

ROADMAP TO



YOUR FUTURE

MyVector – Developmental Education
Board Administrator User Role
Software User Guide
19 July 2016

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1.0 Overview

The purpose of this document is to provide an overview of the Developmental Education Board Administrator’s capabilities within the MyVector application. This user guide is intended for those individuals who have been granted the Developmental Education Board Administrator role within the MyVector application. To request Developmental Education Board Administrator access, please contact AF/A1DI or submit a Help Desk ticket request through the Help function within MyVector.

NOTE: If you have feedback on the existing functionality, please contact Capt Thomas McNitt at HAF/A1DI or submit a Help Desk ticket within MyVector.

2.0 Accessing Developmental Education Boards

Once you are granted the Developmental Education Administrator Role, you will be able to access the DE Board management function via the main menu and selecting the DE Boards option. Please see Figure 2.0.1.

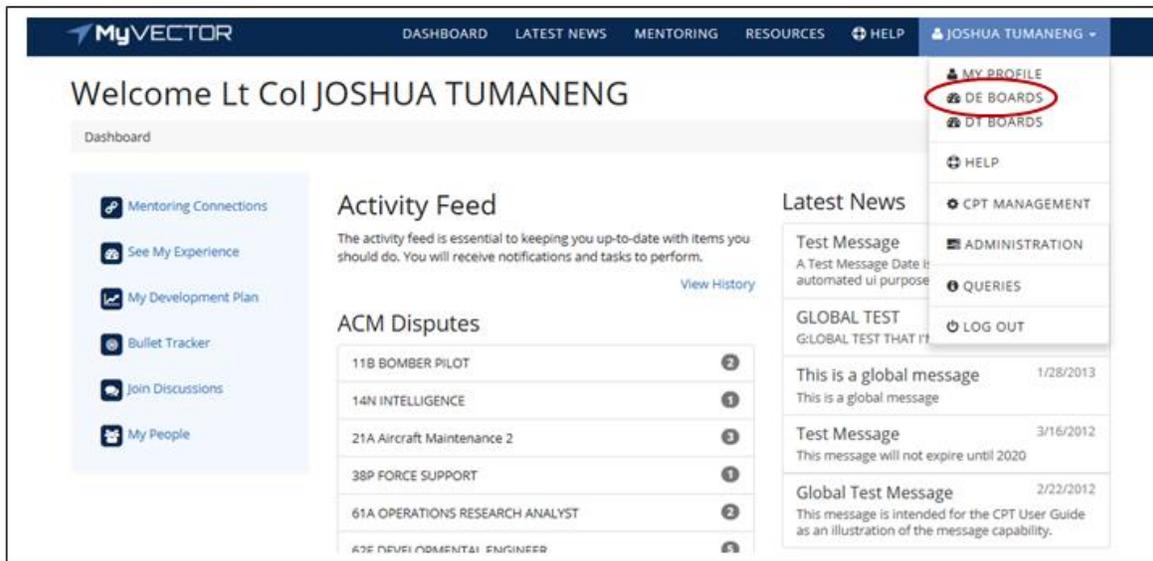


Figure 2.0.1 – Accessing DE Boards

3.0 Developmental Education Board Management

The selection of DE Boards from the Main Menu will guide you to the page shown in Figure 3.0.1. To create a DE Board, select the Create DE Board option button (Figure 3.0.1)

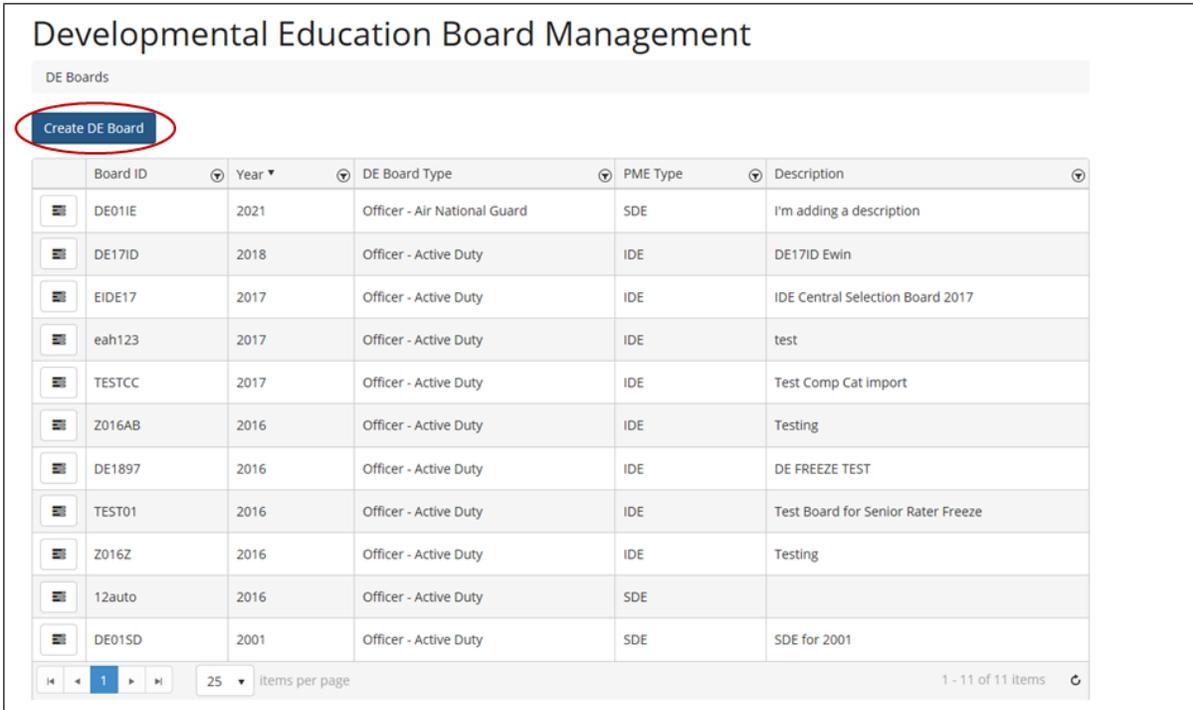


Figure 3.0.1 – Creating a DE Board

Once you have selected the Create DE Board option you will be guided to the Create DE Board interface (Figure 3.0.2). Your first step will be to enter board information specifics. The Board ID is a 6-digit alpha-numeric unique identifier. The Description is a text field providing an overview of the intent of the board. The Board Type covers the component that will meet the board, the PME Type is the level of PME for which the board is selecting personnel for and the Year is the Year the board will meet.

Create Board

DE Boards / Create Board

Create Developmental Education Board

Board ID

Description

DE Board Type

PME Type

Year

Figure 3.0.2 – Creating a DE Board – Board Characteristics

After the board is created, you will have the ability to manage the Board Dates/Percentages, Messages, the ability to upload the Roster of people meeting the board and the ability to add a person to the board.

3.1. Managing the Board Dates/Percentages

To edit the board dates/percentages for a specific board you will select the “Edit Dates & Percentages” option for the board selected (See Figure 3.1.1). Each of these dates is important with respect to the workflow of the board and the actions that will occur. Each of the dates must be in chronological order beginning with the initial eligible population date which typically will be the date that the initial roster will be updated in to the MyVector application.

- The Notification Date to Members will trigger an email to all personnel eligible to meet the board notifying them of their upcoming board.
- The Freeze date for Senior Rater of Individual for this specific board establishes the relationship between the person meeting the board and the Senior Rater for this specific board and will not be changed via a PCS of the individual or Senior Rater for this board unless manually edited by the DE Board Administrator.
- The Notification Date to Senior Raters will trigger an email to all individuals identified as Senior Raters of individuals meeting this specific board.
- The Freeze date for Members PME Preferences and Intent will be the date the member will no longer be able to modify their Development Plan until the board is completed.
- The Suspense Date for Senior Rater Nomination Recommendations is the date the Senior Raters are required to have their nominations and recommendations complete for their individuals meeting the board.

- The Date for Final Nomination scrub for records is an internal DE Board Administrator date to assure that all records nominated are ready to be pushed to eBOSS
- The Date for eBOSS pull of MyVector data is the date that eBOSS will be able to pull the board information and all pertinent information relating to the individuals meeting the board.
- The Central Board Start Date is the date the board is expected to begin.
- The Date for Board Results to come back to MyVector is the date that MyVector will be able to pull the results of the board from eBOSS back to MyVector
- The Public Release Date is the date that will trigger emails to all Senior Raters and Individuals that the results of the board are available and they will be able to view in MyVector.

Developmental Education Board Management

DE Boards

Create DE Board

Board ID	Year	DE Board Type	PME Type	Description
DE01E	2021	Officer - Air National Guard	SDE	I'm adding a description
DE17D	2018	Officer - Active Duty	IDE	DE17D Ewin
EIDE17	2017	Officer - Active Duty	IDE	IDE Central Selection Board 2017
eah123				
TESTCC				

View Developmental Education Board

DE Boards / View DE Board

Edit Dates & Percentages View Board Messages View Senior Raters Upload Roster Add Person

Board: DE17D

Description: DE17D Ewin

Edit Developmental Education Board Important Dates and Percentages

DE Boards / View DE Board / Edit DE Board Important Dates and Percentages

View DE Board View Board Messages View Senior Raters Upload Roster

Board: DE17D

Description: DE17D Ewin

Year: 2018

Board Type: Officer - Active Duty

PME Type: IDE

Important Dates

4/6/2016 Initial Eligible Population Date

Notification Date to Members

Freeze date for Senior Rater of individual for this specific board

4/26/2016 Notification Date to Senior Raters

5/6/2017 Freeze date for Members PME Preferences and Nomination

5/6/2017 Suspense Date for Senior Rater Nomination Recommendations

Date for Final Nomination scrub for records to meet board

Date for eBOSS pull of MyVector Data

Central Board Start Date

Date for Board Results to come back to MyVector

5/6/2017 Public Release Date

Competitive Category Candidate Nomination Rates

4 % Line Air Force

3 % Medical Officer

2 % Judge Advocate General

1 % Chaplain

Update

Figure 3.1.1 – Updating the Board Dates & Percentages

3.2 Managing the People meeting the Board

As a DE Board Administrator you will have the ability to upload a roster of people meeting the board by selecting the Upload Roster option. You will also have the ability to add a specific individual from within the MyVector application as well as “remove” a person from meeting a board within the application.

The first step will usually be to upload the external roster (Figure 3.2.1). The following are important criteria for this roster.

- This roster will come from an Excel Spreadsheet with the following required format (column order is important): SSAN, DoDID, Status, Name and Number of Looks.
- The Match may be done by DoDID or SSAN.
- The SSAN may have hyphens in it, it may also miss leading zeros (i.e. 000012345 can be 12345 in sheet).
- Only .xlsx file format (2008+ Excel) is allowed.

The screenshot illustrates the process of uploading a roster for a Developmental Education Board. It shows three overlapping windows:

- Developmental Education Board Management:** A table listing DE Boards. The row for DE17ID is highlighted with a red circle.
- View Developmental Education Board:** A page for DE17ID with an 'Upload Roster' button circled in red.
- Upload Roster of People Meeting Developmental Education Board:** A page with a 'Select File' button circled in red.

Below the 'Upload Roster' page is a sample Excel roster with the following data:

	A	B	C	D	E	F	G	H
1	SSAN	DODID	Status	Rank	Name	Number of Looks	Competitive Category	
2	000000000	SELECT	Col		CHRISTOPHER HOPKINS	4	A	
3	000000001	SELECT	Capt		ERIC BASS	4	A	
4	000000002	Candidate	Maj		MATTHEW ZAKRI	3	A	
5	000000003	SELECT	1st Lt		JERIMIAH COMPTON	3	A	
6	000000004	SELECT	1st Lt		ZENETRA ENCISO	1	A	
7	000000005	Candidate	1st Lt		KENYATTA GUY	4	A	
8	000000006	Candidate	1st Lt		SAMUEL ROUSSEAU	2	A	
9	000000007	SELECT	Capt		SONYA LAY	1	A	
10	000000008	Candidate	Maj		DONALD BROWN	3	A	
11	000000009	SELECT	Maj		PAUL JOSHUA	1	A	

Figure 3.2.1 – Managing People Meeting the Board – Uploading Roster of People

The DE Board Administrator may have an additional “Add” to the Board. By selecting the “Add Person” option, you will be able to add an individual to the board. You will start entering the name and the system will populate the individuals meeting your criteria. You will select the individual from the list that you would like to select and then click add (See Figure 3.2.2).

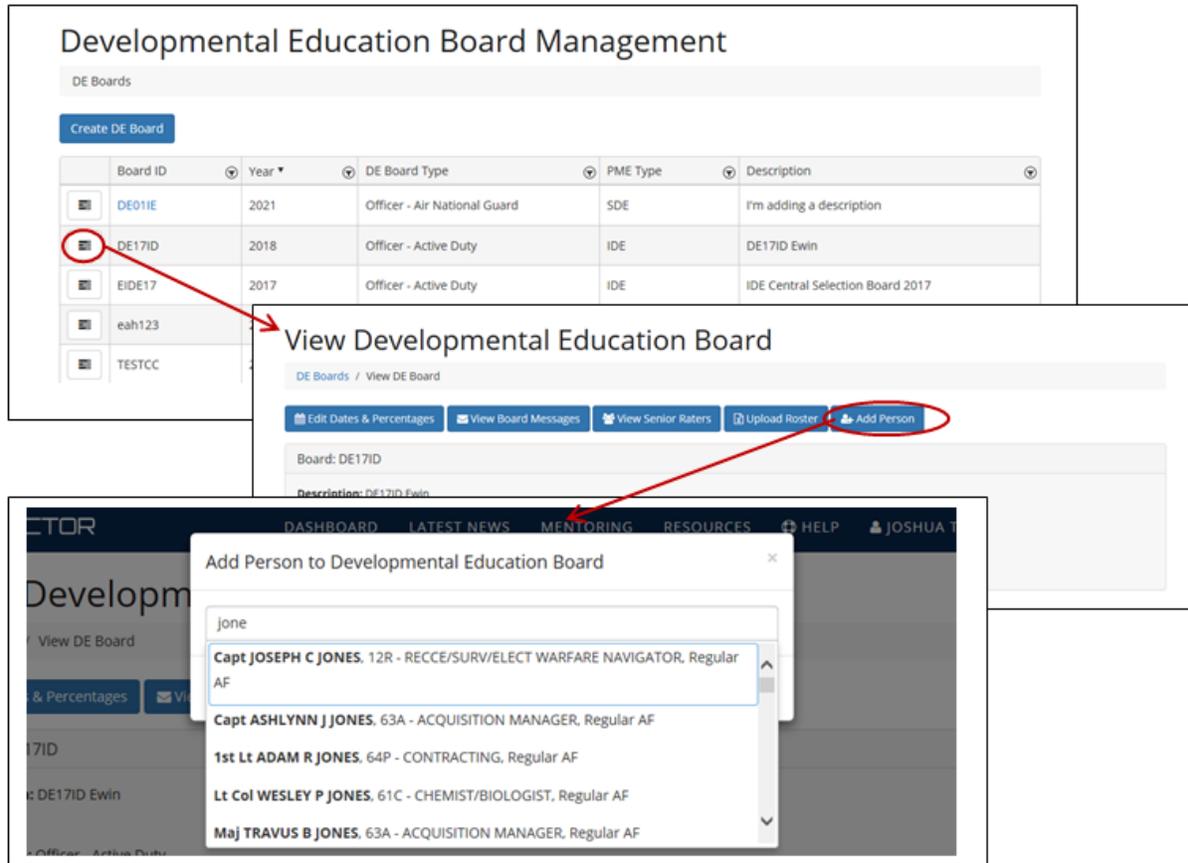


Figure 3.2.2 – Managing People Meeting the Board – Adding Individual Person

As the DE Board Admin if you want to remove an individual from a board you can do so by:

1. Clicking remove from meeting board.
2. Entering rationale (Note: Box will appear when remove from meeting board is checked).
3. Clicking Save.

As the DE Board Admin if you need to restore a removed member as a candidate you can do the following (See Figure 3.2.3):

1. Remove the checkmark from the remove from meeting board box.
2. Click Save.

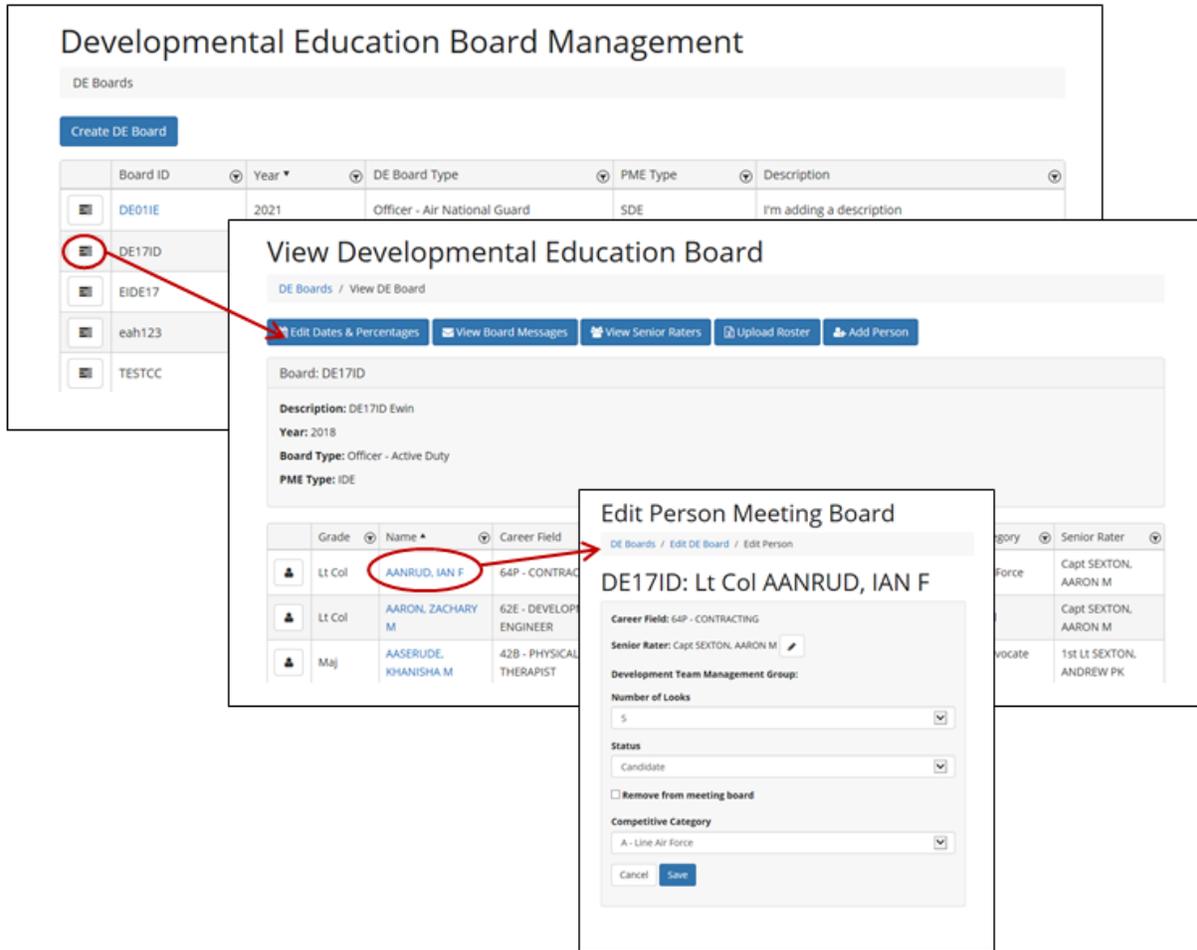


Figure 3.2.3 – Managing People Meeting the Board – Remove/Restore Person

3.3 Managing Board Messages

As the DE Board Administrator you may need to view and / or send email notifications to the Senior Raters or Individuals meeting the board. Choose the “View Board Messages” option to be able to view all messages associated with the board (Figure 3.3.1). To create a new message, then please select the create a new board message (Figure 3.3.2).

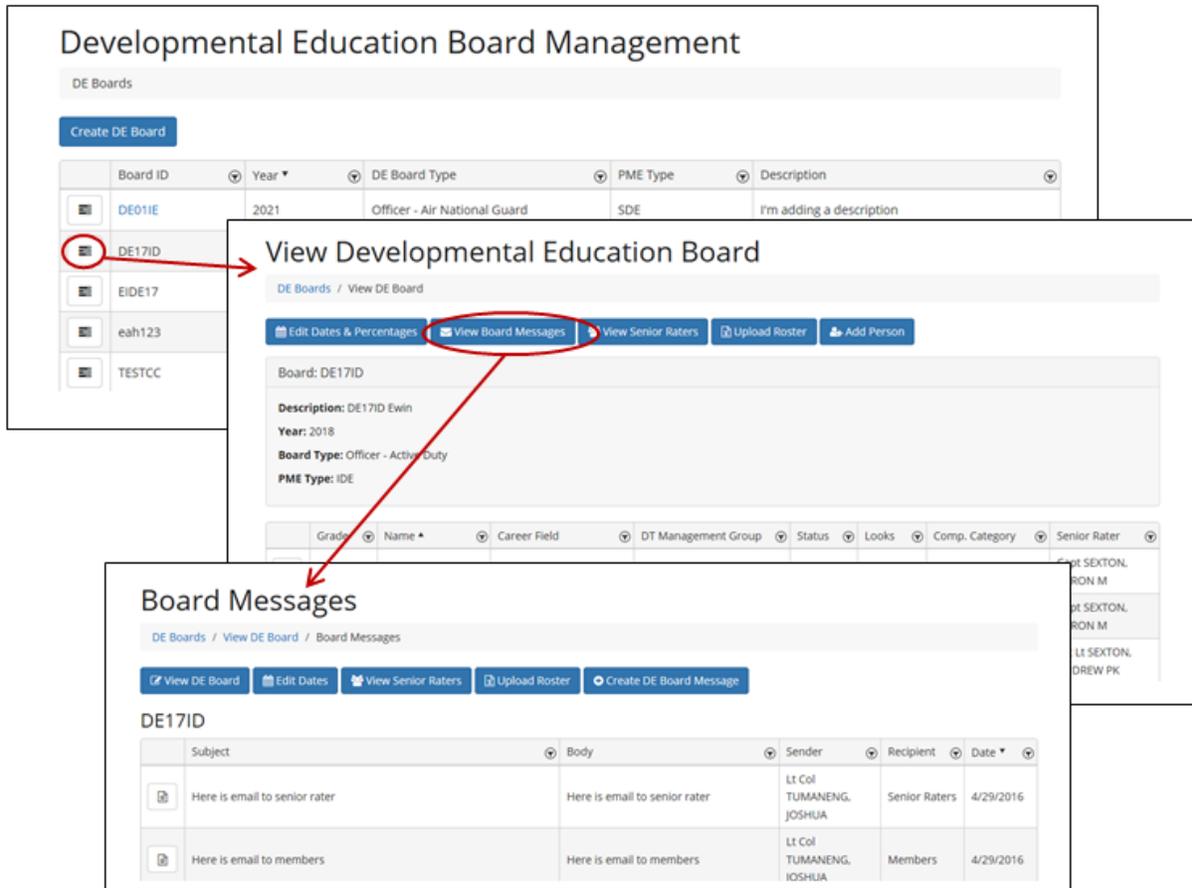


Figure 3.3.1 - Managing Board Messages – View Board Messages

By selecting the “Create DE Board Message” option you will be prompted to select the Message Recipient (either Members meeting the board or Senior Raters) and will have a form to populate the Subject and Body of the email message (See figure 3.3.2). Upon selecting Send, the message will be sent from the MyVector application.

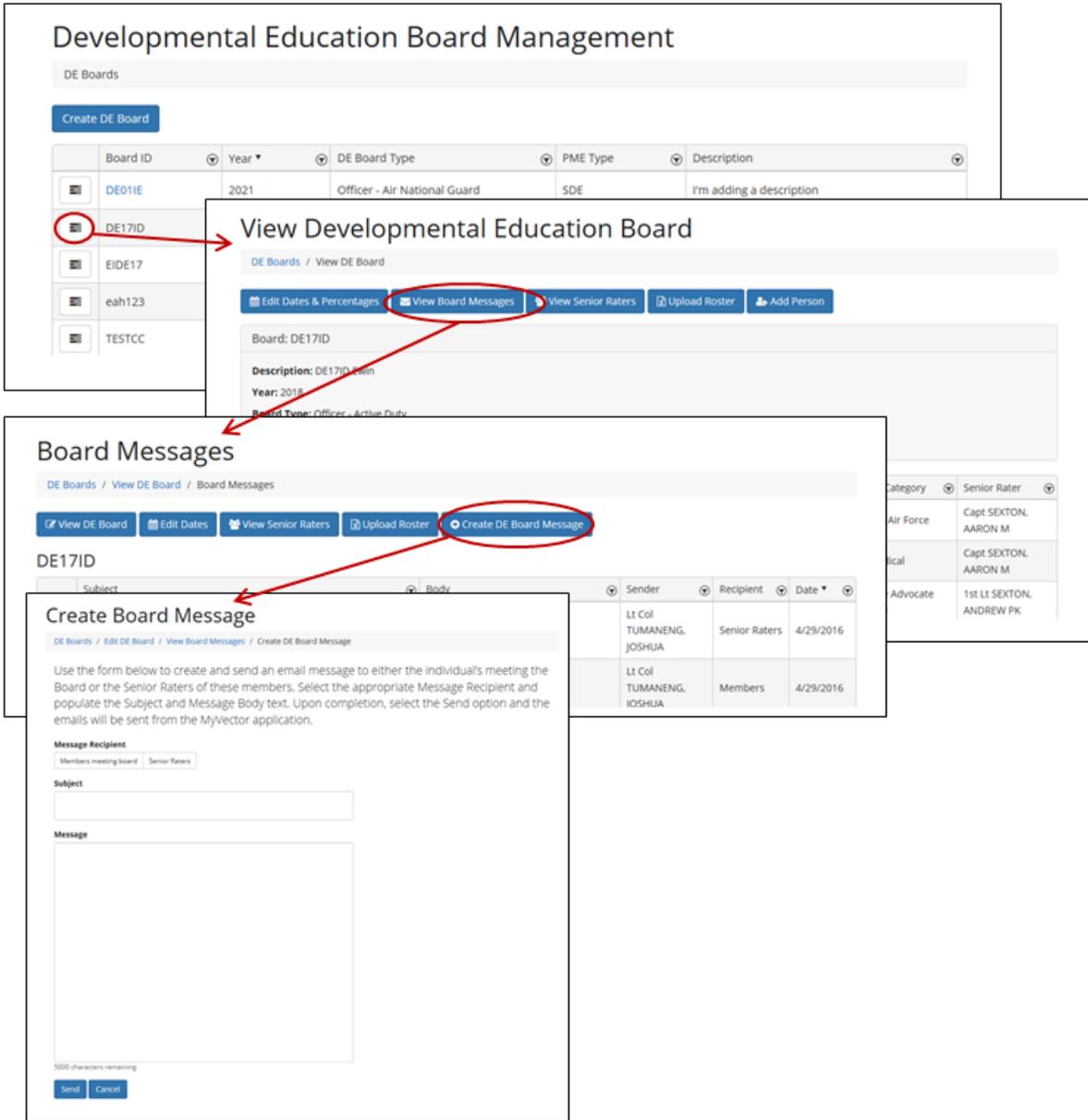


Figure 3.3.2 – Managing Board Messages – Creating Board Message

3.4 Managing and Acting on Behalf of Senior Raters

To change the Senior Rater of a person meeting a board you will want to select the person next to the individual's name on the People meeting board roster and then the edit button on their Senior Rater (Figure 3.4.1).

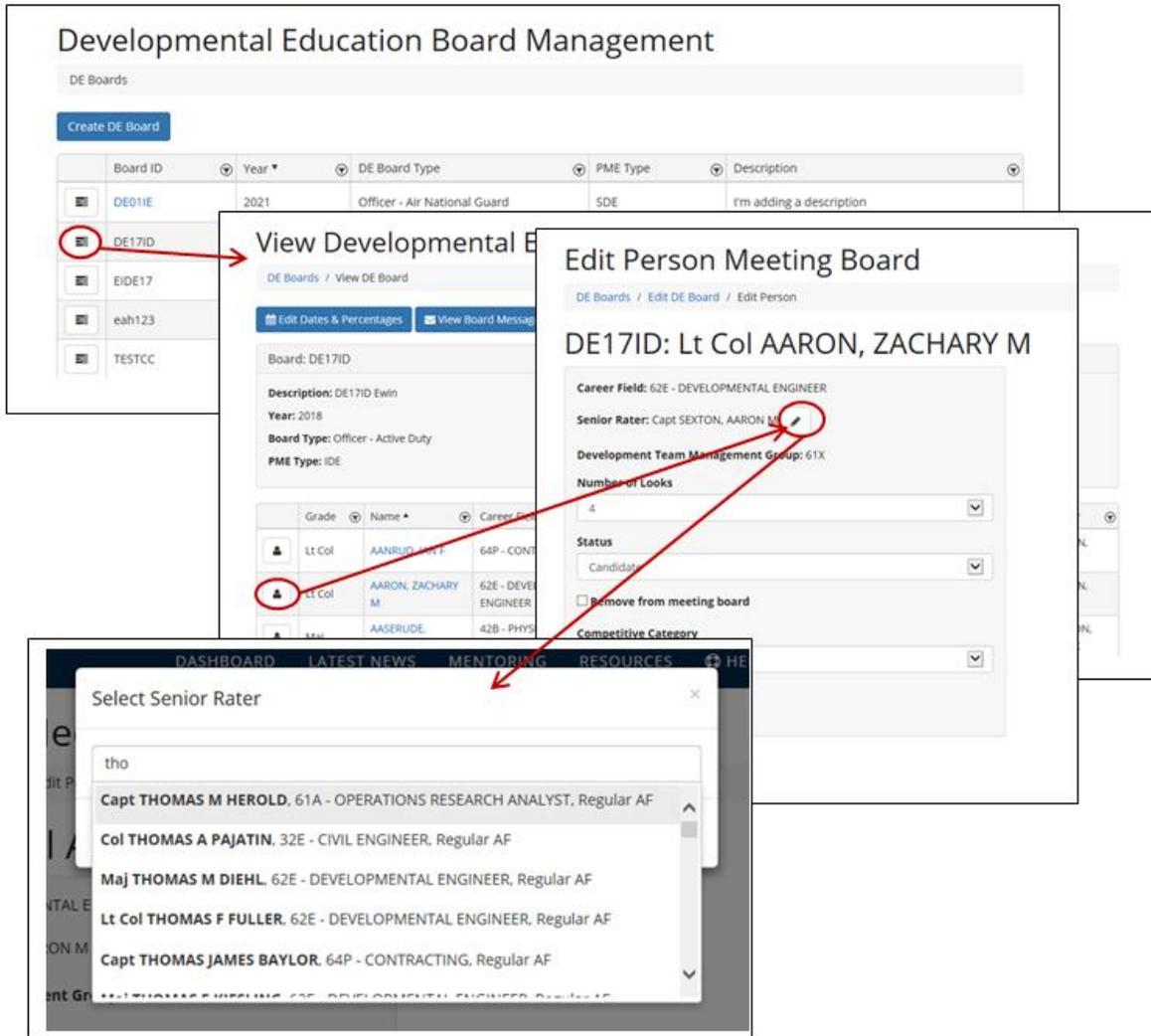


Figure 3.4.1 – Changing Senior Rater

As a DE Board Administrator you will be able to view the Senior Rater roster and by selecting the person icon next to their name act on the Senior Rater's behalf for the board, (Figures 3.4.2 and 3.4.3).

DE Boards / View DE Board / Board Senior Raters

View DE Board Edit Dates & Percentages View Board Messages Upload Roster

You are viewing a roster of all Senior Raters associated with the **ZE17ID, Officer - Active Duty**

Name	Total	Line Air Force	Medical Officer	Judge Advocate General	Chaplain
Capt SEXTON, AARON M	8	2	2	2	2
1st Lt SEXTON, JOSHUA JUSTIN	1	1	0	0	0

Figure 3.4.2 – Board Senior Raters

DE Boards / View DE Board / Board Senior Raters / People Meeting Board

Acting on behalf of Capt SEXTON, AARON M

Next

1 2 3 4 5

Nominate People Provide Comments Stratify Nominees Not Nominated Review Final Review

People Meeting Board

You are working on the ZE17ID - DE17ID Ewin. The following people are eligible for this board who have you as their Senior Rater. Your first step is to nominate those individuals you would like to meet the Central Board.

Line Air Force

You have used **0** of your **1** allowed Candidate nominations. You may nominate any number of Selects.

Status	Grade	Name	Looks	Nominate
Select	Lt Col	COMPTON, JERIMIAH	5	Yes No
Candidate	Lt Col	AANRUD, IAN F	1	Yes No

25 items per page 1 - 2 of 2 items

Figure 3.4.3 – Acting on Behalf of Senior Rater

3.5 Managing Board Results

As the DE Administrator you will be able modify post board data on a selected individual before the Public Release date (Figure 3.5.1):

- Not Nominated/Nominated
- Matched/Not Matched (Update)
- Vector (Update)

Manage DE Boards
 In this area you are able to review historical boards, review and manage current boards, and create new boards.

[Create DE Board](#)

Board ID	Year	DE Board Type	PME Type	Description
FODE001E	2021	Officer - Air National Guard	SDE	I'm adding a description
FODEZ17D	2018	Officer - Active Duty	IDE	Leave Label as is.
FODEF0E17	2017	Officer - Active Duty	IDE	IDE Central Selection Board 2017
FODEeah123	2017	Officer - Active Duty	IDE	test
FODETESTCC	2017	Officer - Active Duty		
FODESE17B	2017	Officer - Active Duty		
FODEZ0164B	2016	Officer - Active Duty		
FODEDE1897	2016	Officer - Active Duty		
FODETEST01	2016	Officer - Active Duty		
FODEZZZZZZ	2016	Officer - Active Duty		
FODEB214ME	2016	Officer - Active Duty		
FODEE177	2016	Officer - Active Duty		
FODEHIST12	2012	Officer - Active Duty		

DE Boards / View Person DE Board Result
 You are viewing the results of the **FODEHIST12, Historical Board Test Officer - Active Duty**. The following is a quick reference display of the results.

Rank	Name	Comp. Category	Senior Rater ID	Senior Rater Name	DE Board Result	School Selection
Maj	DUCK, DOUGLAS M	Line Air Force	1237	GARDUNG, EVA M	Not Matched	
SrA	DUCK, HEATH JOHN	Line Air Force	1237	GARDUNG, EVA M	Matched	This should appear once
Lt Col	DUCK, KENNETH	Line Air Force	1237	GARDUNG, EVA M	Matched	Arctic School of Flight
Capt	DUCKER, SAMUEL K	Line Air Force	1237	GARDUNG, EVA M	Not Matched	
Ssgt	DUCKER, AVERY SCOTT	Judge Advocate General	1237	GARDUNG, EVA M	Not Nominated	
Lt Col	DUCKETT, MATTHEW L	Judge Advocate General	1237	GARDUNG, EVA M	Not Nominated	
SrA	DUCKWORTH, BRISGA J	Line Air Force	1237	GARDUNG, EVA M	Matched	Deep Sea Flying School
				GARDUNG, EVA M	Matched	Ewin's School of Checks

Edit Vectors For Lt Col DUCK, KENNETH

DE Board: FODEHIST12 Historical Board Test

Nominated
 Yes No

Matched
 Yes No

Vector

Figure 3.5.1 – Board Results