

MyVECTOR – Individual User Role

Software User Guide

09 May 2018

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1.0 Overview

The purpose of this document is to provide an overview of the capabilities within the MyVECTOR application. The three main areas of MyVECTOR are Mentoring, Career Development and Knowledge Sharing. A summary of capabilities is shown below.

- Dashboard (Logged-In Home page view)
 - View / Dismiss Activity feed actions
 - View history of Activity feed actions
 - View Career Field and Global News Messages
- Ability to manage Mentoring Connections / Relationships
 - Direct Connect / Find a Mentor options
 - Create / Edit Mentor Profile
 - View Current Mentors / Mentees
 - View Archived Mentors / Mentees and Mentoring Plans
 - Create / Manage Mentoring Plans
- Ability to See My Experience
 - View My Duty History / Submit suggestions & disputes
 - View Education & Training
 - View Career Field Experience Code Disputes
 - Self-Report Experience and Education & Training
- Ability to Manage your Development Plan
 - Update job preferences
 - Update Education and Training preferences
 - Update intent
- Ability to Manage a Bullet Tracker
 - Start New / Archive Trackers
 - Add / Edit / Delete Bullets
- Ability to Join Discussions
 - View Discussions
 - Start / Leave/Manage Settings for Discussion Group
 - Join Discussion Groups
- Ability to View My People
 - As a Supervisor/Senior Rater you will be able to access your personnel in this area
- Ability to Update My Profile
 - View your personal information
 - Update Summary information
 - Add Supervisor / Senior Rater Information
 - Update my skills, hobbies & interests
 - Navigate to My Mentor Profile
- Ability to view Latest News, Mentoring Information, and Available Resources.

2.0 MyVECTOR Landing Page

You are able to navigate to the MyVECTOR site via the Air Force Portal or by the following link: <https://afvec.langley.af.mil/MyVector>. The MyVECTOR Landing Page is a public facing page that provides an overview of the different areas of the application: Mentoring Connections, See My Experience, My Development Plan, Bullet Tracker, Join Discussions, and My People.

The top menu bar allows you to navigate to the home landing page, view all the latest news, review mentoring information, find resources, and the ability to logon.

If you are not currently registered choose the “**Sign Up**” option located at the bottom of the page (Figure 2.0.1.)



Figure 2.0.1 – MyVECTOR Landing Page

3.0 Registration

On the registration page you choose the best option for your career circumstance (Figure 3.0.1). This is a one-time request in order to get your credentials set up within MyVECTOR. **Note: If you were previously registered in Career Path Tool, you do not need to register in MyVECTOR.**

The screenshot shows the MyVECTOR website header with navigation links: HOME, LATEST NEWS, MENTORING, RESOURCES, HELP, and LOGON. Below the header is a 'Welcome to MyVector' banner. The main content area is titled 'New User Registration' and includes a paragraph: 'Please take a moment to register your profile. This is a one-time request and is used to associate your CAC credentials to your personnel record. Please select the area that best describes you. We will ask for Social Security Number in order to locate your records in the Air Force Personnel System.' There are four registration options, each in a light blue box with a 'Register' button at the bottom: 1. 'Air Force Military' with the description 'I am an Air Force Active Duty, Reservist, or Air National Guard member'. 2. 'Air Force Civilian' with the description 'I am a Civilian Employee of the Air Force with an AF Personnel Record'. 3. 'Political Appointee' with the description 'I am a Political Appointee'. 4. 'Other' with the description 'I am a member of another service, a cadet, or a contractor'. Below these options is a section titled 'Already have a Profile?' with the text 'If you have already registered with MyVector or previously in the Career Path Tool, then click Logon.' and a 'Logon' button.

Figure 3.0.1 – New User Registration

Upon making a selection and clicking register, you will be asked for your Social Security Number (SSN) in order to sync your profile with your personnel record. Depending on your registration selection, you may be asked for additional registration data (Figure 3.0.2).

The screenshot shows a message: 'We were unable to locate your record in My Vector' followed by 'We were unable to locate a record for you in My Vector. Please fill out the form below to continue registration.' Below this is a registration form with the following fields: 'First Name *', 'Middle Initial', 'Last Name *', 'Career Field *' (with a dropdown menu showing 'PTL - Political Appointee'), 'Gender *' (with a dropdown menu showing 'Female'), 'Ethnicity *' (with a dropdown menu showing 'Asian, non-Hispanic'), and 'Email Address *'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Figure 3.0.2 – New User Registration – Create Record

Note: Please be sure to complete all data fields identified with an asterisks (*) to finalize registration. Upon completion of registration, you will be navigated back to the MyVECTOR Landing page for initial Logon.

4.0 Dashboard

Upon Logon, you will view a personalized dashboard; here you will be able to view your activity feed and all career field messages (updated by your Career Field Manager). You will also have the following options on the top menu bar:

- **Dashboard:** This will return you back to this page from anywhere else within the application.
- **Latest News:** View the latest news updated by your Career Field Management Team and HAF/A1.
- **Mentoring:** Find Guidance on Mentoring (Benefits, Mentor Expectations, Mentee Expectations), and Best Practices.
- **Resources:** Provides practical and applicable tips on mentoring relationships, additional relevant links, and references.
- **Help:** This section provides a list of Frequently Asked Questions (FAQs), User guides and the ability to submit and view pending help desk tickets.
- **User's name:** When you click on your name a drop down will appear with the following options: My Profile, Help (Submit Tickets, FAQ's, User Guides), and the ability to logout off the application. **Note: If you have additional administrative roles, those roles will appear in the drop down as well (Ex. CPT Management or DT Boards). Please see the related User Guides for any elevated roles that you may have.**

The activity feed provides valuable information and tasks related to specific areas. You will have the ability to dismiss these feeds upon reviewing. By clicking “**View**” for a specific activity feed, you will be navigated to that area. **Note: If you wish to return to the Dashboard, simply click “Dashboard” on the top menu bar.**

The Career Field News located to the right provides the latest updates/messages from your Career Field Manager (CFM). **Note: CFM news is specific to each individual's career field.**

You can click on any of the areas of interest located to the left of Figure 4.0.1 and will be navigated to each section. **Note: If an officer is meeting a DE board their dashboard will populate with board information.**

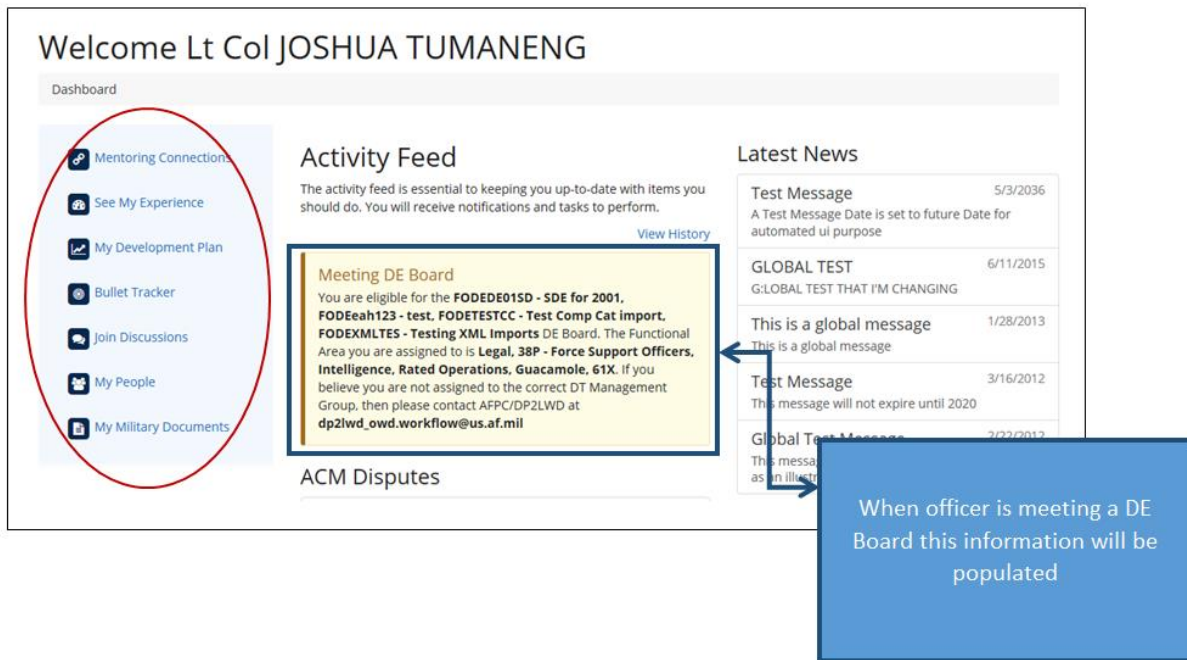


Figure 4.0.1 – Dashboard

5.0 Mentoring Connections

In this section, you are able to establish mentoring relationships, manage your Mentor Profile and interact in a Mentoring relationship via a Mentoring Plan. You are able to establish mentoring relationships through either the Direct Connect or Find a Mentor option. Once a relationship is established, you are able to initiate the mentoring plan.

5.1 Be a Mentor (Create Mentor Profile)

Upon first logon, you will have the ability to create your mentor profile (Figure 5.1.1).

Navigating to Mentor Profile:

1. From the Welcome Page, click **“Mentoring Connections”** found on left navigation.
2. Click **“Create Mentor Profile”**.

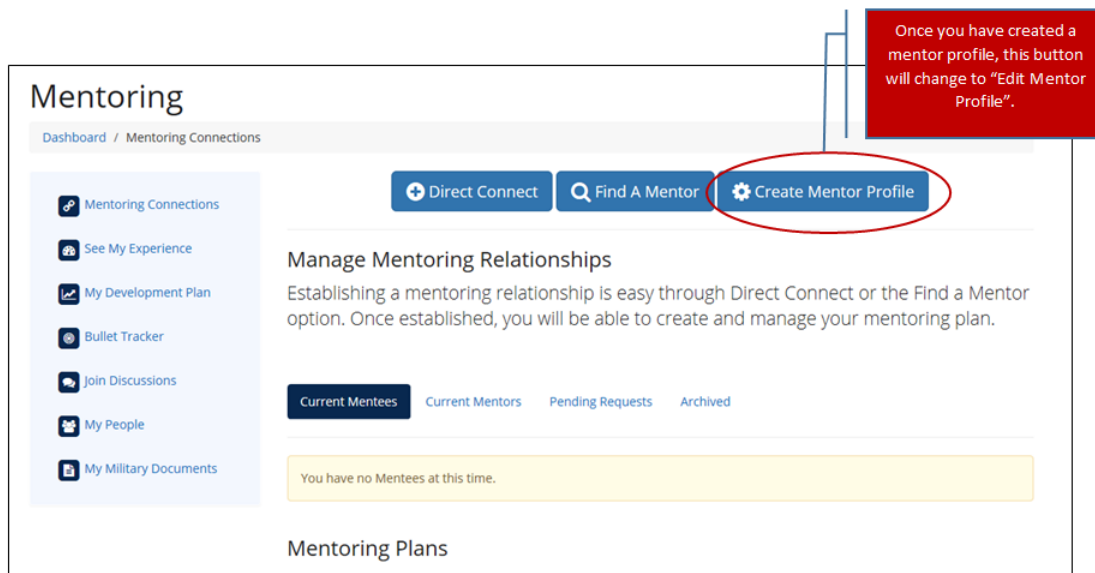


Figure 5.1.1 Create Mentor Profile

3. Select the maximum number of Mentees you wish to Mentor.
Note: The Direct Connect option will allow a potential Mentee to ask you to be their Mentor even if you are at your Maximum number on your profile
4. Answer some or all of the questions.
Note: The questions are not mandatory to answer, however it is highly encouraged to answer all questions as this will help Mentees find the best fit for their needs in a Mentor.
5. Click **“Update”**.

Now that you have created your profile so a potential Mentee can find you, you can now find a potential Mentor. The first option is the **“Direct Connect”** option which will often be used if you know the person and want to connect with them directly.

5.2 Direct Connect

The direct connect option enables you to enter an email address of a Mentor you wish to connect with. You are able to provide a message that will be relayed to the Mentor you are requesting (Figure 5.2.1). When this option is used, the Mentor being requested will receive an email notification as well as an activity feed on their dashboard that they have a Mentor request pending. As the Mentee that requested the Mentor, you will be able to view the status of the request by clicking on **“Pending Requests”**.

Note: If the system does not locate the person you are trying to connect with, contact the individual directly and ask them to register in MyVECTOR.

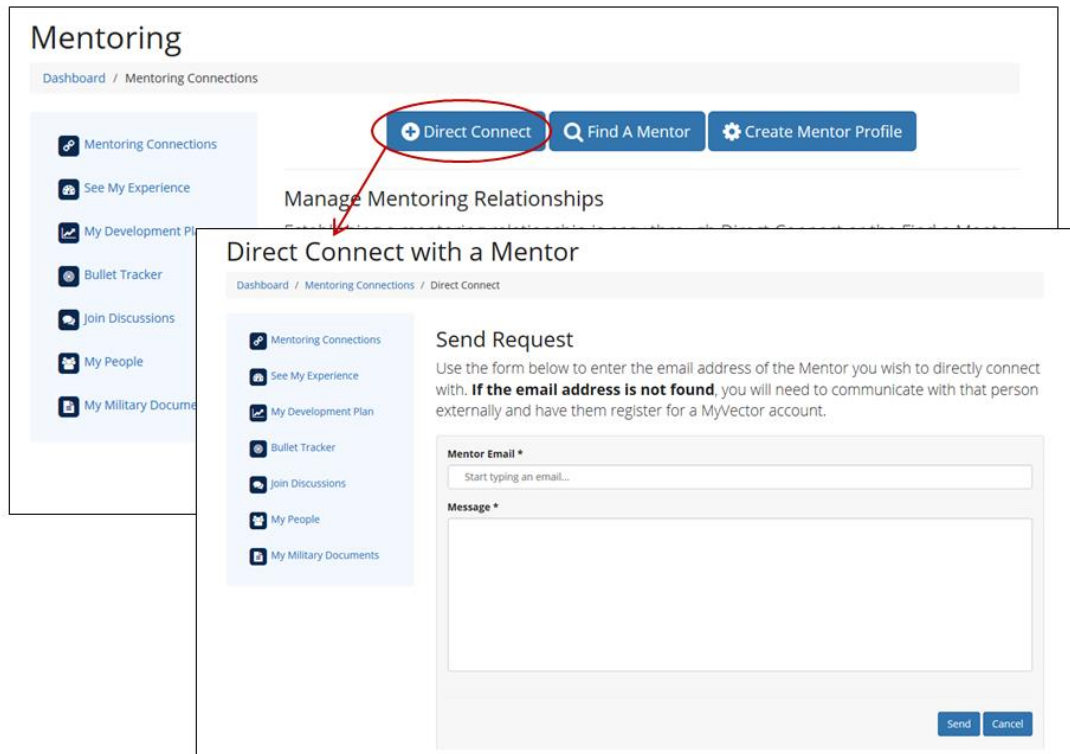


Figure 5.2.1 – Direct Connect with a Mentor

If you are looking for a Mentor and would like to use the pairing feature, please use the “**Find a Mentor**” option.

5.3 Find a Mentor

This option allows you to search for a Mentor by completing a questionnaire on what is important to you in a Mentor (Figure 5.3.1). The search feature is a great option to find Mentors that will provide different mentoring perspectives.

You will complete the questionnaire to identify what is most important to you in a Mentor. If a specific question means nothing to you either do not answer it or give it a weight of 0. If a question means a significant amount to you then provide it a weight of 5. Once the questions are answered and the weight is associated to the questions you can select the “**Search**” option.

The search option will return a list of potential matches located on the right side of the page. The scores are based the answers and weight provided for each category. The top match will indicate the match closest to what was requested (Figure 5.3.1).

NOTE: MyVector only displays registered users as potential matches.

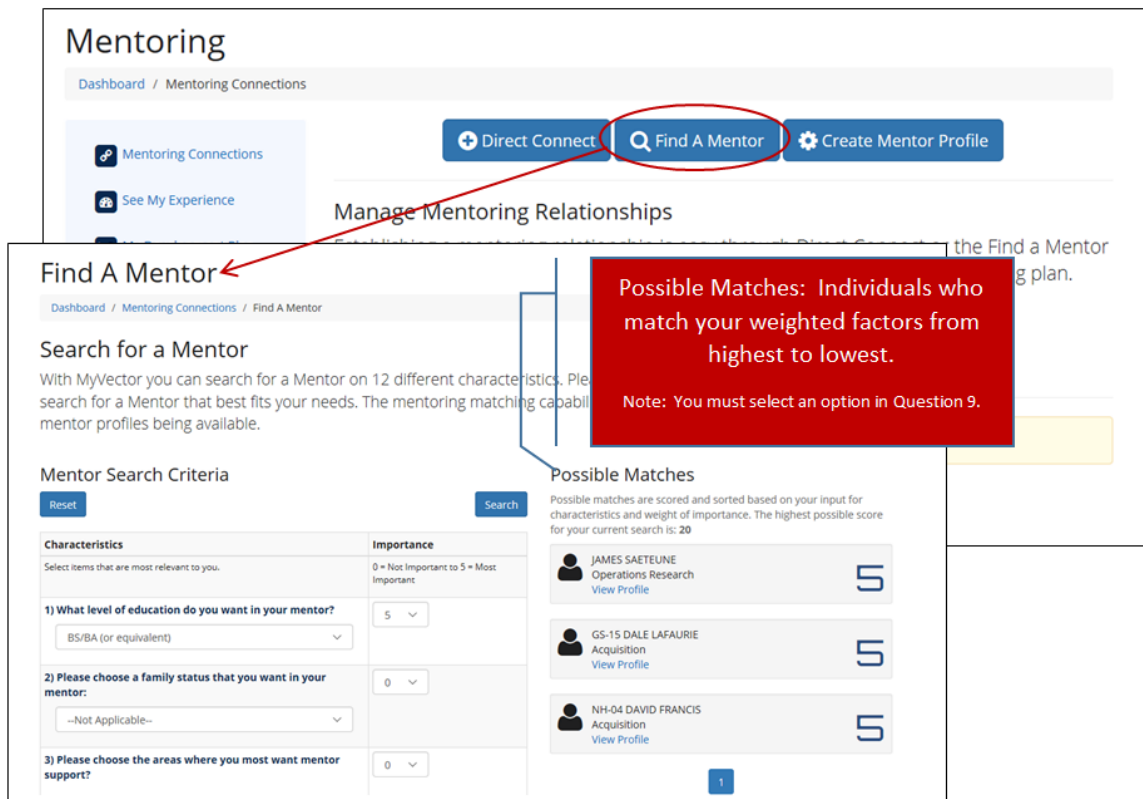


Figure 5.3.1 – Find a Mentor

You will have the ability to click on each of the possible individual profiles to view the potential Mentor's information prior to requesting the individual to be your mentor (Figure 5.3.2). Upon choosing the **"View Profile"** option, you will be navigated to the individuals' information page that will show the members rank, gender, assigned career fields, ethnicity, Air Force Component and current duty location. You will also be able to view the individuals Mentor skills, Mentor hobbies and interests as well as the individuals' career field experience code summary.

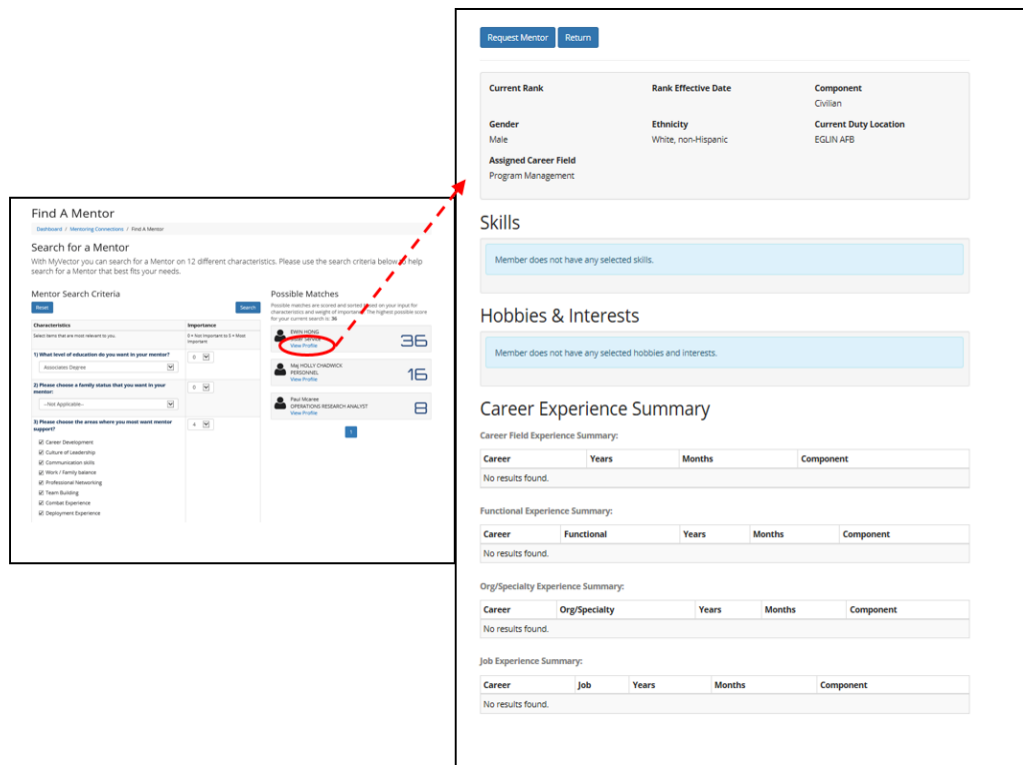


Figure 5.3.2 – View Mentor Profile

If you believe the mentoring profile is a good match, then you are able to click **“Request Mentor”**. You will be prompted to provide a message viewable by the Mentor being requested. The Mentor will receive an email notification as well as an activity feed on their dashboard (Figure 5.3.3.).

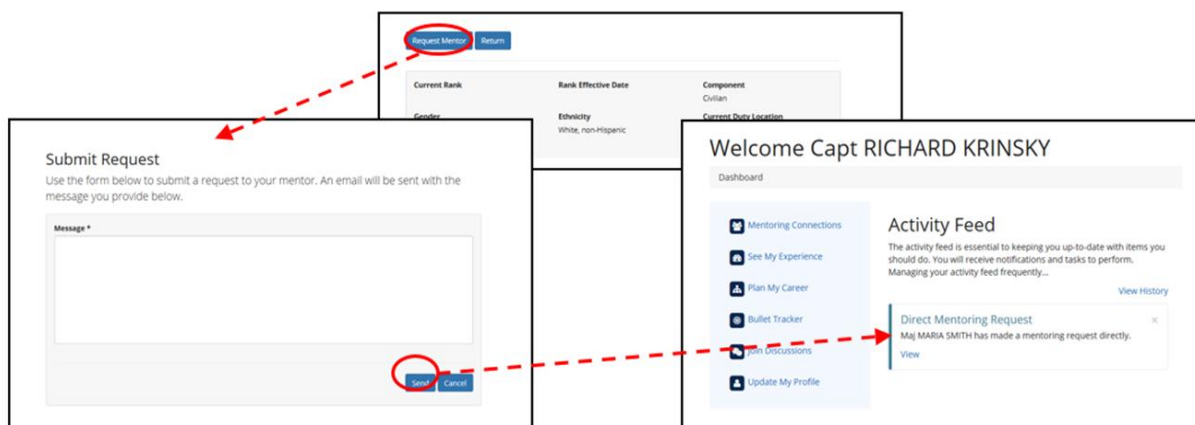


Figure 5.3.3 – Mentoring Request on Dashboard

You are always able to update your search criteria and restart the search process by clicking “Return”. Once you have requested a Mentor or have been asked to be a Mentor, then you are able to begin managing this relationship.

5.4 Manage Mentoring Relationships

This is where you will be able to view a list of current and past mentoring relationships, as well as view pending request for Mentors and from Mentees (Figure 5.4.1).

When you choose current Mentees or current Mentors, a quick view table will become visible and will identify the connections name, connection date/time stamp, status of the mentoring plan (yes/no), and the actions available (e.g. Disconnect/Start Plan). You have the ability to end a relationship with a Mentor or Mentee by choosing “Disconnect” in the action column of the table (Figure 5.4.1).



<div> <div>Current Mentees</div> <div>Current Mentors</div> <div>Pending Requests</div> <div>Archived</div> </div>				
	Mentor	Connection Date	Mentoring Plan	Actions
	DANIEL DANGELOKELLER	5/26/2015 4:13:46 PM	No	<div>Disconnect</div> <div>Start Plan</div>
	Col CLARK KENT	5/22/2015 11:51:57 AM	Yes	<div>Disconnect</div>

Figure 5.4.1 – Current Mentors

When choosing pending requests, a quick view table becomes visible (Figure 5.4.2). It identifies the individuals name, mentor relationship type, requested date/time stamp, status of the request, and the actions available (cancel/approve/disapprove).

While a Mentor request is pending, you will have the ability to cancel the pending request by simply clicking “Cancel” located under the action column in the table (Figure 5.4.2). As a potential Mentor, you are asked to take prompt action on all pending requests by selecting which action you wish to take (e.g. Approve or Disapprove). When you choose to disapprove a mentoring request, the system will allow you to create a message for review by the individual making the request. **Note: The message is not mandatory.**




<div> Current Mentees Current Mentors Pending Requests 1 Archived </div>					
	Person	Mentor Type	Request Date	Status	Action
	Capt RICHARD KRINSKY	Mentor	5/19/2015 4:06:59 PM	Pending	Cancel
	DAVIN HAMANN	Mentor	5/28/2015 8:10:43 AM	Pending	Cancel
	Col EVA GARDUNO	Mentee	5/28/2015 8:43:02 AM	Pending	Approve Disapprove

Figure 5.4.2 – Pending Requests

Once a request is approved, the system will move the pending request to current Mentees. If you disapprove a pending request, the system will simply remove the request from the pending requests. Once a Mentor/Mentee relationship is established, a mentoring plan can be developed.

5.5 Mentoring Plan

The mentoring plan is the main area of communication between Mentors and Mentees. The Mentor and the Mentee will both have the ability to create, view and edit the plan. If the Mentee wishes to start the plan, the Mentee will click **“Start Plan”** located under the actions column of the **“Current Mentors”** section. If the Mentor wishes to start the plan, it is created under the **“Current Mentees”** section. The Mentor will click **“Start Plan”** located under the actions column.

Upon clicking **“Start Plan”**, you will be navigated to the managing your plan page (Figure 5.5.1). Here you can update the Frequency of meetings (180 days, biweekly, monthly, quarterly, or weekly), Mentoring Expectations, Long-term Career Goals, Short-term Objectives, and Additional Focus Areas. Both individuals have the ability to **“Update”** the plan, by clicking **“Update”**. The Mentee is the only person that can click **“End Plan”**. Upon ending a plan, the Mentee will be required to rate the plan.

The Mentor and the Mentee will both be able to view this plan along with the Mentees Experience Summary, Current Bullet Tracker, Development Team vectors, and their Career Field Pyramid (which also displays their Career Plan). In order to view these items, you will select the respective options to the left of the page on each applicable section they wish to view.

The Mentor and the Mentee will have the ability to discuss the plan via a discussion box located at the bottom of the page (Figure 5.5.1). The system will keep a history of the discussion, to include date/time posts were made. A system generated notification will be sent to the other person when a discussion post is made, notifying them of the discussion.

Managing your Plan

This plan is private between you and your mentor. Actively manage your plan through the tools below.

Mentor	Meeting Frequency ⓘ	Duration (Days) ⓘ	Mentee Plan Rating ⓘ	Last Update	Create Date
Lt Col HEWETT, DAVID	Bi-Weekly <input type="checkbox"/>	180		6/1/2015 12:08:42 PM By SMITH, MARIA	6/1/2015 12:08:42 PM
Plan is active				Update	End Plan

Focus Areas

Mentoring Expectations

Long-term Career Goals

Short-term Objectives

Additional Focus Areas

Experience Summary

Current Bullet Tracker

Development Team

View Pyramid

Mentoring Expectations

Click **Add New** to add a new Mentoring Expectations

Add New

Discussion

No discussion has started yet. Be the first to comment by posting a message below.

Post a comment in the discussion thread

Figure 5.5.1 – Managing your Plan

5.5.1 Mentoring Expectations

You will have the ability to add a mentoring expectation by clicking **“Add New”**. Upon clicking **“Add New”** a box will appear to update an expectation. You will have the ability to update multiple expectations and also the ability to edit them by clicking the pencil or delete them by clicking the trash can; both of which are located to the right of the expectation (Figure 5.5.1.1).

Focus Areas

Mentoring Expectations

Long-term Career Goals

Short-term Objectives

Additional Focus Areas

Mentoring Expectations

Expectation 1

To be honest and upfront about my Career.

Updated on 6/1/2015 12:16:50 PM by SMITH, MARIA T

Add New

Figure 5.5.1.1 – Mentoring Expectations

5.5.2 Long-term Career Goals

You will have the ability to add Long-term Career Goals by clicking **“Add New”**. Upon clicking **“Add New”** a box will appear to update a goal and an indicator (an indicator is a way to measure your

progress toward a goal). You will have the ability to update multiple Long-term Career Goals and the ability to edit them by clicking the pencil or delete them by clicking the trash can; both of which are located to the right of the goal (Figure 5.5.2.1).

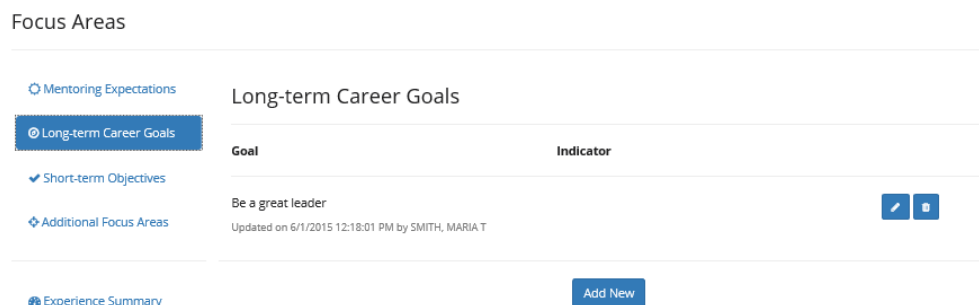


Figure 5.5.2.1 – Long-term Career Goals

5.5.3 Short-term Objectives

You will have the ability to add Short-term Objectives by clicking **“Add New”**. Upon clicking **“Add New”** a box will appear to update an objective. You will have the ability to update multiple goals and indicators (an indicator is a way to measure your progress toward a goal). You will also have the ability to edit them by clicking the pencil or delete them by clicking the trash can; both of which are located to the right of the objective (Figure 5.5.3.1).

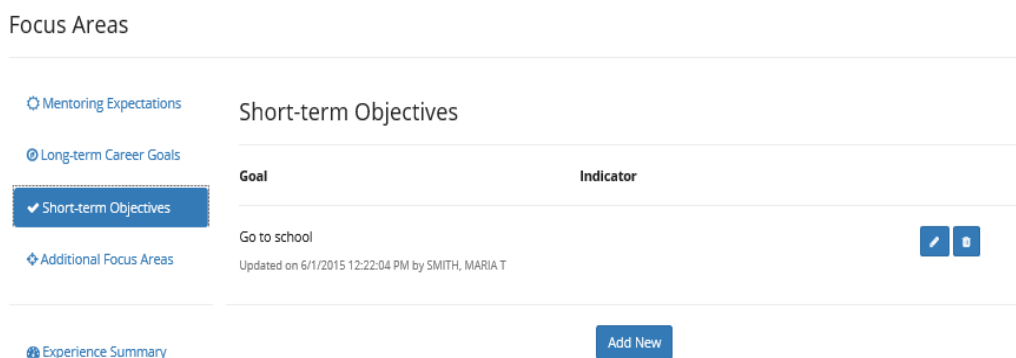


Figure 5.5.3.1 – Short-term Objectives

5.5.4 Additional Focus Areas

You will have the ability to add Additional Focus areas by clicking **“Add New”**. Upon clicking **“Add New”** a box will appear to update a focus area. You will have the ability to update multiple focus areas and the ability to edit them by clicking the pencil or delete them by clicking the trash can; both of which are located to the right of the focus area (Figure 5.5.4.1).

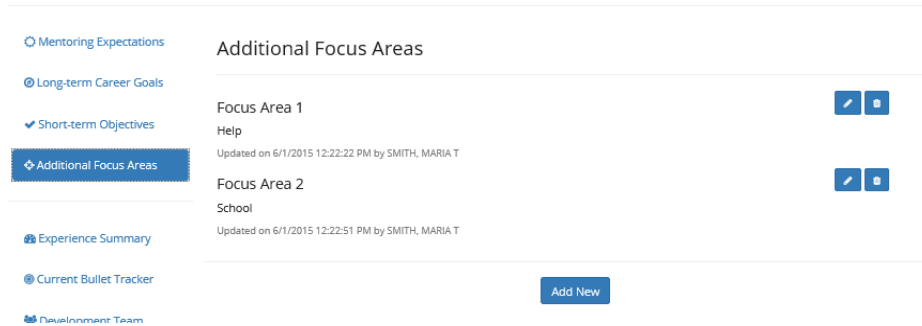


Figure 5.5.4.1 – Additional Focus Areas

5.5.6 Current & Archived Plans

Once a mentoring plan has been created, you will be able to view the current plan, end a plan and view any archived plans. The current plans view (Figure 5.5.6.1) allows you to view the Mentees name, Mentors name, status, last updated date/time stamp, rating, active status (check mark if active), and the ability to view the plan.

Mentoring Plans

The mentoring plan is how you communicate with your Mentor or Mentee.

Current Plans						
Mentee	Mentor	Status	Last Update	Rating	Active	
Col MORRISON, SAMANTHA	Maj SMITH, MARIA	⚡	5/22/2015 12:38:46 PM		✓	View Plan
Maj SMITH, MARIA	BITTERSWEET, JACOB	⚡	5/22/2015 1:00:48 PM		✓	View Plan

Figure 5.5.6.1 – Current Mentoring Plans

The archived mentoring plan view (Figure 5.5.6.2) allows you to view the Mentees name, Mentors name, status, last updated date/time stamp, rating, active status (will appear blank if archived), and the ability to view and/or copy the plan. If you choose to copy the plan, the plan will be copied with all the original information. This places a new plan back in active status with the same Mentor.

Mentoring Plans

The mentoring plan is how you communicate with your Mentor or Mentee.

Archived Plans						
Mentee	Mentor	Status	Last Update	Rating	Active	
Maj SMITH, MARIA	Col LOWE, RENEE	⚡	6/4/2015 9:29:10 PM			View Plan Copy Plan
Maj SMITH, MARIA	Lt Col HEWETT, DAVID	⚡	6/1/2015 1:47:39 PM	★★★★☆		View Plan Copy Plan

Figure 5.5.6.2 –Archived Mentoring Plans

When a plan is ended, the Mentee will be required to provide a rating of the mentoring plan.

5.5.7 Rate Mentoring Plan

When a mentoring plan automatically ends (after 180 days), or when the Mentor/Mentee decides to end the plan early, the Mentee will be asked to rate the plan on a scale of 1 to 5 stars. To rate the plan, click the stars and then **“Submit”** (Figure 5.5.7.1). **Note: You are rating the overall mentoring experience with this mentoring plan.**

Rate Mentoring Plan

Dashboard / Mentoring Connections / Mentoring Plan / Rate Mentoring Plan

Rate your plan!

Your mentoring plan has automatically ended or you decided to end it early. It may have also ended because you are no longer maintaining a connection with this mentor. Please rate this plan and overall mentoring experience.

Your mentor was Lt Col HEWETT, DAVID

From a scale of 1 to 5 stars, how was your overall mentoring experience using this plan?

Rating:

☆☆☆☆☆

Figure 5.5.7.1 – Rate Mentoring Plan

6.0 See My Experience

Do you believe you have the breadth and depth of experience desired for advancement? This area allows you to view a summary of your career experience to include current and historical duty information, education and training completed, and how your duty history has been associated to Career Field Experience codes. You will also have the ability to suggest or dispute how your duties have been associated to these career field experience codes.

6.1 Duty History

You will be able to view your duty history and add additional experience not retrieved from MilPDS (Military) and/or DCPDS (Civilian). Additionally, you can see how your duty history has been associated to your Career Field Experience codes. There are 3 sections on this page to view your history: AF Military Jobs, AF Civilian Jobs and Other – Self Reported.

6.1.1 AF Military Jobs

AF Military Jobs section will allow you to view your MilPDS duty history for all your AF Military jobs held. This is where you can update your AF Component for a specific duty (if required), make an association to your CFM for unmapped duties, view pending changes (make a suggestion), or view final resolution on an association of a duty to an experience for an existing mapping.

The quick view table will display the following for each duty entry: Start date of the duty, Duty Title, AFSC, Component, Unit, Organization, Type, Location, MAJCOM, Rank, Career Field Experience

Code (created by the CFM), Experience Description, and association request action (Figure 6.1.1.1 & 6.1.1.2).

All duty entries are pulled from MilPDS if the information is incorrect, you must contact their local Military Personnel Section (MPS) to ensure the information is updated correctly within those systems. **Note: The Rank associated with a duty is calculated from the individuals Date of Rank held when they started the duty.**

You can click “**Change Component**” if your component is incorrect (options include the following: AF Component, Reserve, Air National Guard, and Civilian). **Note: MyVECTOR is Total Force, therefore if your component is incorrect, it is important to correct. The Active Duty history of many reservists will initially display as Reserves due to the initial data source.**

My Experience

Dashboard / My Experience

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

My Military Documents

Duty History

Experience Summary

Education & Training

Export My Experience

Duty History

Review and associate Career Field Experience codes to your duty history.

AF Military Jobs

Other - Self Reported

View your duty history entries from MILPDS and their current career field codes. Suggest a change to an association or update the component for each duty line.

Change Component ?

17 Oct 2008	PM, S/C SYSTEMS ENGINEER, 62E3G AFELM OF SP/TECH SUPPORT PROJECTS AND ACTIVITIES, CHANTILLY AIR FORCE SPACE COMMAND <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF
30 Mar 2007	PM ADV MASINT GRD DEVELOPMENT, 62E3G NAT AIR/SPACE INTEL CENTER, PENTAGON AF ISR AGENCY <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF
19 Aug 2006	PROJ OFCR SBIRS GRND COM, 62E3G SBIRS GROUND SYS GROUP, LOS ANGELES AIR FORCE SPACE COMMAND <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF
01 Aug 2005	PROJ OFCR SBIRS GRND COM, 62E3G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF
23 Jan 2004	LEAD, SYSTEM TRADE STUDIES, 62E1G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF
27 Jan 2003	ENGINEER PROJECT OFFICER, 62E1G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF
24 Jan 2003	ENGINEER PROJECT OFFICER, 62E1G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND <div>No Experience Codes Mapped</div> <div>Make an Association</div>	Regular AF

Figure 6.1.1.1 – Duty History (Military Jobs - Officer)

My Experience

Dashboard / My Experience

[Mentoring Connections](#)
[See My Experience](#)
[My Development Plan](#)
[Bullet Tracker](#)
[Join Discussions](#)
[My People](#)
[My Military Documents](#)

[Duty History](#)[Experience Summary](#)[Education & Training](#)[Export My Experience](#)

Duty History

Review and associate Career Field Experience codes to your duty history.

[AF Military Jobs](#)[Other - Self Reported](#)

View your duty history entries from MILPDS and their current career field codes. Suggest a change to an association or update the component for each duty line.

[Change Component](#) ?

15 May 2012	AEROSPACE PROPULSION APPRENTI, 2A631 5 AIRCRAFT MAINT SQUADRON, MINOT AF GLOBAL STRIKE COMMAND 2AX - AEROSPACE MAINTENANCE C Conventional Munitions B Aircraft Maintenance Units D Fuels Jrrymn Suggest Change	Regular AF
23 Jan 2012	STUDENT, 2A631 361 TRAINING SQUADRON, SHEPPARD AIR EDUCATION AND TRAINING COMMAND No Experience Codes Mapped Make an Association	Regular AF

Figure 6.1.1.2 – Duty History (Military Jobs - Enlisted)

Individuals who disagree with a mapped duty can request a change to that mapping by selecting “View Pending Change” text next to the respective duty (Figure 6.1.1.1).

The view pending change pop-up, provides you the opportunity to suggest new mappings to the Career Field Manager and/ or report a discrepancy with the current mapping of a duty (Figure 6.1.1.3). You will have the ability to suggest changes to the Functional code Org/Spec code and the Job code.

Note: *Each duty can only be associated with one career field specific code.* Comments are required to justify the request and are then sent to your CFM for final action. You must click “Save Changes” before the CFM will receive the information.

Request an Experience Code Change

Duty Information

This is the duty information captured for the assignment you wish to change the association with.

CareerField		
RIO - Officer Reporting Identifiers		
Duty Title	Duty Code	Duty Grade
IDE, STUDENT SAMS	9250	Maj
Job Title	Date Created	Current Status
Reporting Identifier Student	22 Oct 2015	Pending
Current Status Date	Dispute Type	
22 Oct 2015	Dispute	

Duty Association

This is your current association which was mapped by your career field manager.

Functional Code	Organization/Specialty Code	Job Code
A Reporting Identifier	D 92S	D Student at Maj

Suggested Association

Please provide your suggested Functional, Organization/Specialty, and Job codes below.

Functional Code	Organization/Specialty Code	Job Code
A Reporting Identifier <input type="checkbox"/>	A 92J <input type="checkbox"/>	A Law Student at Maj <input type="checkbox"/>
Comments		
<input type="text"/>		

Save changes

Cancel

Figure 6.1.1.3 – Suggest Change

The Make an Association option, allows you to suggest career field experience codes for a particular duty entry that best aligns with the current structure and what the individual was doing at that time.

6.1.2 AF Civilian Jobs

AF Civilian Jobs section will allow you to view your DCPDS duty history for all your AF Civilian jobs held. This is where you make or change an association of a duty to an experience for an existing mapping.

The quick view table will display the following for each duty entry: Start date of the job, Job Title, Career Field ID, Continuum, Unit, Organization, Type, Location, MAJCOM, Grade, Career Field Experience codes, description of code, and association request action (Figure 6.1.2.1).

All duty entries are pulled from DCPDS if the information is incorrect, you must contact your local Military Personnel Section (MPS) to ensure the information is updated correctly within those

systems. **Note: The Grade associated with a duty is calculated from the individuals Grade held when they started the duty.**

My Experience

Dashboard / My Experience

Mentoring Connections
See My Experience
My Development Plan
Bullet Tracker
Join Discussions
My People
My Military Documents

Duty History
Experience Summary
Education & Training
Export My Experience

Duty History

Review and associate Career Field Experience codes to your duty history.

AF Civilian Jobs
Other - Self Reported

View your duty history entries from DCPDS. Create an association to career field experience, update the duty title, assign continuum level for each duty and provide a description of your duties along with impact and performance.

15 Aug 2010 Present	SUPERVISORY OPERATIONS RESEARCH ANALYST(1515AAA at GS-15), 1515 Stu & Anal Peterson AFB, AFELM US NORTH COM Leader	GS-15
No Experience Codes Mapped Edit Record		
02 Apr 2007 14 Aug 2010	Operations Research (1515)(1515OAA at GS-13), CV15 , AFELM US NORTH COM Supervisor or Manager	Tactical YF-03
No Experience Codes Mapped Edit Record		
15 Aug 2003 01 Apr 2007	Operations Research (1515)(AQK1CWX at GS-14), CV15 , Supervisor	Operational GS-14
AQK1 - Science/Engineering Analysis C Cappa W Wing Unassigned at GS-14 Edit Record		
15 Aug 1996 14 Aug 2003	Management And Program Analysis (0343)(GBGAAA at GS-14), CV03 , Management Official (CSRA)	Tactical GS-14
No Experience Codes Mapped Edit Record		
15 Jan 1996 14 Aug 1996	Management And Program Analysis (0343), CV03 , Manager	GS-13
No Experience Codes Mapped Edit Record		
15 Jul 1993 14 Jan 1996	Miscellaneous Administration & Program (0301), CV03 , Manager	GS-13
No Experience Codes Mapped Edit Record		
15 Jul 1990 14 Jul 1993	General Business And Industry (1101), CV11 , Supervisor or Manager	GS-13
1101 - Acquisition X Unassigned X Unassigned Dep Div Chief at GS-14 Edit Record		

Figure 6.1.2.1 – Duty History (AF Civilian Jobs)

The Make or Change an Association option, allows you to create/change an association to career field experience codes for a particular duty entry that best aligns with the current structure and what the individual was doing at that time. This area also allows you to edit your duty title and provide a Description for each specific duty row from the DCPDS duty table. See Figure 6.1.2.2.

Edit AF Civilian Job

Job Information

Duty Title SUPERVISORY OPERATIONS RESEARCH ANALYST(1515AAA at GS-15)	
Grade GS-15	Location Peterson AFB
Assignment Command AFELM US NORTH COM	Supervisory Responsibility Level Leader
Start Date 15 Aug 2010	End Date Present
Description <div>In this section you are able to provide up to a 1000 character overview of this specific duty.</div> <div>906 characters remaining</div>	

Job Association

Career Field -- Optional --		Continuum -- Optional --
Functional Code --	Organization/Specialty Code --	Job Code --

Save Cancel

Figure 6.1.2.2 – Make/Change Association (AF Civilian Jobs)

6.1.3 Other-Self Reported

Other-Self Reported Jobs section allows you to add experience garnered throughout your career that cannot be identified any place else (i.e. jobs with other services, deployment experience, previous military or civilian experience). In addition, you will be able to associate a code with this duty using the dropdowns so it will appear on your experience summaries.

The quick view table will display the following for each duty entry: Start date of the job, End date of the job, Job Title, Experience Type (Military, GS Self-Reported, Private Sector, or Deployment), Company/Agency, Location, Description, and AF equivalent association (Figure 6.1.3.1).

Duty History

Review and associate Career Field Experience codes to your duty history.

AF Military Jobs
AF Civilian Jobs
Other - Self Reported

Add additional jobs, such as private sector and deployments. Create a relationship to equivalent Air Force Career Field Experience codes.

Add Additional Experience

01 Apr 2015 Present	Intel Analyst Acme, Inc. Pentagon	Military
14N - INTELLIGENCE M Security L Staff CoS - DoS at Maj Edit Record		
01 Jan 2015 31 Mar 2015	Tester BAM Technologies Pentagon	Military
11F - FIGHTER PILOT 1 Staff 3 CAG A job at Capt Edit Record		

Figure 6.1.3.1 – Duty History (Other- Self Reported)

To add additional experience, you can click **“Add Additional Experience”** and will be directed to complete the information identified in figure 6.1.3.2.

Add Other/Self-Reported Job

Job Information

Job Title
Experience Type

Company/Agency
Location

Start Date
End Date

Description

Air Force Equivalency

Career Field

Functional Code
Organization/Specialty Code
Job Code

Save
Cancel

Figure 6.1.3.2 – Other-Self Reported (Experience)

6.2 Experience Summary

You will be able to view your career field experience codes and your experience summary information that is derived from the associations made to your duty history by the Career Field Manager (CFM). On the experience summary page, you will be able to view the following tables:

- **Career Field Experience Summary:** Identifies your overall career field experience (different AFSCs/competencies held), number of years & months experience and the AF component from which the experience was gained.
- **Functional Experience Summary:** Identifies your functional areas of experience within each career field, number of years & months experience, and the AF component from which the experience was gained.
- **Org/Specialty Experience Summary:** Identifies your organizational / specialty experience within each career field, number of years & months experience, and the AF component from which the experience was gained.
- **Job Experience Summary:** Identifies your job experience within each career field, number of years & months experience, and the AF component from which the experience was gained.
- **Individual Experience Identified Summary:** Identifies any associated Tags assigned by your Career Field Manager and the date assigned.
- **Cross Functional Experience Summary:** Identifies a summary of your experience in a specific duty, and the number of years and months they are earning credit towards the duty. (Examples: AOC, Nuclear)
- **Additional Experience Summary:** Identifies the Roll-Up of experience for an additional experience code if the individuals' duty has experience associated with it.
- **Continuum Experience Summary:** This applies to civilians and identifies your continuum summary, and the number of years & months experience.

My Experience

Dashboard / My Experience

 Mentoring Connections

 See My Experience

 My Development Plan

 Bullet Tracker

 Join Discussions

 My People

 My Documents

 Duty History

 Experience Summary

 Education & Training

 Export My Experience

Experience Summary

Review summary of your Air Force Career Field Experience based on the associations to your duty history. You may also view a list of [Experience Codes](#).

Career Field Experience Summary:

Career	Years	Months	Component
64P - CONTRACTING	3	5	Regular AF
63A - ACQUISITION MANAGER	0	1	Regular AF

Functional Experience Summary:

Career	Functional	Years	Months	Component
64P - CONTRACTING	Operations Contracting	3	5	Regular AF
63A - ACQUISITION MANAGER	C4ISR	0	1	Regular AF

Org/Specialty Experience Summary:

Career	Org/Specialty	Years	Months	Component
64P - CONTRACTING	Wing/Base	3	5	Regular AF
63A - ACQUISITION MANAGER	PC (SPO)	0	1	Regular AF

Figure 6.2.1 – Experience Summary

By selecting the Experience Codes link, you will be able to choose any career field and view the career field experience structure (Figure 6.2.2).

View Experience Codes

In this section you are able to choose any career field and view the Career Field Experience structure.

Career Field

62E - DEVELOPMENTAL ENGINEER

Functional Codes:

Code	Description
C	C4ISR
E	Education and Training
I	Information Operations
N	Nuclear
S	Space
W	Weapons
X	Delete
Y	Testing

Organization/Specialty Codes:

Code	Description
A	ALC(SPO)
D	Data Masked
E	Academia
F	FOA/DRU/AF Agency
G	Agency - Non-AF
H	HAF/SAF
J	Joint
L	Lab
M	MAJCOM
N	NAF
S	Prod Ctr (SPO)
T	Testing

Job Codes:

Code	Description/Grades
1	Student Job
	Maj, Lt Col
A	Project Officer
	Lt, Capt
B	Branch Chief
	Maj, Lt Col
E	Engineer
	Lt
F	Flight CC
	Lt, Capt, Maj
I	Instructor
	Capt, Maj, Lt Col, Col
P	PEM
	Maj, Lt Col
S	SQ CC / Mat Ldr
	Maj, Lt Col
Y	Staff Officer
	No Grades

Figure 6.2.2 – View Experience Codes

6.3 Education and Training

This section allows you to view a summary of your education and training information and self report information not retrieved from the authoritative source. (Figure 6.3.1 and 6.3.2). You will have the ability to view the following tables with associated information:

- **Education:** Identifies the individuals’ degree information to include the Code (mil), description, level (Ex. Awarded Master’s Degree, Bachelor’s Degree, CCAF, etc.), school, and award date.
- **Professional Military Education (PME):** Identifies the individuals’ PME information to include the code, description, level (Ex. IDE, PDE, Course 14, etc.), residence status (mil) or method (civ), and award date.
- **Acquisition Certification:** Identifies acquisition certifications held by the individual and includes the code (mil) or type (civ), description, level of certification and the award date.
- **Acquisition Training:** Identifies acquisition training courses attended by the individual and includes the training, description, level, school, and the award date.
- **Formal Training:** Identifies all training related courses updated in MilPDS/DCPDS for the individual and includes PDS Code, ID, title, award date, and areas of expertise. **Note: Some sections on this table may be left blank if not applicable.**

View your Education and Training entries from MILPDS.

Education:

Code	Description	Level	School	Award Date
1BAA	MIL OPERATIONAL ART/SCI	AWARDED MASTERS DEGREE	AIR UNIV AL	07 Jun 2010
1AGY	ENGINEERING MGT	AWARDED MASTERS DEGREE	UNIV DAYTON OH	14 Aug 2005
4MYX	MECHANICAL ENGINEERING	AWARDED BACCALAUREATE DEGREE	AUBURN U AL	01 Jan 1998

Professional Military Education:

Code	Description	Level	Residence	Award Date
II	IDE-AIR COMMAND AND STAFF COLLEGE (ACSC)	IDE	RESIDENCE	01 Jun 2010
QA	PDE - SQUADRON OFFICER SCHOOL (BEFORE 2005)	PDE	RESIDENCE	23 Aug 2002

Acquisition Certification:

Code	Description	Level	Award Date
A	PROGRAM MANAGER	INTERMEDIATE LEVEL (II) - CONT AREA SPEC/BROADEN EXPERTISE	11 Jan 2012
4	OTHER PROGRAM MANAGEMENT	ENTRY LEVEL (I) - TRAINEE EXPOSED TO ACQ FUNCS/ROLES & SPEC	10 Mar 2002
T	TEST AND EVALUATION	ENTRY LEVEL (I) - TRAINEE EXPOSED TO ACQ FUNCS/ROLES & SPEC	01 Jun 2000
Q	DEVELOPMENTAL ENGINEER	ENTRY LEVEL (I) - TRAINEE EXPOSED TO ACQ FUNCS/ROLES & SPEC	01 Feb 2000

Acquisition Training:

Training	Description	Level	School	Award Date
No current Acquisition Training items.				

Formal Training Courses:

PDS Code	ID	Title	Award Date	Areas of Expertise
No current Formal Training items.				

Figure 6.3.1 – Education & Training

My Experience

Dashboard / My Experience

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

My Military Documents

Duty History

Experience Summary

Education & Training

Export My Experience

Education and Training

See your Education and Training experience.

AF Military Education

Other - Self Reported

Add additional Education and Training, such as private sector and other items not captured in MILPDS or DCPDS.

Education:

Add Additional Education

	Level	Degree	School	Year Completed
No current Self Reported Education items.				

Professional Military Education:

Add Additional PME

	Level	Course Name	Residence	Year Completed
No current Self Reported Professional Military Education items.				

Certifications:

Add Additional Certification

	Certification Name	Expiration Date
No current Self Reported Certification items.		

Figure 6.3.2 – Self Reported- Education & Training

Lastly in this section, if you would like to export your experience to view or pass along to leadership, you can simply click the export option.

6.4 Export My Experience

You will have the ability to export “**My Duty History**” to a PDF file. The PDF will open and you can save it to your computer. It contains all the information identified within the “**My Duty History**” section.

7.0 My Development Plan

This tab allows you to view your Job Preferences, update your desire for Training and Education, and update your Career Goals along with seeing board information. **NOTE: Officers meeting a DE board will be able to update their Development Plan until they are stratified by the Senior Rater.**

7.1 Functional

This area has multiple tabs: Goals and Intent and Job Preferences. The Goals & Intent tab allows you to outline any relevant details concerning your career plans, goals, answering developmental team group intent questions, and any other information you would like leadership to know about (see figure 7.1.1 for Officer and figure 7.1.2 for enlisted). A Confirmation box along with Senior Rater and supervisor information will be visible for those meeting a DT board (See Figure 7.1.3).








The Job Preferences tab displays your job preferences to be considered by the Development Teams during the vectoring process (see figure 7.1.4).

The screenshot displays the 'My Development Plan' web application. At the top, there's a breadcrumb trail 'Dashboard / My Development Plan'. Below this is a navigation bar with three tabs: 'Functional', 'Education', and 'Board'. Under the 'Functional' tab, there are two sub-tabs: 'Goals & Intent' (which is active) and 'Job Preferences'. On the left side, there's a sidebar menu with links: 'Mentoring Connections', 'See My Experience', 'My Development Plan', 'Bullet Tracker', 'Join Discussions', 'My People', and 'My Documents'. The main content area is titled 'Goals & Intent' and includes the text 'You can make updates below for input to your Development Team.' Below this is a section for 'Your Career Goals' with a 'Last Update: Never' status. It contains a text area for comments, a '1000 characters remaining' indicator, and 'Save' and 'Cancel' buttons. Further down is the 'Assignment Intent' section, which states 'Changes are saved automatically.' and lists several intent questions with 'Yes' and 'No' buttons: 'I desire to serve an Overseas Long Tour' (Last Update: 12/18/2015), 'I desire to serve an Overseas Short Tour' (Last Update: 12/18/2015), 'I desire to serve in a Command and / or Leadership Position' (Last Update: 12/18/2015), 'I intend to accept any Air Force assignment given to me at this time' (Last Update: 12/18/2015), and 'I wish to have Join Spouse considered in any assignment that I am given' (Last Update: 12/18/2015). At the bottom, there's a 'Military Spouse Information' section (Last Update: 12/18/2015) with a 'Same' button and a note 'O -10 same'.

Figure 7.1.1 – Goals & Intent (Officer)

My Development Plan

Dashboard / My Development Plan

-  Mentoring Connections
-  See My Experience
-  My Development Plan
-  Bullet Tracker
-  Join Discussions
-  My People
-  My Documents

Functional

Education

Board

Goals & Intent

Job Preferences

Goals & Intent

You can make updates below for input to your Development Team.

Your Career Goals

Last Update: 10/17/2017

Please provide comments outlining any relevant details concerning your career plans, goals and any other information you would like leadership to know about you (personal interests, goals, etc...)

Here are some career goals.

972 characters remaining

Save

Cancel

Assignment Intent

Changes are saved automatically.

I desire to serve an Overseas Long Tour Last Update: 10/17/2017

☒ Yes ☐ No

I desire to serve an Overseas Short Tour Last Update: Never

☐ Yes ☐ No

I intend to accept any Air Force assignment given to me at this time Last Update: Never

☐ Accept ☐ Do Not Wish ☐ Sep/Ret App in System

I desire to become a Technical Training School Instructor for my AFSC Last Update: 10/17/2017

☐ Yes ☒ No

I desire to retrain/cross-train into another AFSC Last Update: Never

☐ Yes ☐ No

I desire to be considered for a Developmental Special Duty Last Update: 10/17/2017

☒ Yes ☐ No

Developmental Special Duties Desired Last Update: 10/17/2017

These are my special duties that I desire. Here is another one.

187 characters remaining

Save

Cancel

I desire to be considered for a Key Leadership Position Last Update: Never

☐ Yes ☐ No

I desire to be considered for Joint opportunities Last Update: Never

☐ Yes ☐ No

I desire to be considered for an Officer Commissioning Program Last Update: Never

☐ Yes ☐ No

Figure 7.1.2 – Goals & Intent (Enlisted)

Functional Education Board

Goals & Intent Job Preferences

Goals & Intent

You can make updates below for input to your Development Team. Note, any input to a text box in the below area is saved automatically.

☐ Confirm I confirm that my Development Plan is up to date for the DT Board (FOVAQSMLO2 - Testing Components)

Endorsers for FOVAQSMLO2

Senior Rater IAN F AANRUD, Lt Col

Supervisor EVA M GARDUNO, GS-13/ Col (Ret)

☐ Confirm I confirm that my Development Plan is up to date for the DT Board (FEVAQ\$wfe - wd)

Endorsers for FEVAQ\$wfe

Supervisor

Senior Rater

Figure 7.1.3 – Individual’s DT Board Information

My Development Plan

Dashboard / My Development Plan

Functional Education Board

Goals & Intent Job Preferences

Job Preferences

You can specify your job and location preferences here. Use the up and down arrows to prioritize your choices. Your changes are saved automatically.

▼ Near-Term Job Preferences (1-3 Years) Add Job Preference

No jobs selected

▼ Mid-Term Job Preferences (3-5 Years) Add Job Preference

No jobs selected

▼ Far-Term Job Preferences (5-10 Years) Add Job Preference

No jobs selected

▼ Location Preferences Add Location

No Locations Selected.

Figure 7.1.4. – Job Preferences

7.2 Education

This tab allows you to update your desire for training and/or Professional Military Education programs. You can enter your developmental education goals as well as recommended text for your Senior Rater to use in their endorsement comments when you meet a board. You will also be able to update your desired PME course. In addition, you can upload your GMAT and GRE transcripts. You can use the icons to view your Officer Career Brief along with your Development Plan. **NOTE: If you are a Captain or Major you will also be able to update you Advanced Studies Group intent on this tab.**

My Development Plan

Developmental Education

You are able to update your Developmental Education Preferences year round. If you are meeting a board then these preferences will be your starting point for updating your board specific input. Note: any input to a test box in the below area is saved automatically. Your school choices are also saved automatically.

Developmental Education Goal	Developmental Education Goal ID	Developmental Education Goal Description
Complete 1 year of Developmental Education to update the Developmental Education Preferences	Developmental Education Goal ID	Developmental Education Goal Description
Complete 1 year of Developmental Education to update the Developmental Education Preferences	Developmental Education Goal ID	Developmental Education Goal Description
Complete 1 year of Developmental Education to update the Developmental Education Preferences	Developmental Education Goal ID	Developmental Education Goal Description
Complete 1 year of Developmental Education to update the Developmental Education Preferences	Developmental Education Goal ID	Developmental Education Goal Description
Complete 1 year of Developmental Education to update the Developmental Education Preferences	Developmental Education Goal ID	Developmental Education Goal Description

Professional Military Education Course Preferences

Advanced Academic Program Preferences

Transcript Attachments

Test Scores

Developmental Education Board Intent Comments

Figure 7.2.1 – Education

As an individual meeting a DE board you will have the ability to assign up to 5 MyVector Users as reviewers for each board you are meeting/Civilian users will be able to assign up to 3 MyVector Users. Individuals identified as reviewers will receive a notification on the dashboard directing them to provide input. These individuals will have the ability to review your input so that the Senior Rater can view vetted recommended comments. **NOTE: Individuals selected as reviewers cannot be your current Senior Rater or board Senior Rater.**

The screenshot shows the 'Developmental Education' section. At the top, there are three tabs: 'Functional', 'Education' (which is selected), and 'Board'. Below the tabs, the title 'Developmental Education' is followed by a paragraph explaining that users can update their preferences year-round and that these preferences will be used for board-specific input. Below this is a confirmation checkbox labeled 'Confirm' with the text 'I confirm that my Development Plan is up to date for the DE Board (FOEDE011E - I'm adding a description)'. Underneath, there is a section titled 'Reviewers for FOEDE011E' containing a list of reviewers: 'Maj WU, JOHN R' and 'Lt Col BUCK, EDWARD D'. Each reviewer has a small 'x' icon to its right. At the bottom of this section is a button labeled 'Add Reviewer'.

Figure 7.2.2 – Adding Reviewers for DE Board

7.3 Board

This area has two tabs: Current Boards and Historical Boards. The Current boards tab allows you to see any boards that you are currently meeting; whereas, the Historical Boards tab allows you to see any boards you have previously met. The current board tab will allow Civilian members volunteer to meet a DE board. In addition, the you will be able to see board results appended to the IDP with endorser comments when the public release date has passed. Individuals having met a board will receive an email notification of board results so they can view them.

The screenshot shows the 'Board' section. At the top, there are three tabs: 'Functional', 'Education', and 'Board' (which is selected). Below the tabs, there are two sub-tabs: 'Current Boards' and 'Historical Boards'. The 'Current Boards' tab is active, displaying a list of boards. The first section is 'Current Development Team Boards' and the second is 'Current Developmental Education Boards'. Each board entry includes the board name, a description, a 'Freeze Date for Members', a 'Freeze Date for Senior Raters', and a 'Public Release Date'. To the right of each board entry is a button labeled 'Open for Input'. For the 'FODEE01SD - SDE for 2001 (Officer - Active Duty)' entry, there is also a 'Senior Rater Review' button.

Figure 7.3.1 – Current Boards

Functional Education **Board**

Current Boards Historical Boards

Historical Development Team Boards

You do not have any past Development Team Boards.

Historical Developmental Education Boards

FODEFODE17 - IDE Central Selection Board 2017 (Officer - Active Duty)
 Result : **Not Nominated**
 Public Release Date: 7/21/2017

Public Release [icon] [icon]

Figure 7.3.1.1 – Historical Boards

The individual who has met a DT board can see the board results appended to the IDP with endorser comments by going to My Development Plan and clicking on the Board tab. **NOTE: A not nominated individual who has no Senior Rater comments will see “Not Nominated” in the Senior Rater Comments section.**

Boards

Dashboard / My Development Plan

Functional Education **Board**

Current Boards Historical Boards

Historical Development

FESADENUS - Test enlisted board (Reg)
 Freeze Date for Members: 9/16/2017
 Freeze Date for Supervisor: 9/13/2017
 Freeze Date for Senior Rater: 9/14/2017
 Public Release Date: 9/16/2017
 View your Individual Development Plan's current

Historical Development

You do not have any past Developmental Education Boards.

Board Results

Not Nominated

Comments

Senior Rater

Board Input

Board Specific Input Questions

Order	Question	Answer	Functional Code	Locations
1	Are you currently in a position that requires a high level of responsibility?	Yes	1.0000	No Locations Selected
2	Are you currently in a position that requires a high level of responsibility?	Yes	1.0000	No Locations Selected

Senior Rater Comments

Superior: [Name], [Rank], [Location]
 No Comments Provided

Senior Rater: [Name], [Rank], [Location]
 No Comments Provided

Figure 7.3.1.2 – Individual Views DT Board Results with Endorser Comments

8.0 Bullet Tracker

You can use this is a place to store all of their accomplishments throughout the year. You will be able to create a tracker using a specific time period, add accomplishments to the tracker, and share your tracker with your mentors (Figure 8.0.2).

The current tracker will display by default and provides you the dates of the tracker, the status, the rank and the supervisors name (Figure 8.0.1).

Manage Bullets

Maintain your accomplishments throughout the year. Start by identifying a time period and grade. Keep track of specific actions and share your bullets with a mentor.

[Start new Bullet Tracker](#)

Trackers

20150529 - 20150711: Officer - Lt Col

Archived Trackers

29 May 2015 to 11 Jul 2015: Officer - Lt Col

Supervisor: paul McAree

New

[Add Bullet](#) [Edit Tracker](#) [Export](#) [Archive](#)

Training, Education, PME, Professional Enhancement/ Communication

Action Taken
Completed PME

Impact
Accomplished the training

Result
Won Award

5/26/2015 @ 12:34 PM

Figure 8.0.1 – Bullet Tracker Landing Page

This page will display a list of all trackers located to the right; with the top tracker being the most current. You will have the ability to view archived trackers, by clicking “**Archived Trackers**”. If you desire to move an archived tracker back to active, they simply click the restore option.

To start a new bullet tracker, you will click “**Start new Bullet Tracker**” and you will be directed to the “**Create Bullet Tracker**” page (Figure 8.0.2).

To add a new bullet to the current tracker, you will click **“Add Bullet”** and you will be directed to the **“Add a Bullet”** page (Figure 8.0.3). Once a bullet is added, you can edit the bullet, delete the bullet and/or move the bullet up and down (via the arrow) to place in order of precedence.


You can edit the tracker at any time by clicking the **“Edit tracker”** and be navigated to the **“Edit Bullet Tracker”** page which looks exactly like the **“Create Bullet Tracker”** page (Figure 8.0.2)


You also have the ability to export your tracker to a PDF in order to print or save for future use.

When you are prepared to archive your current tracker, click **“Archive”** and you will be asked if you want to archive the tracker. Upon clicking **“Ok”**, the tracker will go to the archived trackers.

Create Bullet Tracker
To start a new bullet tracker, please fill out the form below.

Please Select a Grade
Grade *

Please Select a Supervisor Start Date
Supervisor Start Date *


Please Select a Supervisor End Date
Supervisor End Date


Please Enter a Supervisor Name
Supervisor Name *

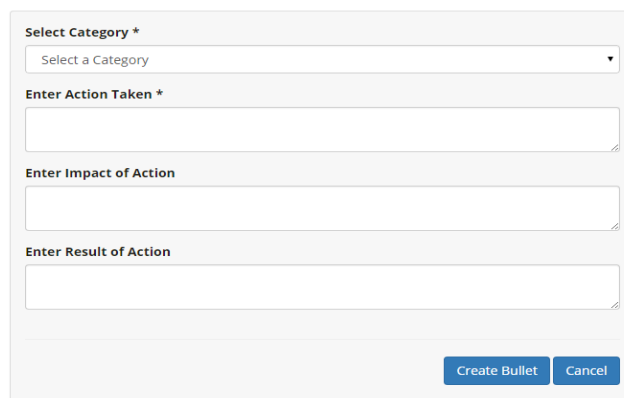
Please Enter any Comments
Comments

Figure 8.0.2 – Create New Bullet Tracker

You will be prompted to select their Grade, update supervisor start date, update supervisor end date, manually type in supervisors’ name, and enter any comments. You must click **“Create Bullet Tracker”** located at the bottom of the page to create.

Add a Bullet

Add a bullet by filling out the form below.



The form is titled "Add a Bullet" and contains the following fields and buttons:

- Select Category ***: A dropdown menu with the placeholder text "Select a Category".
- Enter Action Taken ***: A text input field.
- Enter Impact of Action**: A text input field.
- Enter Result of Action**: A text input field.
- Create Bullet**: A blue button.
- Cancel**: A blue button.

Figure 8.0.3 – Add Bullet to Tracker

You will be prompted to select a category that best fits the accomplishment you are adding, type in the text box the action taken, type in the text box the impact of the action taken, and type in the text box the result of the action taken.

You must click **“Create Bullet”** in order for the event to save in the tracker. Once this action is completed, you will be able to view the bullets located on the **“Bullet Tracker Landing Page”** (Figure 8.0.1).

You will also have a **“Join Discussions”** area of interest that is located on your dashboard. You will navigate to this section in order to Manage Discussions.

9.0 Join Discussions

This is where you will be able find questions and answers about an array of topics. You will have the ability to join groups, start groups and communicate within the groups. Upon entering this page you will land on the manage discussions page (Figure 9.0.1).

If you wish to view discussions, simply click on **“View Discussions”** (Figure 9.1.1). If you wish to start a group, simply click on **“Start Group”** (Figure 9.2.1).

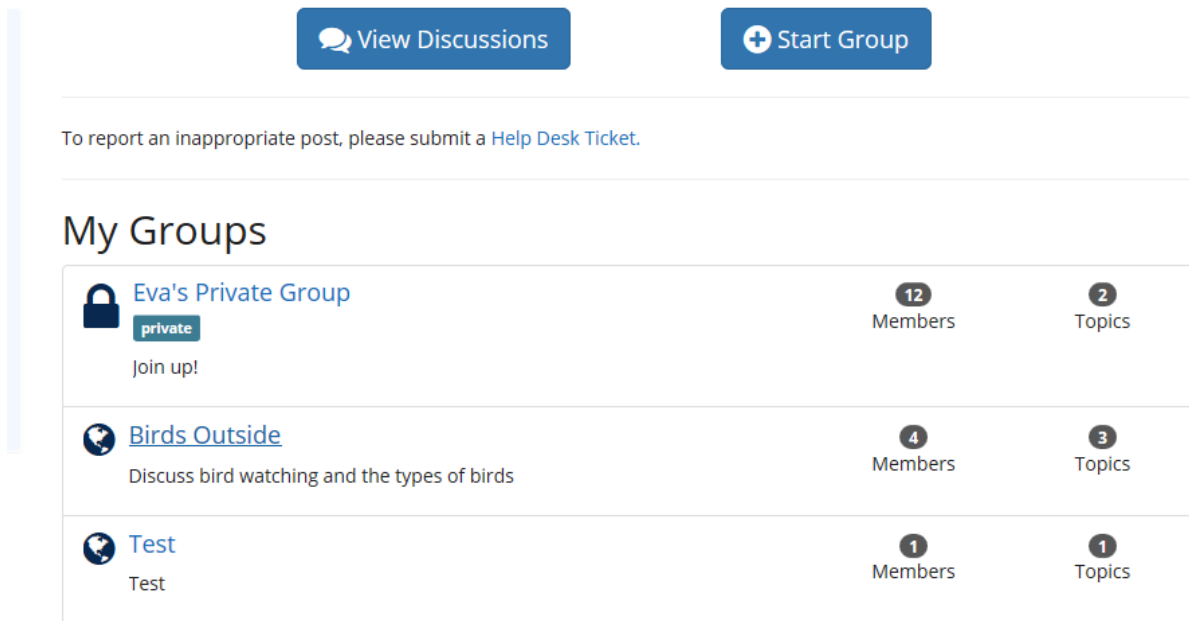


Figure 9.0.1 – Manage Discussions Landing Page

The landing page will populate with the individuals current Groups. You will be able to view the name of the group, the number of members currently in the group and the number of topics already presented. You can also click on the name of the group to enter the group (Figure 9.0.2).

Upon entering a discussion group, you will be able to view name of the group, the topics being discussed, view settings (if they are the group owner), leave the group, start a new topic or even comment on current topics.

The display will show you the number of members and topics within the group as well as the number of posts within a topic.

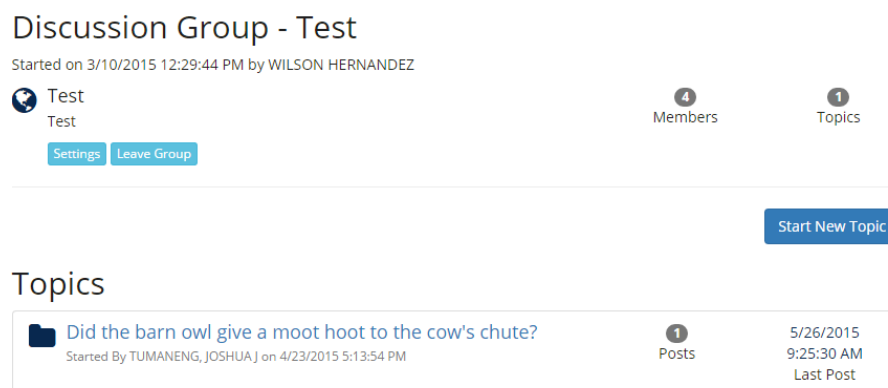


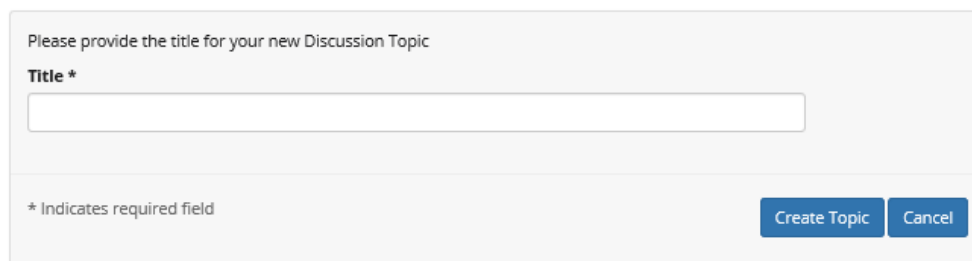
Figure 9.0.2 – Enter a Discussion Group

If you are the group owner, you can click on “**Settings**” and adjust the group Name, description, and notifications. You will also have the ability to view the group’s membership (name of group member, date/time stamped when member was approved in the group, and their email address). As the group owner, you can remove a member from the group by clicking “**remove**” located to the right of the member you wish to remove. **Note: If it’s a public group, the date/time stamp populates with the date the individual joined the group.**

When you would like to leave a group, click “**Leave Group**”. When this action takes place, you will be navigated back to the groups landing page and the group will no longer be visible on this page. **Note: If you are the only group owner, you will not have the ability to leave the group as there must be one owner in the group.**

You can start a new topic by simply clicking “**Start new Topic**” and Figure 9.0.3 will appear.

To start a new discussion topic, please fill out the form below. Discussion topics organize discussion threads into specific topic areas you define.



Please provide the title for your new Discussion Topic

Title *

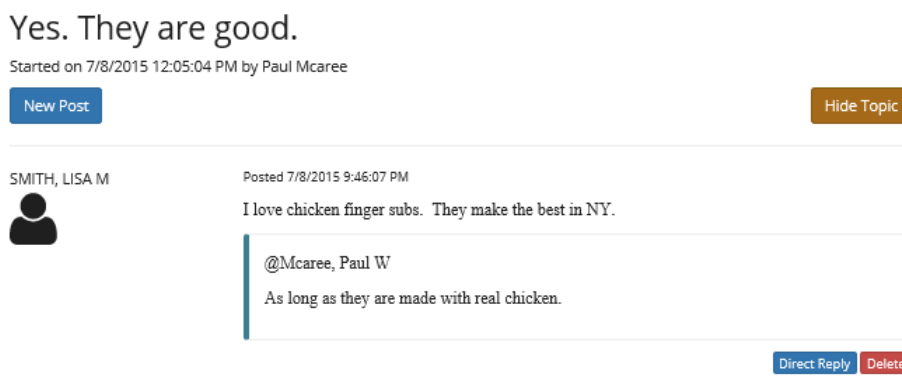
* Indicates required field

Create Topic Cancel

Figure 9.0.3 – Start New Discussion Topic

Upon entering start new topic, you will be prompted to update a title for the new discussion topic.

While in the discussion Group, you may make comments on an existing topic. By clicking the topic name you will enter the topic (Figure 8.0.4). You can then create a new post, direct reply or delete comments you created.



Yes. They are good.

Started on 7/8/2015 12:05:04 PM by Paul Mcaree

New Post Hide Topic

SMITH, LISA M Posted 7/8/2015 9:46:07 PM

I love chicken finger subs. They make the best in NY.

@Mcaree, Paul W

As long as they are made with real chicken.

Direct Reply Delete

Figure 9.0.4 – Create Post within a Topic

To create a new post within a current topic, you will click **“New Post”** and will be prompted with a text box to enter your message.

To direct reply, click **“Direct Reply”** and you will be prompted to update a reply message.

You will be able to delete your comments, by clicking **“Delete”**. Only the originator of the comments can delete them.

As a group owner, you have the ability to hide a topic by clicking **“Hide Topic”**.

If you are looking for a specific group or would like to see what discussion groups exist you can click **“View Discussions”** located at the top of the landing page in Figure 9.0.1.

9.1 View Discussions

This page allows you to view an array of discussions groups (Figure 9.1.1). There are two types of groups, Public and Private. You can search for a particular group by typing in the name of the group or a keyword tag.

Public groups are identified with a globe to the left of the name and can be joined by anyone. You can simply click **“Join Group”** located to the right of the group. When this occurs, you will be navigated to identify your preferences in receiving notifications when topics are added or new posts have been added to a topic.

Private groups are identified with a lock to the left of the name and require access approval. Locked groups are specific to certain career fields and groups. You can request access by clicking **“Request Access”**. This will generate a notification to the Group owner(s) for approval / denial action.

View Discussions
+ Start Group

To report an inappropriate post, please submit a [Help Desk Ticket](#).

My Groups

<div style="display: flex; align-items: center;"> <div> Yet another group with tags <div style="display: flex; gap: 5px; font-size: 0.8em; margin-bottom: 5px;"> Fighter Jets Something Yay Tags! Ginger is Cool Chris is Cooler </div> <div>Something</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">694</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">16</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> F-15 Radar Maintenance <div style="display: flex; gap: 5px; font-size: 0.8em; margin-bottom: 5px;"> Festive Fighter Jets Something Something Else Test </div> <div>Talk with the experts and get some help from the old dogs.</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">20</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">13</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> George <div>Blah bla</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">1</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">1</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> My Test Group <div>My test Group</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">1</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">0</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> Success <div>Test</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">1</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">0</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> This is a 63A group <div>Test</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">2</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">1</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> Future General Officers <div>Discussion on developing future leaders</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">2</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">3</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> 61A - Ops Research Forum <div>This forum is to help foster collaboration among the 61A OR career field</div> <div style="background-color: #f08080; padding: 2px 5px; font-size: 0.7em; margin-top: 5px;">Pending approval to join</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">3</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">2</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> Shop Talk <div>Talk about any work related topic</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">4</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">0</div> <div style="font-size: 0.8em;">Topics</div>
<div style="display: flex; align-items: center;"> <div> Internal for owners <div>Internal discussion and topics</div> </div> </div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">3</div> <div style="font-size: 0.8em;">Members</div>	<div style="background-color: #ccc; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto; font-size: 0.8em;">0</div> <div style="font-size: 0.8em;">Topics</div>

Figure 9.1.1 – Discussion Groups

All users will have the ability to begin a discussion group on any topic they choose.

9.2 Start Groups

You have the ability to start discussion groups. If you start a discussion group you will be identified as the **“The group owner”** and will be required to complete a form to identify the group, (Figure 9.2.1).

To start a new discussion group, please fill out the form below. Discussion groups can be either public or private. It's a great place to collaborate with peers on any topic.

Please provide the title for you new Discussion Group

Title *

Briefly describe the discussion group and the type of topics expected.

Description *

A public group allows anyone to read and post in your group. When the group is private, users must ask to join the group.

☐ **Publicly Available**

Notifications

☐ **Notify me when a new member is requesting to join the group**

☐ **Notify me when a new topic is added**

☐ **Notify me when a new post has been added to a topic I am subscribed to**

* Indicates required field

[Create Group](#) [Cancel](#)

Figure 9.2.1 – Start a Group

Once a group is created, it will appear on your **“My Groups”** page. If you elect to receive notifications, notifications will be delivered via email as well as via your activity feed on the dashboard. If the need arises, the group owner can transfer ownership to a member of the group under the group settings area.

The last area of interest that was located on your dashboard is the **“My People”**. You will navigate to this section in order to manage and view individuals for whom you are the supervisor and/or senior rater.

10.0 My People

This tab will allow you to view information on those you are the Senior Rater for or those you are the Supervisor. The quick view table will provide your role along with the individual's rank, name and career field.

Click the hyperlink to the name and you will view the individual's duty history summary, additional experience summary, education and training, and career experience summary. You will also be able to navigate to view the individual's preferences, intent, and developmental education (see figure 10.0.1).

REPORT BY GS-09 PEETS, EMMILIE

Print

Career Experience

Outline Development Plan - Preferences

Outline Development Plan - Intent

Outline Development Plan - Developmental Education

Individual Career Experience Report

GS-09 EMMILIE PEETS

Career Field: 00E - Enlisted Special Duties

Development Team Management Group: No Career ST Career Group Available, No Military ST Career Group Available

Duty History

AF Outlan History

13 Sep 2019	OPERATIONS RESEARCH ANALYST/STATIONMAN at GS-07/9/11, 1515	Operational
Present	Comp Sign A-1, Division A-1, AIR FORCE MATRONS COMMAND	
	View Career History View Development Plan View Intent View Developmental Education	GS-09
31 Aug 2019	Operations Research (1737&ACR)FCWR at GS-07/9/11, CV15	Operational
11 Feb 2019	AIR FORCE MATRONS COMMAND	
	View Career History View Development Plan View Intent View Developmental Education	GS-07
15 Jul 2017	Loan Specialist (1165), CV11	
30 Aug 2016	Supervisor or Manager	GS-07
	View Career History View Development Plan View Intent View Developmental Education	
15 Mar 2017	Loan Specialist (1165), CV11	
14 Jul 2017	Supervisor	GS-07
	View Career History View Development Plan View Intent View Developmental Education	
15 Nov 2016	Business And Industry Student Trainee (1195), CV11	
14 Mar 2017	Program Responsibility	GS-07
	View Career History View Development Plan View Intent View Developmental Education	
15 Jun 2016	Inst, CV15	Tactical
14 Nov 2016	ML CSS Supervisor	GS-05
	View Career History View Development Plan View Intent View Developmental Education	

Additional Experience

No Self Reported Duty Items

Education and Training

View your Education and Training entries from DCPDS

Education

Level	Description	School	Award Date
No current Education items			

Professional Military Education

Code	Description	Level	Method	Award Date
No current Professional Military Education items				

Acquisition Certification

Type	Description	Level	Award Date
No current Acquisition Certification items			

Training

Type	Description	Method	Award Date
No current Training items			

Special Experience Identifiers

Code	Description
No current Special Experience Identifier Codes	

Career Experience Summary

Career Field Experience Summary

Career	Years	Months	Component
1515 - Operations Research	5	11	AF Outlan
AQ01 - Science/Engineering Analysis	1	1	AF Outlan

Functional Experience Summary

Career	Functional	Years	Months	Component
1515 - Operations Research	Comm and Info	5	11	AF Outlan
AQ01 - Science/Engineering Analysis	Coppe	1	1	AF Outlan

Org/Specialty Experience Summary

Career	Org/Specialty	Years	Months	Component
1515 - Operations Research	Acquisition	5	11	AF Outlan
AQ01 - Science/Engineering Analysis	Testing	1	1	AF Outlan

Job Experience Summary

Career	Job	Years	Months	Component
1515 - Operations Research	Cardboard Comp	5	11	AF Outlan
AQ01 - Science/Engineering Analysis	Unassigned	1	1	AF Outlan

Printable Career Experience Summary

Figure 10.0.1 – My People – Individual Career Experience Report

11.0 My Military Documents

You will be able to download documents that have been entered into the Automated Records Management System (ARMS) (see figure 11.0.1). In addition, you will be able export and refresh your personnel brief.

My Military Documents

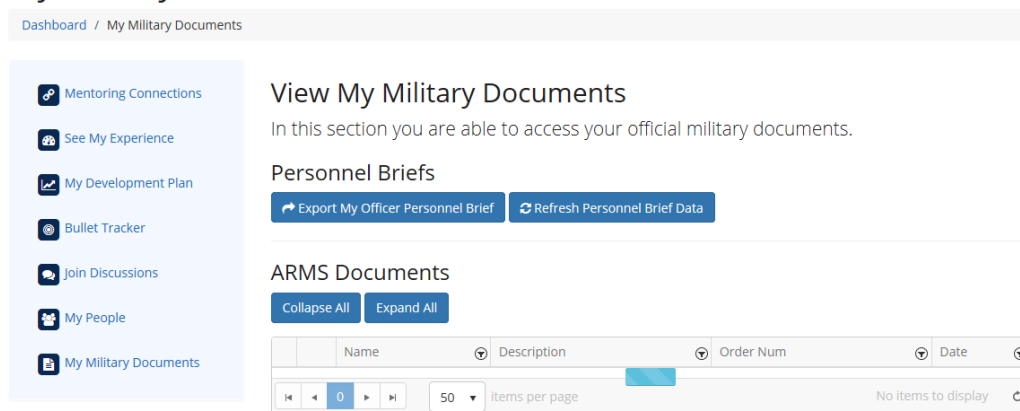


Figure 11.0.1 – My Military Documents

12.0 My Profile

You should keep your personal/mentor profile within MyVECTOR current. This area is viewable by Mentees, Mentors, Senior Raters, Supervisors and Development Team (DT) boards.

12.1 My Profile – Personal Information

You can update and view your profile information by clicking the Username dropdown. This is where you can add your Development Team Career, Group, Supervisor, Senior Rater, email, hobbies, skills, and provide a brief summary. The personal information displayed comes from MilPDS for Military or DCPDS for Civilians, you will have the ability to adjust certain items in this section (see figure 12.1.1).

Note: If you are registered as a user in the “Other” category, you will have the ability to edit your ethnicity and gender on this page.

This information is displayed upon entering “My Profile”. The following information is pulled from MilPDS or DCPDS for Military and Civilian employees. **Note: If you are political appointee, contractor, sister service or other user, this information will be left blank or input by you.**

The development team career group is important to ensure appropriate consideration by Vectoring boards.

The email is particularly important as this is how MyVECTOR email notifications are generated to remind you of specific actions that require their attention.

The Supervisor and Senior Rater will be updated by clicking “**Add Supervisor**” and “**Add Senior Rater**”. You will have the ability to search by First Name, Last Name, Career Field and / or Grade. You are not required to populate all fields to complete a search and results will only display MyVector registered users. **Note: Military members will NOT be able to self-report their supervisor if the SSN is in MilPDS.** Once you populate Supervisor and Senior Rater, you will then have the ability to “**Change**” or “**Remove**” the Supervisor or Senior Rater.

Updating a summary will allow you to share accomplishments and/or experiences with potential Mentees. To update your summary enter free text and click “**Save**”.

Adding skills, hobbies and interests to your profile will prove to be beneficial when Mentees are looking for specific skills within a Mentor. To add a Skill and /or hobbies & interests; type in the information and click “**Add Skill**”.

The screenshot displays the 'My Profile' page with the 'Personal Information' tab selected. The page is divided into a left sidebar with navigation links and a main content area. The main content area includes a 'Personal Information' section with fields for Name, Gender, Component, Career Field, Current Rank & Date of Rank, Ethnicity, Service Date, Duty Unit Organization, and Duty Location. Below this is a 'Summary' section with a text editor and a 'Save' button. At the bottom, there are sections for 'Supervisor' and 'Senior Rater' with 'Add' buttons, and sections for 'Skills' and 'Hobbies & Interests' with text input fields and 'Add' buttons.

My Profile
Dashboard / My Profile

Personal Information My Mentor Profile

Personal Information

Name	WILLIAM E MARION, II	Current Rank & Date of Rank	E5-00 - 05 Apr 2015	Service Date	10 Aug 1992
Gender	Male	Ethnicity	White		
Component	Civilian	Career Field	1101 - Acquisition	Duty Unit Organization	Manpower Plans/Programs
				Duty Location	Arlington, Arlington, VA
Civilian DT Career Group	Science and Engineering	Email	test300030@bamtech.nettest		

Summary

Rich text editor with buttons for Bold, Italic, Underline, Bulleted List, Numbered List, and Link. The text area is currently empty.

Save

Supervisor
Add Civilian Supervisor

Senior Rater
Add Civilian Senior Rater

Skills
You have not added any skills.

Start typing a skill... 50 characters max per Skill **Add Skill**

Hobbies & Interests
You have not added any interests.

Start typing an interest... 50 characters max per Interest **Add Interest**

Figure 12.1.1 – My Profile – Personal Information (Civilian)

My Profile

Dashboard / My Profile

Personal Information My Mentor Profile

Personal Information

Name JOSHUA I TUMANENG	Current Rank & Date of Rank Lt Col - 01 Nov 2007	TAFCSO 05 Aug 2015
Gender Male	Ethnicity Declined to respond	
Component Reserve	Career Field 3BP - FORCE SUPPORT	Duty Unit Organization USAF ACADEMY
Officer DT Career Group 3BP - Force Support Officers, 3BP Ewin	Duty Location USAF ACADEMY	Email testadmin@automation.automation.nettest

Summary

Rich text editor with text: John

Save

Supervisor
▲ Supervisor Not Specified

Senior Rater
▲ Managed through SLCMS

Skills

Public Speaking College Planning Conflict Management

Start typing a skill... 50 characters max per Skill Add Skill

Hobbies & Interests

Travel Writing Reading

Start typing an interest... 50 characters max per Interest Add Interest

Figure 12.1.2 – My Profile – Personal Information (Military)

On this page, after updating your personal information, you can navigate to My Mentor Profile to update your Mentoring profile if you choose.

12.2 My Profile – My Mentor Profile

This tab allows you to update your Mentor profile without having to return to the Mentoring Connections section. Simply click on “**My Mentor Profile**” and you will be able to update your Mentor Profile right here!

While navigating through the application and you feel that you need additional assistance, you always have the option to click “**Help**” on the top menu bar.

13.0 Help

This is where you will be able to locate all user guides, view Frequently Asked Questions (FAQs) and submit help desk tickets. You will have the ability to click on each of these areas of help and be navigated to those areas.

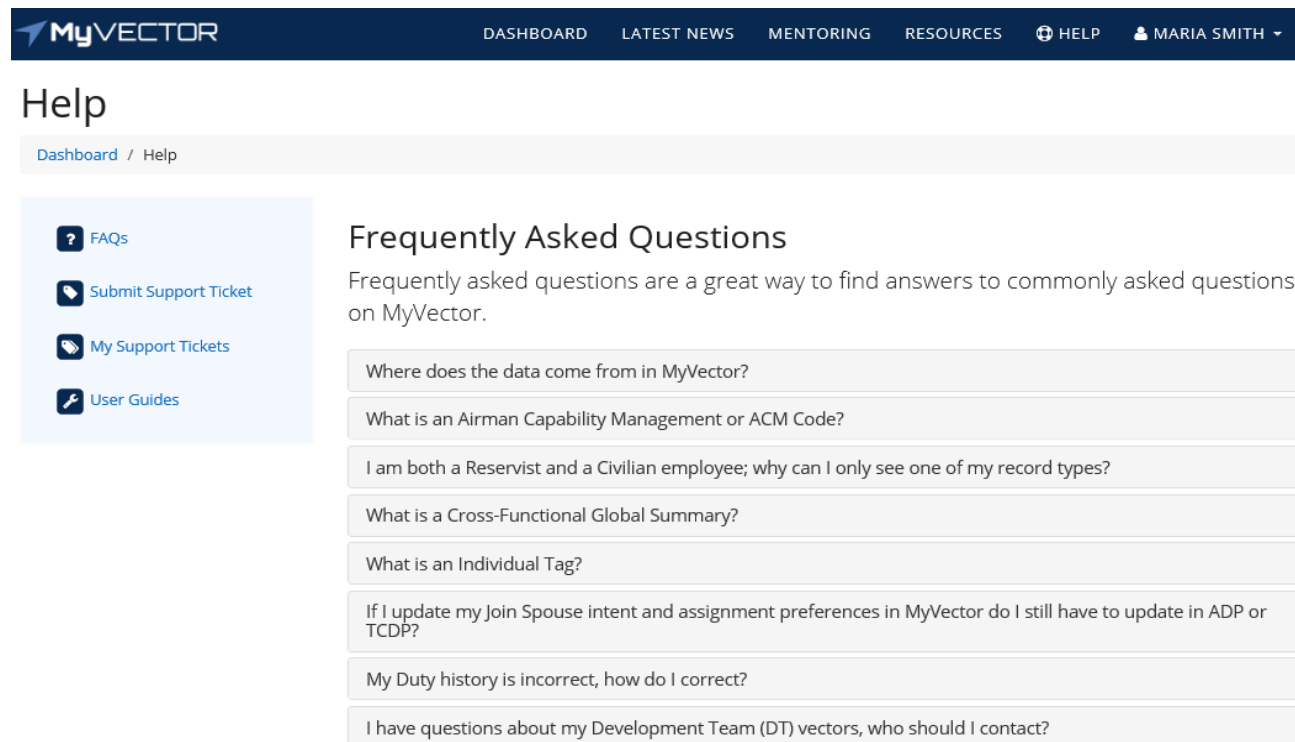


Figure 13.0.1 – Help Landing Page

While on this page, if you still need additional help, you have the ability to submit a help desk support ticket at any time.

13.1 Submit Support Ticket

If you have questions, concerns or issues with MyVECTOR, you may submit a support ticket. You can do this by clicking “**Submit Support Ticket**” located on the Help Landing Page (Figure 13.0.1). You will be navigated to a ticket details page as indicated in Figure 13.1.1, This is where you will be required to input a Category, Sub Category, Email, Phone number and a brief description of your concern. You will also have the ability to upload an attachment to the ticket (max of 4 megabytes). **Note: All fields identified with an * are mandatory data fields.**

Ticket Details

Please fill out the form below to submit a help desk request.

Category *	Sub Category *
<input type="text" value="Select Category"/> ▼	<input type="text" value="Select Sub Category"/> ▼
Area in application that your problem is closest to	Sub Category of area in application that your problem is closest to
Email *	Phone *
<input type="text" value="lisa.smith@bamtech.net"/>	<input type="text"/>
Description *	
<input type="text"/>	

Attachments

In order to better assist you, please upload any attachments that would help explain the issue.

- File Restrictions
- File size is restricted to a maximum of 4 megabytes
 - Supported file types are: .txt, .docx, and .pdf

Figure 13.1.1 – Submit Help Desk Ticket

14.0 Summary

This user guide is an overview for an individual user's experience within MyVECTOR. MyVECTOR allows all users the ability to view aspects of their Career and plan for their future. This application continues to evolve. As it does, you will be able to view these changes via Latest News, FAQ's, and updated User Guides. If you see errors within this guide or have suggestions for future improvements, you can submit these by using the **"Submit Support Ticket"** option located under **"Help"**.