



MyVECTOR – Individual User Role

Software User Guide

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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.)

MyVECTOR

HOME LATEST NEWS MENTORING RESOURCES HELP LOGON

ROADMAP TO YOUR FUTURE

Mentoring
MyVECTOR enables a web-based mentoring network that allows mentees to manage their career development with the input and guidance from a mentor. Mentees will be able to, in real-time, invite participants to serve as mentors, select mentors based on preferences, chat with their mentor online, and complete a mentoring plan.

Career Planning
MyVECTOR allows the user to view their duty experience through career field specific experience codes. This structure also allows the user to build career plans based on real opportunities and to share these career plans with development teams and mentors. A Bullet-Tracker option allows the user to track specific events and accomplishments throughout the year for Performance Reports.

Knowledge Sharing
MyVECTOR provides Discussion Forums and links to resources for online books and courses that discuss mentoring benefits, the differences between coaching and mentoring and techniques for managing mentoring relationships.

Sign up is easy
Use your Common Access Card to quickly setup a profile and get started. If you already have a profile, then click Logon.

Sign Up Logon

Total Force
Active. Guard. Reserve. Civilian.

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.**

MyVECTOR

HOME LATEST NEWS MENTORING RESOURCES HELP LOGON

Welcome to MyVector

New User Registration

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.

Air Force Military I am an Air Force Active Duty, Reservist, or Air National Guard member <input type="button" value="Register"/>	Air Force Civilian I am a Civilian Employee of the Air Force with an AF Personnel Record <input type="button" value="Register"/>	Political Appointee I am a Political Appointee <input type="button" value="Register"/>	Other I am a member of another service, a cadet, or a contractor <input type="button" value="Register"/>
--	---	---	---

Already have a Profile?

If you have already registered with MyVector or previously in the Career Path Tool, then click Logon.

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).

We were unable to locate your record in My Vector

We were unable to locate a record for you in My Vector. Please fill out the form below to continue registration.

First Name *

Middle Initial

Last Name *

Career Field *

Gender *

Ethnicity *

Email Address *

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.***

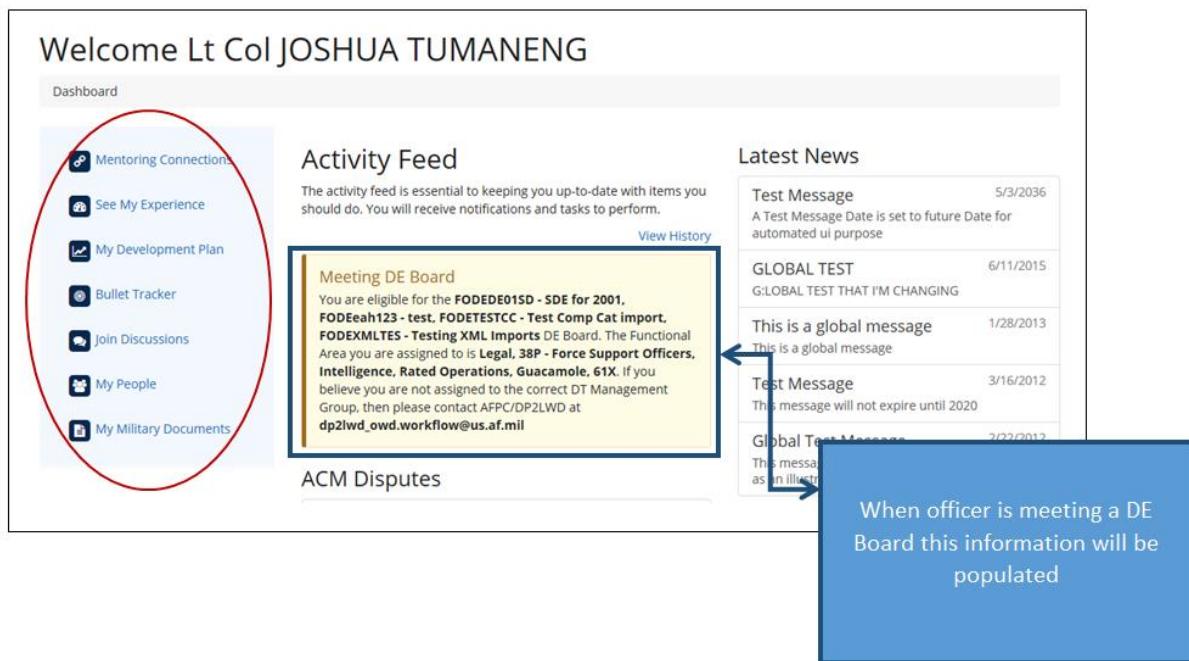


Figure 4.0.1 – Dashboard

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**”.

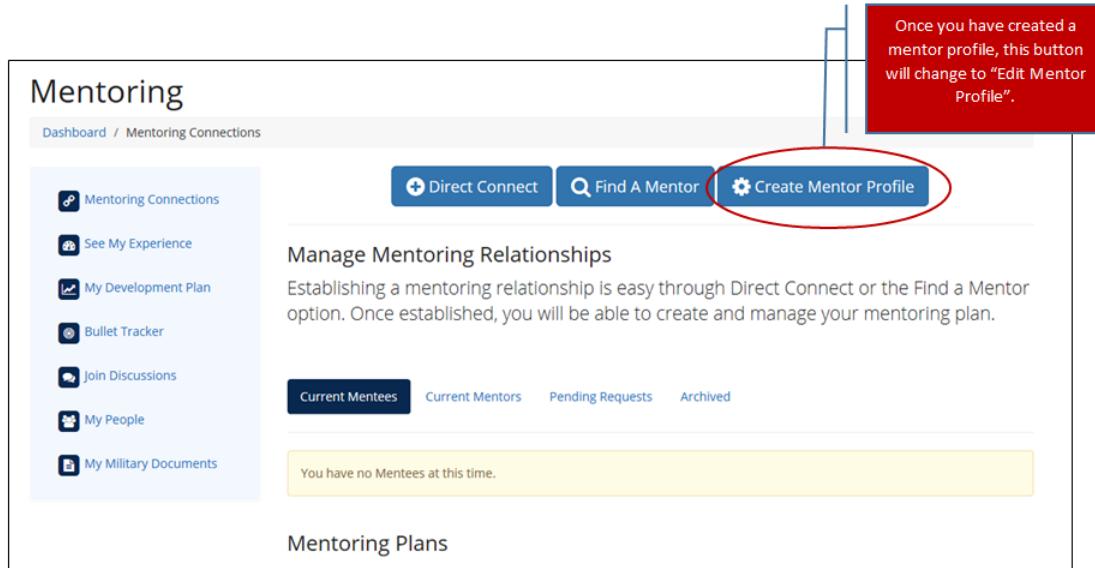


Figure 5.1.1 Create Mentor Profile

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.

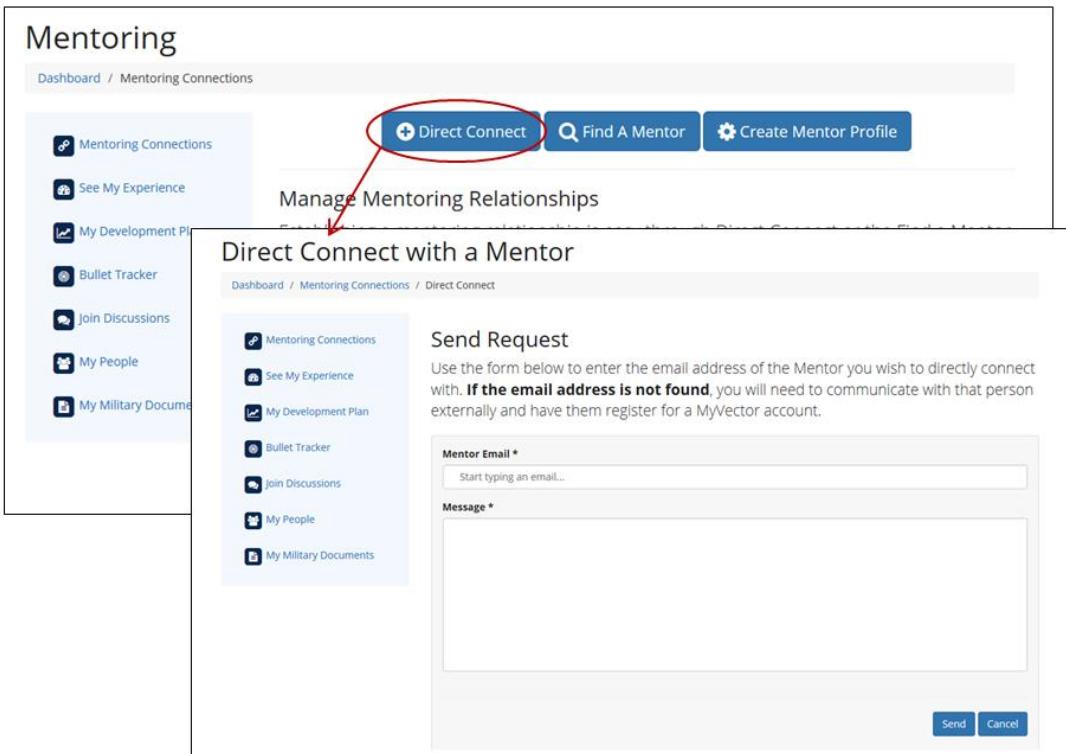


Figure 5.2.1 – Direct Connect with a Mentor

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.

Mentoring

Dashboard / Mentoring Connections

Direct Connect | **Find A Mentor** (highlighted with a red circle) | **Create Mentor Profile**

Manage Mentoring Relationships

Find A Mentor (highlighted with a red arrow)

Search for a Mentor

With MyVector you can search for a Mentor on 12 different characteristics. Please search for a Mentor that best fits your needs. The mentoring matching capability is based on the weighted factors you select. The matching is based on the mentor profiles being available.

Mentor Search Criteria

Characteristics **Importance**

Select items that are most relevant to you. 0 = Not Important to 5 = Most Important

1) What level of education do you want in your mentor? 5
BS/BA (or equivalent)

2) Please choose a family status that you want in your mentor: 0
Not Applicable

3) Please choose the areas where you most want mentor support? 0

Possible Matches: Individuals who match your weighted factors from highest to lowest.

Note: You must select an option in Question 9.

Possible Matches

Possible matches are scored and sorted based on your input for characteristics and weight of importance. The highest possible score for your current search is: 20

Profile	Name	Title	Score
	JAMES SAETEUNE	Operations Research	5
	GS-15 DALE LAFOURIE	Acquisition	5
	NH-04 DAVID FRANCIS	Acquisition	5

1

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.

The image shows two overlapping web pages. The top page is titled 'Find A Mentor' and displays a search interface for finding mentors based on 12 characteristics. The bottom page is a detailed view of a mentor's profile, showing basic information like rank, gender, ethnicity, and assigned career field, as well as sections for skills, hobbies/interests, career experience summary, and functional experience summary. A red dashed arrow points from the 'Request Mentor' button on the left to the mentor's profile on the right, indicating the process of requesting a mentor.

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.).

The image shows two overlapping web pages. The left page is a 'Submit Request' form where the user can enter a message to the mentor. The right page is the mentor's dashboard, showing a welcome message and an 'Activity Feed' section. The 'Activity Feed' section displays a notification for a 'Direct Mentoring Request' from 'Maj MARIA SMITH'. A red dashed arrow points from the 'Request Mentor' button on the left to the 'Activity Feed' on the right, illustrating the communication process.

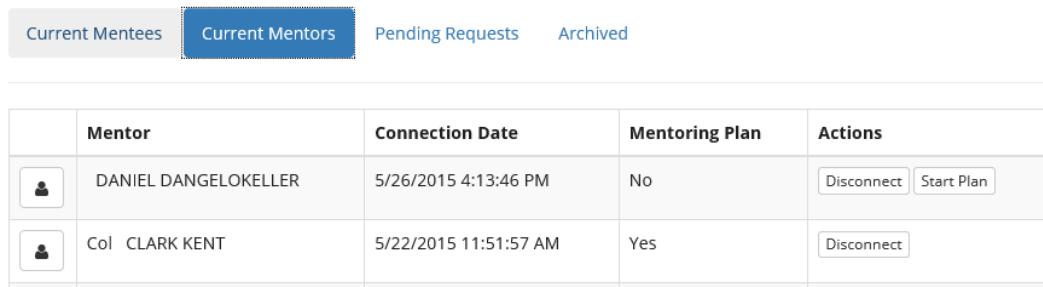
Figure 5.3.3 – Mentoring Request on Dashboard

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).



	Mentor	Connection Date	Mentoring Plan	Actions
	DANIEL DANGELOKELLER	5/26/2015 4:13:46 PM	No	<input type="button" value="Disconnect"/> <input type="button" value="Start Plan"/>
	Col CLARK KENT	5/22/2015 11:51:57 AM	Yes	<input type="button" value="Disconnect"/>

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.**

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

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	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

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

Add New

Experience Summary

Current Bullet Tracker

Development Team

View Pyramid

Discussion

No discussion has started yet. Be the 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).

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

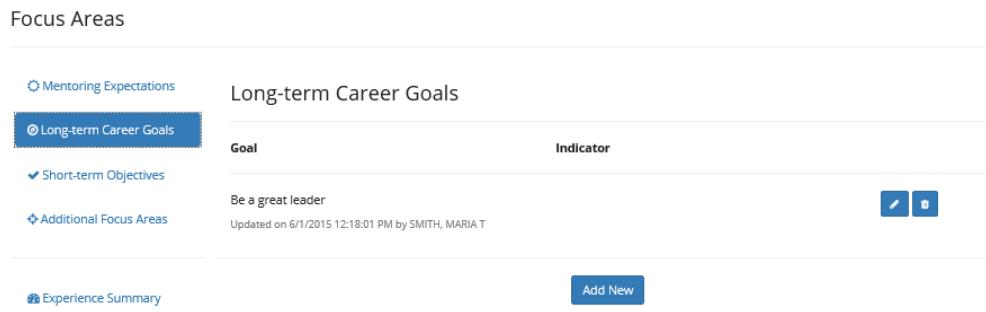
Add New

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).

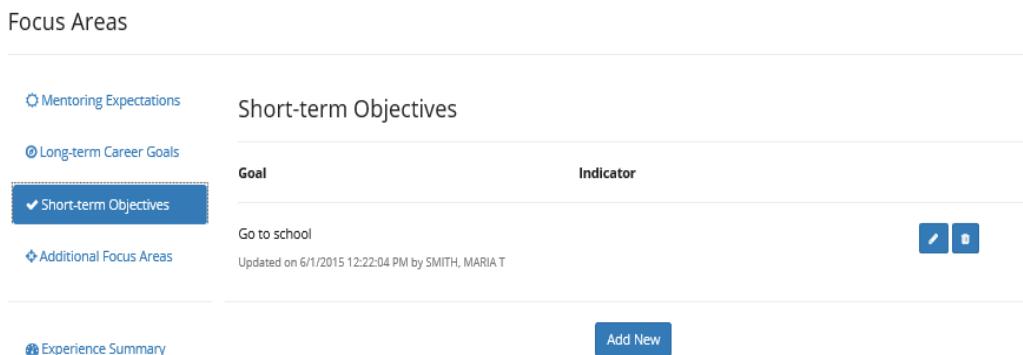


Goal	Indicator
Be a great leader	 

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).



Goal	Indicator
Go to school	 

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).

Additional Focus Areas

Focus Area 1
School
Updated on 6/1/2015 12:22:22 PM by SMITH, MARIA T

Focus Area 2
School
Updated on 6/1/2015 12:22:51 PM by SMITH, MARIA T

Add New

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.

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.

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

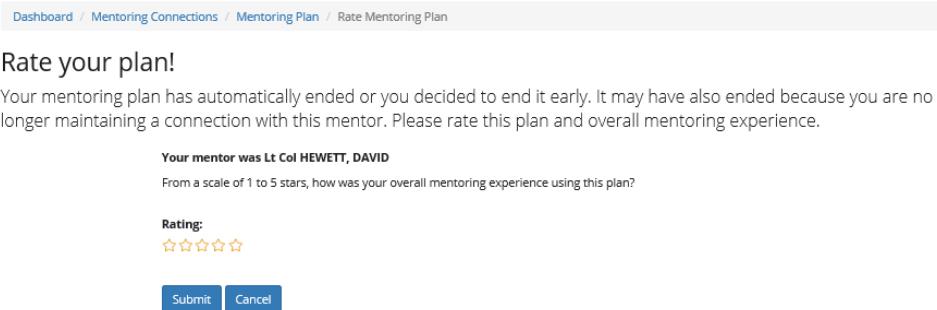
Figure 5.5.6.2 –Archived Mentoring Plans

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



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:

Submit Cancel

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

Duty History

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

AF Military Jobs Other - Self Reported

Change Component ?

Date	Position	Location	Component
17 Oct 2008	PM, S/C SYSTEMS ENGINEER	62E3G AFELM OF SPTECH SUPPORT PROJECTS AND ACTIVITIES, CHANTILLY AIR FORCE SPACE COMMAND	Regular AF
30 Mar 2007	PM ADV MASINT GRD DEVELOPMENT	62E3G NAT AIR/SPCE INTEL CENTER, PENTAGON AF ISR AGENCY	Regular AF
19 Aug 2006	PROJ OFCR SBIRS GRND COM	62E3G SBIRS GROUND SYS GROUP, LOS ANGELES AIR FORCE SPACE COMMAND	Regular AF
01 Aug 2005	PROJ OFCR SBIRS GRND COM	62E3G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND	Regular AF
23 Jan 2004	LEAD, SYSTEM TRADE STUDIES	62E1G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND	Regular AF
27 Jan 2003	ENGINEER PROJECT OFFICER	62E1G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND	Regular AF
24 Jan 2003	ENGINEER PROJECT OFFICER	62E1G SPACE/MISSILE SYS CENTER, LOS ANGELES AIR FORCE SPACE COMMAND	Regular AF

Figure 6.1.1.1 – Duty History (Military Jobs - Officer)

My Experience

The screenshot shows the 'Duty History' section of the My Experience dashboard. On the left, there is a sidebar with links to 'Mentoring Connections', 'See My Experience', 'My Development Plan', 'Bullet Tracker', 'Join Discussions', 'My People', and 'My Military Documents'. The main content area has a title 'Duty History' and a sub-instruction 'Review and associate Career Field Experience codes to your duty history.' Below this, there are two tabs: 'AF Military Jobs' (selected) and 'Other - Self Reported'. A callout box says '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.' There are two duty entries listed:

- 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 Unit D | Fuels Inventory
[Suggest Change](#)
- 23 Jan 2012** STUDENT, 2A631
361 TRAINING SQUADRON, SHEPPARD
AIR EDUCATION AND TRAINING COMMAND
[No Experience Codes Mapped](#) [Make an Association](#)

Each entry has a 'Regular AF' status indicator and a blue wings icon.

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 925	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	A 92	A Law Student at Maj
Comments	<input type="text"/>	
<input type="button" value="Save changes"/> <input type="button" value="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

The screenshot shows the 'My Experience' dashboard with the 'Duty History' section selected. The left sidebar includes links for Mentoring Connections, See My Experience, My Development Plan, Bullet Tracker, Join Discussions, My People, and My Military Documents. The 'Duty History' section has tabs for AF Civilian Jobs (selected) and Other - Self Reported. Below the tabs, a sub-instruction reads: 'Review and associate Career Field Experience codes to your duty history.' The main content area lists duty entries:

Date	Description	Grade
15 Aug 2010	SUPERVISORY OPERATIONS RESEARCH ANALYST(1515AAA at GS-15), 1515 Present Stu & Anal Peterson AFB, AFELM US NORTH COM Leader	GS-15
02 Apr 2007	Operations Research (1515)(1515OAA at GS-13), CV15 14 Aug 2010 , AFELM US NORTH COM Supervisor or Manager	Tactical YF-03
15 Aug 2003	Operations Research (1515)(AQK1CWX at GS-14), CV15 01 Apr 2007 , Supervisor AQK1 - Science/Engineering Analysis C Cappa W Wing Unassigned at GS-14	Operational GS-14
15 Aug 1996	Management And Program Analysis (0343)(GBGAAA at GS-14), CV03 14 Aug 2003 , Management Official (CSRA)	Tactical GS-14
15 Jan 1996	Management And Program Analysis (0343), CV03 14 Aug 1996 , Manager	GS-13
15 Jul 1993	Miscellaneous Administration & Program (0301), CV03 14 Jan 1996 , Manager	GS-13
15 Jul 1990	General Business And Industry (1101), CV11 14 Jul 1993 , Supervisor or Manager	GS-13

Each row includes a 'No Experience Codes Mapped' button and an 'Edit Record' button.

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	<p>In this section you are able to provide up to a 1000 character overview of this specific duty.</p> <p>906 characters remaining</p>		

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	Intel Analyst	Military
Present	Acme, Inc. Pentagon	
14N - INTELLIGENCE H - Security L - Staff CoS - DoS at Maj Edit Record		
01 Jan 2015	Tester	Military
31 Mar 2015	BAM Technologies Pentagon	
Eu movet epicuri sed, et eos numquam definitionem, mei habemus constituam ne. Essent accusam cum, in usu ridens inermis, has ad iracundia assueverit. Est eirmod dignissim id, probatus erroribus vituperata usu an, eu eos putent equidem inductum. Et qui saepe oratio partern, omnis invenire ei vix, nemore virtute partiendo ex mei.		
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
<input type="text"/>	<input type="button" value="Military"/>
Examples: "Research Analyst", "Director of Operations"	
Company/Agency	Location
<input type="text"/>	<input type="text"/>
Examples: "AFPOA", "Acme, Inc."	
Start Date	End Date
<input type="text"/>	<input type="text"/>
Description	
Briefly describe the job performed (optional, limit 1000 characters)	
1000 characters remaining	

Air Force Equivalency

Career Field		
-- Optional --		
Functional Code	Organization/Specialty Code	Job Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
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 <input checked="" type="checkbox"/>	
Functional Codes:	Organization/Specialty Codes:
Code	Description
C	C4ISR
E	Education and Training
I	Information Operations
N	Nuclear
S	Space
W	Weapons
X	Delete
Y	Testing
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
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.***

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

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
4MYY	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

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).

My Development Plan

Dashboard / My Development Plan

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: Never

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...)

1000 characters remaining

Save Cancel

Assignment Intent

Changes are saved automatically.

I desire to serve an Overseas Long Tour Last Update: 12/18/2015

Yes No

I desire to serve an Overseas Short Tour Last Update: 12/18/2015

Yes No

I desire to serve in a Command and / or Leadership Position Last Update: 12/18/2015

Yes No

I intend to accept any Air Force assignment given to me at this time Last Update: 12/18/2015

Accept Do Not Wish Sep/Ret App in System

I wish to have Join Spouse considered in any assignment that I am given Last Update: 12/18/2015

Yes No N/A

Military Spouse Information Last Update: 12/18/2015

O -10 same

Figure 7.1.1 – Goals & Intent (Officer)

My Development Plan

Dashboard / My Development Plan

The screenshot shows the 'My Development Plan' section of a web application. On the left, a sidebar lists navigation options: Mentoring Connections, See My Experience, My Development Plan (selected), Bullet Tracker, Join Discussions, My People, and My Documents. The main content area is divided into three tabs: Functional (selected), Education, and Board. The Functional tab is further divided into Goals & Intent (selected) and 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

Assignment Intent

Changes are saved automatically.

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

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

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

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

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

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

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

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

187 characters remaining

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

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

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

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 (FEVAQfswfe - wd)

Endorsers for FEVAQfswfe

Supervisor

Senior Rater

Figure 7.1.3 – Individual’s DT Board Information

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)

No jobs selected

Mid-Term Job Preferences (3-5 Years)

No jobs selected

Far-Term Job Preferences (5-10 Years)

No jobs selected

Location Preferences

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 your Advanced Studies Group intent on this tab.**

The screenshot shows the 'My Development Plan' page with the 'Education' tab selected. The page is divided into several sections:

- Developmental Education:** A list of educational goals with checkboxes for 'Completed' or 'In Progress'. Examples include 'Graduate from F202003012', 'Graduate from F202003010', and 'Graduate from F202003011'.
- Professional Military Education Course Preferences:** A section with a checkbox for 'Professional Military Education Course Preferences' and a 'View Details' button.
- Advanced Academic Degree Preferences:** A section with a checkbox for 'Advanced Academic Degree Preferences' and a 'View Details' button.
- Transcript Attachments:** A section showing 'GMAT Transcripts' and 'GRE Transcripts' with download buttons.
- Test Scores:** A section showing GMAT and GRE scores for various tests.
- Developmental Education Board Intent Questions:** A section with questions about spouse info, spouse's military status, and spouse's education.

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.**

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.

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   

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.*

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).

The screenshot shows the 'Manage Bullets' interface. On the left, a summary box for the tracker '29 May 2015 to 11 Jul 2015: Officer - Lt Col' is displayed, including the supervisor 'paul McAree' and a 'New' bullet entry. On the right, a list of 'Trackers' shows the current tracker and an 'Archived Trackers' section.

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.

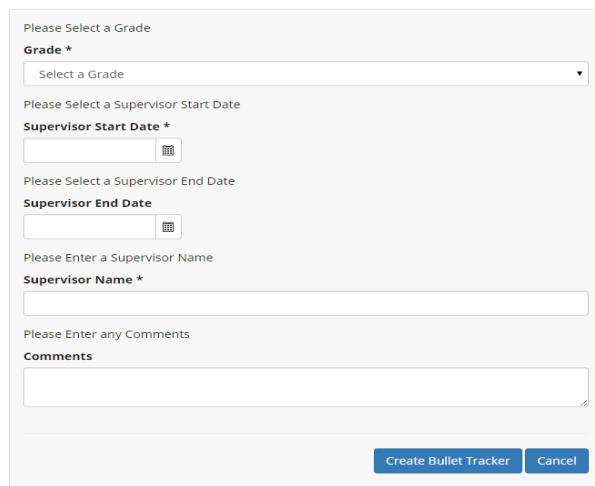
You can edit the tracker at any time by clicking the “**Edit tracker**” and be navigated to the “**Edit Bullet Tracker**” page which looks exactly like the “**Create Bullet Tracker**” page (Figure 8.0.2)

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 *

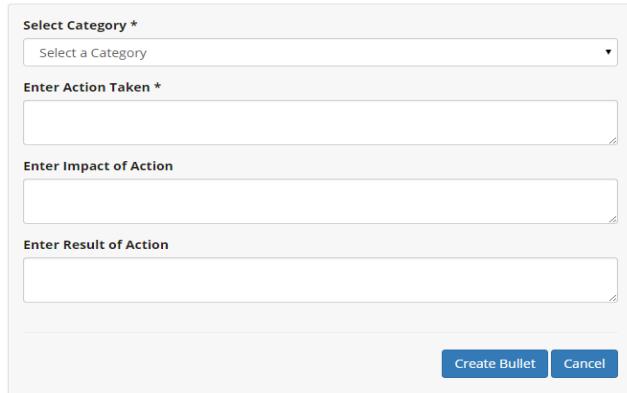
Please Enter any Comments
Comments

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 consists of four text input fields and two buttons at the bottom. The fields are labeled: 'Select Category *' (with a dropdown menu showing 'Select a Category'), 'Enter Action Taken *' (with a text input field), 'Enter Impact of Action' (with a text input field), and 'Enter Result of Action' (with a text input field). At the bottom right are two buttons: 'Create Bullet' (in blue) and 'Cancel' (in grey).

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).

[View Discussions](#)

[Start Group](#)

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

My Groups

Eva's Private Group private	12 Members	2 Topics
<small>Join up!</small>		
Birds Outside <small>Discuss bird watching and the types of birds</small>	4 Members	3 Topics
Test <small>Test</small>	1 Members	1 Topics

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.

Discussion Group - Test

Started on 3/10/2015 12:29:44 PM by WILSON HERNANDEZ

Test <small>Test</small>	4 Members	1 Topics		
Start New Topic				
<h4>Topics</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;"> Did the barn owl give a moot hoot to the cow's chute? <small>Started By TUMANENG, JOSHUA J on 4/23/2015 5:13:54 PM</small> </td> <td style="width: 30%; text-align: center;"> 1 Posts <small>5/26/2015 9:25:30 AM Last Post</small> </td> </tr> </tbody> </table>			Did the barn owl give a moot hoot to the cow's chute? <small>Started By TUMANENG, JOSHUA J on 4/23/2015 5:13:54 PM</small>	1 Posts <small>5/26/2015 9:25:30 AM Last Post</small>
Did the barn owl give a moot hoot to the cow's chute? <small>Started By TUMANENG, JOSHUA J on 4/23/2015 5:13:54 PM</small>	1 Posts <small>5/26/2015 9:25:30 AM Last Post</small>			

Figure 9.0.2 – Enter a Discussion Group

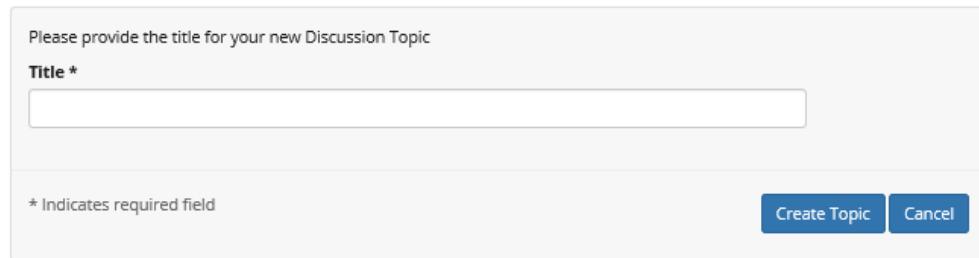
If you are the group owner, you can click on “**Settings**” and adjust the group Name, description, and notifications. You will also have the ability to view the group’s membership (name of group member, date/time stamped when member was approved in the group, and their email address). As the group owner, 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.



The form is titled "Please provide the title for your new Discussion Topic". It has a "Title *" field with a placeholder "Title *". Below the field is a note "* Indicates required field". At the bottom right are "Create Topic" and "Cancel" buttons.

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

Group Name	Description	Members	Topics
Yet another group with tags	Fighter Jets Something Yay Tags! Ginger is Cool Chris is Cooler Something	694 Members	16 Topics
F-15 Radar Maintenance	Festive Fighter Jets Something Something Else Test Talk with the experts and get some help from the old dogs.	20 Members	13 Topics
George	Blah blah Discussion Group Name	1 Members	1 Topics
My Test Group	My test Group	1 Members	0 Topics
Success	Test	1 Members	0 Topics
This is a 63A group	Test	2 Members	1 Topics
Future General Officers	Discussion on developing future leaders	2 Members	3 Topics
61A - Ops Research Forum	This forum is to help foster collaboration among the 61A OR career field Pending approval to join	3 Members	2 Topics
Shop Talk	Talk about any work related topic	4 Members	0 Topics
Internal for owners	Internal discussion and topics	3 Members	0 Topics

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 your 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).

Record for GS-09 PE15, EMMAL E

[Close](#)

Career Experience		Individual Career Experience Report		
Civilian Development Plan - Preferences		GS-09 EMMAL E PEETS		
Civilian Development Plan - Interests		Career Path GS- Interest Special Duties		
Civilian Development Plan - Developmental Education		Development Team Management Group: No Civilian DT Career Group Available, No Military DT Career Group Available		
Duty History		All Civilian History		
12 Sep 2010		OPERATIONS RESEARCH ANALYST/STAFF ANALYST at GS-5/7/9/11, CV15		
Present		19 Sep 2010 - Present: AFM, M.L. O'Donnell, IL, AF FORCE MATRNS (204840)		
21 Aug 2009		OPERATIONS RESEARCH ANALYST/STAFF ANALYST at GS-5/7/9/11, CV15		
11 Sep 2008		OPERATIONS RESEARCH ANALYST/STAFF ANALYST at GS-5/7/9/11, CV15		
15 Jul 2007		Loan Specialist (1165), CV11		
30 Aug 2007		Supervisor or Manager		
15 Mar 2007		Loan Specialist (1165), CV11		
15 Mar 2007		Supervisor		
15 Nov 2006		Business And Industry Student Trainee (1199), CV11		
14 Mar 2007		Program Responsibility		
15 Jun 2006		Test, CV11		
15 Jun 2006		NRL, CCS Supervisor		
GS-09		GS-09		
GS-07		GS-07		
GS-07		GS-07		
GS-07		GS-07		
GS-05		GS-05		
Additional Experience		No Self-Reported Duty Items.		

Education and Training
View your Education and Training entries from DCPOS.

Education			
Level	Description	School	Award Date
No current Education items.			

Professional Military Education			
Code	Description	Level	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
1915 - Operations Research	5	11	All Civilian
AQ01 - Science/Engineering Analysis	1	1	All Civilian

Functional Experience Summary:

Career	Functional	Years	Months	Component
1915 - Operations Research	Comm and Info	5	11	All Civilian
AQ01 - Science/Engineering Analysis	Capte	1	1	All Civilian

Org/Specialty Experience Summary:

Career	Org/Specialty	Years	Months	Component
1915 - Operations Research	Acquisition	5	11	All Civilian
AQ01 - Science/Engineering Analysis	Wing	1	1	All Civilian

Job Experience Summary:

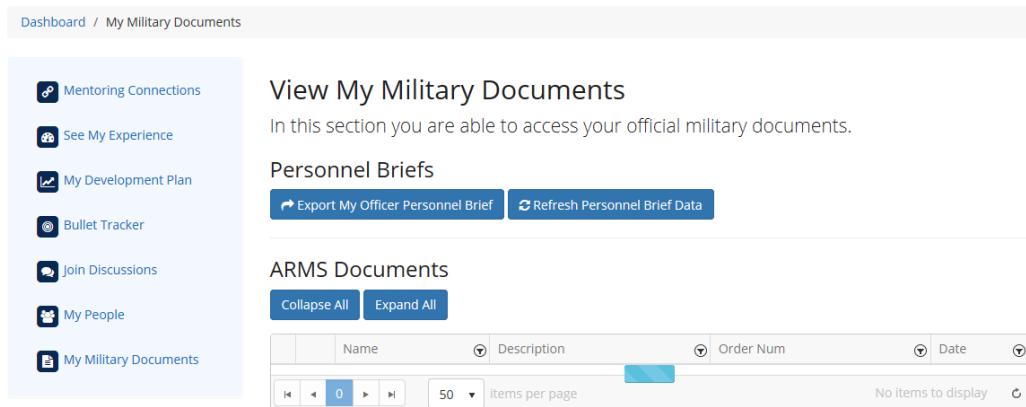
Career	Job	Years	Months	Component
1915 - Operations Research	CarBnAssComp	5	11	All Civilian
AQ01 - Science/Engineering Analysis	Unassigned	1	1	All Civilian

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



	Name	Description	Order Num	Date
0	50	Items per page	No items to display	

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 populates Supervisor and Senior Rater, you will than 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”.

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** 38P - FORCE SUPPORT **Duty Unit Organization** USAF ACADEMY **Duty Location** USAF ACADEMY

Officer DT Career Group 38P - Force Support Officers, 38P Ewin

Email testadmin@automation.automation.nettest

Summary

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.

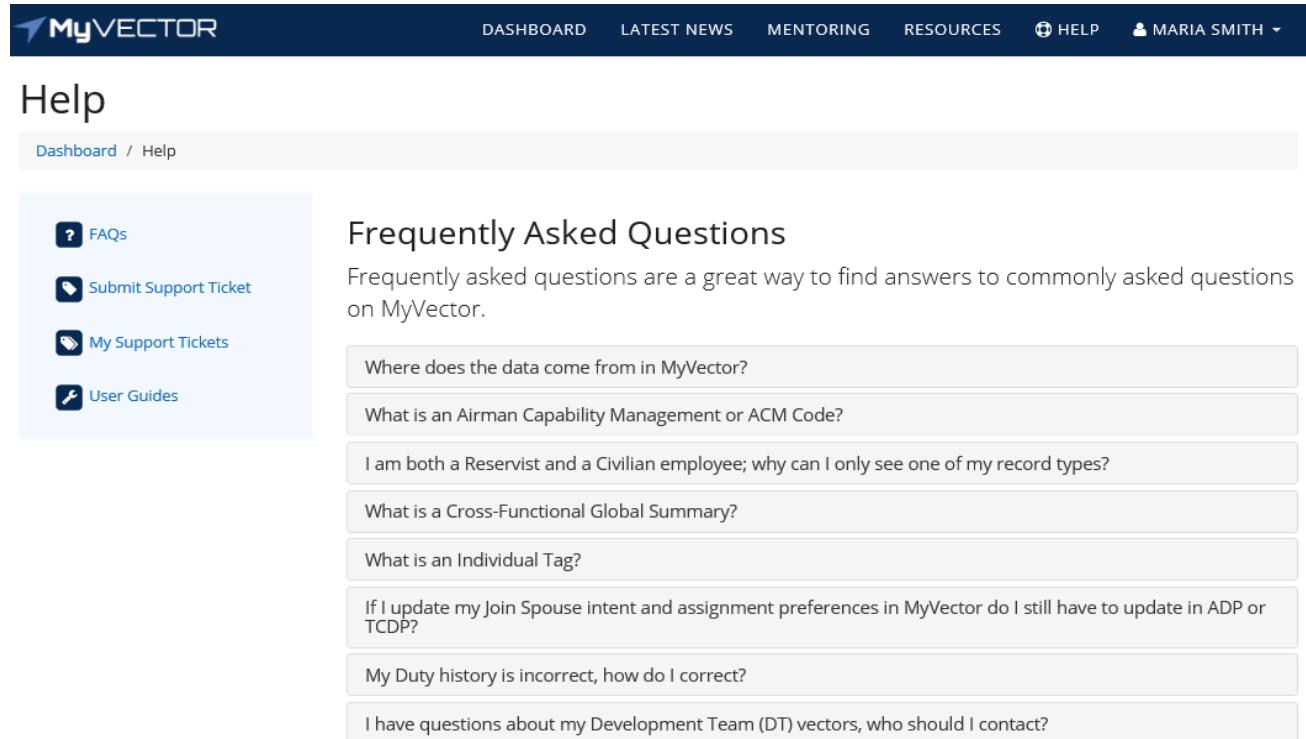
12.2 My Profile – My Mentor Profile

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.



The screenshot shows the 'Help' section of the MyVECTOR platform. At the top, there's a navigation bar with links for 'DASHBOARD', 'LATEST NEWS', 'MENTORING', 'RESOURCES', 'HELP', and a user profile for 'MARIA SMITH'. Below the navigation, the word 'Help' is prominently displayed. Underneath 'Help', there's a breadcrumb trail: 'Dashboard / Help'. On the left, there's a sidebar with icons and links for 'FAQs', 'Submit Support Ticket', 'My Support Tickets', and 'User Guides'. The main content area is titled 'Frequently Asked Questions' and contains a list of questions. The questions are:

- Where does the data come from in MyVector?
- What is an Airman Capability Management or ACM Code?
- I am both a Reservist and a Civilian employee; why can I only see one of my record types?
- What is a Cross-Functional Global Summary?
- What is an Individual Tag?
- If I update my Join Spouse intent and assignment preferences in MyVector do I still have to update in ADP or TCDP?
- My Duty history is incorrect, how do I correct?
- I have questions about my Development Team (DT) vectors, who should I contact?

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