



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
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ATZT-CS

27 Jan 20

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Officer Requisition and Strength Management in support of the Army Talent Alignment Process

1. REFERENCES.

- a. Army Regulation 614-100, Officer Assignment Policies, Details, and Transfers
- b. HQDA EXORD 145-19 Implementation of the Army Talent Alignment Process
- c. HQDA EXORD 070-19 ISO FY19-20 Active Component Manning Guidance (ACMG)
- d. HQDA, Field Manual 1-0, Human Resources Support

2. PURPOSE. These instructions standardize the Officer requisition process in support of the Army Talent Alignment Process. For the purposes of this MOI, Distribution Management Sub-Level (DMSL) Manager is considered the Brigade Adjutant or G-1 for MSCoE Center, the DMSL Commander is the Brigade Commander or the Chief of Staff for MSCoE Center, the Distribution Management Level (DML) Manager is the G-1 Officer Strength Manager, and the DML Commander is the Commanding General.

3. PROCEDURES. Officer requisition process is conducted in two cycles, summer report dates (1 Apr – 30 Sep) and winter report dates (1 Oct – 31 Mar). Each requisition cycle is conducted in three phases: Phase I - Set the Conditions Phase II - Execute the Market and Phase III - Clear the Market. DMSL Managers, Commanders and individual Officers Identified to Move (OIMs) are responsible for the first two phases.



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4. **TIMELINE.** There are several key dates on the typical requisition cycle that drive unit actions. These dates include OIM validation, Year Month Availability (YMAV) validation, Branch confirmation of OIM/YMAV report, Individual OIM Officer Record Brief (ORB) and resume preparation, Assignment Interactive Module 2 (AIM2) open for requisition building (also known as Mission Essential Requirements (MER)), MER closure for requisitions, Human Resources Command (HRC) Distribution Conference, Market opens, MER opens for course correction/mid-point review, and Market closes.

a. Units should finalize their OIM validation and Branch confirmation prior to the MER/AIM2 open for requisition building. DMSL managers will confirm OIM/YMAV status with each individual OIM. Once OIM/YMAV status is confirmed, officers will not be allowed to change their date nor status without compelling reason. Only Branch can adjust YMAV dates, and any adjustment must be approved by the DMSL Commander beforehand to prevent an Officer moving without a replacement being properly requisitioned. DMSL Managers must ensure to communicate this with Branch when confirming the OIM/YMAV report. Any YMAV/OIM change after closure of the MER must be addressed during the mid-market review. During this timeframe, OIMs should update their ORB and resume, as needed.

b. AIM2 is typically open for the MER for a period of 21-30 days. DMSL Managers must review and update their unit page, and have it approved by the DMSL Commander within the first week of the MER. Also during this time, DMSL Managers will keep or delete requisitions not validated during previous cycle and add new requisitions based upon projected strength at the end of that assignment cycle. All positions from O-3 to O-6 will be considered for requisition, except for Centralized Selection List (CSL) and special assignments managed separately. This includes all specialty branches, except for JA Corps. Currently, Colonels Management Office (COMO) builds all O-6 requisitions. When building requisitions, DMSL Commanders should rank order their requisitions 1-N in order of importance. DMSL Commanders should begin to identify key leaders who will be involved with the preferencing decision once the marketplace is open (SME on staff, schoolhouse, CoS, Assistant Commandant, etc). Requisitions will be built with a maximum of information, including correct UIC, paragraph and line number, duty description, notes to account manager justifying requisition (as necessary), notes to perspective candidates (as necessary), Knowledge, Skills, Behaviors and Preferences (KSB-Ps) relevant to the position and incumbent information if position is not vacant. The MER will be approved by the DMSL Commander NLT 7

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days prior to the MER deadline. DMSL Commanders will report status to the DML Manager (G-1) and DML Commander (CG via Chief of Staff) once approved. DMSL Commanders must brief all Officers (whether OIM or not) that any intent to request a special assignment, retirement, or separation effective during the assignment window must be disclosed prior to the MER deadline. This allows sufficient backfill planning. If not disclosed, their request may be denied. Any special action or request approved by the Chain of Command is considered acknowledgement of underlap until the next requisition cycle.

c. During the distribution conference, HRC account managers and each Branch validate which requisitions can be filled and will be added to the marketplace as Validated Obligated Unfilled (VOU) requisitions. Once the distribution conference results are displayed on AIM2, DMSL Managers must prepare justification for non-validated requisitions to be reconsidered during the mid-market review, approximately halfway through the marketplace window.


d. The marketplace is typically open for a period of 6-8 weeks, during which units preference Officers and OIMs preference assignments. During the first week or two of the marketplace, the MER is reopened for DMSL Managers to make any necessary changes to requisitions, as needed. The key leaders responsible for preferencing decision should begin to rank order their candidates to a minimum of 10% or top 5, whichever is greater. Key Leaders should consider diversity and Equal Opportunity when preferencing. They or the Chain of Command should track rank order and contact top candidates to conduct a normal interview process. Interviewing officials must be mindful of which questions are or are not permissible to ask in an interview. Once the interview process is complete, key leaders or DMSL Managers will update preference order in AIM2 prior to the closing of the marketplace. Preferencing should be finalized no less than 72 hours out from marketplace closing to allow room for last minute changes. DMSL managers must cross communicate across the installation (to include tenant units) to reduce the possibility of multiple units preferencing the same Officer/s. Once the marketplace closes, the focus shifts to Phase III where Branches match Officers to positions and begin to cut Requests for Orders (RFO). DMSL Managers must check AIM2 on a frequent basis to determine when an Officer has been matched to one of their requisitions and a RFO is prepared.

e. All DMSL Managers and Commanders should be prepared to provide status updates and/or metrics as required by the DML Commander or higher headquarters during the entire process.

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5. PROPONENCY. The proponent for this memorandum is the Deputy Chief of Staff, G-1, MSCoE.


DAVID A. CALDWELL
Colonel, GS
Chief of Staff

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