

SELF-SERVICE VIEW SPECIAL INSTRUCTIONS JOB AID

This Job Aid shows Members how to view their special instructions through Self-Service via Talent Management and My Orders tiles.

 **NAVIGATION:** Self-Service Homepage > Talent Management (TAM) Soldier Workcenter tile

 **NAVIGATION:** Self-Service > My Orders tile

 **NOTE:** See IPPS-A User Manual > Chapter 11, Process 11-6

 **NOTE:** See IPPS-A User Manual > Chapter 8, Process 8-1

Self-Service View Special Instructions via Talent Management

1. Navigate to the **TAM Soldier Workcenter** tile.
2. Screen displays the **Talent Management Workcenter** landing page.
 - 2A. Select **My Current Job Openings**.



Talent Management Workcenter 2

- My Approvals
- Links
- Talent Management Workcenter
- Talent Profile
- My Profile
- Soldier Talent Profile
- Marketplace
- Open Marketplace
- Closed Marketplace Preferences
- Job Openings
 - My Current Job Openings A

TAM Soldier Workcenter

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The Army is undertaking the most comprehensive reform of its three officer personnel systems (Active, Guard, and Reserve) across the Total Force since the Officer Personnel Act of 1947. The 2019 National Defense Authorization Act granted several new authorities that provide the Army flexibility to determine the characteristics of a future talent-based system. The Army has determined how it will implement the new authorities and is on the verge of releasing several new policies and initiatives that set Army Talent Management in motion.

The Army is moving from the industrial age to the information age through modernization changing:

- How we fight: Multi-Domain Operations
- How we equip: Army Futures Command
- How we manage our People: 21st Century Talent Management

Guiding Principle: Right Officer, Right Assignment, Right Time, Over Time

- Requires a granular knowledge of all officers; better information leads to better decisions
- Manages all officers - greatest impacts to 6-60%
- Make a new & better system, not make the system better
- Move from data-poor to data-rich systems powered by 21st Century IT
- 10x change vs. 10% change
- Creating lasting reform requires changing Army cultural norms Why the Army needs a new system

People define our Army - the premier organization for human development.

Talent management gives us a decisive advantage against near peer adversaries-our smaller population, smaller industrial base, and an all-volunteer force model requires us to maximize potential of our people.

Today, we are experiencing the slowest rate of technological change in our lifetime. Talent management allows the Army to adapt to changing technology and stay competitive for our nation's best talent.

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One Soldier ★ One Record ★ One Army



Self-Service View Special Instructions via Talent Management CONTINUED

3. Screen displays **Job Openings** landing page.
 - 3A. Select the **Instructions** icon.
4. Screen displays **Job Opening Special Instructions** page.
 - 4A. Review instructions; Select **OK** to close.

Job Openings 3

My Current Job Openings

Job Opening ID	Posting Title	Status	Business Unit	DML	Description	DMSL	Description	UIC	Location	Description	State	Grade	CMF	Description
700163	EXECUTIVE OFFICER	In ACT	ARACA	REC	USAREC	2RB	USAREC 2ND RCTG BDE	W06TAA	00145829	REDSTONE ARSENAL	AL	O5	O01A	OFFICER GENERALIST

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Job Opening Special Instructions 4

SI ID	Category	Sub Category	SI Text
665	OP	ALL	Early reporting (not more than 30 days, not later than the reporting date) is authorized to the PCS station.
			Officer must meet weight and height standards as specified in AP 600.9 to be
1358	OP	AUTO	Per AR 600-8-8 Total Army Sponsorship Program (TASP) Army Career Tracker Sponsorship Module, Active Component, upon Receipt of your ACT Sponsorship notification, complete DA Form 5434, Sections 1, 2, 4, and 5 in the ACT Sponsorship Module. Officers should be aware the DA Form 5434 in ACT may not be available until 3-5 days after the assignment is published.

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OK Cancel

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Self-Service View Special Instructions via My Orders

1. Select **My Orders** tile.
2. Screen displays the **My Orders** landing page.
 - 2A. Enter applicable information.
 - 2B. Select **Search**.
3. Screen displays listing of orders.
 - 3A. Select the **View SI** icon.

My Orders

Criteria

Order Number

Transaction Type

From Date

Thru Date

Order Number	Order Suffix	Order Date	Order Type	Transaction Type	View SI	View Order
0004421527	03	07/05/2023	Amend	Assignment	<input type="button" value="View SI"/>	<input type="button" value="View Order"/>
0003285857	03	07/05/2023	Amend	Assignment	<input type="button" value="View SI"/>	<input type="button" value="View Order"/>

4. Screen displays **Special Instructions** page.
 - 4A. Review instructions; Select **X** to close.

Special Instructions

6 rows

SI ID	Category	Sub Category	SI Text
615	ALL	ALL	This officer is being assigned for utilization in a required AERS position. This is a HQDA directed assignment. This officer will serve in this AERS position for the required three years and will not be diverted or reassigned without specific authorization from HQ, USA HRC - Alexandria. Under the provisions of AR 621-1 and AR 621-7, officer must submit to HRC - Fort Knox, Attn: AHRC-OPL-C, 1600 Spearhead Division Avenue Fort Knox KY 40121, a completed DA Form 1059-1 (Academic Evaluation Report) within sixty days of departure from the training location. Officers attending degree producing programs must submit 1 copy of their official transcript which states the degree that was awarded. //----\To view articles, photos and other information about your next duty station, go to http://www.militaryonesource.mil/moving . The website offers a link to information on military installations and a unique Plan My Move feature. For further information or assistance, contact your local Army Community Service Relocation Office. For the National Capital Region, call 1-800-477-9571 or DSN 426-3510 or e-mail: usarmy.jbmhh.asa.mbx.acs-relocation@mail.mil . The office is open Monday-Friday 0730-1600 EST.
616	ALL	ALL	
665	OP	ALL	Early reporting (not more than 30 days, not later than the reporting date) is authorized to the PCS station.
			Officer must meet weight and height standards as specified in AR 600-9 to be eligible for this assignment. If this officer is not in compliance, the losing unit commander will notify HRC-Knox, ATTN: KNOX-HRC-OPD-P. Upon receipt of these Assignment Instructions, immediately contact your servicing Military Personnel Service Center (PSC) (Officer Reassignments) in order to receive your permanent change of station orders. THIS DOES NOT PERTAIN TO LIMITED CALL TO ACTIVE DUTY OFFICER. Download the free Digital Garrison App from the Apple or Google Play store to connect with services such as Military Housing, Spouse Employment, Childcare and Youth Services, etc All official travel must be arranged through the commercial travel office (CTO) under contract to the government. Official travel arranged through CTO not under contract to the government is not reimbursable. CTO will provide instructions and make arrangements for any required changes in travel plans. Contact the Human Resources contact center at (800) 582-5552 in the event you need emergency