SAMS) Students will only compete for SAMS utilization assignments.
  - b) Waiver: SAMS students selected for battalion command will be allowed a waiver to use Battalion Command as their first SAMS utilization.
5. For more information and a list of frequently asked questions, please visit HRC's Promotion and Selection Board Website (See Appendix IV: Useful Links).

#### **D. Promotion Board (OPT-IN):**

1. The Army has initiated changes to its promotion process, allowing qualified officers the opportunity to "opt-in" for early promotion consideration. This replaces the legacy "below the zone" consideration one year prior to an officer's promotion zone. The new policy will take effect during Fiscal Year 2020 promotion selection boards (PSB).
2. An officer wishing to opt-into early consideration for promotion must request consideration via a personnel action request (PAR) in the Assignment Interactive Module (AIM) 2.0. A DA Form 4187 is not required. The due date for these requests is designated by the promotion board MILPER.

3. The Commanding General, Human Resources Command (HRC) is the approval authority for officer requests to opt-in for early promotion consideration. CG, HRC has delegated that authority to Director, Officer Personnel Management Directorate (OPMD).
4. Upon decision from Director, OPMD, HRC will contact each affected officer with his or her disposition for the PSB. All officers that meet the opt-in criteria as described in the MILPER message will be approved for early consideration.

## **E. Terms for Opt-in at Promotion.**

1. HRC will publish specific guidance and eligibility criteria in MILPER Messages prior to each board convening. Opt-in requests will be due approximately 90 days prior to the board's convene date.
2. The general criteria to opt-into a promotion board are as follows:
  - a) Have completed three (3) years time-in-grade
  - b) Have completed the requisite Professional Military Education (PME) for that grade
  - c) Have met their branch or functional area's requirement for Key Developmental (KD) experience at that grade:
    - i. Basic branch officers must have completed their Key Developmental position per DA Pamphlet 600-3.
    - ii. Functional area officers must have 24 or more months in the functional area and 12 or more OER-rated months in the new functional area.
3. If selected for promotion, the officer's cohort year group will change to that of the primary zone year group considered during the promotion board.
4. For more information and a list of frequently asked questions, please visit HRC's Promotion and Selection Board Website (See Appendix IV: Useful Links).

## F. Impacts on ATAP

1. Units may have officers that are considering opt-in prior to a promotion board and assignment cycle. It is recommended that each officer seek counseling from his or her chain of command and career manager prior to opting-in to understand potential and specific impacts of early promotion.
2. If an officer elects to opt-into a promotion board and is selected, there are potential impacts to ATAP.
  - a) Opting-into a promotion board does not guarantee stabilization at the officer's current duty station. If promoted, officers may incur a PCS if a position at their current duty station is not available for them to fill at the next higher grade.
  - b) Selection to promotion at the next higher grade may result in automatic consideration for professional military education or Command Selection List (CSL) consideration. Depending on the timing of promotion board results release, this may result in an unforecasted move leaving a vacancy at the officer's unit until the following manning cycle.
3. While not required, officers are encouraged to be transparent with units about their election to opt-into a promotion board. This will give the unit ample time to prepare for potential impacts of the officer's promotion.

**Vignette:** A key developmental captain (CPT), who meets all the requirements for opt-in elects to compete in the upcoming major (MAJ) promotion board. The officer chooses not to inform his chain of command, who then does not compete his position in the current ATAP market. The officer is selected for promotion to major (MAJ) and is also selected to attend resident Intermediate Learning Education (ILE). This results in an unforecasted mover for the officer's unit. Depending on when in the ATAP market the unit determines the officer is now a forecasted loss, they may be able to compete the officer's position as a late addition to the market. If the board results are not released until late in the market, the unit may have to wait until the next manning cycle to request a replacement for the moving officer.

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# **Chapter VI: Conclusion**

## **A. Closing Comments**

1. The purpose of this guide is to provide a foundational knowledge of ATAP for unit commanders. This guide is a living document that will develop overtime and change as ATAP evolves.
2. For organizations to be successful, they must understand ATAP. Commanders must understand their roles and responsibilities as well as the ATAP Business Rules, which provide the foundation.
3. Commanders must coach their officers on ATAP to ensure their success in the market.
4. Finally, ATAP empowers organizations to build strong teams. Organizations now have the power to build their team by preferencing the right officers with the right talents for the assignments.

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# APPENDIX I: Market Place Business Rules and Responsibilities

	HRC	Unit	Officer
<b>General<sup>1,2</sup></b>	1. Talent Management Initiatives 2. Assignments in ATAP 3. Assignment Cycle Timeline 4. Brevet Promotions 5. Slate Adjustment 6. RFO Report Timeline 7. Obtain Officer and Unit Feedback 8. Market Metric Outcomes	1. Diversity and Equal Opportunity 2. KSBs Inform Preferences 3. Missing or Limited Unit Preferences 4. Senior Commander Authorities 5. Personal Considerations 6. Emergent Conditions 7. Unqualified Conditions 8. Unit Feedback	1. Missing or Limited Officer Preferences 2. Personal Data 3. Officer Feedback
<b>Phase I Set the Market</b>	1. Identify Supply and Demand 2. Market Readiness Status Report 3. Labeling SOP 4. Officer Eligibility 5. Brevet Positions 6. <del>Blackbook</del> and Nominative Assignments 7. Immaterial Positions	1. Unit page in AIM2 2. Advertise Job Vacancies 3. Brevet Positions 4. Immaterial Positions	1. Build résumé
<b>Phase II Execute the Market</b>	1. Market Execution Status Report 2. Brevet Positions 3. Market Turbulence	1. Hiring Practices 2. Preference Officer Candidates 3. Security Clearance Requirements 4. Brevet Positions	1. Preference Job Vacancies 2. Brevet Positions 3. Position qualification 4. Consecutive Overseas Tours
<b>General:</b> 1. Execution Concept			
<b>Phase III Clear the Market</b>	1. Match Officers to Jobs According to Preference (ATAA) 2. Changes to ATAA Results 3. Security Clearance 4. General Officer Involvement 5. General Officer Influence 6. Brevet Promotions 7. Personal Considerations 8. Emergent Conditions 9. Unqualified Conditions	1. Brevet Positions	1. Security Clearance 2. Provide updated data
<b>General:</b> 1. Proponent Guidance 2. Performance Guidance			

<sup>1</sup>Current business rules for assignments remain in effect unless specified in this document.

<sup>2</sup>Emerging requirements for Readiness may necessitate filling select assignments outside of the ATAP execution timeframe.

## **General Business Rules:**

**Purpose:** The following is a summary of Army Talent Alignment Process (ATAP) Business Rules that (1) govern unit responsibilities, officer responsibilities, and Human Resources Command (HRC) responsibilities; (2) permit the Army to change an assignment even when officer and unit preferences align. HRC will capture summary metrics on unit participation, officer participation, and adjustments to preference-based assignment matches for any reasons, including reasons not listed below.

**A. HRC:** HRC is responsible to enable ATAP using AIM 2.0, and measure officer and unit participation.

1. **Incorporate Talent Management Initiatives into ATAP.** HRC will tailor ATAP according to approved Army talent management initiatives that impact officer assignments.
2. **Assignments in the Marketplace.** HRC will maximize the use of ATAP when filling assignments. Commander, HRC will approve by exception only those assignments competed outside of the marketplace; OPMD will be prepared to provide summary metrics to Army Senior Leaders (ASL) as required regarding assignments excluded from the marketplace. OPMD will ensure officers can view and contact units through AIM 2.0 for marketplace excluded assignments, with exception of Special Missions Division assignments that cannot be advertised on unclassified platforms. Below are examples of marketplace assignment exclusions:
  - a) Homebased Advanced Assignment Program (HAAP)
  - b) ACS and LTHET utilizations
  - c) Special Mission Division (SMD) positions
  - d) Application Based Organizations (e.g. USMA, Ranger Regiment, 160th SOAR, SFAB, etc.)
  - e) Joint Organizations' non-service specified positions (e.g. nominative positions within DHA and Uniformed Services University, etc)
  - f) CSL and AMEDD Senior Nominative Commands
  - g) WIAS tasking

- h) Soldier Recovery Unit cadre (formerly WTU)
  - i) FAO (Foreign Area Officer)
  - j) JAG Corps
  - k) Acquisition Corps (all Colonel and critical position Lieutenant Colonels)
  - l) White House Agency
  - m) AMEDD Program Directors and Strategic Billets
  - n) AMEDD Field Grade Dental, Veterinary and Aeromedical Evacuation Commands
3. Assignment Cycle Timeline. Publish assignment cycle timeline and mission essential requirements (MER) instruction letter to the field prior to the MER opening in AIM 2.0.
4. Brevet Promotions. HQDA EXORD 052-20 Implementation of the Army Temporary (Brevet) Promotions (TBP). Brevet promotions are a temporary promotion in which officers of junior grade can serve one grade higher, wear the
- a) CSL and AMEDD Senior Nominative Commands
  - b) WIAS tasking
  - c) Soldier Recovery Unit cadre (formerly WTU)
  - d) FAO (Foreign Area Officer)
  - e) JAG Corps
  - f) Acquisition Corps (all Colonel and critical position Lieutenant Colonels)
  - g) White House Agency

- h) **AMEDD Program Directors and Strategic Billets**
  - i) **AMEDD Field Grade Dental, Veterinary and Aeromedical Evacuation Commands**
5. **Assignment Cycle Timeline.** Publish assignment cycle timeline and mission essential requirements (MER) instruction letter to the field prior to the MER opening in AIM 2.0.
6. **Brevet Promotions.** HQDA EXORD 052-20 Implementation of the Army Temporary (Brevet) Promotions (TBP). Brevet promotions are a temporary promotion in which officers of junior grade can serve one grade higher, wear the rank, and are paid at the higher grade. Officers revert back to their original grade once they depart the position unless they are promoted or in a promotable status. Brevet promotions require Senate confirmation at the grade of O3-O6 (IAW NDAA 2019, Title 10, Section 605). The brevet promotion program is intended to alleviate critical shortages to better leverage the talents of junior officers and to incentivize retention of officers in whom the Army has invested for education and experience. The Army is limited to a cap of 770 (O3-O6) approved positions that can be deemed critical. The list of 770 approved positions will be reviewed at least annually. Commanders and officers will interact in the Army Talent Alignment Process (ATAP) to match KSB-Ps for specific positions. Positions will be reviewed at least annually. Commanders and officers will interact in the Army Talent Alignment Process (ATAP) to match KSB-Ps for specific positions.
- a) **Critical position definition.** A position requiring a specific skill or skills essential for unit readiness and/or mission effectiveness and the authority to exercise those skills unconstrained by grade. A critical position may serve as an incentive to attract qualified officers of junior grade to compete for hard-to-fill positions and/or requires volunteers. A critical position must be a listed position on an organization's manning document (i.e. MTOE, TDA or JDAL) and will be validated on the distribution requirements list (DRL) at Human Resources Command if the position is, or is projected to be, vacant.
  - b) **Critical shortage definition.** Any critical position in the United States Army that is unable to be filled with a volunteer from the desired grade plate who possesses the unique knowledge, skills, and behaviors for that position.

- c) The Army G1 will provide a list of Secretary of the Army approved critical positions to execute during the 21-02 assignment cycle.
- 7. **Slate Adjustment.** HRC is authorized to make documented, justified corrections to the slate in order to meet Army readiness requirements and ASL guidance. Some examples of market failures include EFMP violation, critical qualification mismatches, and PCS policy violations.
- 8. **RFO report timeline.** Every effort should be made to ensure officers have greater than 120 days to report from the time of receipt of their RFOs.
- 9. **Obtain officer and unit feedback.** In coordination with ATMTF and OEMA, establish survey instruments to be executed during all phases as required in order to obtain structured feedback for ATAP improvement. Obtain in-market feedback using the AIM2 helpdesk at HRC (usarmy.knox.hrc.mbx.opmd-aim-support@mail.mil) from both officers and units.
- 10. **Market Metric Outcomes.** NLT 60 days following market closure, HRC will provide ASLs with summary market metrics regarding market performance and outcomes.

**B. Unit:** Unit participation is critical to the long-term success of ATAP.

- 1. **Diversity and Equal Opportunity.** In the past, leaders trusted the Army to send officers to their units. Now, the Army trusts leaders to preference talented officers for their units. The President of the United States has reposed special trust and confidence upon the officer corps to promote an environment free from personal, social, or institutional barriers that prevent service members from rising to the highest level of responsibility possible. Effective leaders understand that organizational success depends on the ability of people of all backgrounds to work together. Leaders will preference officers who create and maintain an inclusive environment where individual attributes are recognized, accepted, and, most importantly, valued. Leaders will strictly avoid consideration of any factors other than merit, fitness, and capability when preferencing officers for assignment. Unlawful discrimination against persons or groups based on race, color, religion, sex (including gender identity), national origin, or sexual orientation is contrary to good order and discipline and is counterproductive to combat readiness and mission accomplishment. Unlawful discrimination shall not be condoned.

2. **KSBs Inform Preferences.** All units want 'high performing officers,' typically defined by previous performance evaluations. However, both units and the Army benefit when commanders seek officers who are uniquely qualified for the mission. Units that recruit officers who possess the unique KSBs required to succeed in a job vacancy will naturally find more success in ATAP than units who focus exclusively on past performance. HRC will not provide officer performance evaluation data to units.
  - a) Units should primarily rely upon officer résumés and KSBs to identify and preference officers that are suitable for their marketed jobs. While officers may voluntarily provide past evaluations to units if they choose to, units may not request previous evaluations.
  - b) The only exception is that personal staff positions to General Officers, Senior Executive Service, and political appointees can require past evaluations as part of their established nomination packet.
3. **Missing or Limited Unit Preferences.** HRC will rely on officer preferences and the needs of the Army to assign preferences to units that do not vote on officers through AIM 2.0.
4. **Senior Commander Authorities.** Senior Mission Commanders (SMCs) are uniquely positioned to balance risk to the mission and risk to the force. SMCs should prudently balance short-term risks to mission accomplishment while considering the impact to officer retention when breaking market produced assignments of inbound officers.
  - a) Assignments finalized through ATAP are binding at the DMSL level for nine (9) months. Unit preferences will be coordinated between DMSL and DML during the set the market and execute the market phases. The DML authority will personally approve unit preferences. Moves out of the DMSL within the initial nine (9) month time period are authorized only in exceptional circumstances and must be approved by the DML commander (non-transferable). Officers who are already on-station and have served their market produced assignment for at least nine months should be the primary population for any cross-leveling requirements.

- b) The Army goal for honored matches at the DMSL is 90% for the first nine (9) months of the ATAP produced assignment. The number of broken matches from DMSL will be tracked and justified. If the unit numbers are larger than 10%, they will have to be briefed to ASLs. MACOMs will brief the ASA(M&RA) and CSA NLT 30 days following the close of the movement cycle (summer cycle NLT brief date is 30 OCT, winter cycle NLT brief date is 30 APR). (note: for an average BDE with approximately 40-45 movers in a summer cycle, the BDE could break four (4) matches before briefing the ASA(M&RA) and CSA.)
- 5. **Personal Considerations.** The Army maintains a commitment to families, including commitments that impact officer assignments. ATAP assignments may be broken to adhere to the following personal consideration guidance:
  - a) **Exceptional Family Member Program (EFMP).** Ensures that officers have the right services available for their families.
  - b) **Married Army Couples Program (MACP).** Attempts to ensure that dual-military couples have the opportunity to be co-located.
- 6. **Emergent Conditions.** Many life circumstance are uncontrollable or unforeseen. ATAP assignments may be broken to allow for the following emergent conditions:
  - a) Legal
  - b) Medical
  - c) Non-transferrable Flags (e.g. Flagged for investigation)
  - d) OCONUS curtailment
- 7. **Unqualified conditions.** ATAP assignments may be broken to address the following unqualified conditions:
  - a) Failure to complete education prior to assignment
  - b) Misrepresented / falsified KSBs

8. **Unit Feedback.** Units have three distinct opportunities to provide feedback on the ATAP in order to improve future iterations:
  - a) Structured surveys during Phase I and Phase III.
  - b) In-market feedback to the AIM2 helpdesk at HRC (usarmy.knox.hrc.mbx.opmd-aim-support@mail.mil).
  - c) A formal AAR tasked by Army G3 after RFOs are issued to solicit unit feedback on the ATAP market.

**C. Officer:** Officer participation in ATAP is critical for collecting granular talent information on the Army's most important resource: people.

1. **Missing or limited officer preferences.** Officers in ATAP who do not submit preferences are at increased risk of being assigned to units for which they are a poor talent fit. HRC will assign officers who do not submit preferences through AIM 2.0 in accordance with the needs of the Army.
2. **Personal data.** In order to maximize matching potential, officers must ensure the systems of record reflect the most current personal data. The list below provides examples but is not all inclusive:
  - a) **EFMP**
    - i. In accordance with AR 608-75, officers must update their EFMP record at least once every 3 years, or as the needs change, whichever occurs earlier. To update EFMP records, an officer must coordinate with their local medical treatment facility's (MTF) EFMP case coordinator.
    - ii. EFMP sponsors are encouraged to conduct their own research of special needs resources at potential assignment locations in order to make informed preferencing decisions. Note: only HRC can initiate the authoritative EFMP checks required for assignment coordination
    - iii. EFMP sponsors will submit their preferences in the marketplace while the market is open. Upon market closure, HRC will initiate EFMP checks for four locations per EFMP sponsor relative to

their ATAA produced match. EFMP Sponsors are encouraged to communicate with their HRC Career Manager regarding the EFMP location checks. HRC will assign EFMP officers to an assignment that considers both officer and unit preferences while meeting Army readiness requirements.

- b) MACP. Data must reflect existing marriage status to an other service member, if applicable.
  - c) Joint qualification. Data must reflect current status, if applicable.
  - d) Security clearance. Security clearance must be valid at least through three months following the reporting date.
  - e) Medical requirements. All medical requirements must be updated prior to the opening of the ATAP marketplace.
  - f) PME: data must reflect current status.
  - g) Officer Evaluation Reports Request. Officers are not required to provide past Officer Evaluation Reports to units within the marketplace. The only exception is that personal staff positions to General Officers, Senior Executive Service, and political appointees can require past evaluations as part of their established nomination packet in order to be considered for those positions.
3. **Officer Feedback.** Officers have two distinct opportunities to provide feedback on the ATAP in order to improve future iterations:
- a) Structured surveys during Phase I and Phase III.
  - b) In-market feedback to the AIM2 Helpdesk at HRC (usarmy.knox.hrc.mbx.opmd-aim-support@mail.mil).

## **Phase I: Set the Market:**

### **A. HRC:**

1. Identify supply and demand. HRC will identify and validate both the unit positions to be filled and available population of officers expected to move in the 21-02 assignment cycle.

2. **Market Readiness Status Report.** HRC will provide ASL a periodic report describing the ATAP status prior to market opening. The purpose of the report is to provide a status report to ASLs on the functionality of ATAP at two levels:
  - a) **Basic Functionality.** This includes basic information and functionality required to execute the market. Reporting metrics include:
    - i. Validated requisitions have been added or are ready to be added to the market.
    - ii. OIMs have been added or are ready to be added to the market.
    - iii. Market views are developed and labelled.
    - iv. Functionality exists for officers and units to submit preferences and have those preferences recorded.
  - b) **Optimal Functionality.** Units and officers have added requisite information to allow for efficient and productive market interactions that lead to identification of talent matches. Reporting metrics include:
    - i. Officers and units have sufficiently populated their KSBs.
    - ii. Officers have completed their résumés.
    - iii. Units have populated the duty titles and descriptions for their marketed jobs.
    - iv. Units have provided current point of contact information for their marketed jobs.
3. **Labeling SOP.** Develop, publish and integrate the assignment labeling SOP.
4. **Officer eligibility.** Allow officers to compete for as many eligible positions as possible; eligibility is to be determined in the broadest possible terms.
5. **Brevet positions.** Identify brevet critical positions that will be vacant based on YMAV. Provide instructions to units to self-nominate an officer(s) on station to fill a critical position in AIM 2.0.

6. **Blackbook and nominative assignments.** HRC will place blackbook and nominative assignments within AIM2 for inclusion into the ATAP market.
7. **Immaterial positions.** HRC will incorporate unit and officer preferences when assigning immaterial positions to branches, within the constraints of Army readiness and available officer pool.

**B. Unit:**

1. **Unit page in AIM 2.0.** This is the unit's opportunity to advertise the unit and location to prospective officers and provide a POC for engagement.
2. **Advertise job vacancies.** Units will provide detailed descriptions of job vacancies and unit information through AIM 2.0. It is imperative to provide sufficient detail, particularly vacancy and personnel information as described below:
  - a) **Position information:** UIC, SQI (special qualification identifier), JDAL position number, grade requirement.
  - b) **Vacancy information:** unit comments, special remarks (additional requirements not otherwise indicated-i.e. polygraph, security clearance, certifications, interviews, etc.), report date.
  - c) **Personnel information:** input desired KSBs required for the position (i.e. language, military education level, etc.).
  - d) **Incumbent information:** input the incumbent's name. Recommended to include incumbent's POC information.
  - e) **Security clearance information:** label positions with required clearance levels (RQPSIR, RQPSST, RQPPSR).
  - f) **CMD and KD queue:** place wait times for key developmental positions in the related job descriptions.
3. **Brevet positions.** Identify brevet critical positions that could be vacant based on YMAV. Identify officers within the unit (DML or DMSL) that have the KSB-Ps to serve in the critical position, if applicable.

4. **Immaterial positions.** For units with immaterial jobs, units will provide HRC with a list of up to three branches which they would most prefer to fill the immaterial position. Units will have the opportunity to update these preferences after market opening.

**C. Officer:**

1. **Build résumé.** Officers will build résumés and identify KSBs through AIM 2.0. Unit commanders can search all active component officer résumés, to identify and recruit talent to their commands. As such, all officers should complete résumés, even officers not expected to move in the 21-02 cycle.

**Phase II: Execute the Market:**

**A. General:**

1. **Marketplace Execution Concept.** HRC will execute the marketplace in three Market Sessions (MS-1, MS-2, and MS-3) with an Early Market Review (EMR) and Mid-Market Review (MMR) at the end of MS-1 and MS-2, respectively, to balance the market.
  - a) **Market Session 1 (MS-1): Interest Only**
    - i. MS-1 begins upon the marketplace opening, and ends with the Early Market Review concluding. Upon marketplace opening, immaterial positions will not be allocated to a specific control branch prior to MS-2, meaning that officers will be able to view all immaterial positions for which they are eligible, and units with immaterial positions will be able to view all possible, eligible officers.
    - ii. During MS-1, units and officers will be able to express interest in one another; however, these signals are not preferences. The interest data will be utilized primarily for deciding which branches will be allocated with which immaterial positions. Moreover, the interest signals can and should be used by units and officers to begin shaping their initial interactions in preparation for MS-2.
    - iii. Units may be allowed to add jobs to the MER during this time.

- b) **Market Session 2 (MS-2): Initial Preferencing**
  - i. MS-2 begins after the EMR has concluded, and ends with the Mid-Market Review. In MS-2, officers will still have the ability to view all immaterial positions; however, officers can only numerically preference those immaterial positions for which their branch has been allocated based upon the results from MS-1 and the EMR.
  - ii. Marketplace participants will record their initial preferences in AIM2 and adjust accordingly based upon their initial interactions.
  - iii. The MMR will be used to balance the marketplace and finalize any necessary changes.
- c) **Market Session 3 (MS-3): Final Preferencing**
  - i. MS-3 begins immediately upon conclusion of the Mid-Market Review, and ends on the market closure date.
  - ii. Preferences recorded in MS-2 will carry forward to MS-3. Officers and units during this final market session conduct their final engagements and finalize their preferences prior to the market closure.

**B. HRC:**

- 1. **Market Execution Status Report.** HRC will provide ASL a weekly report describing the ATAP status on Mondays while the market is open. The purpose of the report is to provide ASL visibility on the process and inform ASL on whether there are any anticipated issues with the ongoing market execution. Topics covered will include:
  - a) **Participation Metrics:** the primary metrics for measuring ATAP participation is the breadth and depth of participation.
    - i. What percentage of ATAP assignments did the unit submit a preference for at least one officer?

- ii. Of the number of available officers for each assignment, what percentage did the unit submit a preference? A good depth is at least 10% or five officers, whichever is greatest.
  - b) Turbulence Metrics: provide ASL with visibility of any major market turbulence which will impact market operations.
  - c) Market Status: Additional analysis and identification of any potential issues which will impact market operations.
2. **Brevet positions.** Advertise brevet critical positions in the marketplace for officers at and below grade to preference. Maintain a list of critical positions that are vacant.
  3. **Market turbulence.** In order to increase predictability for officers and units, HRC will add/remove jobs to/from the market on a set, announced schedule.

## **C. Unit:**

1. **Hiring Practices.** The goal of the ATAP is to achieve talent alignment between officers and requirements that are good for the officer, good for the unit, and meet Army readiness requirements. Units are encouraged to participate in the market and hire officers whose talents are best aligned with their requirements. HRC will honor market matches achieved during marketplace operations that meet Army readiness requirements and Army Senior Leader guidance. The following are examples of hiring considerations for units while participating in the marketplace.
2. **Preference officer candidates.** Units will establish a process to search for candidates, review résumés, and conduct interviews.
  - a) Units will preference and rank order at least 10% of available officers, or five available officers, whichever is greater, for each position.
  - b) Units should preference officers with the KSBs and experience commensurate with the job. If a unit preferences and matches to an officer for which the officer is not qualified or matches to an officer who is overqualified, then the officer may be reassigned in

accordance with the needs of the Army.

- c) For jobs with specific requirements, units should preference deeply (beyond the minimum) to increase the probability that they receive an officer with the KSBs and experience required for the job.
3. **Security clearance requirements.** Ensure officers competing for your unit's vacant position acknowledge the required security clearance requirements, if applicable.
4. **Brevet positions.**
- a) Preference and rank order officers in AIM 2.0 for brevet critical positions. Preference should include a statement that the desired officer(s) possess the required KSB-Ps to serve in the critical position. Commanders and units may recommend, in AIM 2.0, specific officers already residing on the installation who are best qualified and possess the KSB-Ps for the critical position.
  - b) If a unit determines a brevet position will be filled internally with an officer not in the 21-02 market, the unit must notify HRC IOT remove the job from market consideration. Additionally, the unit will submit the necessary brevet packet to HRC, if applicable.
  - c) Eligible officers must have at least one year remaining to serve in a qualifying position following the date of the commander's recommendation for brevet promotion or from the expected reporting date to the qualifying position, whichever is later. Officers whose projected PCS date precludes eligibility for brevet promotion may request HRC adjustment of availability to meet the one year requirement. Requests for HRC adjustments, with appropriate endorsements by O6 level commanders, shall be forwarded to HRC for consideration.

## **D. Officer:**

1. **Preference Job Vacancies.** Officers will contact desired units regarding position vacancies, provide references as requested by units, and rank order preferences for all available assignments. Only officers who expect to move in the 21-02 assignment cycle can preference units through AIM 2.0.
2. **Brevet Positions.** Officers at and below grade for a brevet critical position can preference the position.
3. **Position Qualification.** Officers have an inherent responsibility to only compete for positions for which they are qualified. If an officer happens to obtain a job for which he or she is not qualified or for which he or she is over-qualified, then the officer may be reassigned in accordance with the needs of the Army.
4. **Consecutive Overseas Tours.** In accordance with AR 614-30, officers will typically only be assigned to consecutive overseas tours if they volunteer to do so. Officers departing from an overseas tour, long or short, will annotate within the AIM 2.0 portal whether or not they are willing to volunteer for a consecutive overseas tour.

## **Phase III: Clear the Market:**

### **A. General:**

1. **Proponent Guidance.** The Army has the strategic goal of creating a professionally- developed officer corps that ensures the future readiness of the force. Under ATAP, proponents have the responsibility to shape officer preferences in accordance with written proponent guidance and both officers and units should consider this guidance when submitting preferences. When an officer and unit assignment match does not adhere to this guidance, HRC must carefully consider breaking the match. Algorithm pure slates cannot be broken solely for the following reasons:
  - a) **Key Developmental positions.** Specifies the necessary positions, by-grade, for officer development. Examples include company command for engineer captains and operational S3/XO experience

for logistics majors. Units and officers should consider proponent guidance regarding KD and professional development timelines when making their preferences.

- b) **Diversification.** Ensures a bench of balanced officers for future assignments. Examples include the vehicle imperative for the infantry branch and tactical / strategic broadening for the signal branch.
- c) **Tour Equity.** This guidance attempts to balance operational tour frequency, short tours, and unpopular locations. HRC will not break market matches to promote tour equity unless honoring a previous commitment to an officer.

2. **Performance Guidance.** The Army has interest in monitoring and adjusting the performance level of officers assigned to certain organizations and positions. Outside of the following exceptions, algorithm pure slates cannot be broken in an attempt to spread high performing officers across all formations. Therefore, units are responsible for attracting talented officers to fill their requirements.

- a) **Joint positions.** Requires careful assignment considerations because of the requirement for general officers to have joint credit and the limited opportunity in certain branches for assignments that provide joint credit.
  - i. **JDAL overqualified.** In the event that an officer is already joint qualified or presently serving in a JDAL position and matched for another joint assignment, HRC will not change the market solution.
  - ii. **JDAL underqualified.** In the event that an officer is underqualified or at risk for promotion and matched for a joint assignment, HRC adjudicate the match by contacting both the officer and the unit.
- b) **Key Generating Force positions** (OC/T, instructor, recruiting command). These key positions focus on the recruiting, training,

and education of the future force and require careful assignment considerations. It is Army Senior Leaders' intent to fill the key generating force positions with qualified officers; however, the imperative is upon units to preference deeply to maximize the probability that a KD qualified officer will be selected to fill the position.

**B. HRC:**

1. Match officers to jobs according to preference (ATAA). OPMD will match officers to jobs according to the instructions below.
  - a) Clear ATAP using the ATAA; iteratively executed for all market views. Exceptions for groups of officers or jobs for the purpose of program evaluation or market configuration will be approved by the ASA(M&RA).
  - b) ATAA results will be honored unless doing so causes Army readiness issues or violates ASL guidance.
  - c) HRC will document any changes made to the algorithmically produced slate, and include a summary of these changes in the Market Outcomes Report.
2. **Changes to ATAA Results.** If ATAA results must be changed for an officer, HRC will assign the Officer a job that meets Army readiness needs and ASL guidance.
3. **Security Clearance.**
  - a) Following the administration of the algorithm, if an officer is matched with a position requiring elevated clearance, then a clearance request is initiated by the officer in coordination with the unit.
  - b) If the security investigation date becomes out-of-tolerance by the report date, then the officer will be reassigned based upon needs of the Army.

- c) If the officer fails to receive the required clearance level, then the officer will be reassigned based upon needs of the Army and/or the senior commander.
- 4. **General Officer Involvement.** Current practices sometimes permit general officers to exert influence over the assignment process. Algorithm pure slates cannot be broken to adhere to the following general officer involvement:
  - a) **By Name Requests (BNRs).** Increased emphasis on officer and unit preferences should obviate the need for BNRs. Effective September 2019, HRC will not support BNRs. HRC will document all BNR requests and direct requesters to the AIM 2.0 portal. All positions will be competed in ATAP.
  - b) **Aide-de-Camp and Executive Officer (XO) Requests.** These requests will not be supported outside of ATAP, effective September 2019. All positions will be competed in ATAP.
- 5. **GO Influence Over Future Assignments.** These requests occur when leaders contact HRC about placing one of their current officers into a future assignment. Officers can provide a general officer as a reference to the unit. Also, general officers can reach out to units on behalf of an officer. Once an officer's assignment is designated in ATAP, HRC will not change the assignment based upon GO involvement. The purpose of this business rule is to prevent black markets forming outside of ATAP.
- 6. **Brevet Positions.** All officers below grade that are matched for a brevet critical position will be forwarded to the Department of the Army Secretariat for approval. Once a DA selection board has approved the officers for promotion consideration, assign the officer to the critical position. Assignment to the critical position does not result in the officer being promoted. Brevet promotions require Senate confirmation.
  - a) In cases where units do not submit preferences for brevet positions, officers below grade that possess the KSB-Ps of the critical position will be matched to the brevet critical position.

- b) Officers at grade that are not preferenced by units may serve in a position below grade.
- 7. **Personal Considerations.** The Army maintains a commitment to families, including commitments that impact officer assignments. Algorithm pure slates can be broken to adhere to the following personal consideration guidance:
  - a) **Exceptional Family Member Program (EFMP).** HRC will assign EFMP sponsors and their families to locations that can satisfy their special needs requirements.
    - i. EFMP sponsors will submit their preferences in the marketplace while the market is open. Upon market closure, the ATAA will produce the initial slate. Per EFMP sponsor, HRC Career Managers will initiate EFMP checks for the matched assignment location plus three additional locations relative to the ATAA produced match. Career Managers are encouraged to dialogue with their EFMP sponsors to determine the additional three locations for EFMP checks.
    - ii. If the original match location is approved through the EFMP Assignment Coordination, the EFMP Sponsor and that assignment will be an honored match and removed from further ATAA iterations. If the matched assignment location cannot support the EFMP sponsor, but one or more of the additional three EFMP checked locations can, then HRC will match the EFMP sponsor to one of those approved assignments while best minimizing the impact to other market matches.
  - b) **Married Army Couples Program (MACP).** Attempts to ensure that dual-military couples have the opportunity to be co-located.
- 8. **Emergent Conditions.** Many life circumstance are uncontrollable or unforeseen. Algorithm pure slates can be broken to adhere to the following emergent conditions:
  - a) Legal
  - b) Medical

- c) Non-transferrable Flags (e.g. Flagged for investigation)
  - d) OCONUS curtailment
9. **Unqualified Conditions.** Algorithm pure slates can be broken to adhere to the following unqualified conditions:
- a) Failure to complete education prior to assignment
  - b) Misrepresented / falsified KSBs

**C. Unit:**

1. **Brevet positions.** Officers assigned through ATAP as incoming to a brevet position cannot be diverted or reassigned by the senior commander for the following reasons:
- a) Officers were approved through a central selection board to qualify for the brevet promotion position.
  - b) Following the board, the officers were then senate confirmed authorizing the brevet promotion.
  - c) In many cases brevet promotions were used as incentives to fill low popularity locations or hard to fill positions.

**D. Officer:**

1. **Security Clearance.** If an officer is preferenced for a position that requires an elevated security clearance from what they currently possess, it is the responsibility of the officer to initiate the clearance request in coordination with the unit. If the officer fails to receive the required clearance level, then the officer will be reassigned based upon needs of the Army and/or the senior commander.
2. **Provide Updated Data.** Provide update and status of information requested by gaining unit.

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Phase I: Set the Market				Phase II: Execute the Market				Phase III: Clear the Market			
ID OIM			MER	DRL	MS-1 (Interest Only)	EMR	MS-2 (Preferecing)	MMR	MS-3 (Preferecing)	Slating	RFO
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB				
<p><b>★ BDE-BN Internal TM Conference:</b></p> <ul style="list-style-type: none"> <li>Task organize to maximize new authority</li> <li>Identify all movers</li> <li>Identify all vacancies</li> <li>Determine priority of position vacancies</li> <li>Identify desired KSB-Ps of inbound officers</li> </ul>											
<p><b>★ BDE Commander Solicitation:</b></p> <ul style="list-style-type: none"> <li>Upload Commander Video and Welcome Letter to AIM2 Unit Page</li> <li>Identify opportunities to visit CCC/CGSC</li> <li>If necessary, develop incentives with branches and OPMD, HRC</li> </ul>											
<p><b>★ BDE S1 Preparation:</b></p> <ul style="list-style-type: none"> <li>Adjust YMAV for verified OIM</li> <li>Submit MER through ATAP</li> <li>Fill out information and KSB-Ps for each advertised position</li> <li>Rank order all position vacancies to indicate CDR's priorities for fill</li> </ul>											
<p><b>★ BN Commander Coaching:</b></p> <ul style="list-style-type: none"> <li>Coach OIM on AIM résumé</li> </ul>											
<p>Completion and Career Development</p>											
<p><b>★ OIM:</b></p> <ul style="list-style-type: none"> <li>Fill out/Update self-professed KSB-Ps and AIM2 résumé</li> </ul>											
<p><b>★ OIM:</b></p> <ul style="list-style-type: none"> <li>Screen available positions for interest and qualifications</li> <li>Indicate interest in AIM2, and reach out to Unit POCs and incumbents</li> <li>Participate in Interviews</li> </ul>											
<p><b>★ OIM:</b></p> <ul style="list-style-type: none"> <li>Rank order all available positions</li> <li>Finalize Unit Preferences</li> </ul>											
<p>Commanders now have the authority to attract talent through the ATAP – this authority comes with the responsibility to advertise unit vacancies, interact with potential hires, and preference their future team utilizing AIM 2.0. DMSL slates must be approved by the DML Commander.</p>											



U.S. ARMY



## Appendix II: ATAP Market Approach – “A Way”

### Distribution Cycle Market Concept



- **Market Session 1 (MS-1):** Officers / units send each other interest signals, without numerically preferencing each other.
  - Officers will be able to send interest signals to all immaterial jobs; immaterial jobs will not be branched prior to the market.
  - In addition to bringing officers / units together, officer / unit interest data will be used to branch immaterial jobs.
  - Units may add jobs to the MIER during this time.
- **Early Market Review (EMR)** is used to balance the market, and assign immaterial jobs to branches based on officer / unit interest and readiness.
- **Market Session 2 (MS-2):** Officers / units numerically preference each other.
  - Interest signals sent during MS-1 will be retained to inform numerical preferencing.
  - Officers can view all immaterial jobs, but can only numerically preference those jobs assigned to their branch during EMR.
- **Mid-Market Review (MMR)** is used to balance the market, and finalize any changes to the assigned branches for immaterial jobs.
- **Market Session 3 (MS-3)** allows officers / units to finalize their preferences based on the refined marketplace following MMR.

## APPENDIX III: Points of Contact

### **Army Talent Management Task Force (ATMTF)**

Task Force Email:

[usarmy.pentagon.hqda-dcs-g-1.mbx.army-talent-management@mail.mil](mailto:usarmy.pentagon.hqda-dcs-g-1.mbx.army-talent-management@mail.mil)

For ATAP, ATAA, Marketplace and Business Rule Questions, please contact: LTC Robert Gable at [robert.j.gable.mil@mail.mil](mailto:robert.j.gable.mil@mail.mil)

For KSBs and Résumé Development questions, please contact LTC Greg Lockhart at [paul.g.lockhart.mil@mail.mil](mailto:paul.g.lockhart.mil@mail.mil) or CW4 Olga Elliott at [olga.elliott.mil@mail.mil](mailto:olga.elliott.mil@mail.mil)

For Opt-out please contact LTC Quana Wright at [quana.f.wright.mil@mail.mil](mailto:quana.f.wright.mil@mail.mil)

For Brevet Promotions, please contact MAJ Scott Koritz at [scott.j.koritz2.mil@mail.mil](mailto:scott.j.koritz2.mil@mail.mil)

### **Human Resources Command (HRC)**

For AIM 2.0 Functionality Questions, please contact HRC AIM 2.0 Support:

[usarmy.knox.hrc.mbx.opmd-aim-support@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-aim-support@mail.mil)

HRC OPMD Readiness Division, Plans and Analysis please contact LTC Justin D. Malone at [justin.d.malone.mil@mail.mil](mailto:justin.d.malone.mil@mail.mil)

For questions on AIM 2.0 Unit Vacancy and Market Dashboard Questions, Please Contact MAJ Loren Petersen at [loren.n.petersen.mil@mail.mil](mailto:loren.n.petersen.mil@mail.mil)

## APPENDIX IV: Useful Links

### Appendix IV: Useful Links

Website:	URL:
Active Duty Officer Assignment Interactive Module Version 2 (AIM.2)	<a href="https://aim.hrc.army.mil/">https://aim.hrc.army.mil/</a>
AIM2 MER Training	<a href="https://www.milsuite.mil/book/docs/DOC-584295">https://www.milsuite.mil/book/docs/DOC-584295</a>
AIM2 Marketplace Training	<a href="https://www.milsuite.mil/book/docs/DOC-609865">https://www.milsuite.mil/book/docs/DOC-609865</a>
Army Talent Management Task Force	<a href="https://talent.army.mil">https://talent.army.mil</a>
Army Talent Management S1 NET	<a href="https://www.milsuite.mil/book/community/spaces/apf/s1net/armytalentmgmt">https://www.milsuite.mil/book/community/spaces/apf/s1net/armytalentmgmt</a>
Army Talent Alignment Process (ATAP) Video	<a href="https://vimeo.com/341854451/8e1f7ed9dc">https://vimeo.com/341854451/8e1f7ed9dc</a>
Maximize the Power of AIM2 KSB-Ps for Your Unit Vacancies	<a href="https://www.milsuite.mil/book/docs/DOC-635624">https://www.milsuite.mil/book/docs/DOC-635624</a>
Maximize the Power of AIM2 KSB-P for Your Resume	<a href="https://www.milsuite.mil/book/docs/DOC-635623">https://www.milsuite.mil/book/docs/DOC-635623</a>
United States Army Human Resources Command	<a href="https://www.hrc.army.mil">https://www.hrc.army.mil</a>
HRC Promotions: Opting In/Out of a Promotion Board	<a href="https://www.hrc.army.mil/content/Opting%20In~2FOut%20of%20a%20Promotion%20Board">https://www.hrc.army.mil/content/Opting%20In~2FOut%20of%20a%20Promotion%20Board</a>

# APPENDIX V: Position Vacancy

## Appendix V: Position Vacancy



Priority	Org	Org 2	Org 3	Incumbent	Email	UIC	MPCAD	ASCOMOS	CONGR	SQL	Report Date	Duty Title	Duty Description	Nomination Required	Paragraph	Line	Special Remarks
1	Army GI	ATM/F	Assessments	John Smith	<a href="mailto:john.smith.mil@W4ZZ14.mil.mil">john.smith.mil@W4ZZ14.mil.mil</a>	W4ZZ14	O	01A	H5		20200701	Assessment Team Lead	Team Lead for the Army Talent Management Task Force's Assessments team; responsible for all facets of integrating assessments into the officer personnel management system (coordinating assessment instrument development, funding, policy). Coordinate efforts across multiple stakeholders at the Army enterprise level to link development, research, and implementation; ensuring assessments implementation for desired purpose (diagnostic, developmental, predictive). Works closely with organizational, industrial, and behavioral psychological SMEs in integrating assessments. Leads a team of four field grade officers and works closely with Selections, Development, and Employment efforts within Talent Management portfolios.	No	001	10	Complete H5 Only. Previous BN CDR. Experience a Requirement
2	Army GI	ATM/F	Develop	Smith John	<a href="mailto:smith.john.mil@W4ZZ14.mil.mil">smith.john.mil@W4ZZ14.mil.mil</a>	W4ZZ14	O	01A	H5		20200701	Develop Team Lead	Serves as the Team Lead for the Army Talent Management Task Force's Develop objective; responsible for the development and implementation of all Army policies and programs that support the education, training, and career management of the Army of 2028; including professional development and broadening, professional military education, and flexible delineated career paths. Coordinates across the Army enterprise to gather information, synchronize planning efforts, and develop execution concepts for the Secretary and Chief of Staff of the Army. Assists in the development and writing of policy for Army-wide implementation. Leads a team of 8 field-grade officers.	No	001	04	Complete H5 Senior IS



## Appendix V: Position Vacancy

Unit Comments	KSBs - Additional Duties	KSBs- Desired Civilian Experience	KSBs - Licenses and Certifications	KSBs - Study Knowledge	KSBs - Attributes
Previous experience in assessment selection programs desired (ie. SOF/IAWG unit experience). Interest in psychology desired. BN CDR Experience required.	N/A	N/A	N/A	Psychology	Adaptive, Agile, Analytical, Astute, Collaborative, Communicator, Cooperative, Creativity, Critical Thinker, Detail Focused, Diplomatic, Flexible, Innovative, Intellectually Curious, Juggling Competing Demands, Multitasking, Openness, Precise, Proactive, Problem Solver, Rapid Learning, Tolerate Uncertainty, Verbal Communication, Visionary
Strong understanding of career management policies required	N/A	N/A	N/A	N/A	Adaptive, Assertive, Collaborative, Communicator, Cooperative, Creativity, Critical Thinker, Detailed Focus, Flexible, Hardworking, Innovative, Openness, Oral Communication, Perceptive, Planning and Organization, Problem Solver, Process or Operationally Disciplined, Relationship Building, Team Oriented, Tolerate Uncertainty, Written Communication

# APPENDIX VI: Unit Information

## Appendix VI: Unit Information



AIM

DMSL SELECTION:  
CRSL: MSG  
Cde: 270

Our Readiness  
Readiness Landing Page  
Readiness Pages  
Readiness POCs

Links  
**Our Unit**

Unit Access  
Officer Requests  
Our Workflow Actions  
Our Strength  
Market Dashboard  
Our Vacancies  
Our Requisitions  
Talent Marketplace  
KSU Management  
Training Resources

Unit Information

Unit Details | Mission | Organisation & Higher Headquarters | Officer Information | Additional Unit & Installation Information

This section provides basic contact information for your unit.

Points of Contact

Name	Duty Title	Email	Phone Number
No data available in table			

Add POC

Attachments

File Name
No data available in table

Add Attachment

Website

Provide unit/ organization website URL address here.

Save Website

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## Appendix VI: Unit Information



**AIM**

DMSL SELECTION:  
DMSL:   
Cycle:

**Our Readiness**  
Readiness Landing Page  
Readiness Pages  
Readiness POCs  
**Links**  
**Our Unit**  
Unit Access  
Officer Requests  
Our Workflow Actions  
Our Strength  
Market Dashboard  
Our Vacancies  
Our Requisitions  
Talent Marketplace  
KSB Management  
Training Resources

**Unit Information**

[Unit Details](#) | [Mission](#) | [Organization & Higher Headquarters](#) | [Officer Information](#) | [Additional Unit & Installation Information](#)

This section allows you to enter an overview of your unit's mission.

This is a text field to input Unit Mission Statement.

Save

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## Appendix VI: Unit Information



**AIM**

DMSL SELECTION:  
DMSL:   
Cycle:

**Our Readiness**  
Readiness Landing Page  
Readiness Pages  
Readiness POCs  
**Links**  
**Our Unit**  
Unit Access  
Officer Requests  
Our Workflow Actions  
Our Strength  
Market Dashboard  
Our Vacancies  
Our Requisitions  
Talent Marketplace  
KSB Management  
Training Resources

**Unit Information**

[Unit Details](#) [Mission](#) [Organization & Higher Headquarters](#) [Officer Information](#) [Additional Unit & Installation Information](#)

This section allows you to enter an overview of your organization.

This is a text field to further define the organization and higher headquarters of the unit.

## Appendix VI: Unit Information



DMSL SELECTION:  
DMSL:   
Cycle:

Our Readiness

Readiness Landing Page  
Readiness Pages  
Readiness POCs

Links

Our Unit  
Unit Access  
Officer Requests  
Our Workflow Actions  
Our Strength  
Market Dashboard  
Our Vacancies  
Our Requisitions  
Talent Marketplace  
KS8 Management  
Training Resources

Unit Information

Unit Details

Mission

Organization & Higher Headquarters

Officer Information

Additional Unit & Installation Information

This section will allow to describe what each type of officer will expect when they are at your unit.

Company Grade Officer Information

Field Grade Officer Information


Warrant Officer Information

Save


55

56

# APPENDIX VII: Market Dashboard



## Appendix VII: Market Dashboard



**Dashboard:** An AIM feature that help J1/G1/S1s and Unit Representatives keep track of Inbounds, Outbounds, Markets, and the Mission Essential Requirements.

**Inbound / Outbound Officers** – Hover over bars to see total numbers of inbound or outbound officers. Select the bar to see a “By Name” list.

**AIM**

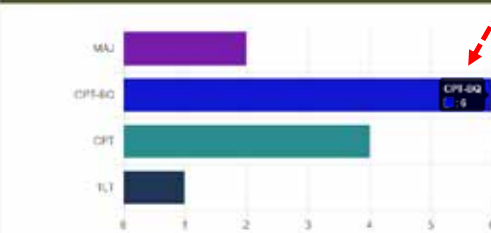
DMSL SELECTION

DMSL: ▼

TYPE: ▼

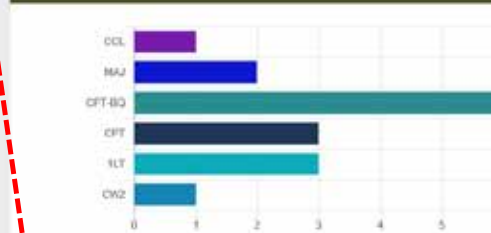
- Our Readiness >
- Links >
- Our Unit
- Unit Access
- Our Workflow Actions
- Our Strength
- Market Dashboard
- Our Vacancies
- Our Requisitions
- Our Marketplace
- TOPMIS Services ▼
  - RFO Lookup
  - DRS/Resume Lookup

**Inbound Officers**



Total Inbound: 13

**Outbound Officers**



Total Outbound: 16

**Live Market Data**

DMSL: All - All ▼

Positions in Market

Name	On Orders (Report Date)	Probability Score (MMMO)	Officer Self-Proposed Date
SATIS FUGIA-CHPE	Yes	Yes (CPT12)	
REUNION CHPE	Yes (20160908)	No	
STARS FUGIA-CHPE	Yes (20160917)	No	

Showing 1 to 3 of 3 entries

Previous 1 Next

Close

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\*Courtesy US Army Human Resources Command

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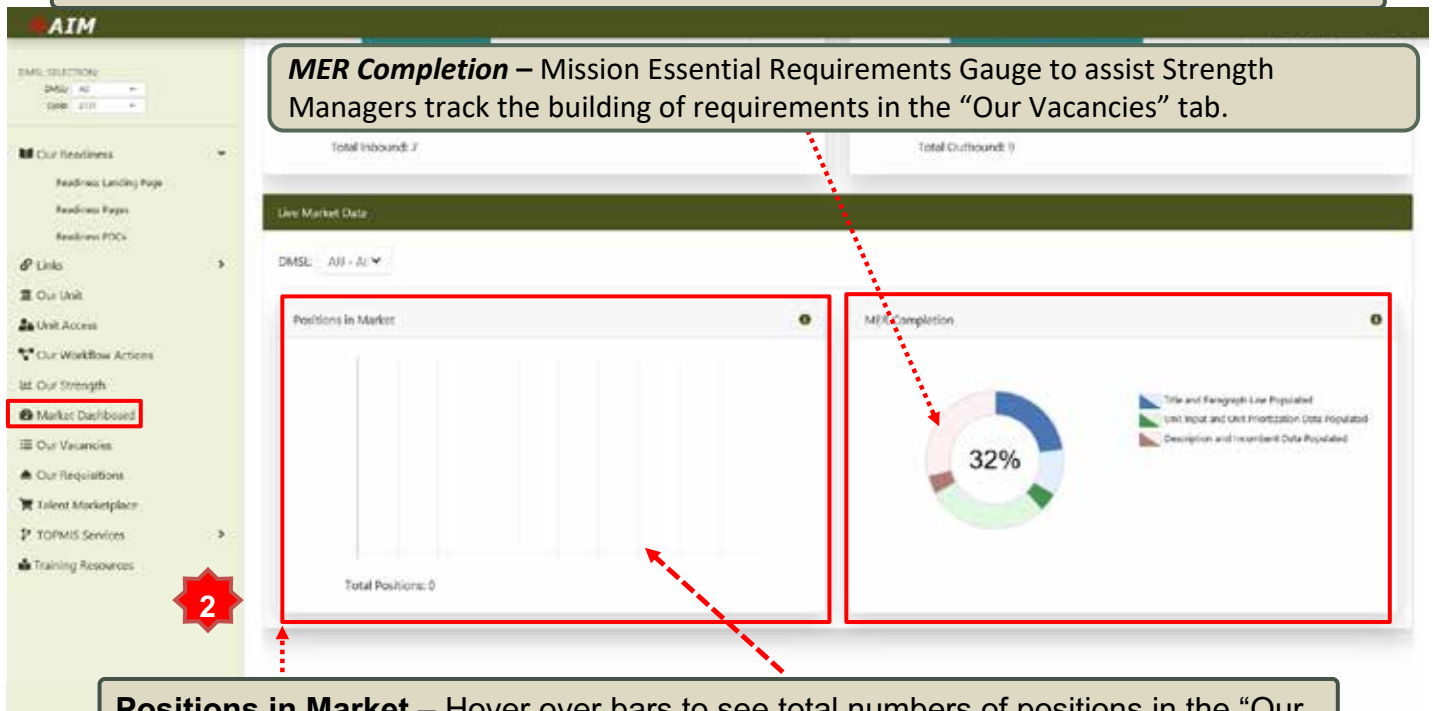


## Appendix VII: Market Dashboard



1

**Dashboard:** An AIM feature that helps J1/G1/S1s and Unit Representatives keep track of Inbounds, Outbounds, Markets and the Mission Essential Requirements.



**Positions in Market** – Hover over bars to see total numbers of positions in the “Our Marketplace” tab. Select the bar to see list of Requisitions (REQs) in the market.

# APPENDIX VIII: Our Vacancies



U.S. ARMY

## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

DWSL SELECTION:  
DWSL:   
Cycle:

Our Readiness  
Readiness Landing Page  
Readiness Pages  
Readiness POCs

Links

Our Unit  
Unit Access  
Officer Requests  
Our Workflow Actions  
Our Strength  
Market Dashboard  
**Our Vacancies**  
Our Requisitions  
Talent Marketplace  
Training Resources

Our Vacancies

Vacancy Options

Export Vacancies
Request Position Addition

Basic Branch Vacancies GIB - OPMD Officer Readiness Division Managed

Show: 10 entries
Search:

REQ/CAT #	Priority	Unit Input	AUTH	PROJ	REQ Code #	Location	SCB	RANK	APQ/TYP	APPMAG	BQGRD	AS/LAOC	AS/PAK	Total Length	Duty Title	Duty Desc.	Unit CMIs
POK06A116	1	KEEP			MG1	UTC MURMOCK BRIAN WILTON		5	W	EC	20200030	80B	WASAAA	36	TEST		
POK06A120	2	KEEP			MG1			5	B	EC	20200031	11A	WASAAA	36	POSITION		
POK06A111	23	DELETE			MG1			5	B	EC	20200031	11A	WASAAA	36	TITLE		
POK06A122	12	KEEP			MG1			5	B	EC	20200031	12A	WASAAA	36	TESTING		
POK06A123	22	KEEP			MG1			5	B	EC	20200031	11A	WASAAA	36			
POK06A126	18	KEEP			MG1			5	B	EC	20200031	11A	WASAAA	36			
POK06A127	8	DELETE			MG1			5	B	EC	20200031	11A	WASAAA	36			
POK06A128	22	DELETE			MG1			5	B	EC	20200031	12A	WASAAA	36			
POK06A130																	
POK06A131																	

**Vacancies** – Review each automatically generated vacancy and select the icon to provide details about the position.

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## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

**Position Information** – Add a Duty Title and Description to the position.

The Duty Title should be for the entry level vacant position at the unit.

The Duty Description should be generated from the respective leadership of the unit or section that owns the billet and should detail significant duties and responsibilities

Select “Import Position Details” to use details entered on previous vacancies in AIM.

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## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

**AIM**

Our Vacancies

Vacancy Options

Export Vacancies Request Position Addition

Basic Branch Vacancies (BR) - OFMD Officer Readiness Division Managed

Req. Catalog No: FCR0068397 Req. Comp. No: 0001009996

Position Information Profile Details UIC Unit Elements Special Remarks Incident

Position Details

UIC: [dropdown]  
CONGR: [dropdown]  
AOC/MOS: [dropdown]  
SQI: [dropdown]  
Request Report Date: [dropdown]

Position Details – Add a UIC, rank/CONGR, AOC/MOS, SQI, ASI, PARA/LINE, and requested report date to the position. *Incorrect UIC's are the leading cause of vacancies competing poorly in Distribution Conferences.*

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## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

**Our Vacancies**

Vacancy Options

Export Vacancies Request Position Addition

Basic Branch Vacancies (BR) - GRMD Officer Readiness Division Manager

Req. Catalog No: FCK048387 Req. Contr. No: 0001009910

In the marketplace, individuals advertise their Knowledge, Skills, and Behaviors (KSBs) in addition to their preferences. We allow only advertise their desired skills and characteristics. For additional information about KSBs and the marketplace, contact the ATMTF Supply Team through iC4U.

Enter the job description

Add Additional Info Close Save Registration Info

**KSBs** – Units can advertise specific Knowledge, Skills, and Behaviors (KSBs) as per the Talent Management Task Force guidelines. For KSB questions, contact LTC Paul Lockhart or follow the link:

<https://www.milsuite.mil/bo ok/groups/atmtfemploy>



## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

The screenshot displays the AIM system interface. On the left is a sidebar with navigation links: 'Our Readiness', 'Links', 'Our Unit', 'Unit Access', 'Officer Requests', 'Our Workflow Actions', 'Our Strength', 'Market Dashboard', 'Our Vacancies' (highlighted with a red box), 'Our Requisitions', 'Talent Marketplace', and 'Training Resources'. The main content area is titled 'Our Vacancies' and includes a 'Vacancy Options' section with buttons for 'Export Vacancies' and 'Request Position Addition'. Below this is a section for 'Basic Branch Vacancies (BB) - OPAMD Officer Readiness Division Managed'. A modal window is open, showing a 'Req. Catalog No: FCKC068397' and a 'Req. Comm. No: 0001009950'. It contains a text area for 'Unit Comments' with a character count of '1000 / 1000 characters remaining'. A 'Save Requisition Data' button is at the bottom right of the modal.

**Unit Comments** – Free text box for the unit to communicate position details to prospective candidates. This entry should emphasize information that will attract the right officers and can include the skills, knowledge, and behaviors they must possess to succeed in the job.



U.S. ARMY

## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

AIM

Our Vacancies

Vacancy Options

Export Vacancies Request Position Addition

Basic Branch Vacancies (DB) - CPMD Officer Readiness Division Managed

Reg. Catalog No: FCKG948397 Reg. Contr. No: 0001009950

Position Information Position Details Notes Unit Comments Special Remarks Incumbent

Special Remarks – the unit message to HRC about this vacancy and can include details about IPTs, additional security requirements, preferred certificates, and special mandates / nomination instructions.

Save Reg. Position Data

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U.S. ARMY

## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

**1** **Incumbent** – Adding the Incumbent officer is important so Assignment Officers can match this vacancy to their population and more easily identify errors during staffing.

**2** **“No Incumbent” button**: In the absence of an incumbent, units can select the no incumbent button to signal the position is currently vacant. Checking this box gives units credit for inputting incumbent data.

**3** **Requisition POC**: This button can serve as the unit representative that will be preferencing officers for the positions or serve as a POC that officers can contact if they are interested in the position in the absence of an incumbent.

\*Courtesy US Army Human Resources Command



## Appendix VIII: Our Vacancies



Our Vacancies: Where J1/G1/S1s can ensure the vacancies generated in AIM match your projections, add unforecasted vacancies, and provide unit input/priority.

**AIM**

DMIL SELECTION:  
DMS:   
Code:

**Our Readiness**  
Readiness Landing Page  
Readiness Pages  
Readiness POCs

**Links**  
Our Unit  
Unit Access  
Officer Requests  
Our Workflow Actions  
Our Strength  
Market Dashboard  
**Our Vacancies**  
Our Requisitions  
Talent Marketplace  
Training Resources

Export Vacancies Request Position Addition

Basic Branch Vacancies (B8) - OPMD Officer Readiness Division Managed


Show 12 entries

REQ CRT #	Priority	Unit Input	Auth	P
POC2060110	1			
POC2060112	2			
POC2060113	3	KEEP		
POC2060114	4			
POC2060115	5			
POC2060116	6	DELETE		
POC2060117	7			
POC2060118	8	KEEP		
POC2060119	9			
POC2060120	10	KEEP		
POC2060121	11			
POC2060122	12			
POC2060123	13	KEEP		
POC2060124	14			
POC2060125	15	KEEP		
POC2060126	16			
POC2060127	17	DELETE		
POC2060128	18			
POC2060129	19	DELETE		
POC2060130	20			
POC2060131	21	KEEP		
POC2060132	22			
POC2060133	23	DELETE		
POC2060134	24			
POC2060135	25	KEEP		
POC2060136	26			
POC2060137	27	DELETE		
POC2060138	28			
POC2060139	29	DELETE		
POC2060140	30			


**Priority** – Prioritize each position with a KEEP and ADD in order to generate the correct Manning Guidance Code (MG Code). This priority will ensure the positions compete correctly during the Distribution Conference.

**Unit Input** – KEEP equates to a valid vacancy to be competed this cycle. DELETE equates to an inaccurate vacancy or a valid vacancy that the unit does not wish to compete this cycle. ADD equates to a valid vacancy which was not automatically generated by AIM.

# APPENDIX IX: Our Requisitions



## Appendix IX: Our Requisitions



**Our Requisitions:** Where J1/G1/S1s can track all validated requisitions. After the Distribution Conference, all validated REQs will move from the “Our Vacancies” tab to “Our Requisitions”.

**AIM**

DMSEL SELECTION:

DMSEL:  

Code:  

- Our Readiness
- Links
- Our Unit
- Unit Access
- Our Workflow Actions
- Our Strength
- Market Dashboard
- Our Vacancies
- Our Requisitions**
- Our Marketplace
- TOPMIS Services
- RFO Lookup
- ORR/Resource

**Our Requisitions**

Requisition Options

Export Requisitions

Basic Branch Requisitions (B) - OPMD Officer Readiness Division Managed

Show 10 entries

Status	REQ CAT #	CONGR	ARQ TYP	CONGRD	APP MAG	RQ RPD	MPCAD	ASGAOC	ASGARC	Responsible Branch	Tour Length	Duty Title	Duty Description	Unit Comments	Market Indication
FILLED	SPR002104	J2	R	C	FE	33200231	D	89E	WDSNAA	DO	35	EOO OFFICER			✗
UNFILLED	SPR002106	J2	R	C	FE	33200104	D	90A	WDSNAA	UG	35	SA			✗
FILLED	SPR002107	J2	R	C	FE	33200101	D	90A	WHISAA	UG	35	COMMANDER			✗
FILLED	SPR002108	OS	R	C	FE	33200231	W	91SA	WHSNAA	DO	35	AUTO MAINT WD			✗
											35	ASSISTANT S2			✗

Previous 1 Next

**Export Requisitions** – The unit quickly export lists from AIM to an Excel Spreadsheet.

**Requisitions** – The unit can track the validated REQs status to ensure positions are filled, placed into a market, have a duty description, Unit Comments, and see the inbound officer’s ORB.

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81

[illegible]

# APPENDIX X: Talent Marketplace - ROE



## Appendix X: Talent Marketplace - ROE



**Talent Marketplace:** Enables units to review all available moving officers for each validated position in order to preference officers based upon specific key talents and skills.

DMSL: 101  
Cycle: 2002

**Our Readiness**

Readiness Landing Page

Readiness Pages

Readiness POCs

**Links**

Our Unit

Unit Access

Officer Requests

Our Workflow Actions

Our Strength

Market Dashboard

Our Vacancies

Our Requisitions

**Talent Marketplace**

Training Resources

Explorer 11 on

**Talent Marketplace**

[View OPMD Rules of Engagement](#)

Requisitions by Branch

1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0

Requisitions

[Active] [Inactive]

Filter

RFCQ Cat. ID	Rank	Duty Title	Branch	Skill
No data available				

Showing 0 to 0 of 0 entries

**OPMD Rules of Engagement**

- Markets are built to allow the widest choice and preference consistent with Army readiness requirements.
- While your unit's market is open, you are encouraged to reach out to officers' Career Managers and to the officers themselves to learn about those officers which you are interested. This will allow you to make informed preferences on behalf of your unit.
- Officer and unit preferences will be considered first when making assignments. Thus, units should provide market data (e.g., unit information, duty description, KSBs, etc.) that will allow officers to preference your unit appropriately.
- If your unit does not provide a sufficient list of preferred officers, your unit will be assigned officers IAW the needs of the Army.
- Your unit will have the ability to numerically preference all available officers in "Our Preferences" IAW DA EXORD 145-19. Your unit will be able to sort through all the available officers in your market by applying labels to the list as desired.
- Officer and unit labels are informational and non-binding (i.e., you are not required to preference an officer with labels that match your unit's). Matching assignment labels to officer labels will highlight officers that align to your assignment based on the officer's professional development and career management timeline outlined in DA PAM 600-3 and 600-4.
- Your unit should begin preferencing officers early in the market and initiate dialogue with them and obtain an interview, if desired. Officers see unit interest any time a unit preferences an officer. Officers are not able to see what number preference the unit ranked them.
- Officers must validate their PCS Availability Date in AIMv2 in order to begin preferencing assignments. Officers reporting to PME first will have an availability date after their scheduled PME graduation date. The self-professed PCS Availability Date will help units to make informed decisions about when officers will be available to fill their open positions.
- Units will conduct Marketplace Operations IAW the responsibilities outlined in DA EXORD 145-19.

[View All Standard Labels](#)

**2** Close

OPMD Standard labels are **non-binding** guides that apply to all branches. Examples include KD, High Dwell, Nominative, Branch Qualified, etc.

U.S. Army Human Resources Command

"Soldiers First"

//UNCLASSIFIED// PED LEVEL 2 POC: MAJ Loren Petersen (502) 613-6078 as of 31 AUG 20

1

83



## Appendix X: Talent Marketplace



**Talent Marketplace:** Enables units to review all available moving officers for each validated position in order to preference officers based upon specific key talents and skills.

1 Select correct Distribution Cycle (i.e. "21-02")

2

Upon initial login all active requisitions are listed below. By clicking the **branch bar**, it filters the active requisitions by branch

**Note:** To see all requisitions, click the "Clear Chart Filter" button.

Requisitions by Branch

Preference Statistics

Requisitions

Active Inactive

Filter

REQ Cat. ID	Rank	Duty Title	Branch	Skill	UIC	Location	Preference Stats.	Preferred
FCXC072163	CW2	INTEL SYS MAINT TECH	MI	353T	WACED0	FT CAMPBELL	0/1	

70

Clear Chart Filter



## Appendix X: Talent Marketplace - Requisitions



**AIM**

AIM will be online for maintenance starting 30/09/20 from 07:30-08:30.

**Talent Marketplace**

[View OPMD Rules of Engagement](#)

**Requisitions by Branch**

List of requisitions that have been removed from the marketplace.

**Preference Statistics**

**Preferred:** Indicates the unit has preferred at least 5 or 10% of available officers (whichever is greater) for that specific requisition IAW DA EXORD 145-19

**Preference Stats:** The first number is the number of officers preferred by the unit for that requisition and the second number is the amount of officers in the marketplace available for that requisition.

**New and Improved Feature!**

Clicking the green "+", allows the unit to preference officers for that requisition.

**Requisitions**

Active Inactive

REQ Cat ID	Rank	Duty Title	Branch	Skill	UIC	Location	Preference Stats	Preferred
PCKC072163	CW2	INTEL SYS MAINT TECH	MI	353T	WACED0	FT CAMPBELL	0/1	
PCKC073067	MAJ	BATTALION S-3	71 IN	11A	WACHAA	FT CAMPBELL	0/4	

U.S. Army Human Resources Command "Soldiers First" //UNCLASSIFIED// PED LEVEL 2 POC: MAJ Loren Petersen (502) 613-6078 as of 31 August 20



## Appendix X: Talent Marketplace – Preference Screen



**AIM**

Labels are **non-binding** guides placed on the requisition by career managers to guide officers based on DA PAM 600-3 or 600-4...

1

2

3

4

New Compare Feature!

Where units search all available officers to preference.

Officers the unit has preferred. The unit can **drag and drop** to rank order officers they have preferred.

Units can **select** multiple officers and compare their baseball cards side by side.

Requisition Labels

REQ Cat. ID Rank Duty Title Branch Skill UIC Location Preference Stats Preferred

FOKC073957	CPT-BQ	NET OPS OFFICER	26	268	WAB4AA	FT CAMPBELL	2/24	
------------	--------	-----------------	----	-----	--------	-------------	------	--

Requisitions by

12  
10  
8  
6  
4  
2  
0

AD

Requisitions

Active

Filter

Add Officers

Name	Rank	Availability Date
CRAWFORD JAMES	CPT	04/30/2021
RYRE WILLIAM EMILE	MAJ	12/31/2020

Showing 1 to 2 of 2 entries

Compare Selected Officers Clear Compare Selection

REQ Cat. ID	Rank	Duty Title	Branch	Skill	UIC	Location	Preference Stats	Preferred
FOKC072463	CPT	INTEL SYS MAINT TECH	MI	353T	WACED0	FT CAMPBELL	0/1	
FOKC073067	MAJ	BATTALION S-3	72	11A	WACHAA	FT CAMPBELL	0/4	



## Appendix X: Talent Marketplace – Available Officers



### Available Officers

Filter

	Name	Rank	Availability Date	Skill	Interested	Compare	Labels
1	DOE JOHN	CPT	09/30/2020	26B		<input checked="" type="checkbox"/>	
	DOE JOHN	CPT	01/31/2021	26B	✓	<input checked="" type="checkbox"/>	
	DOE JOHN	LTC	02/28/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	09/30/2020	26B	✓	<input type="checkbox"/>	
	DOE JOHN	LTC	09/30/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT-BQ	01/31/2021	26B	✓	<input type="checkbox"/>	
	DOE JOHN	MAJ	09/30/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT-BQ	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	10/31/2020	26B		<input type="checkbox"/>	
	DOE JOHN	MAJ	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	10/31/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	10/31/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	09/30/2020	26B		<input type="checkbox"/>	

Showing 1 to 15 of 22 entries

Compare Selected Officers

Clear Compare Selection

73

Previous

1

2

5

Units can view labels applied to officers.

Units can select multiple officers and compare their baseball cards side by side.

**Officer Interested:** Indicates an officer has preferred a specific position; limited to the top 3 or top 10% (whichever is greater) of an officer's assignment choices.

Unit selects officers to move over to the unit's preferences list.

Units can view officers' self-professed availability dates.

The Search allows units to sort through list by rank, label, and officer name.



## Appendix X: Talent Marketplace – Talent Search



The Talent Search allows units to search a specific requisition's population for talent through key words on the resume, documented languages, and ASIs.

FCAH001017

Requisition Labels

Units are able to search all available officers' resumes for key words.

Our Preferences

Show 25 entries

Interest	Name	Rank	ASI
	DOE JOHN	A	SC
	DOE JOHN	A	SC
	DOE JOHN	A	SC

Showing 1 to 4 of 4 entries

Talent Search

Resume Keywords: infantry

Documented Language:

Skills:

Units are able to search for documented languages. These language skills must be documented on the officer's ORB- not the resume. Self-professed languages will populate in the resume keyword search.

Search: RANK AND NAMES ONLY

Search: Talent Search

Rank: CPT, Branch: SC

Rank	Branch
CPT	SC
CPT-BQ	SC
CPT	SC
CPT-BQ	SC
CPT-BQ	SC
CPT-BQ	SC
CPT	SC
CPT	SC

Another talent search tool available in AIM is the **Commander's Dashboard**. The Commander's Dashboard is available for O5 CSL, O6, GOs, and CW5s. Here, officers can search through all Regular Army officer resumes for keywords and talent.



## Appendix X: Talent Marketplace – Officer Baseball Card



CPT DOE JOHN M  
CURRENT DUTY POSITION

Phone #:  
Current DMSL:

Email: [EMAIL OFFICER](#)  
Current Duty Station:

YEAR GRP:  
SKILL:  
MIL EDUC: OBC GRAD  
CIV EDUC: BACCALAUREATE  
A

PULHES: 111111  
PHYC:

CLNIC: SEC

< 12mo Dwell: Yes

Self-Professed Details

Self-Professed KSBs

Labels

Officer Resume Summary:

References:

Org (Duty Station)

Phone

[View Officer Resume](#)

PCS Availability Start Date:

Reason for Date:

☐ I have reviewed the Officer.

Units can select "I have reviewed the officer" on the officers baseball card to identify officers whose files have been reviewed. Once checked, the officer will be highlighted in green in the unit's marketplace.

The Officer ORB/Resume

Officer Self-professed KSBs.

Self-professed details provides the unit with the officer's Resume summary and references from their AIM Resume.

Labels applied to the officer.

Dwell information to assist deploying units in the process of ranking officers.

Unit S1s update ORBs. Officers should not request updates through the AIM Help Desk.

75



## Appendix X: Talent Marketplace – Preferencing



### Available Officers

Filter Search:

	Name	Rank	Availability Date	Skill	Interested	Compare	Labels
	DOE JOHN	CPT	09/30/2020	26B		<input checked="" type="checkbox"/>	
	DOE JOHN	CPT	01/31/2021	26B	✓	<input checked="" type="checkbox"/>	
	DOE JOHN	LTC	02/28/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	09/30/2020	26B	✓	<input type="checkbox"/>	
	DOE JOHN	LTC	09/30/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT-BQ	01/31/2021	26B	✓	<input type="checkbox"/>	
	DOE JOHN	MAJ	09/30/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT-BQ	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	10/31/2020	26B		<input type="checkbox"/>	
	DOE JOHN	MAJ	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	10/31/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	10/31/2020	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	01/31/2021	26B		<input type="checkbox"/>	
	DOE JOHN	CPT	09/30/2020	26B		<input type="checkbox"/>	

Showing 1 to 15 of 22 entries

Previous **1** 2 Next

1  
Unit selects officers to move over to the unit's preferences list.





2  
Units can select multiple officers and compare their baseball cards side by side.

# APPENDIX XI: 4187 Example Brevet Promotion Nomination

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b> Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>ROUTINE USES:</b> The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system. <b>DISCLOSURE:</b> Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) (DML Level Commander)	2. TO (Include ZIP Code) OPMD, US Army Human Resources Cmd Attn: (Specify Assignment Branch) 1600 Spearhead Division Avenue Fort. Knox, KY 40122	3. FROM (Include ZIP Code) (DML or DMSL Level Commander)	
<b>SECTION I - PERSONAL IDENTIFICATION</b>			
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER	
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>			
7. The above Soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____			
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Brevet Assignment Nomination	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>			
1. I nominate the officer in Section I above for assignment to an approved brevet position in the 20-?? assignment cycle. 2. The nominated officer will update his/her ORB and resume in AIM2. 3. Position Details:  DML/DMSL: UIC: Paragraph/Line Number: Duty Title: Auth Grade: Auth Skill: KSBs: See attachment  3. I certify, the nominated officer possesses the appropriate Knowledge, Skills, Behaviors & Preferences for this position as well as the potential to successfully perform duties in the next higher grade. 4. I acknowledge that officers approved for appointment in the temporary brevet grade, for which considered, may be promoted on the date they report to a qualifying position or the date of Senate conformation of the appointment, whichever is later. 5. I further acknowledge the command will notify HRC when the officer is removed or reassigned from the brevet position.			
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)	

# Appendix XI: 4187 Example Brevet Promotion Nomination

[Attachments Menu](#)

15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO DML Commander	b. FROM DMSL Commander	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK COL	f. DATE (YYYYMMDD)
g. TITLE/POSITION Brigade Commander		h. SIGNATURE 	
i. COMMENTS			
AUTHORITY	a. TO OPMD, US Army Human Resources Cmd Attn: (Specify Assignment Branch) 1600 Spearhead Division Avenue	b. FROM DML Commander	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION Commanding General		h. SIGNATURE 	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE 	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE 	
i. COMMENTS			

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