



UNITED STATES AIR FORCE

CAREER PATH TOOL

MYVECTOR – CAREER PATH TOOL

CAREER FIELD MANAGER USER GUIDE

VERSION 1.9

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1.0 Overview

MyVector is Total Force Air Force application to support Mentoring, Career Planning and Knowledge Sharing. MyVector 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. MyVector also 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. For Knowledge Sharing, the application 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. For an overview of all of the above capabilities, the user is referred to the MyVector Individual User Guide. This User Guide is intended for the Career Field Manager User Role. This Role has all the functionality associated with the Individual User with the additional capabilities to conduct all Career Field Manager activities as well as to query and view reports.

An Administrator will grant Career Field Manager Access upon request from the user and coordinated approval from the Air Staff A1D office. Please see the Report Manager User Guide for an overview of the query and reporting capability.

2.0 Career Field Manager Dashboard

Career Field Managers will be able to access the Career Field Management capability of the Career Path Tool via the CPT Management option under their Name at the top right of the screen. Please see Figure 2.0-1.

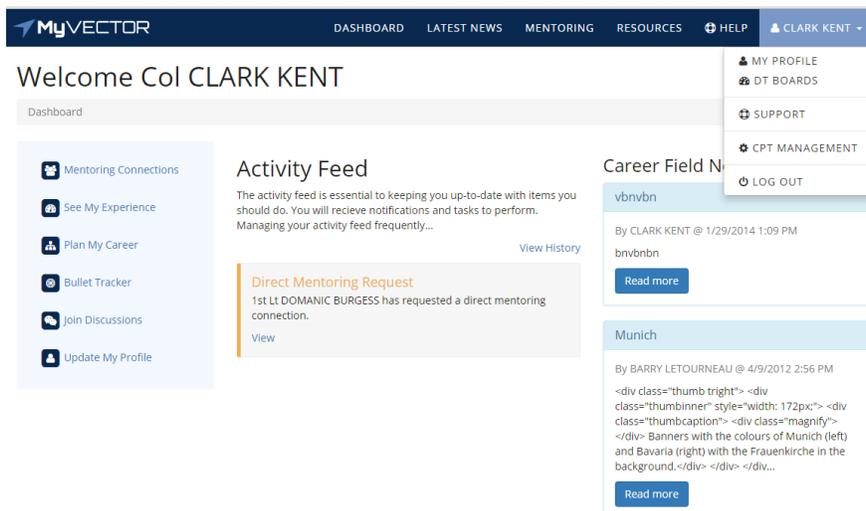


Figure 2.0-1 – Accessing Career Path Tool

The capabilities specific to the CFM include the following:

- Manage Jobs
- Manage Job Descriptions
- Manage Career Field Pyramid View
- Manage and resolve ACM disputes
- Manage Career Field-specific ICM Codes
- Manage Career Field-specific Messages

3.0 Manage Jobs

The first tab, Manage Jobs, is where CFMs assign duties to ACM codes.

After selecting the Career Field from the drop down menu and clicking Select, Duty Information is populated with ACMs that are not mapped. Figure 3.0-1 shows a populated Duty Information section for an officer career field.

To view duties that do have a complete mapping, click the Show Mapped Jobs box at the top right portion of the Grid.

Once a duty is mapped, anyone assuming that duty in the future will have the ACM code assigned to his or her experience.

The screenshot shows the 'Manage Jobs' interface. At the top, there is a 'Select Career Field' dropdown menu with '61A - OPERATIONS RESEARCH ANALYST' selected. Below this is a 'Mapping Tools' section with three dropdown menus for 'Functional Code', 'Org/Specialty Code', and 'Job Code', each with an 'Unmap Code' button and a 'Map all Codes' button. The 'Duty Information' section features a table with the following columns: Rank, Duty Code, Duty Title, Unit, Office, Organization, Type, CMD, Location, Func, Org/Spec, and Job. The table contains several rows of data, including entries for ranks like '2d Lt', 'Capt', and '1st Lt' with various duty titles and organizational units. At the bottom of the grid, there is a pagination control showing 'Page size: 150' and '378 items in 3 pages'.

Figure 3.0-1– Manage Jobs: Duty Information Grid

To map a Duty to a specific ACM code, select the code from the drop down for Functional Code, Org/Specialty Code or Job Code and select the Duty from the Duty Information grid. To select more than one Duty, use the CTRL-Enter key or the Shift-Enter key for consecutive duties. All duties that are relevant to the mapping will be highlighted in blue. Click Map All Codes button to complete the mapping.

By clicking on the Person icon at the far right side of a duty line, the CFM will be able to view the names and duty histories of the officer who currently holds that duty title or officer(s) who have held that specific duty title.

Shared Duty Warning – In the Duty Information section a line highlighted in red indicates an ACM code that has been partially mapped by another Career Field. By hovering over the “N” in the Functional Duty Column (Func.), CFMs are able to view the Career Field that mapped this duty. In order to map these items, the CFM will need to have the owning CFM un-map it completely so it can be associated to the desired career field or will need to be mapped completely to the other career field so it is no longer available to be viewed.

To map more than one or all ACM code categories to a duty or multiple duties, select all relevant duties and codes then click the Map all Codes button at the far right of the Mapping tools section.

Use filter features in each column to quickly drill down to common duties.

A completely mapped duty does not appear in the Duty Information area. Mapped Duty Codes can be viewed by selecting the check box at Show Only Mapped Jobs. Once the CFM selects a mapped job, they have the option to clear one or all of the ACM Codes associated with the job. Please see Figure 3.0-2.

Manage Jobs

Select Career Field:

Information: These buttons allow you to unmap an ACM code from the duties contained in the grid below. Select the appropriate duties and apply the change with the appropriate button. Removing the mappings will cause the duty to appear in the unmapped portion of the grid.

Information: The grid below contains duty information. Duties may be selected by clicking on the appropriate rows. The button in this grid will show the Duty History for any member(s) who held this duty. You can toggle the items shown on this grid between all of the duties that have been mapped and all of the duties that are partially mapped with the check box.

Duty Information: Show Only Mapped Jobs

Rank	Duty Code	Duty Title	Unit	Office	Organization	Type	CMD	Location	Func.	Org/Spec	Job	
1st Lt	T61S3A	INST. MATHEMATICAL SCIENCES	0000		DEAN OF FACULTY	DIRECT REPORTING UNIT	US AIR FORCE ACADEMY	USAF ACADEMY	E	A	3 / Capt	<input type="checkbox"/>
Capt	T61S3A	COURSE DIRECTOR, MATH SCIENCES	0000		DEAN OF FACULTY	DIRECT REPORTING UNIT	US AIR FORCE ACADEMY	USAF ACADEMY	E	A	3 / Capt	<input type="checkbox"/>
1st Lt	61S3A	EXECUTIVE OFFICER	0377		[ABW]	[WB]	AIR FORCE MATERIEL COMMAND	KIRTLAND	A	W	N / Capt	<input type="checkbox"/>
Capt	61S3A	A-10 OPERATIONS ANALYST	0028	0001	TEST	SQUADRON	AIR COMBAT COMMAND	NELLIS	T	W	A / Capt	<input type="checkbox"/>
2d Lt	61S3A	A-10 OPERATIONS ANALYST	0059	0000	TEST AND EVALUATIN	SQUADRON	AIR COMBAT COMMAND	NELLIS	T	W	A / Lt	<input type="checkbox"/>
1st Lt	X61A3	A-10 OPERATIONS ANALYST	0059	0000	TEST AND EVALUATIN	SQUADRON	AIR COMBAT COMMAND	NELLIS	T	W	A / Lt	<input type="checkbox"/>
1st Lt	X61S3A	A-10 OPERATIONS ANALYST	0059	0000	TEST AND EVALUATIN	SQUADRON	AIR COMBAT COMMAND	NELLIS	T	W	A / Lt	<input type="checkbox"/>

Page size: 150 1816 items in 13 pages

Figure 3.0-2– Manage Jobs: Editing Mapped Jobs

In this example, the CFM has selected a Duty and from this point can modify any of the ACM Codes mapped to it. Selecting any one of the Code buttons in the Mapping tools area will display a pop-up where the CFM may choose to un-map the duty or change the code.

3.1 Aircrew Experience Management

There are several Rated Officer career fields that have an additional option for capturing experience; the Aircrew Experience (ACE). For those career fields that have this option, the Manage Jobs view will include the option to Manage ACE Code Mapping. Please see Figure 3.1-1.

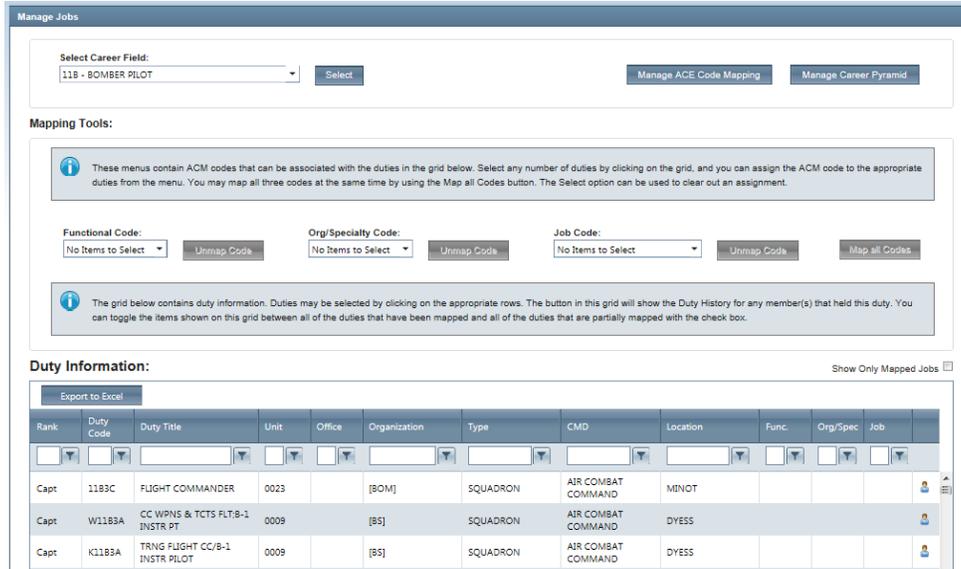


Figure 3.1-1- Manage Jobs view with ACE Code Mapping

Upon selecting the Manage ACE Code Mapping option, the Career Field Manager will be able to associate any mapped duty; defined as having all 3 ACM Codes associated to it with an ACE Code. The CFM will select the desired Aircrew Experience Code and the desired duties to map to this code in a very similar manner to how ACM Codes are managed and associated to duties.

4.0 Job Descriptions

Job Descriptions is the title for the next tab available to CFMs. (Figure 4.0-1). CFMs can edit job information such as Job Title, Grade and Duration as well as determine whether jobs appear on the Pyramid. Click on the title of the Job in the Job Title column to edit in the resulting pop-up form. Click “Submit” to populate the database.

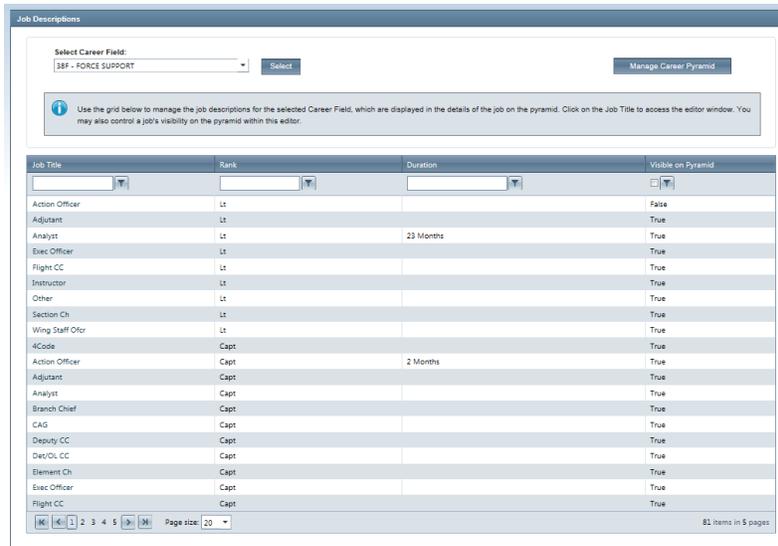


Figure 4.0-1 – Job Descriptions

5.0 Manage Pyramid

The CFM is able to manage the Pyramid experience for the individual user via the Manage Pyramid tab. Please see Figure 5.0-1.

Figure 5.0-1 – Manage Pyramid

The CFM has the following capabilities from within this tab:

1. Ability to view functional experience associated with each job
2. Ability to create and edit Tracks
3. Ability to identify one-step job progressions
4. Ability to rotate to Education and view career field details associated with each category

5.1 Functional Experience

The Career Field Manager is able to view all the jobs that have been coupled with the Functional Experience category on the pyramid by selecting from the drop down menu at Experience Area. For example, in Figure 5.1-1 the CFM for 14N – Intelligence selected Processing and Exploitation in the Experience Area and all of the jobs within the pyramid that are coupled with that experience area via ACM mapping are bordered in Red.

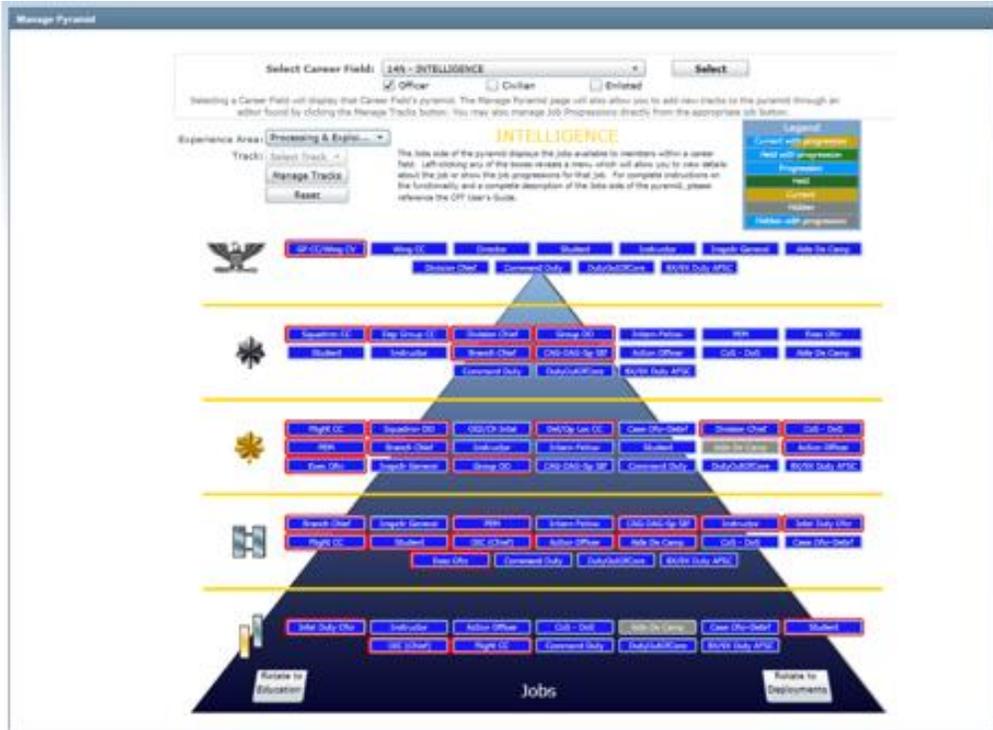


Figure 5.1-1- Viewing Functional Experience on Pyramid

5.2 Track Management

The Career Field Manager is able to add and edit Tracks via the Manage Tracks button at the top left corner of the pyramid. By selecting Manage Tracks, the pop-up displayed in Figure 5.2-1 will appear. Within this pop-up the CFM is able to:

- Add a new track by typing in the Track Name and selecting Add New
- Edit an existing Track name by selecting the track in the Track Description box and Updating the text
- Delete an existing Track by selecting the Red Circle in the Track Description box.

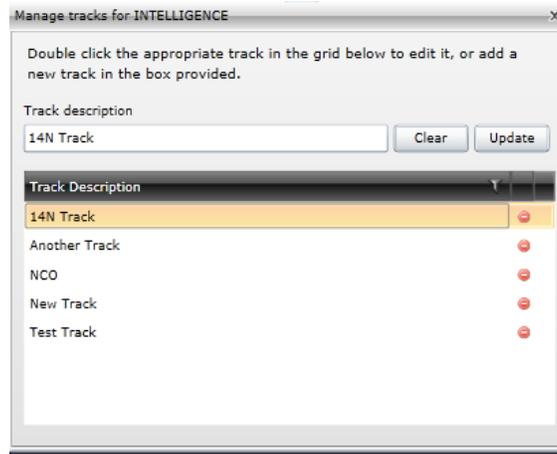


Figure 5.2-1 - Managing Tracks

Once a Track is created, the CFM is able to add or remove jobs to the track via the three step process:

1. Select the appropriate track
2. Select the job on the pyramid they desire to add or remove from the track
3. To add or remove to a Track, right click on desired job and select the “Add to Track” option to add the job to the track or the “Remove from Track” to remove the job from track

5.3 One-Step Job Progressions

The Career Field Manager is able to edit one-step job progressions from any job by selecting the specific job on the pyramid. For example, in Figure 5.3-1 the Exec Ofcr job is selected at the Captain level and the Show Progression option is selected.

With the Show Progression Option selected, the Exec Ofcr job changes to dark blue and one-step progressions will appear in a light blue color. To add or remove a job progression, click on the job and choose the Add or Remove Progression option.

To add or remove a job progression, click on the job and select the Add or Remove Progression option. To work on a one-step job progression for a different job, choose the “Show Progression” option for the desired job. To work on a one-step job progression for a different job, right click to select “Show Progression” option for the desired job.

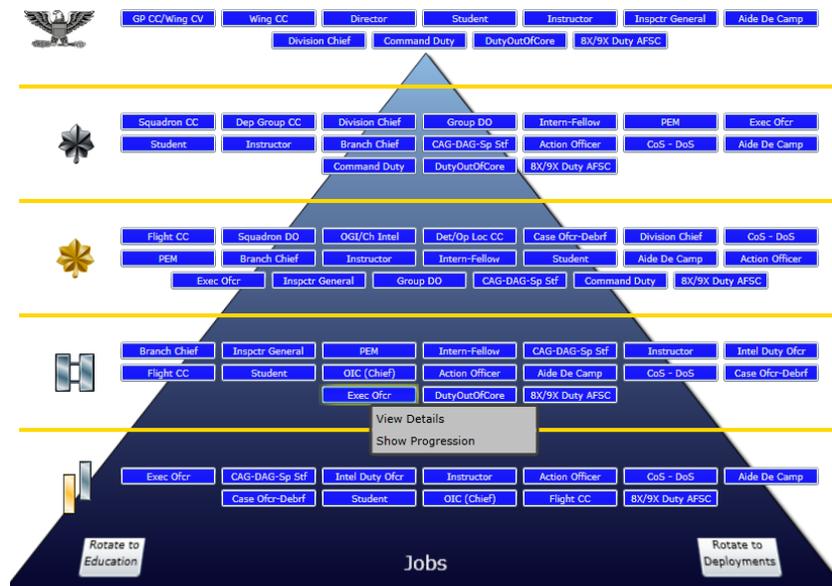


Figure 5.3-1 – Managing Job Progression

6.0 ACM Disputes

CFMs view and resolve ACM disputes and suggestions under the ACM Disputes tab. Suggestions are recommendations from the user for a duty history item that has not yet been mapped. A dispute is a recommendation to change the ACM coding if the Duty has been mapped. Please see Figure 6.0-1.

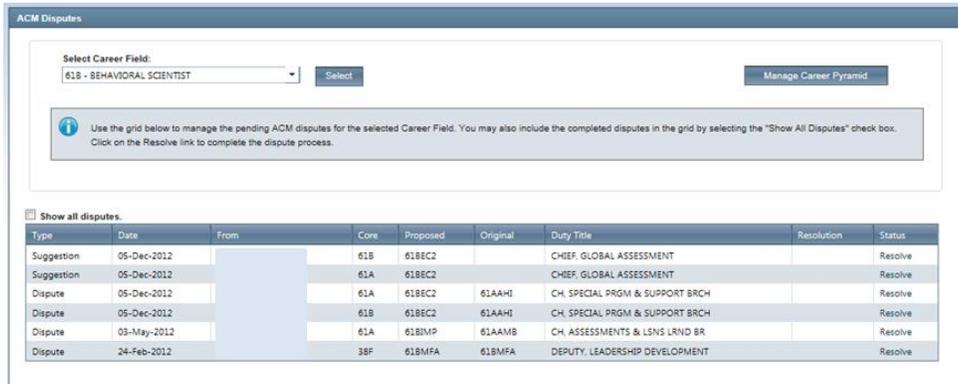


Figure 6.0-1 – ACM Disputes

To resolve a suggestion or dispute, click on the Resolve text in the Status Column and the pop-up in Figure 6.0-2 appears.

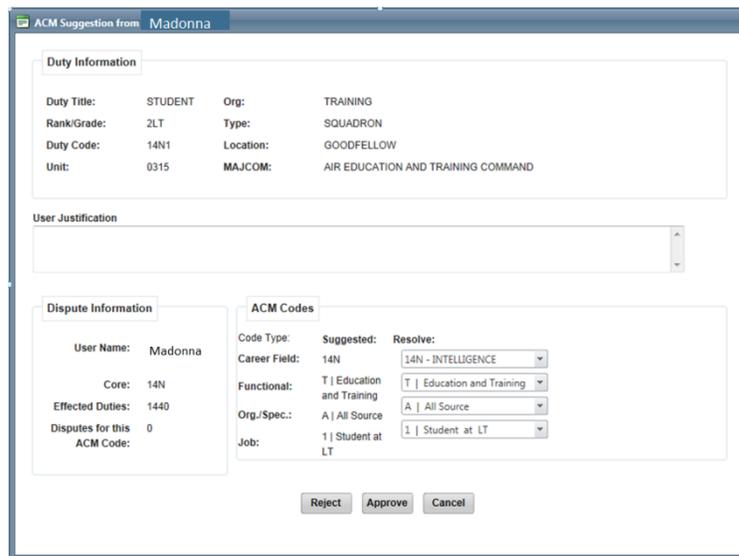


Figure 6.0-2 – ACM Dispute Pop-Up Dialog Box

From this screen, CFMs can Reject, Approve (or change the recommendation) or Cancel the action. If a CFM chooses Reject then a pop-up will appear and a CFM must select the reason for rejection and may provide any comments in the text box.

To accept the recommendation “as is” click on the Accept button. A pop-up allows CFMs to provide rationale for accepting the change. If a CFM chooses to accept the change but to a different ACM code than that recommended then they have the ability to select the ACM code desired and then choosing Accept.

7.0 Manage ICM Codes

Individual Capability Management codes can be assigned to Airman in a given career field from the Manage ICM Codes page located on the Career Field Manager tab in CPT. After identifying and

selecting the Career Field and a screen refresh, CFMs are presented with the members assigned to the career field. Please see Figure 7.0-1.

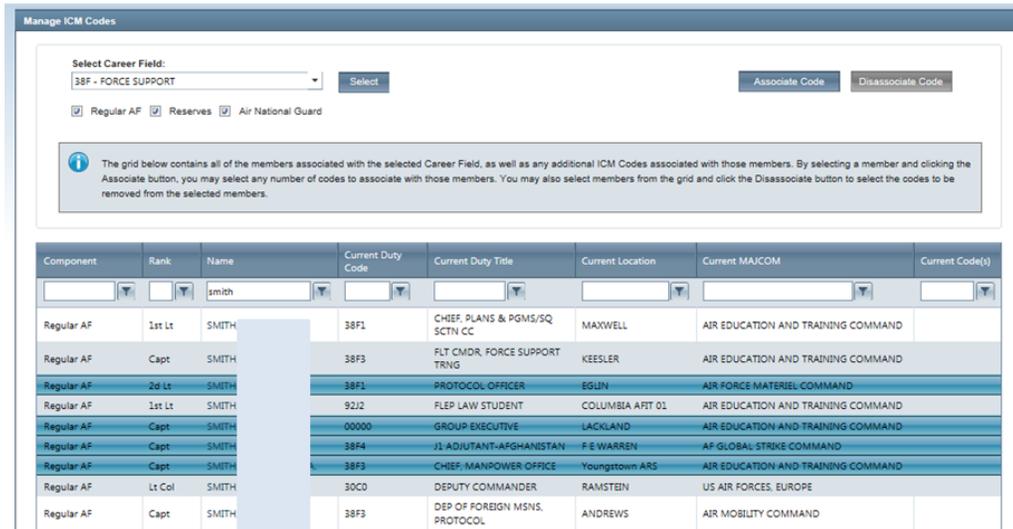


Figure 7.0-1 – Assigning ICM Tags

Selecting at least one individual activates the Associate Code or Disassociate Code (or both) buttons. Select Associate Code to add an ICM code to an individual and the pop-up in Figure 7.0-2 appears. From this screen, select one or more ICM codes to associate with all of the selected individuals.

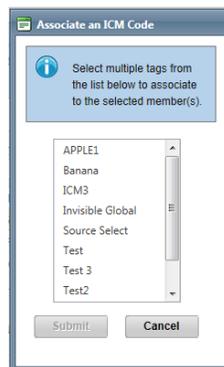


Figure 7.0-2 – Assigning ICM Tags Pop-Up

To disassociate a code from an individual, select the person then the Disassociate Code button. The Pop-Up in Figure 7.0-3 appears and Submit completes the transaction.

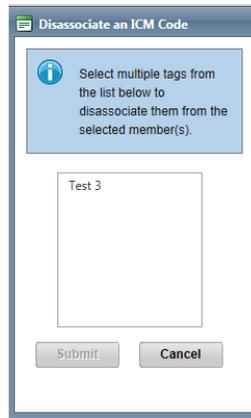


Figure 7.0-3– Removing ICM Tags Pop-Up

8.0 Manage Career Field Messages

All users land on the Home > Dashboard page and the My Career Field Messages section is reserved for CFMs to communicate CF-related information. From the Manage Career Field Messages page CFMs create, delete and edit messages specific to the career field community. Figure 8.0-1 depicts this message management page.

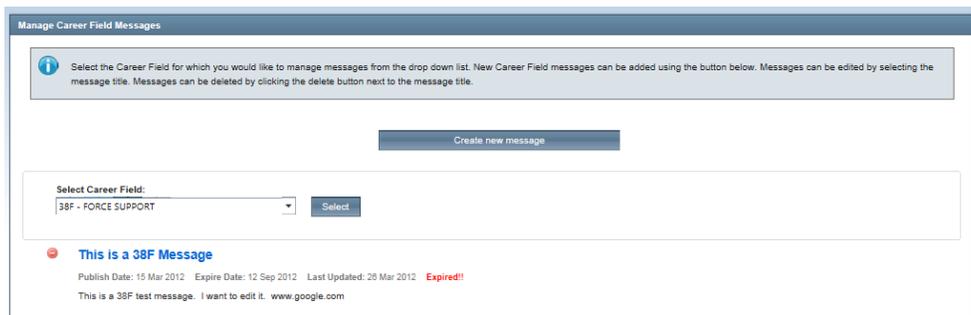


Figure 8.0-1 – Managing Career Field Messages

Selecting the Create new message button refreshes the screen to a new view where CFMs add Article Title, the Publish Date and Expiration Date (a calendar icon is available to select these dates) and a What You See is What You Get (WYSIWYG) text editor for the message content. Figure 8.0-2 is an example of that page.

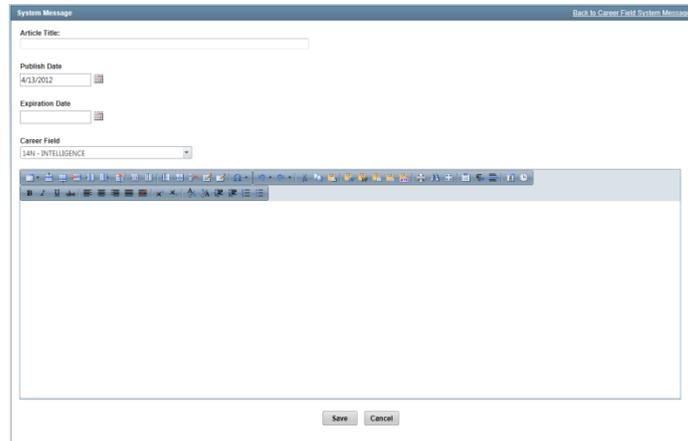


Figure 8.0-2 – Create New Message

Saving the message refreshes the screen back to the Manage Career Field Messages page where all messages for the career field are shown. To delete the message select the Red circle next to the message. Click OK on the pop-up window to confirm. To edit the message select the Title of the message to be returned to the window shown in Figure 8.0-2. After editing, click Save.