

# **U.S. Army Cadet Command**



## **Talent Based Branching Handbook**

**History.** This is a new publication that covers the Talent Based Branching process. Historically, this information was imbedded in the annual USACC Accessions Circular and Accessions-related Operations Orders.

**Summary.** This handbook provides detailed procedures for Cadets and Cadre on how to establish a Talent Based Branching (TBB) account, make branch selections, build an accessions file, request a Branch for Active Duty Service Obligation (Branch ADSO) and volunteer for branch detail. It outlines the various aspects of the TBB system, as well as instructions for the total Accessions file used during branch selection.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USACC, ATTN: ATCC-PA, Fort Knox, KY 40121-5123.

**Distribution.** Distribution is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

## Contents

<b>Purpose</b> .....	<b>4</b>
<b>Chapter 1 - The Accessions Cohort</b> .....	<b>4</b>
1-1. Accessions Zone .....	4
1-2. Talent Based Branching (TBB) Defined.....	4
1-3. The Three Components of Talent Based Branching.....	5
1-4. TBB Website.....	5
<b>Chapter 2 - Cadet Roles and Responsibilities</b> .....	<b>6</b>
2-1. Cadet/ECP 2LT Responsibility .....	6
2-2. Branch and Component Education.....	7
2-3. Cadet Self Assessment and Talent Assessment Battery.....	10
<b>Chapter 3 - The Cadet File</b> .....	<b>12</b>
3-1 Components of the Cadet File .....	12
3-2 Entering Branch Preferences.....	15
<b>Chapter 4 - TBB Resources</b> .....	<b>18</b>
<b>Chapter 5 – Cadre Roles and Responsibilities</b> .....	<b>18</b>
5-1. Roles and Responsibilities .....	18
5-2. Cadet Talent Evaluation .....	21
5-3 – Reporting Tools .....	21

**Purpose** - The purpose of this handbook is to outline and describe Talent Based Branching (TBB). This includes branch selection by the Cadet, navigating the TBB website, Cadre and Cadet responsibility, and a variety of tools to assist the user at all levels.

## **Chapter 1 - The Accessions Cohort**

### **1-1. Accessions Zone**

a. All Cadets and Early Commission Program (ECP) 2LTs who have successfully completed Advanced Camp and will graduate with a baccalaureate (or higher) degree and/or commission during the Fiscal Year (FY) make up that year's cohort. The cohort typically consists of the main body of accessions during May and December, end of camp commissionees, and those competing via an out-of-cycle board. For example, the FY22 cohort includes all Cadets/ECP 2LTs that will graduate and /or commission and access between 1 October 2021 and 31 September 2022.

b. Contracted Cadets that earn a baccalaureate degree during the time indicated above are part of the accession year group and are not permitted to pursue a Master's degree unless applying for Educational Delay IAW USACC Circular 601-xx-1 ("xx" equals the current fiscal year the circular covers and is updated annually). A baccalaureate degree is the minimum required degree to receive a commission from ROTC.

### **1-2. Talent Based Branching (TBB) Defined**

a. The USACC TBB Program meets the needs of the Army by shaping cadet preferences toward branches in which they are most likely to excel while ensuring each Army branch receives the distribution of talent it requires. Similar to efforts at the other sources of commissioning, USACC's program helps cadets identify their unique talent profiles through self-assessment, standardized testing, and cadre evaluations. It also provides a foundation for understanding how those talent profiles fit with the talent requirements of each of the Army's basic branches. In creating final branch assignments, USACC will combine Cadet talent data with Basic branch metrics to support the Army's move toward career cycle talent management focused on building a more ready and lethal force. TBB closely resembles the AIM 2.0 process currently in place for officers in that the Cadet provides a talent resume` and interviews with the desired branch. The branches then vote the Cadet records and provide the branching board a rating of Most Preferred, Preferred, or Least Preferred.

b. USACC's TBB Program will be an ongoing process throughout a Cadet's ROTC experience. Cadre will assist Cadets in aligning their branch preferences with their individual talent strengths. Additionally, in assessing how well each Cadet's initial branch assignment meets the needs of the Army, the Regular Army Branching Board will have the authority to reassign Cadets to branches for which they are a better talent fit. However, if we as Cadre are mentoring and educating our Cadets while simultaneously our Cadets are self-reflecting and developing, branch reassignment should be minimal.

### **1-3. The Three Components of Talent Based Branching**

a. The three components of TBB are:

(1) The Cadet File. Each Cadet/ECP 2LT will consolidate relevant information about his/her interests, extracurricular activities, ROTC experience and performance into a single online branching resume.

(2) The Talent Assessment Battery (TAB). The TAB is a series of cognitive and non-cognitive tests designed to assess individual talents as measured by Cadet's experiences, attitudes, personality traits, behaviors, and interests. The results are provided to the Cadet/ECP 2LT and Cadre to assist them as they reflect on their strengths and weaknesses, and consider the branches for which they may best fit. TAB results will also contribute to Cadet talent scores used by the Branching Board during the branching process.

(3) The Cadet Talent Evaluation (CTE). The CTE is completed by Cadre as an assessment of an individual Cadet's talent, strengths, and weaknesses (as observed over time). USACC Cadre will complete a CTE on each Cadet in accordance with the Operation Order. The feedback from the CTE assists Cadets in identifying their talent strengths and weaknesses, which shape their developmental plans and inform their branch preferences. In addition to influencing the feedback Cadets receive, USACC may use the CTE results during the Branching Board.

### **1-4. TBB Website**

a. Access to the TBB website is restricted and requires a Common Access Card (CAC). Cadets must be in a valid contracted status to obtain a CAC. The TBB website is found here: <https://branching-rotc.army.mil>.

b. Restricted Access (Contracted Cadets, CAC-access required). This restricted access section of the website will allow Cadets to populate their respective Cadet files. Information in these files will be both top-fed from CCIMM, as well as user-fed by the individual Cadets. Cadets/ECP 2LTs will have the opportunity to update their individual files as necessary. Currently, Cadets will have to upload all transcript data (courses taken and grades received). This website will also provide Cadet self-assessment tools as well as allow mentor input by Cadre. Collectively, the information on this website provides a critical platform which will inform the various elements of the program. Specifically this site has the following purposes for Cadre and Mentors:

(1) Cadre:

- Validate files
- Submit CTE
- Mentor Cadets
- Make board recommendations

(2) Mentors:

- Mentor Cadets and make board recommendations

c. Cadre will inform and educate all Cadets/ECP 2LTs on the Talent Based Branching process and deliverables, mentor Cadets and monitor their progress. Cadre will validate Cadet Files and complete all Cadet Talent Evaluations. Cadre should expect email requests from Cadets/ECP 2LTs for mentoring.

d. The Talent Based Branching site is a separate database and does not feed information to the Cadet Command Information Management Module (CCIMM). However, CCIMM does feed TBB. All Cadet/ECP 2LT data to include graduation date, commission date, and enrollment status code must be kept up to date in CCIMM by individual ROTC programs. This is to ensure accurate data is being pulled from CCIMM to include in the Talent Based Branching database and website.

## **Chapter 2 - Cadet Roles and Responsibilities**

### **2-1. Cadet/ECP 2LT Responsibility**

a. The USACC TBB program is intended to provide an opportunity for Cadets/ECP 2LTs to learn about the unique aspects of the Army's seventeen basic branches and three components of service, while engaging in meaningful mentorship with USACC Cadre across the country. Active participation by all MS III Cadets and ECP 2LTs is mandatory and imperative in order for this program to be successful in meeting the needs of the Army and aligning the preferences of Cadets/ECP 2LTs to appropriate branches. The program's goals strive for all Cadets/ECP 2LTs to:

(1) Identify the component of service that best matches their career aspirations.

(2) Identify the basic branch that best matches their unique talents to the talent priorities identified by the branches.

(3) Full participation requires each Cadet/ECP 2LT to:

(a) Complete an individual, private self-assessment.

(b) Complete a Cadet File, to include submission of branch and component preferences (Cadets competing for Active Duty).

(c) Complete the Talent Assessment Battery (TAB).

(d) Receive a Cadet Talent Evaluation (CTE) from a member of the Cadre.

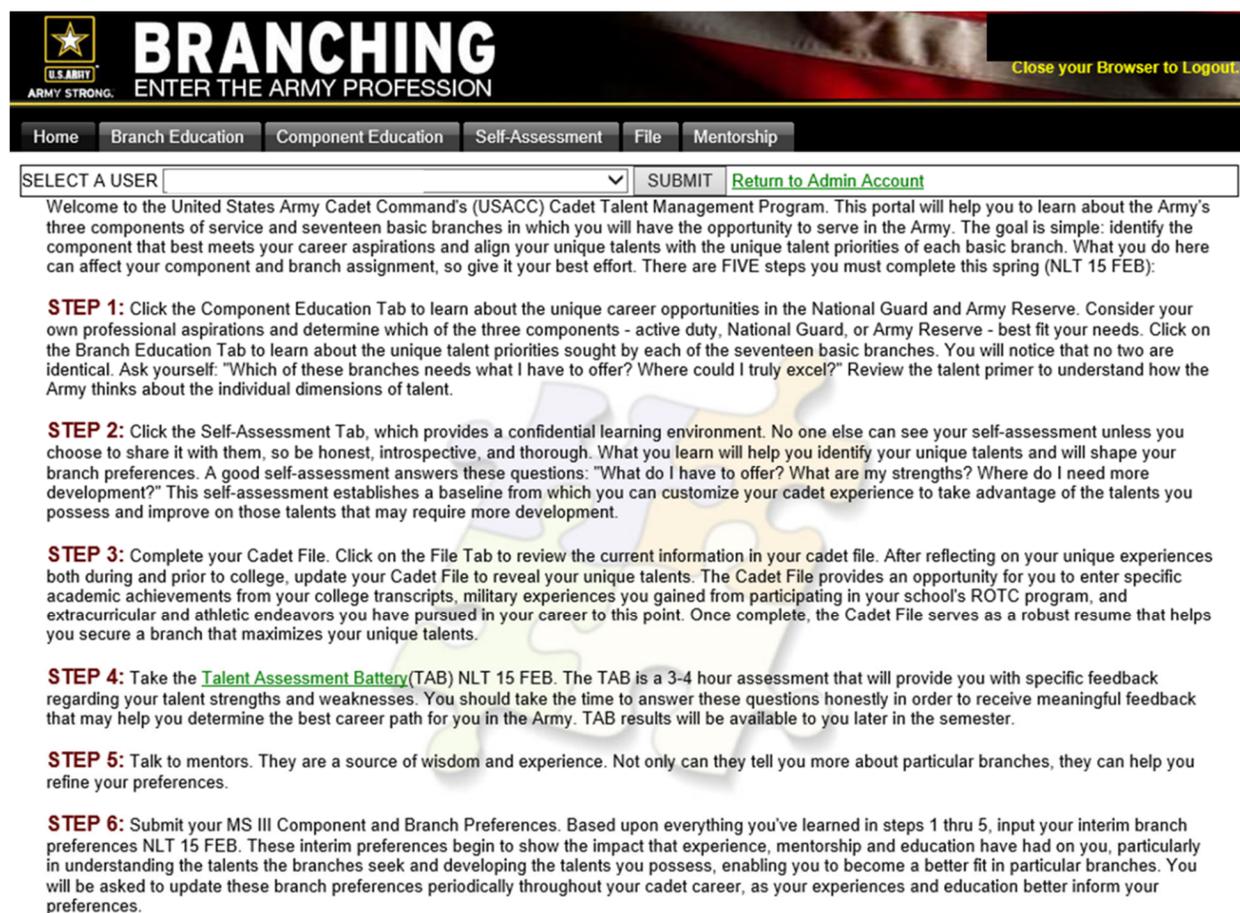
(e) Interview with branches of interest via the HireVue platform. Links for interviews are found within the TBB site. There is no maximum number of interviews allowed, but Cadets should interview with at least their top three to five branch preferences at a minimum.

(f) Input interim and final branch preferences based on desire and branch feedback. The election of a Branch for Service (BrADSO) and Branch Detail are also selected within TBB.

b. Cadets/ECP 2LTs will complete these requirements using the TBB website. They should continue to visit the website in order to receive the latest announcements and up to date information. Although this is a requirement for all MS III Cadets and ECP 2LTs, all Cadets are encouraged to view the branch and component education materials using the tabs at the top of the Home Page. Users should select their "Authentication" certificate when logging on to <https://branching-rotc.army.mil>

## 2-2. Branch and Component Education

a. Once signed in, the Cadet/ECP 2LT will see a Home Tab that provides step-by-step instructions to complete the requirements in above chapter 2-1:



Welcome to the United States Army Cadet Command's (USACC) Cadet Talent Management Program. This portal will help you to learn about the Army's three components of service and seventeen basic branches in which you will have the opportunity to serve in the Army. The goal is simple: identify the component that best meets your career aspirations and align your unique talents with the unique talent priorities of each basic branch. What you do here can affect your component and branch assignment, so give it your best effort. There are FIVE steps you must complete this spring (NLT 15 FEB):

**STEP 1:** Click the Component Education Tab to learn about the unique career opportunities in the National Guard and Army Reserve. Consider your own professional aspirations and determine which of the three components - active duty, National Guard, or Army Reserve - best fit your needs. Click on the Branch Education Tab to learn about the unique talent priorities sought by each of the seventeen basic branches. You will notice that no two are identical. Ask yourself: "Which of these branches needs what I have to offer? Where could I truly excel?" Review the talent primer to understand how the Army thinks about the individual dimensions of talent.

**STEP 2:** Click the Self-Assessment Tab, which provides a confidential learning environment. No one else can see your self-assessment unless you choose to share it with them, so be honest, introspective, and thorough. What you learn will help you identify your unique talents and will shape your branch preferences. A good self-assessment answers these questions: "What do I have to offer? What are my strengths? Where do I need more development?" This self-assessment establishes a baseline from which you can customize your cadet experience to take advantage of the talents you possess and improve on those talents that may require more development.

**STEP 3:** Complete your Cadet File. Click on the File Tab to review the current information in your cadet file. After reflecting on your unique experiences both during and prior to college, update your Cadet File to reveal your unique talents. The Cadet File provides an opportunity for you to enter specific academic achievements from your college transcripts, military experiences you gained from participating in your school's ROTC program, and extracurricular and athletic endeavors you have pursued in your career to this point. Once complete, the Cadet File serves as a robust resume that helps you secure a branch that maximizes your unique talents.

**STEP 4:** Take the [Talent Assessment Battery \(TAB\)](#) NLT 15 FEB. The TAB is a 3-4 hour assessment that will provide you with specific feedback regarding your talent strengths and weaknesses. You should take the time to answer these questions honestly in order to receive meaningful feedback that may help you determine the best career path for you in the Army. TAB results will be available to you later in the semester.

**STEP 5:** Talk to mentors. They are a source of wisdom and experience. Not only can they tell you more about particular branches, they can help you refine your preferences.

**STEP 6:** Submit your MS III Component and Branch Preferences. Based upon everything you've learned in steps 1 thru 5, input your interim branch preferences NLT 15 FEB. These interim preferences begin to show the impact that experience, mentorship and education have had on you, particularly in understanding the talents the branches seek and developing the talents you possess, enabling you to become a better fit in particular branches. You will be asked to update these branch preferences periodically throughout your cadet career, as your experiences and education better inform your preferences.

b. Additional tabs on the TBB website include:

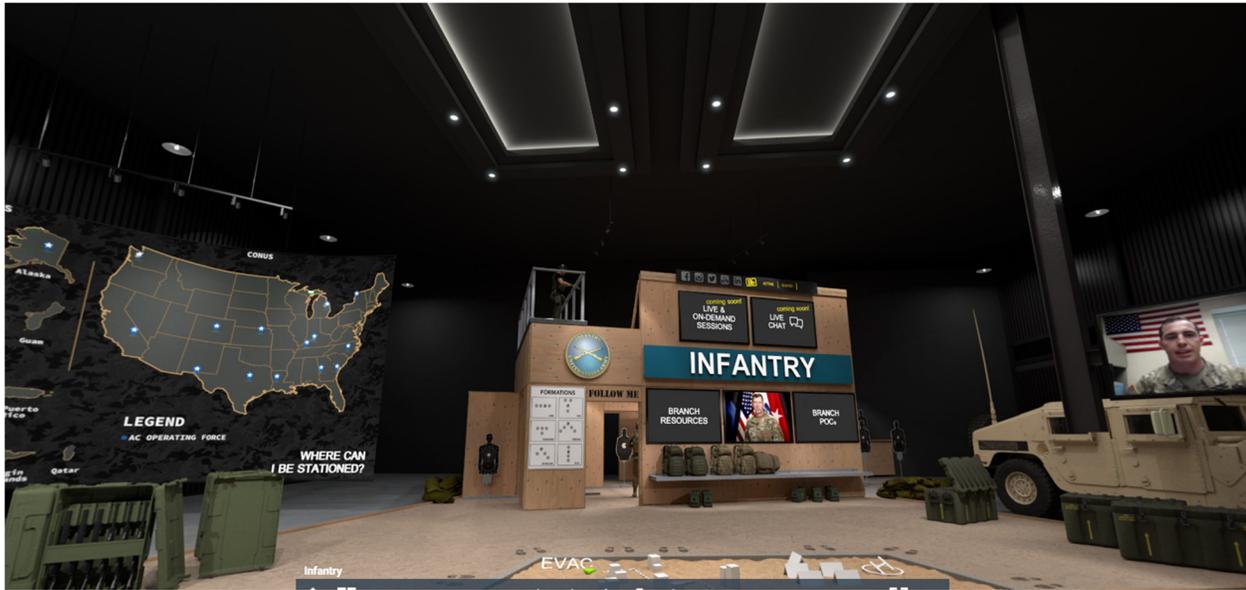
(1) A Branch Education Home Tab containing a short primer on the Army's talent paradigm, offering Cadets the opportunity to learn how the intersection of their skills,

knowledge, and behaviors determine their own unique talents. Cadets/ECP 2LTs can navigate through the presentation using the “next” and “previous” buttons. Cadets can also print a.pdf version of the presentation:



(2) Within the Branch Education page, Cadets/ECP 2LTs can navigate to each of these Branch “rooms” to review each branch storyboard, view a short video for each branch, access the most relevant website for each branch, as well as see information on where they may be stationed and the day-to-day life of an officer in that branch. Each branch’s desired talents are also displayed. Cadets/ECP 2LTs should use this information and compare it to their self-assessed talents and Talent Assessment Battery to determine if the branch is a good fit. The Branch Education page (also known as Virtual Branch Orientation/Virtual Branch Outreach/VBO) is also available outside of TBB here: <https://vbo.army.mil>.

Example of Infantry Branch from VBO:



Example of Infantry Branch Storyboard:

**Infantry**

**TALENT PRIORITIES**

- 1. MENTALLY TOUGH**
  - Stress tolerant and emotionally mature. Performs well even under extreme psychological duress.
- 2. PROBLEM SOLVER**
  - Able to choose between best practices and unorthodox approaches to reach a solution. Accomplishes the task.
- 3. PHYSICALLY FIT**
  - Physically tough, gritty, and tenacious. Performs well even under extreme physiological duress. Committed to a lifestyle of physical fitness.
- 4. COMMUNICATOR**
  - Precise, efficient, and compelling in both written and spoken word.
- 5. INNOVATIVE**
  - Creative, inquisitive, and insightful. Easily identifies new solutions and catalyzes change.
- 6. MULTI-TASKER**
  - Rapidly processes and prioritizes multiple demands simultaneously. Takes appropriate action.

(3) Cadets/ECP 2LTs may request a mentorship session by clicking on the hyperlink provided for Mentor Information. Cadets will be redirected to another web page in which they can search for Mentors based on branch, state, and school. Once the Cadet has searched for and selected a Mentor, Cadets click on the “Request a Mentor” link. When Cadets click on this link, it is an acknowledgement that they agree to allow the Mentor to view all of the information that is provided in their individual Cadet File. The Mentor will receive an email notification that they have been selected to serve as a Mentor. Once the Mentor accepts this invitation, they will contact the Cadet directly in order to schedule a mentorship session.

(4) A Component Education Tab containing two sub-tabs that highlight the unique opportunities that exist in the Army National Guard and the Army Reserve. Cadets can

visit the most relevant websites, view short videos, and reach out to Mentors in each of those components. Unlike the Branch Mentorship, Cadets can directly contact those individuals who are listed as Mentors on the National Guard and Army Reserve Sub-tabs. Additionally, Cadets can click on the hyperlink provided in order to visit the ReC3ON website, which is a program available for all Cadets who are enrolled in the Guaranteed Reserve Forces Duty (GRFD) program:

National Guard Army Reserves

**National Guard**

Website: <http://www.nationalguard.mil/>

Videos:  National Guard - Keepers of the Dream

Mentors: Please log in using your AKO username/password or CAC card to view the contact details for Mentors

To learn more about civilian career opportunities as a Citizen Soldier, visit the ReC3ON website at <http://www.rec3on.org>

INFANTRY TRANSPORT ENGINEER AIR DEFENSE INTELLIGENCE

LEADER DUTY RESPECT SELFLESS SERVICE HONOR INTEGRITY PERSONAL COURAGE

**Legacy.**  
The National Guard is a unique and essential element of the U.S. military. Founded in 1636 as a citizen force organized to protect families and towns from hostile attacks, today's National Guard Soldiers hold civilian jobs or attend college while maintaining their military training part time, always ready to defend the American way of life in the event of an emergency.

**Always Ready, Always There.**  
You will be prepared to mobilize when directed by the President of the United States; this may include service overseas or domestic missions. Guard Soldiers live at home, where they can be near friends and family while holding a civilian job. Drill is scheduled just one weekend each month. Two-weeks Annual Training takes place once each year.

**Our mission.**  
National Guard Soldiers serve both community and country. Our versatility enables us to respond to domestic emergencies, overseas combat missions, counterdrug efforts, reconstruction missions and more. The Guard always responds with speed, strength and efficiency, helping to defend American freedom and ideals.

**Citizen Soldiers.**  
As a Guard Soldier, your primary area of operation is your home state, following the leadership of your state adjutant general and governor. This may include community efforts, such as responding to wildfires and floods, or it may include overseas service for missions such as training foreign forces.

SUPPORT & LOGISTICS ADMIN & RELATIONS

**NATIONAL GUARD** NATIONALGUARD.MIL

GROUND DEFENSE MEDICAL SPECIAL FORCES AVIATION MILITARY POLICE & LAW

## 2-3. Cadet Self Assessment and Talent Assessment Battery

(a) Cadets will click on the Self-Assessment Tab to complete a private self-reflection that highlights their talent strengths and weaknesses based on their own perspectives. Cadets/ECP 2LTs will provide an absolute talent rating for each of the twenty unique talents identified by the basic branches in their branch storyboards. Cadets can hover over the “information call-out” next to each talent to see how the Army defines it. Then the Cadet will use the drop-down boxes to select the appropriate button indicating whether that definition describes him/her well, somewhat, or poorly. After this reflection, Cadets should click the “Save Your Changes” button. The self-assessment will display a red, amber, or green status for each talent, providing the Cadets with a dashboard-like evaluation of their talent strengths and weaknesses:

**SELF-ASSESSMENT**

This assessment will assist you in identifying the talents you possess and your potential best-fit branches. You are encouraged to share this self-assessment with your branch mentor(s). The branch board will NOT have access to this information.

**1. Absolute Talent Rating** (Select how well each talent describes you. NOTE: Hovering over the icon will display the definition of each talent priority.)

BODILY KINESTHETIC 	COMMUNICATOR 	CROSS-CULTURALLY FLUENT 
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
DETAIL-FOCUSED 	INNOVATIVE 	INSPIRATIONAL LEADER 
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
INTERDISCIPLINARY 	INTERPERSONAL 	INTROSPECTIVE 
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
LOGICAL / ANALYTICAL 	MENTALLY TOUGH 	MULTI-TASKER 
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
PERCEPTIVE 	PHYSICALLY FIT 	PROBLEM SOLVER 
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
PROCESS DISCIPLINED 	PROJECT MANAGER 	PRUDENT RISK TAKER 
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
SPATIALLY INTELLIGENT 	TECHNOLOGICALLY ADEPT 	
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	

(b) Cadets/ECP 2LTs will provide a relative talent rating, identifying their five strongest talents and their five weakest talents. After selecting their strongest and weakest talents, Cadets will then use the text boxes provided in order to reflect on the specific experiences that help to identify their selection of those particular talents as being the strongest or the weakest. While this is a private environment for Cadets to reflect, they are encouraged to share this reflection with USACC Cadre during mentorship. A print feature is provided for this purpose. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

## Talent Assessment Battery

a. The Talent Assessment Battery (TAB) is a module-based tool that is designed to evaluate individual talent strengths and weaknesses as measured by experiences, attitudes, personality traits, behaviors, intelligences, and interests. The TAB contains both cognitive and non-cognitive questions. Cadets/ECP 2LTs are expected to answer the questions on the TAB to the best of their ability, in order to receive accurate and meaningful feedback.

(1) After accessing the testing site, cadets must complete each of the ten modules. The assessment will take 30-45 minutes. Cadets will begin the module and will answer each question in the module, ensuring to hit the “Next” button rather than the “Back” or “Cancel” buttons.

Cadets will receive personal feedback regarding their talent strengths and weaknesses for the twenty common talents that are prioritized by the seventeen basic branches. The Cadet's talents will be assessed relative to their peers in their cohort across the country. TAB feedback will be delivered personally to Cadets via the TBB website. An example is provided below:

<b>Talent Assessment Feedback:</b>		
<p>You recently completed the Talent Assessment as part of your branching process. The Talent Assessment consists of a number of cognitive and non-cognitive evaluations that identify and measure your unique talents. The Talent Assessment plays an important role in the branching process in two ways. First, the Talent Assessment enables the Army to provide you with personalized feedback on your talent strengths and weaknesses. Second, the Talent Assessment enables the Army to understand better your talents and to align your branch assignment with your unique talents. In this effort the Talent Assessment is used in conjunction with an assessment of your cadet file and your talent evaluations. You should carefully consider your Talent Assessment results as an important indicator of your talent strengths, recognizing it is only one composite measure.</p> <p>Your own personal talents are derived from the intersection of the skills you possess and develop, the knowledge you gain, and the behaviors you learn over time. As you prepare to enter the Profession of Arms, identify and reflect on these unique talents to assist you in determining the best path to follow. To succeed in this endeavor, it is not necessary for you to be exceptional in every aspect. Rather, it is more important for you to excel while using the unique talents you possess.</p> <p>We highlight below your results for the 20 talents as measured by the Talent Assessment. For each talent, the Talent Assessment provides you with an assessment relative to the other members of your class. This feedback reports the percentile in which you scored, relative to your peers.</p> <p>When reviewing these results, keep in mind a few items. First, talents are not fixed attributes. They may be improved over time with a commitment to continuous personal and professional development. Second, the Talent Assessment is only one measure of your demonstration of a particular talent. The cadet file and the Cadet Talent Evaluation also serve as useful measures of your talents.</p> <p>We encourage you to discuss this assessment with your mentors as you continue to determine where you might best fit in your service to the Army.</p>		
Talent	Definition	Percentile (n <sup>th</sup> )
BODILY KINESTHETIC	Coordinated, dexterous, hands-on person. Keen sense of body and sensory awareness. Learns through physical activity.	85
COMMUNICATOR	Precise, efficient, and compelling in both written and spoken word.	60
CROSS-CULTURALLY FLUENT	Aware of and able to operate across different cultural settings (e.g., organizational, demographic, ethnographic, and generational).	41
DETAIL-FOCUSED	Thorough, perceptive and precise in all matters. Possesses a keen eye - notices everything.	42
INNOVATIVE	Creative, inquisitive and insightful. Easily identifies new solutions and catalyzes change.	50
INSPIRATIONAL LEADER	Motivates teams to work harmoniously and productively towards a common goal.	97
INTERDISCIPLINARY	Integrates and applies expert knowledge from multiple disciplines into a coherent overarching perspective.	35
INTERPERSONAL	Skilled in developing appropriate relationships. Able to connect with others to effect positive results.	89
LOGICAL / ANALYTICAL	Uses reason and thinks in terms of cause and effect. Able to decompose and solve complex problems.	71
MENTALLY TOUGH	Stress tolerant and emotionally mature. Performs well even under extreme psychological duress.	90

(2) Using the information from the Infantry storyboard (the talents Infantry is looking for), the Cadet can determine if they have the required talents to be competitive for that branch. As an example, "Mentally Tough" was the #1 talent sought by Infantry. The Cadet scored in the 90<sup>th</sup> percentile in this talent, so they at least strongly meet one of the desired talents. However, the overall Cadet file, results of the branch interview, and branch vote will determine the final standing with the branch.

## Chapter 3 - The Cadet File

### 3-1 Components of the Cadet File

a. All MS III Cadets/ECP 2LTs will complete a robust Cadet File. The Cadet File originates with information from CCIMM. Cadets have the opportunity to add new

information that is not currently captured in CCIMM into their Cadet Files. Doing so creates a more accurate representation of the unique skills, knowledge, and behaviors (talents) the Cadets possess. The Cadet File serves as a way for the Cadets to inform the Army of their experiences that make them uniquely qualified to serve in any of the seventeen basic branches. Therefore, it is important that Cadets take the time to accurately complete the Cadet File and to ensure that it best represents their unique talents. Cadets who do not complete the Cadet File are more likely to be assigned to branches based solely on the needs of the Army, rather than preference and talent fit. To begin working on the Cadet File, Cadets will click on the “File” Tab in the TBB website. Cadets will then see a unique Cadet File with the sub-tabs listed below.

b. Cadets/ECP 2LTs will click on the Admin Sub-tab to verify this information. Pre-populated fields come from CCIMM. Cadets must address any errors in these fields with their organization’s Human Resources Administrator (HRA). Cadets may populate fields with missing information through either a drop-down menu or free text box provided. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

Admin	Scores	Transcript	Experience	Personal Statement	Cadet Preferences
<b>Last Name:</b> DOE  <b>First Name:</b> JANE  <b>Middle Name:</b> H  <b>Gender:</b> F <b>Race:</b> X <b>Ethnicity:</b> S  <b>Birth Year:</b> 1994  <b>Height:</b> <b>Weight:</b>  <b>Weigh-In:</b> <b>Pass/Fail:</b>		<b>AKO Email:</b> jane.doe@us.army.mil  <b>Alternate Email:</b> <input type="text"/>  <b>Year Group:</b> 2016  <b>Brigade:</b> 7th  <b>ROTC Host School:</b> WESTERN MICHIGAN UNIVERSITY  <b>Academic School:</b> THE OHIO STATE UNIVERSITY  <b>Enrollment Status:</b> E		<b>Home of Record:</b> NY  <b>Prior Service:</b> <input type="button" value="NO"/> <input type="button" value="NO"/>  <b>Prior Service MOS:</b> <input type="text"/>  <b>Scholarship Level:</b> 0  <b>Distinguished Military Graduate:</b> No  <b>Senior Military College:</b> No  <b>Guaranteed Reserve Forces Duty:</b> No	
<span style="color: red;">Please save your changes before proceeding to the next page</span>					
					<input type="button" value="Save Your Changes"/> <input type="button" value="Help"/>

c. Cadets/ECP 2LTs will click on the Scores Sub-tab to verify existing information and add new information. Cadets should add information related to high school performance and standardized test scores. Cadets must be able to support this information with documentation when reviewing their Cadet File with their Cadre. For example, Cadets inputting their own SAT or ACT scores must have proof of these scores from the appropriate testing service. Cadets may also enter information related to Advanced Placement Scores for tests taken prior to college enrollment. Again, Cadets must be able to provide documentation to support these entries. Other scores related to undergraduate performance and physical fitness originate from CCIMM. Prior

to moving on, Cadets must ensure to click the “Save Your Changes” button.

The screenshot shows a web application interface with the following sections:

- Admin | Scores | Transcript | Experience | Personal Statement | Cadet Preferences** (Navigation tabs)
- Cadet Candidate**
  - High School Name:
  - High School Class Size:
  - High School Class Rank:
  - High School Percentile:
  - WPS:
    - SAT Verbal:
    - SAT Math:
- AP Scores:**

Course	Score	Year	Actions
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	Add
- Undergraduate Scores**
  - Academic GPA:
  - Military GPA:
  - DLAB Score:
  - ACT Score:
  - MSIII Comp. Score:
  - CLA Score:
  - MAT Score:
- Physical Fitness Scores**

PT Test Scores History:

Date	Push-ups (points)	Sit-ups (points)	Run (points)	Score	Pass/Fail
No Records Found					

d. Cadets/ECP 2LTs will click on the Transcript Sub-tab to verify existing information and add new information. The Cadets’ academic majors are pre-populated from CCIMM. Cadets can add information into all other fields by using either the drop-down menus or the text boxes. The Transcript Sub-tab provides ample space for Cadets to expound upon their academic interests, specifically areas of research, concentration, or theses. Perhaps the most important section of the Transcript Sub-tab is the Courses Section. This section provides the Cadets an opportunity to enter all of their academic courses and grades, serving as a proxy for a full academic transcript. Information regarding achievement in specific courses is valuable to the overall talent management program, as it provides an indication of the academic areas in which Cadets excel. Cadets can complete the Courses Section by using the drop-down menus and free text boxes. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

e. Cadets/ECP 2LTs will click on the Experience Sub-tab to verify existing information and add new information. This is the sub-tab in which Cadets will enter the most new information. Cadets will navigate through these sections of the Experience Sub-tab:

f. The Military Section enables Cadets to highlight their leadership positions within the cadet chain of command, as well as to identify cadet military training and prior service military training. Cadets/ECP 2LTs can add information in the Military Section by using the drop-down menus or text-boxes. Examples of cadet chain of command positions include squad leader, platoon sergeant, and company commander. The drop-down menu contains an extensive list. Examples of cadet military training include airborne school, air assault school, and cadet troop leadership training (CTLT). The Prior Service Military Training Section contains an extensive list in the drop-down menu as well. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

g. The Enrichment Programs and Work Experiences Section enables Cadets/ECP 2LTs to identify unique academic or outreach programs in which they participated either during the academic year, in the summer, or prior to attending college. Examples of

enrichment programs and work experiences include semester exchanges (abroad or within the United States), internships, prior work history, and community service. On-campus extracurricular activities, clubs, and organizational affiliations are not included in this section. Cadets/ECP 2LTs can identify the location and timeframe of these programs, as well as provide a brief description of the experience. Prior to moving on, Cadets/ECP 2LTs must ensure to click the “Save Your Changes” button.

h. The Languages Section enables Cadets to identify their unique foreign language and/or computer language proficiencies. Cadets/ECP 2LTs can add information in the Languages Section by using the drop-down menus and text-boxes. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

i. The Extracurricular Activities Section enables Cadets to list the clubs, activities, associations, and organizations that they participated in during their time on campus. Examples of extracurricular activities include student government, campus-sponsored organizations, and scholastic affiliations such as Phi Beta Kappa. Cadets/ECP 2LTs can add information in the Extracurricular Activities Section by using the drop-down menus and text-boxes. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

j. The Athletics Section enables Cadets to list the intramural, club, or intercollegiate (NCAA, NAIA, etc.) level athletic teams for which they competed. Examples of sports include basketball, tennis, judo, and power-lifting. Cadets/ECP 2LTs can add information in the Athletics Section by using the drop-down menus and text-boxes. Prior to moving on, Cadets must ensure to click the “Save Your Changes” button.

k. The Personal Statement Sub-tab allows Cadets to add new information. Cadets/ECP 2LTs will provide a short statement justifying why they believe they would be a good fit for their top three branch preferences. This personal statement serves as a proxy for the Cadets to interview with the Branching Board. It is important for Cadets to ensure that their explanation is clear and concise, creating a compelling justification for their branch preferences. Cadets will also be afforded space in the Additional Comments box to describe any extenuating circumstances that may have affected their performance. This section is intended for unique circumstances such as a death in the family, serious injury, or other significant personal event that would have caused the Cadet’s performance to suffer. Prior to moving on, Cadets/ECP 2LTs must ensure to click the “Save Your Changes” button.

l. Cadets/ECP 2LTs will click on the Cadet Preferences Sub-tab to add new information. This Sub-tab will eventually serve as the **official record** of Cadets’ component and branch preferences, so entering this information must be considered seriously.

### **3-2 Entering Branch Preferences**

a. Cadets/ECP 2LTs will prioritize the seventeen basic branches by selecting them in order from the drop down menus (1=highest preference; 17=lowest preference).

At the top of the “Cadet Preferences” screen, the Cadet chooses to opt-in to Branch for ADSO and/or Branch Detail, and which branches they choose to detail in. Cadets can elect to BRADSO to any branch that offers it (currently all but Aviation). During this step, Cadets will also consider the branch detail program. Thus, for all donor branches (AG, FI, MI, OD, TC, SC, QM, EN, and MP), Cadets will select the recipient branch for the branch detail program (AR, CM, FA, IN), and will indicate whether or not they volunteer for service in the branch detail program. In order for the Cadet File to be considered complete, Cadets must prioritize all seventeen branches and **save the selections by clicking “Complete Preferences”**. If a Cadet has not entered their preferences, a red banner will be displayed:

Admin Scores Transcript Experience Personal Statement **Cadet Preferences**

**Branch preferences are NOT complete**

**Step 1 – Elect to BRANCH DETAIL**. Select the branch(es) into which you volunteer to BRANCH DETAIL by checking the “Yes” box next to that branch. You may volunteer to BRANCH DETAIL for as many of the eligible BRANCH DETAIL COMBINATIONS as you wish. The branch detail options you selected will highlighted in blue in your “Unassigned Branches” box. Volunteering to branch detail increases your chances of securing your basic branch of choice.

If you do not wish to branch detail, move directly to Step 2.

**Select the branch(es) into which you would like to detail:**

Armor

Chemical

Field Artillery

Infantry

EOD

**Step 2 – Elect to BRADSO**. Indicate if you would like to BRADSO for a branch option by checking the “Yes” box. After clicking this box, select each branch from the scrollable menu that you would like to BRADSO for and click the “BRADSO for Branch” button after each selection. Each of your selections will populate in the “Unassigned Branches” box below and be highlighted in Yellow. You may BRADSO for as many branches as you like; there is no AV BRADSO option due to the 10yr AV ADSO.

If you do not wish to BRADSO, move directly to Step 3.

**Do you want to volunteer to BRADSO for a branch?**  Yes  No

**Step 3 – Order Branch Preferences.** Drag and drop every option (basic branches, BRADSO requests, and BRANCH DETAIL combinations) within the “Unassigned Branches” box into the “Branch Preferences.” Ensure that:

- Your first preference is at the top of the “Branch Preferences” box and your last preference is at the bottom
- You move every basic branch from “Unassigned Branches” to “Branch Preferences”.
- You rank any option without BRADSO above the same option with BRADSO

Any BRADSO or BRANCH DETAIL combination left in the “Unassigned Branches” box **WILL NOT** be considered in your preferences.

(1) The Cadet/ECP 2LT clicks and drags the branches to the right side of the screen under the “Branch Preferences” header. The branches can be rearranged in any order. Detailed instructions are on the TBB site. Example of completed branch preferences, as well as elections of Branch ADSOs and Branch Detail are below (yellow indicates a Branch ADSO, Blue indicates a Branch Detail):

Unassigned Branches	Branch Preferences
	INFANTRY Bradso: No
	INFANTRY Bradso: Yes <input checked="" type="checkbox"/>
	MILITARY INTELLIGENCE DTL: IN Bradso: No <input type="checkbox"/>
	MILITARY INTELLIGENCE DTL: IN Bradso: Yes <input checked="" type="checkbox"/>
	MILITARY INTELLIGENCE DTL: AR Bradso: No <input type="checkbox"/>
	MILITARY INTELLIGENCE DTL: AR Bradso: Yes <input checked="" type="checkbox"/>
	MILITARY INTELLIGENCE Bradso: No
	ARMOR Bradso: No
	EXPLOSIVE ORDINANCE DISPOSAL Bradso: No
	FIELD ARTILLERY Bradso: No
	MILITARY POLICE Bradso: No
	AIR DEFENSE ARTILLERY Bradso: No
	SIGNAL CORPS DTL: IN Bradso: No <input type="checkbox"/>
	SIGNAL CORPS DTL: AR Bradso: No <input type="checkbox"/>
	SIGNAL CORPS Bradso: No
	CYBER Bradso: No

(2) A Cadet will typically have at least two interim branch preferences during their branch exploration and interview phases. The final preferences must be made after branch feedback is received. Preferences do not carry forward through each phase of TBB. It is the Cadet’s responsibility to ensure their true preferences are reflected in the TBB site, to include any election of a BrADSO or Branch Detail.

## Chapter 4 - TBB Resources

a. The following resources will provide an overview and additional information that will be useful to both Cadre and the Cadet.

(1) US Army Talent Management Channel  
<https://www.youtube.com/c/usarmytalentmanagement>

(2) Overview of the branching process.  
<https://www.youtube.com/watch?v=aJqj8pb9i0g&feature=youtu.be>

(3) How are Cadets assigned in the branching market?  
<https://www.youtube.com/watch?v=LkxQoLdOmlw>

(4) How to fill out a Cadet Talent Evaluation (CTE).  
<https://www.youtube.com/watch?v=SNUFaT5fWA8>

(5) PMS Branching comments.  
<https://www.youtube.com/watch?v=4yglcVamKl0>

(6) Talent Assessment Battery (TAB)  
<https://www.youtube.com/watch?v=Qbp9AR2hfSM>

(7) Support via email: [branching\\_support@westpoint.edu](mailto:branching_support@westpoint.edu)

(8) FY2021 Board Overview with Statistics  
<https://youtu.be/yhGiZTOZ09M>

(9) US Army Talent Management Channel  
<https://www.youtube.com/c/usarmytalentmanagement>

## Chapter 5 – Cadre Roles and Responsibilities

### 5-1. Roles and Responsibilities

a. Account creation.

(1) The Brigade Talent Management POC is responsible to create Cadre accounts, and affiliate the Cadre to the appropriate program.

(2) Cadre are responsible to create Cadet accounts. As a reminder, a CAC is required for registration and you will need the Cadet's DoD identification number.

b. The PMS is responsible for the preparation of electronic accession file. Component/Branching files will be submitted for Cadets and ECP officers whose

graduation/commission dates fall within the accession zone designated in the annual HQDA/ROTC Accessions Guidance and/or USACC accessions regulations and circulars.

c. A Cadet who was not branched during the regular board process may be reviewed by an out-of-cycle board provided:

(1) The Cadet's graduation and commissioning dates meet the suspense date identified in the annual accessions guidance.

(2) Extenuating circumstances existed which prevented the Cadet from being accessed during the regular HQDA/ROTC Selection and Branching Board.

(3) The Cadet's component/branching file is received at USACC G1, Accessions and Standards Division (ASD) prior to the suspense date of the Fiscal Year (FY) in which the Cadet will be commissioned. Files received after the established cutoff date will be returned and held by the ROTC Program for submission and consideration at the next Fiscal Year (FY) HQDA/ROTC Selection and Branching Board.

d. Branching: All Cadets selected for Regular Army (RA) appointment/active duty component will be branched based on the OML and Talent Management process. All other Cadets assigned to Reserve Forces Duty (RFD) either to the United States Army Reserve (USAR) or Army National Guard (ARNG) will be branched based on qualifications and the vacancies which they are to fill in the United States Army Reserve or by the Army National Guard Officer Strength Manager in the state where they plan to fulfill their military service obligation.

e. Cadre are required to verify relevant information submitted by their Cadets into the Cadet Files within TBB. All files must be verified. The following steps describe the verification process:

(1) Once on the TBB website, Cadre should click on the "Cadre" Tab. Clicking on this tab will produce a search/filter that enables Cadre to find specific Cadets in each MS year group.

**Search Filter Options:**

Class:

Last Name:

First Name:

AKO Email:

**Search Results:**

Show  entries Search:

Last Name	First Name	AKO Email
DOE	JANE	<a href="#">jane.doe</a>

Showing 1 to 1 of 1 entries

(2) Once a specific Cadet is selected, all of the elements of the Cadet's File will be displayed. The sub-tabs and sections requiring verification will be highlighted in red (see Transcript Sub-tab below).

Last Name	First Name	AKO Email
DOE	JANE	<a href="#">jane.doe</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Selected Cadet:

[Collapse All](#) | [Expand All](#)

- NOTES TO CADET COMMAND ACCESSIONS BOARD +
- PRIVATE NOTES +
- MENTORSHIP REPORTING +
- CADET TALENT EVALUATION +
- CADET PREFERENCES +
- CADET PERSONAL STATEMENTS +
- ADMIN +
- SCORES +
- TRANSCRIPT +
- EXPERIENCE +

(3) To verify the information in the Cadet File, click on the applicable sub-tab or section. Information requiring verification is highlighted by a red asterisk (\*). Cadre must place a check next to the certification statement at the top of the Sub-tab and then click the “Verify” button.

**TRANSCRIPT**

**MAJOR 1**  
 I certify that the information below is an accurate reflection of the Cadet's transcript.

Academic Major 1: COMPUTER SCIENCE	Academic Minor 1: NOT SELECTED	ABET: <span style="color: blue;">?</span> NO	STEM: <span style="color: blue;">?</span> YES	Academic Major w/ honors: NO
---------------------------------------	-----------------------------------	---	--	---------------------------------

Concentration/Focus: ▼

Projected Thesis/Capstone: ( characters remaining) ▼

**MAJOR 2**

Academic Major 2: NOT SELECTED	Academic Minor 2: NOT SELECTED	ABET: <span style="color: blue;">?</span> NO	STEM: <span style="color: blue;">?</span>	Academic Major w/ honors: NO
-----------------------------------	-----------------------------------	---	---	---------------------------------

Concentration/Focus: ▼

**\* COURSES**

Term	Year	Course Name	Course Code	Course Group	Course Level	Grade	Credit Hours
✓ Summer	2014	European History		HISTORY.	2xx	A	3.0
✓ Summer	2014	Statistics		MATHEMATICS.	2xx	B+	3.0
* Summer	2014	Psychology		PSYCHOLOGY.	2xx	A+	3.0

## 5-2. Cadet Talent Evaluation

a. Cadre will submit a Cadet Talent Evaluation (CTE) for each of their Cadets/ECP 2LTs each year. The CTE is a tool for Cadre to identify the talent strengths and weaknesses they observe in their Cadets. The CTE should be viewed as both a counseling and mentorship tool, to help Cadets make more informed decisions about their component and branch preferences, based on their career aspirations and talents.

b. Cadre will provide talent feedback to Cadets as follows:

(1) Absolute Talent Rating. Cadre will determine the degree of talent that Cadets exhibit in each specific talent, based on a four point scale (not observed; limited; moderate; and exceptional). These assessments should be based on the Cadre's observations of the Cadets. There is no "forced distribution" of ratings.

**CADET TALENT EVALUATION**  

1. Based on your observations and experiences with this cadet, assess the level of talent that the cadet demonstrated in the 20 talent priorities identified below.

BODILY KINESTHETIC	COMMUNICATOR	CROSS-CULTURALLY FLUENT
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
DETAIL-FOCUSED	INNOVATIVE	INSPIRATIONAL LEADER
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
INTERDISCIPLINARY	INTERPERSONAL	INTROSPECTIVE
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
LOGICAL / ANALYTICAL	MENTALLY TOUGH	MULTI-TASKER
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
PERCEPTIVE	PHYSICALLY FIT	PROBLEM SOLVER
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
PROCESS DISCIPLINED	PROJECT MANAGER	PRUDENT RISK TAKER
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
SPATIALLY INTELLIGENT	TECHNOLOGICALLY ADEPT	
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	

## 5-3 – Reporting Tools

a. Brigade and Program personnel can view completion reports from the home screen of TBB:

The screenshot shows a web interface with a navigation bar containing the following tabs: Home, Board, Branch Evaluation, Branch Education, Component Education, Cadre, Mentorship, Talent Evaluation, Reports, and Admin. Below the navigation bar is a dropdown menu with the text "SELECT A USER" and "A, BRIAN (NA)" selected, followed by a "SUBMIT" button. Underneath the dropdown are two links: "2021 Status Report" and "2022 Status Report".

b. These reports can assist in determining which Cadets have yet to build their file and/or complete branch preferences. It also shows the percentage of Cadets that have completed the Talent Assessment Battery:

Cadet Total	File			TAB	Cadre
	Branch Preferences Complete	Personal Statement	Transcript Complete	TAB Complete	Evaluation Complete
700	63%	58%	58%	57%	32%
956	44%	37%	40%	44%	9%
782	46%	43%	42%	38%	7%
1039	74%	71%	63%	70%	45%
949	46%	41%	38%	41%	9%
942	61%	57%	55%	55%	23%
825	52%	47%	46%	45%	31%
648	56%	49%	47%	46%	20%

c. To the left of “Cadet Total” is a tool that allows authorized users to see specific program-level data and/or data for each Cadet.

d. An accessions timeline and OPOD is published each year. Pay particular attention to the suspense dates for completion of the TAB and completing branch preferences. The reporting tool will help determine where attention is needed.