MyVECTOR – Individual 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 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
- 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, Plan My Career, Build Bullet Tracker, Join the Discussion, and My People.

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

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

Figure 2.0.1 – MyVECTOR Landing Page

3.0 Registration

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

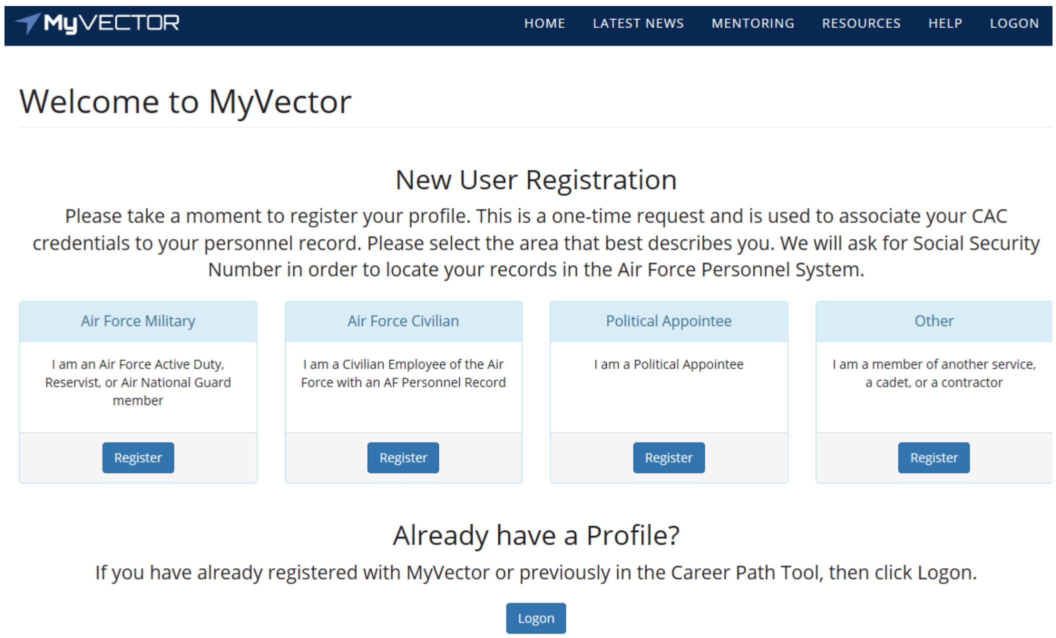


Figure 3.0.1 – New User Registration

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).

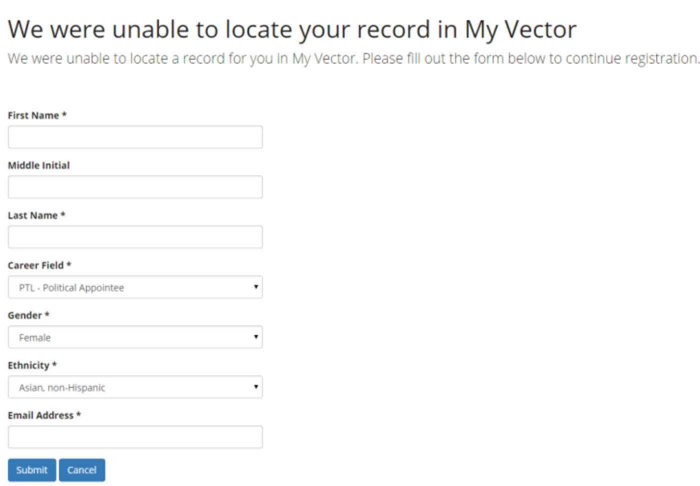


Figure 3.0.2 – New User Registration – Create Record

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.

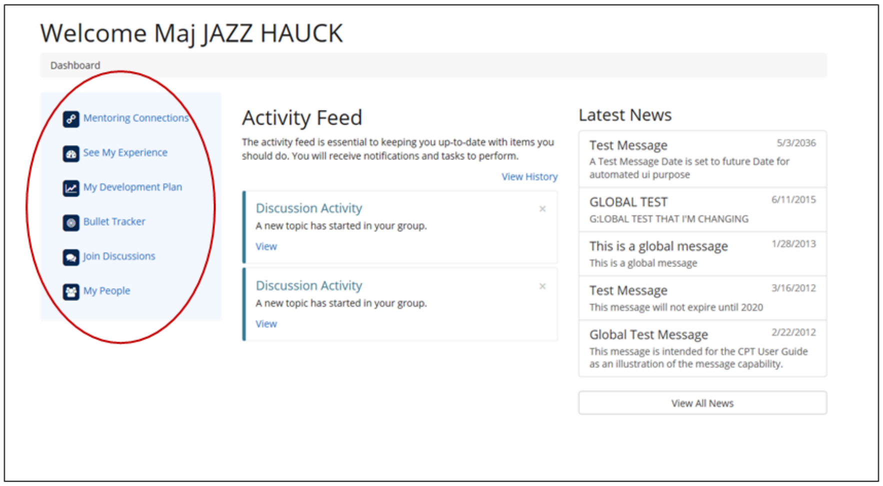


Figure 4.0.1 – Dashboard

5.0 Mentoring Connections

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

5.1 Be a Mentor (Create Mentor Profile)

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

Navigating to Mentor Profile:

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

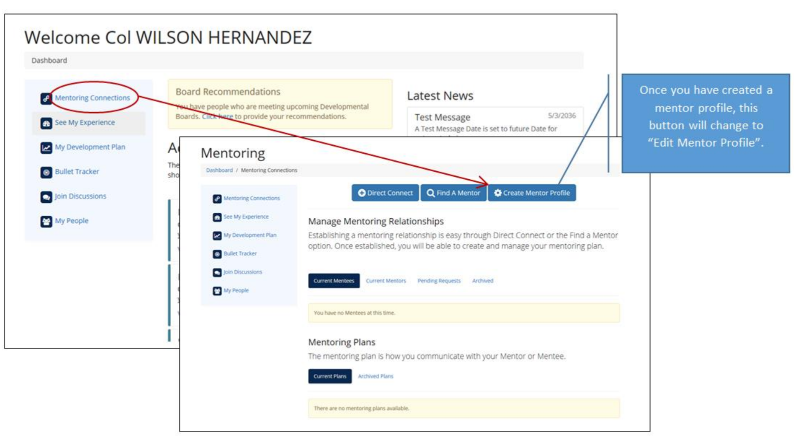


Figure 5.1.1 Create Mentor Profile

3. Select the maximum number of Mentees you wish to Mentor.
   Note: The Direct Connect option will allow a potential Mentee to ask you to be their Mentor even if you are at your Maximum number on your profile

4. Answer some or all of the questions.
   Note: The questions are not mandatory to answer, however it is highly encouraged to answer all questions as this will help Mentees find the best fit for their needs in a Mentor.
5. Click "**Update**".

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

5.2 Direct Connect

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

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

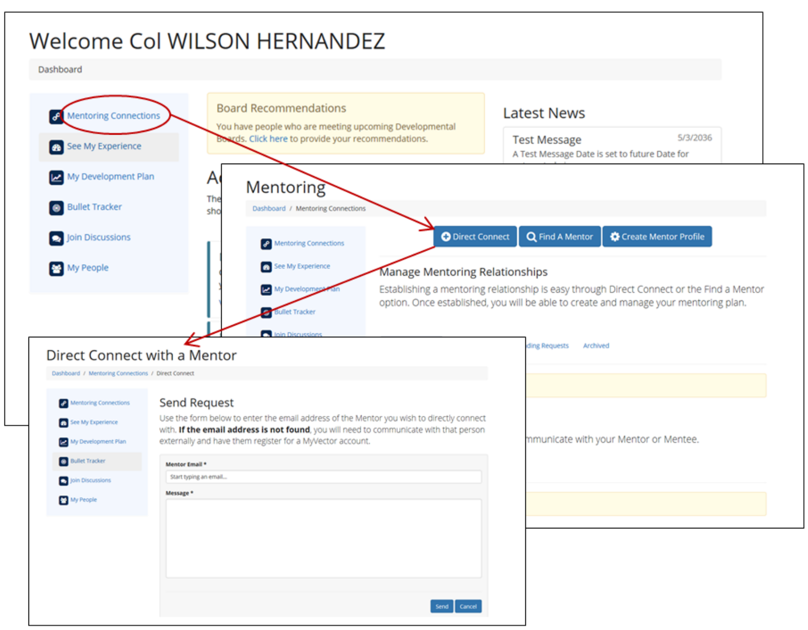


Figure 5.2.1 – Direct Connect with a Mentor

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

5.3 Find a Mentor

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

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

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

NOTE: MyVector only displays registered users as potential matches.

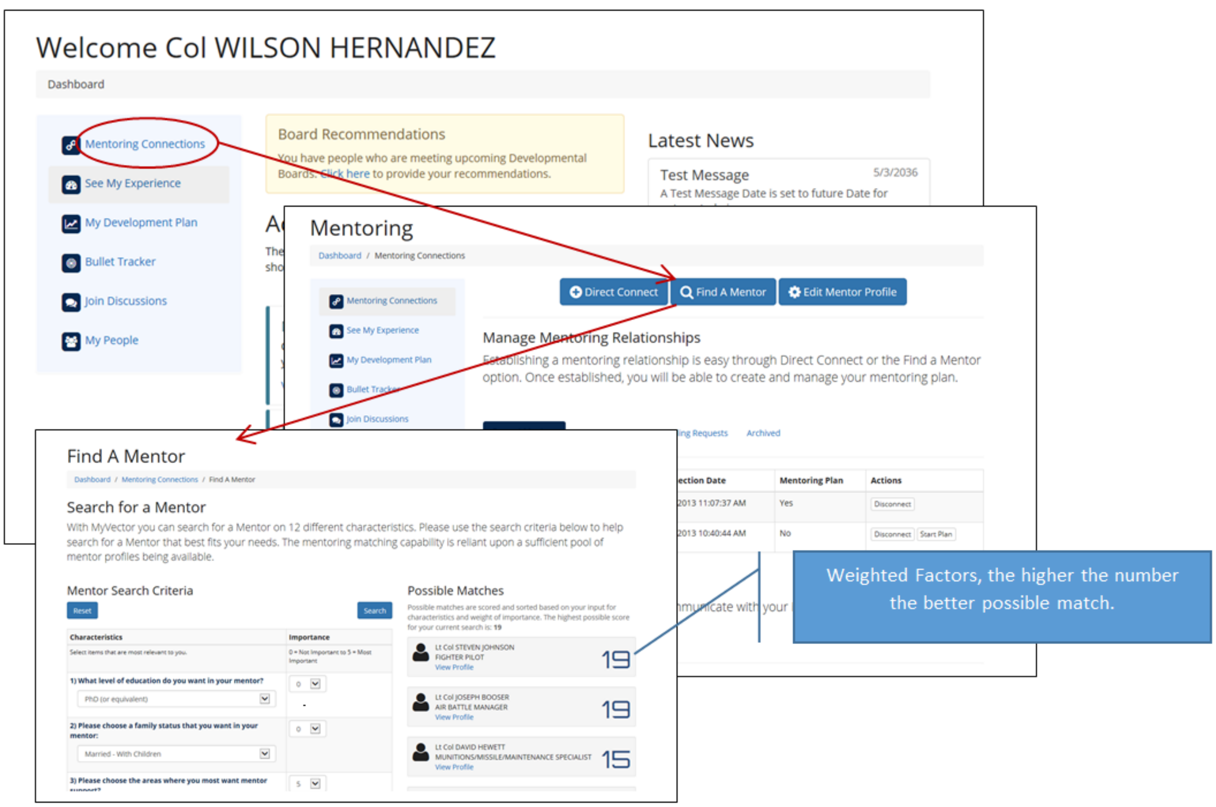


Figure 5.3.1 – Find a Mentor

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

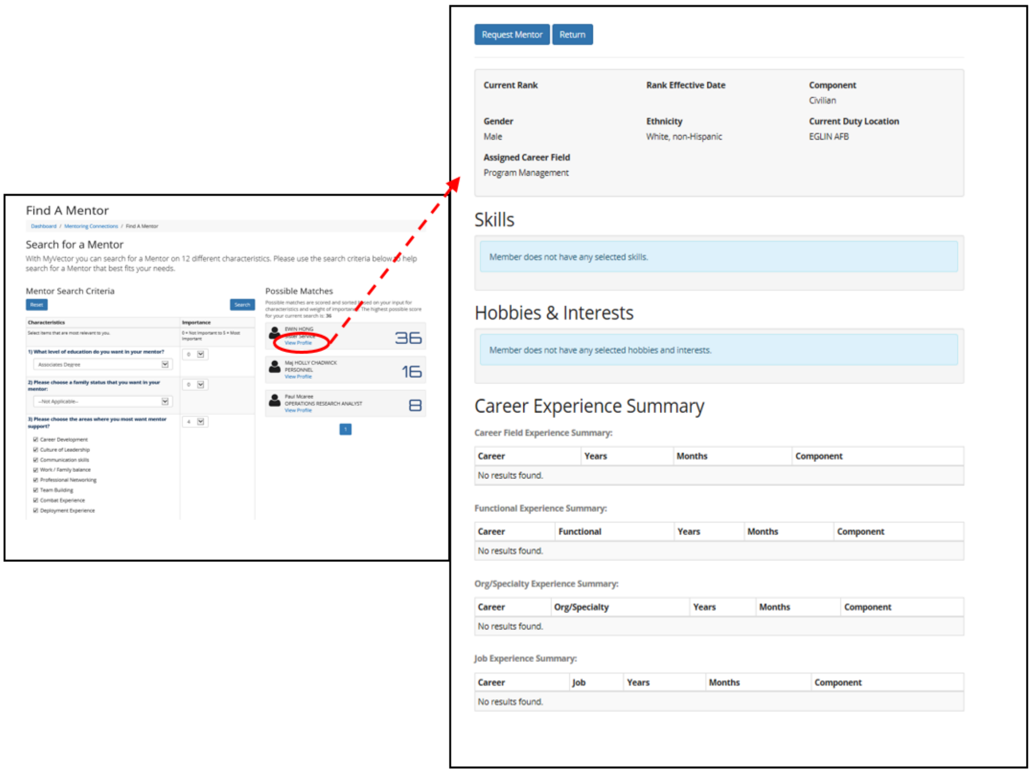


Figure 5.3.2 – View Mentor Profile

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

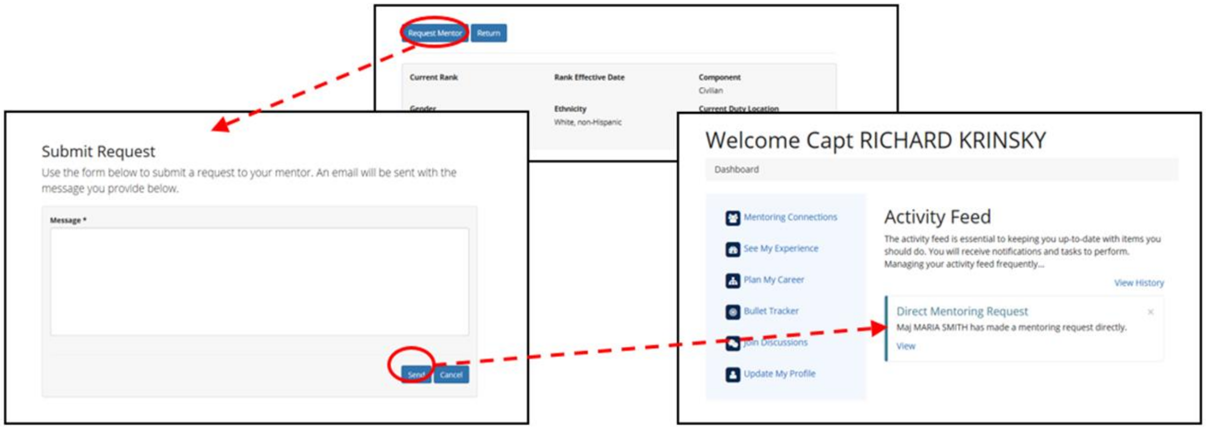


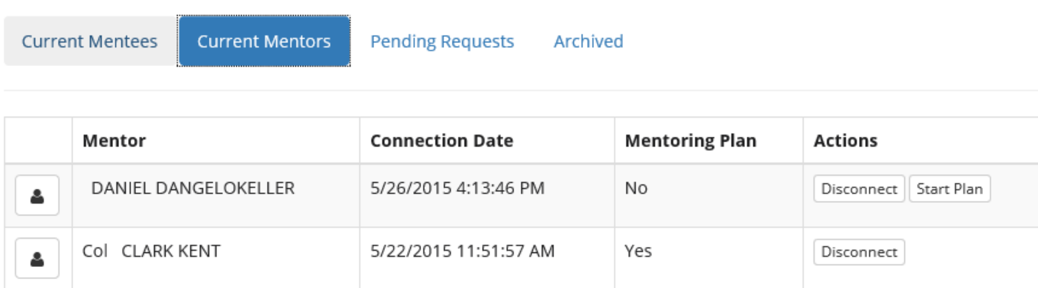
Figure 5.3.3 – Mentoring Request on Dashboard

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

5.4 Manage Mentoring Relationships

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

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



	Mentor	Connection Date	Mentoring Plan	Actions
	DANIEL DANGELOKELLER	5/26/2015 4:13:46 PM	No	Disconnect Start Plan
	Col CLARK KENT	5/22/2015 11:51:57 AM	Yes	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.***

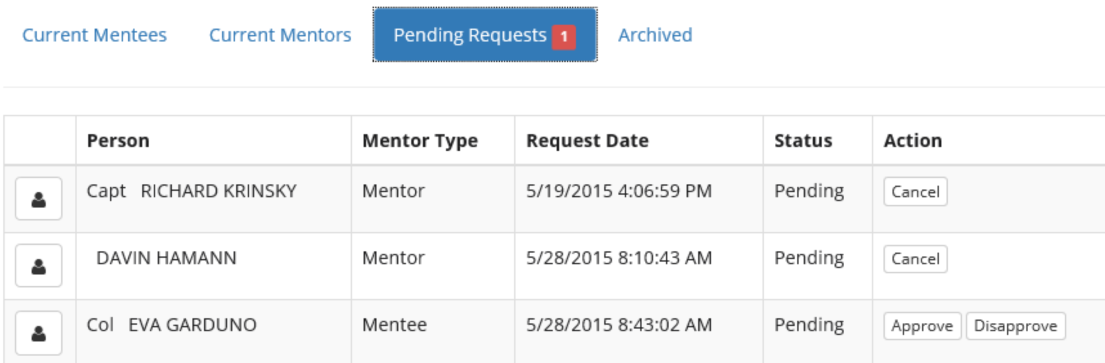


Figure 5.4.2 – Pending Requests

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 bottle 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.

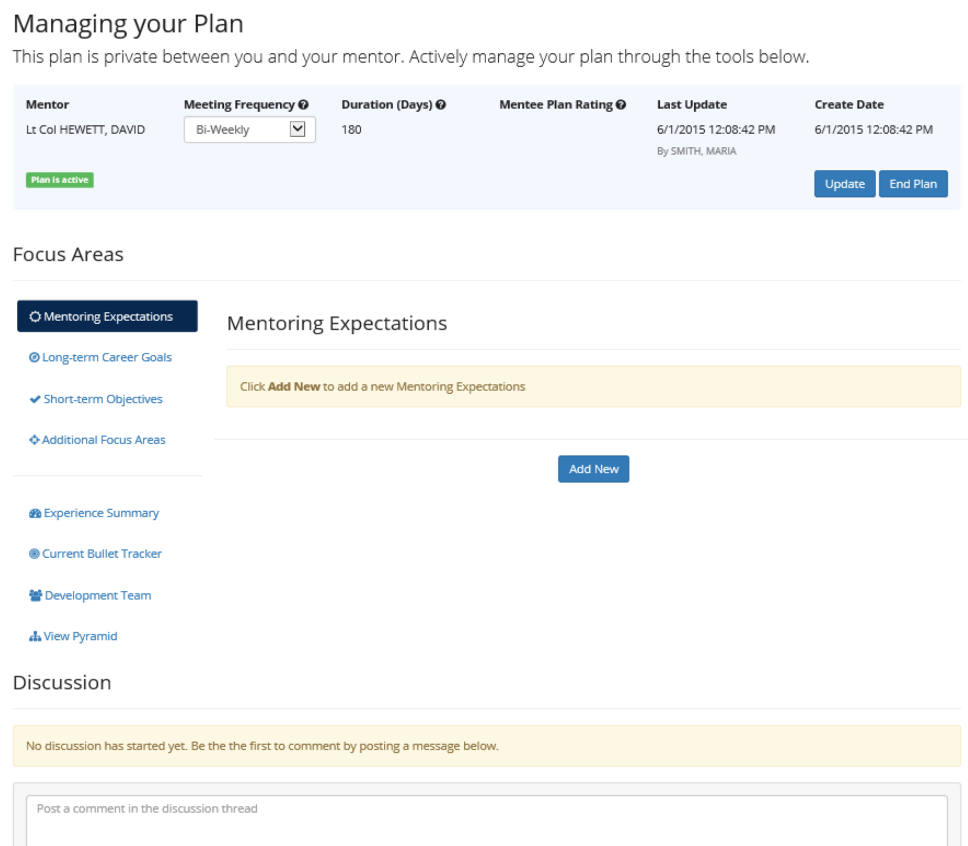


Figure 5.5.1 – Managing your Plan

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).

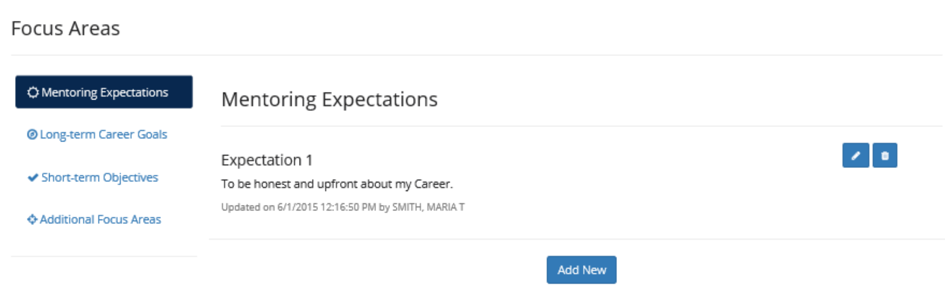


Figure 5.5.1.1 – Mentoring Expectations

5.5.2 Long-term Career Goals

You will have the ability to add Long-term Career Goals by clicking "**Add New**". Upon clicking "**Add New**" a box will appear to update a goal and an indicator (an indicator is a way to measure your progress toward a goal). You will have the ability to update multiple Long-term Career Goals and the ability to edit them by clicking the pencil or delete them by clicking the trash can; both of which are located to the right of the goal (Figure 5.5.2.1).

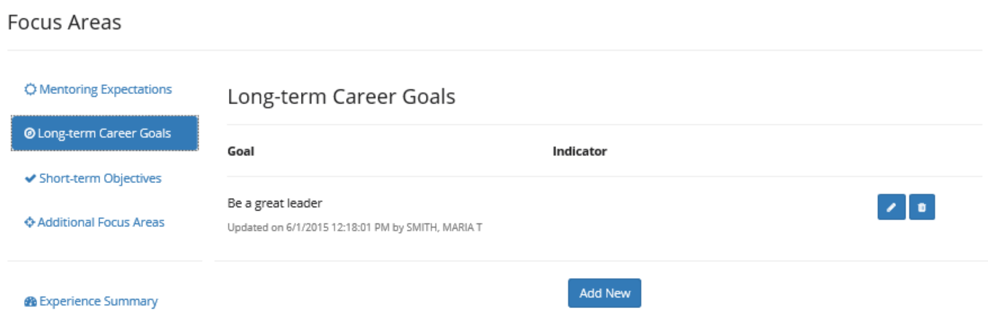


Figure 5.5.2.1 – Long-term Career Goals

5.5.3 Short-term Objectives

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

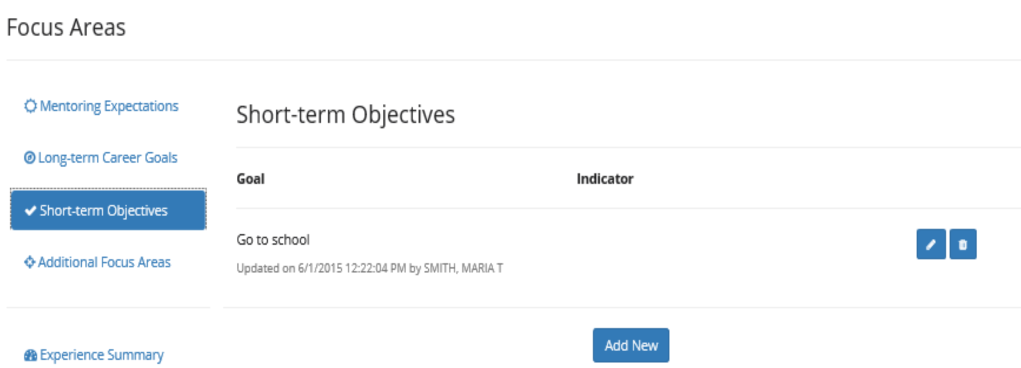


Figure 5.5.3.1 – Short-term Objectives

5.5.4 Additional Focus Areas

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

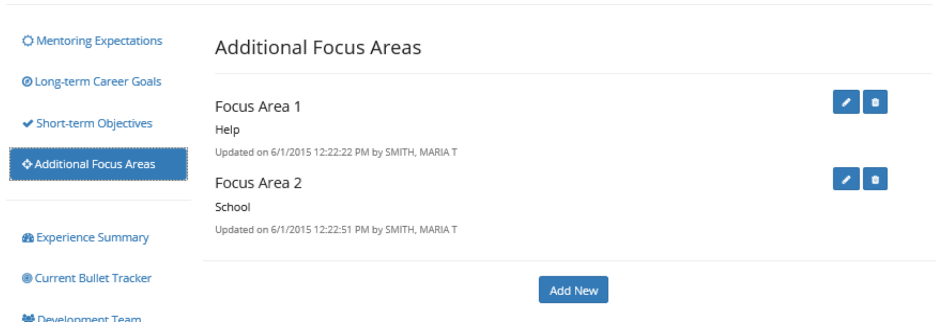
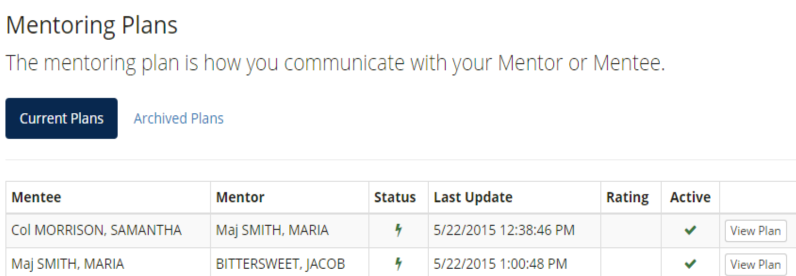


Figure 5.5.4.1 – Additional Focus Areas

5.5.6 Current & Archived Plans

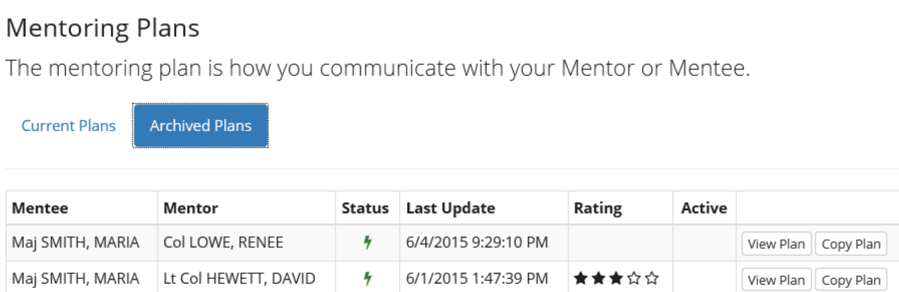
Once a mentoring plan has been created, you will be able to view the current plan, end a plan and view any archived plans. The current plans view (Figure 5.5.6.1) allows you to view the Mentees name, Mentors name, status, last updated date/time stamp, rating, active status (check mark if active), and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



Mentee	Mentor	Status	Last Update	Rating	Active	
Col MORRISON, SAMANTHA	Maj SMITH, MARIA	ϟ	5/22/2015 12:38:46 PM		✔	View Plan
Maj SMITH, MARIA	BITTERSWEET, JACOB	ϟ	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.



Mentee	Mentor	Status	Last Update	Rating	Active	
Maj SMITH, MARIA	Col LOWE, RENEE	ϟ	6/4/2015 9:29:10 PM			View Plan Copy Plan
Maj SMITH, MARIA	Lt Col HEWETT, DAVID	ϟ	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.***

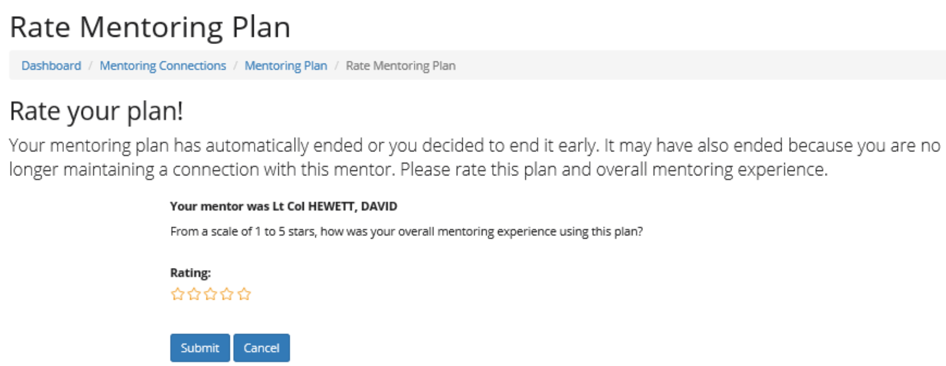


Figure 5.5.7.1 – Rate Mentoring Plan

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.***

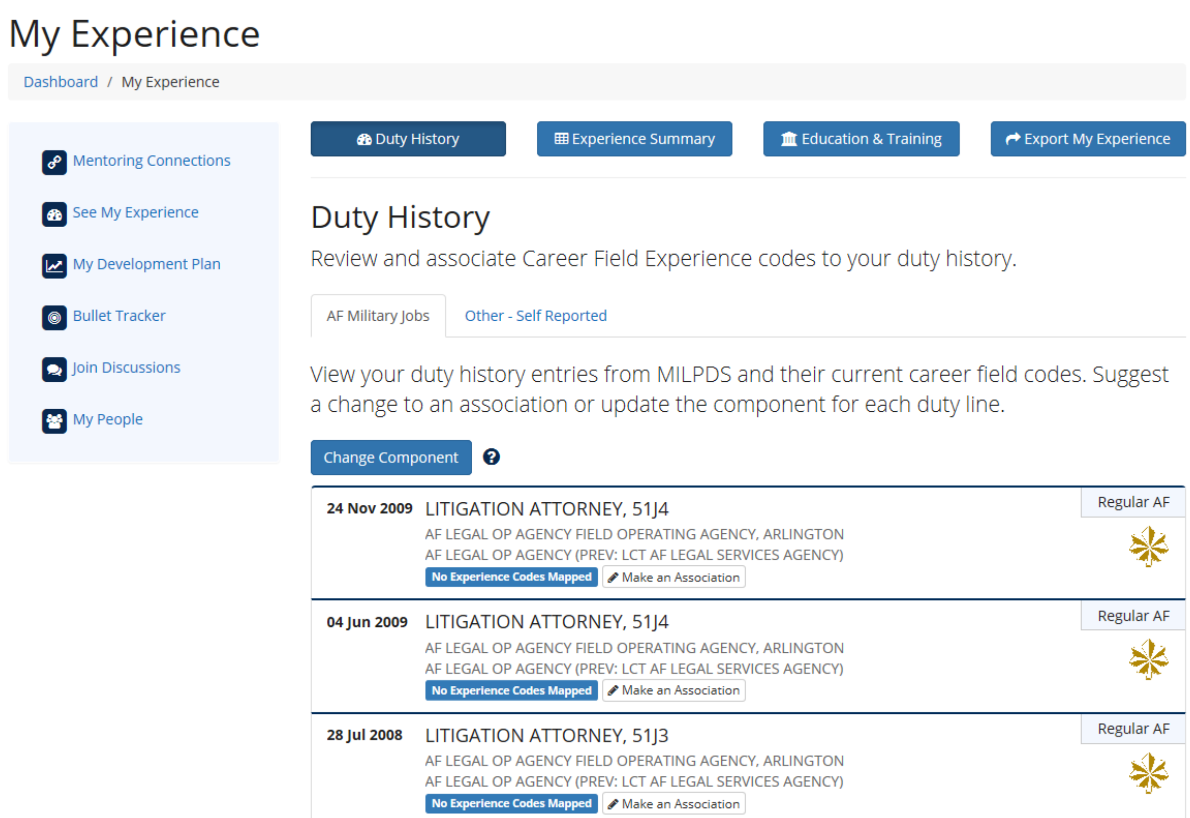


Figure 6.1.1.1 – Duty History (Military Jobs - Officer)

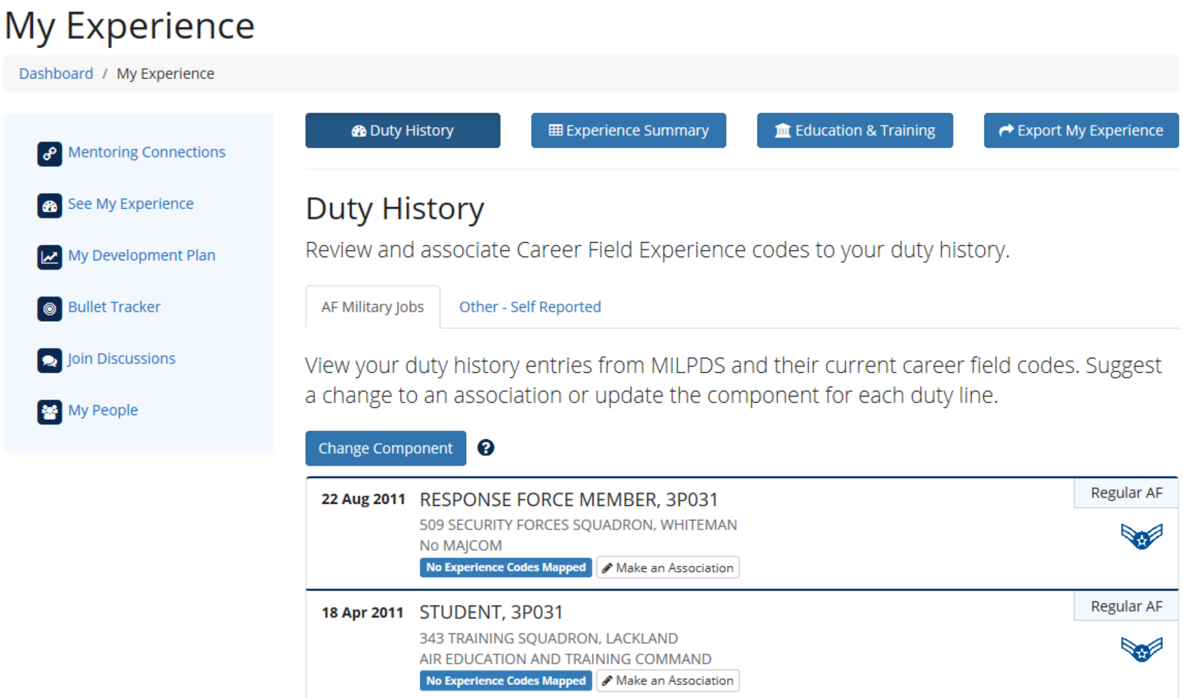


Figure 6.1.1.2 – Duty History (Military Jobs - Enlisted)

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 & 6.1.1.2).

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.

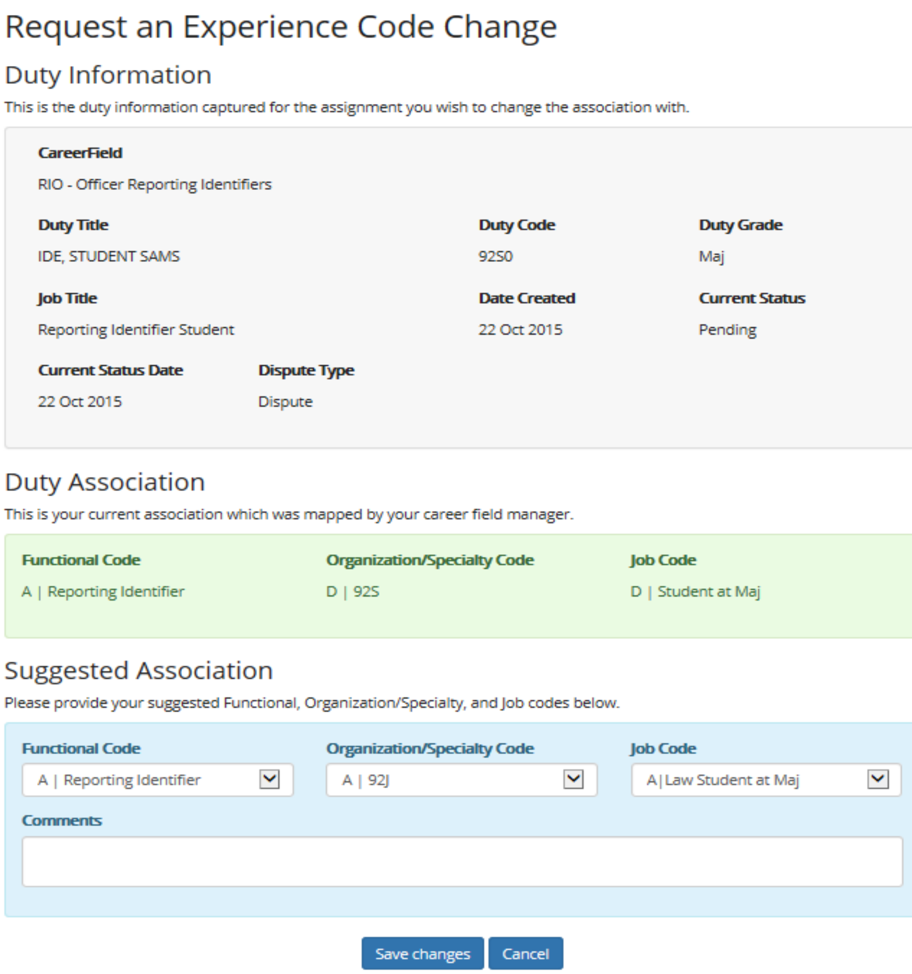


Figure 6.1.1.3 – Suggest Change

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.***

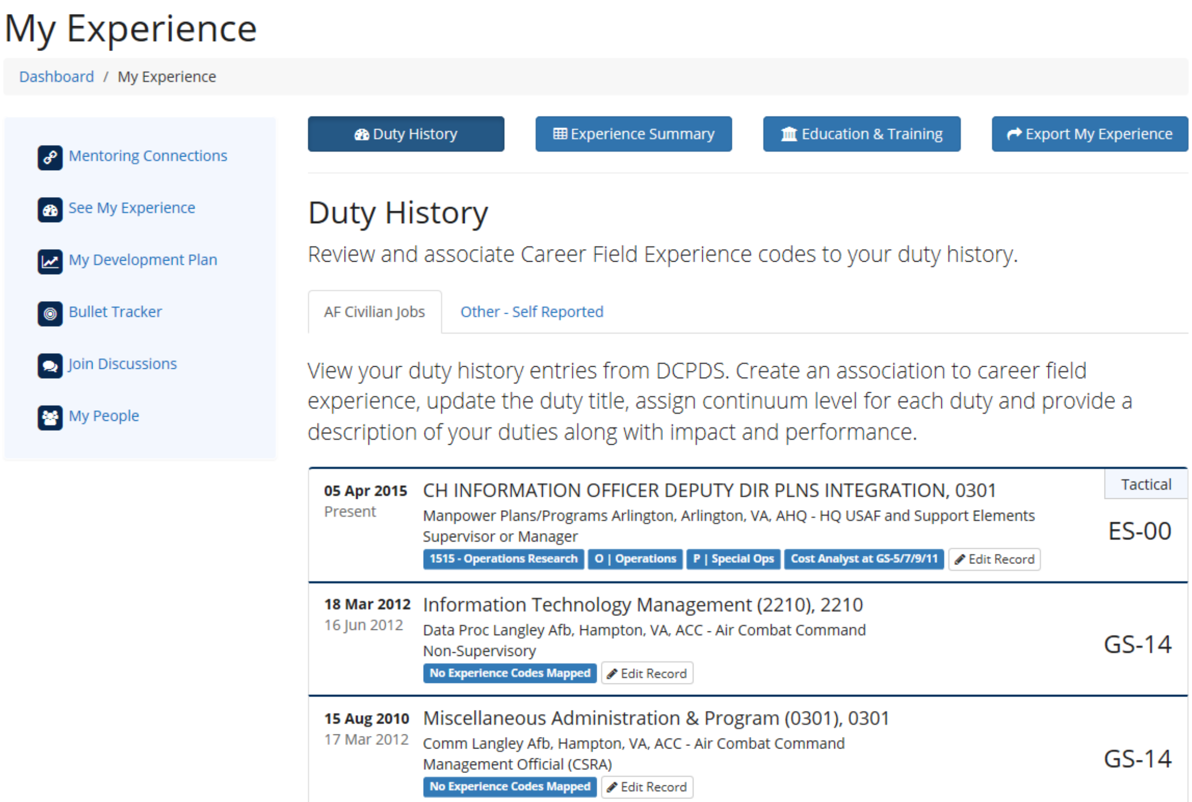


Figure 6.1.2.1 – Duty History (AF Civilian Jobs)

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.

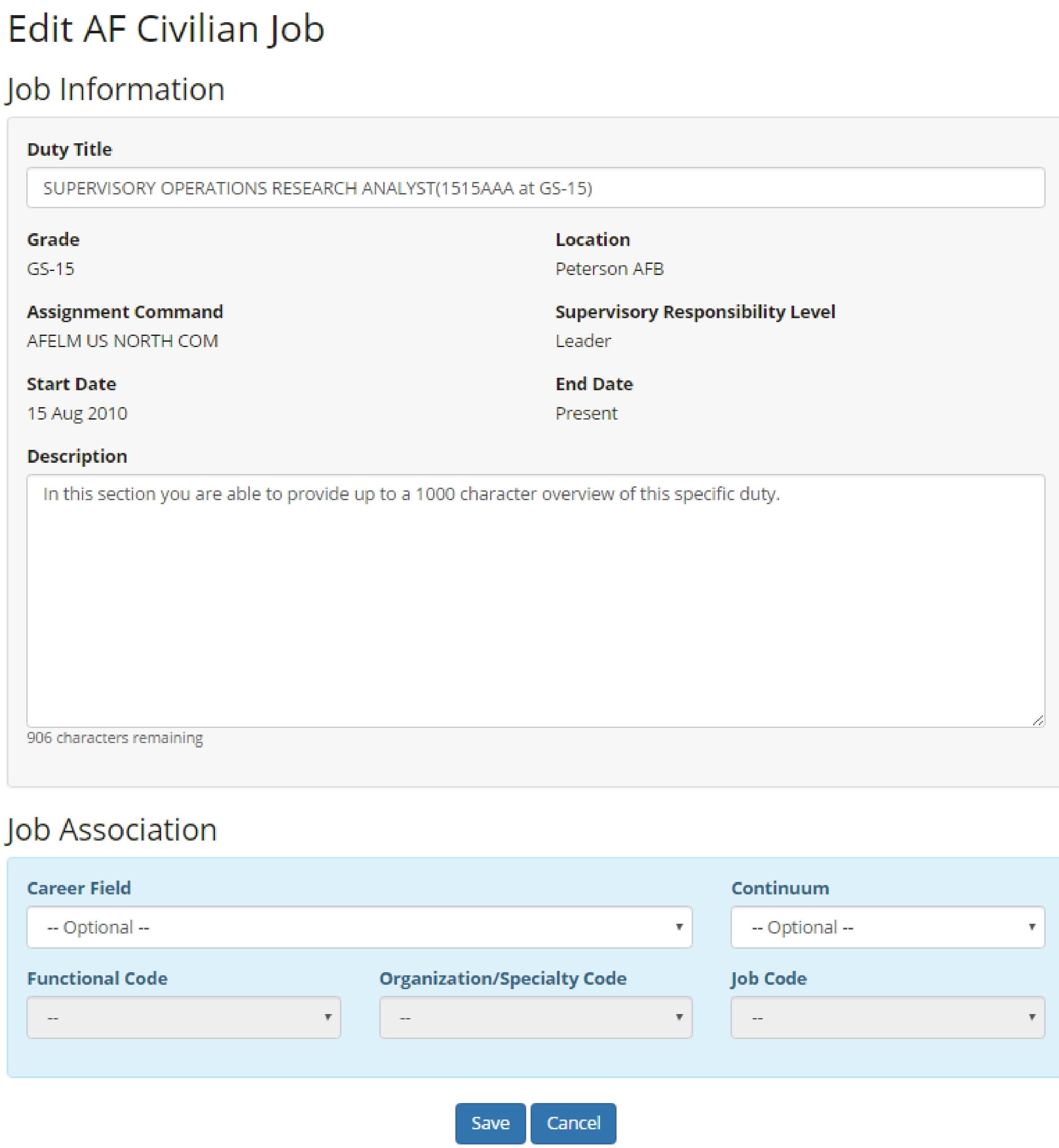


Figure 6.1.2.2 – Make/Change Association (AF Civilian Jobs)

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).

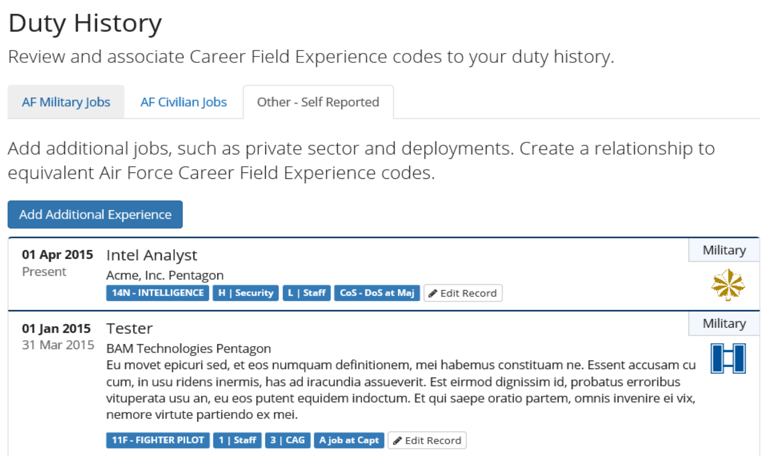


Figure 6.1.3.1 – Duty History (Other- Self Reported)

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.

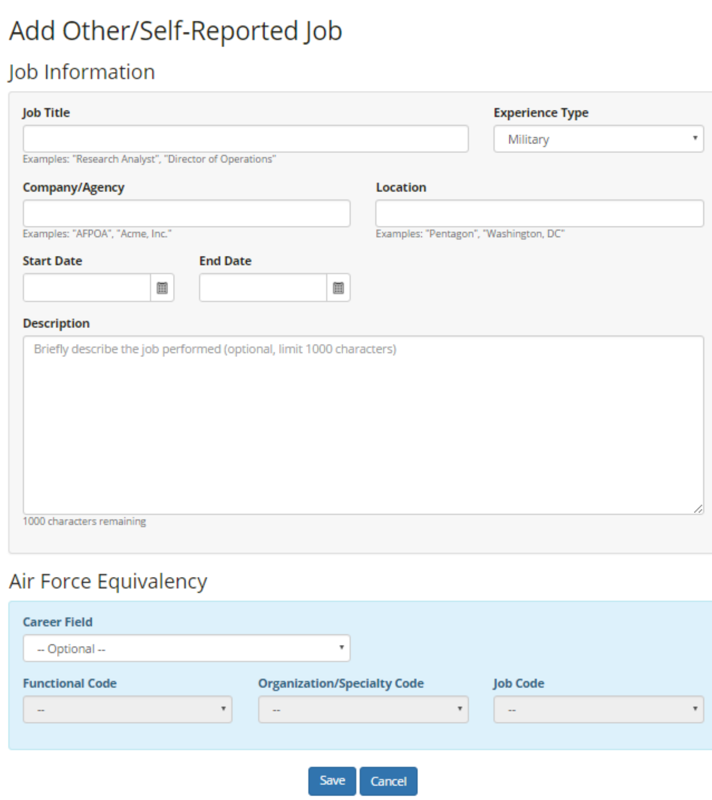


Figure 6.1.3.2 – Other-Self Reported (Experience)

6.2 Experience Summary

You will be able to view your career pyramid, 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.

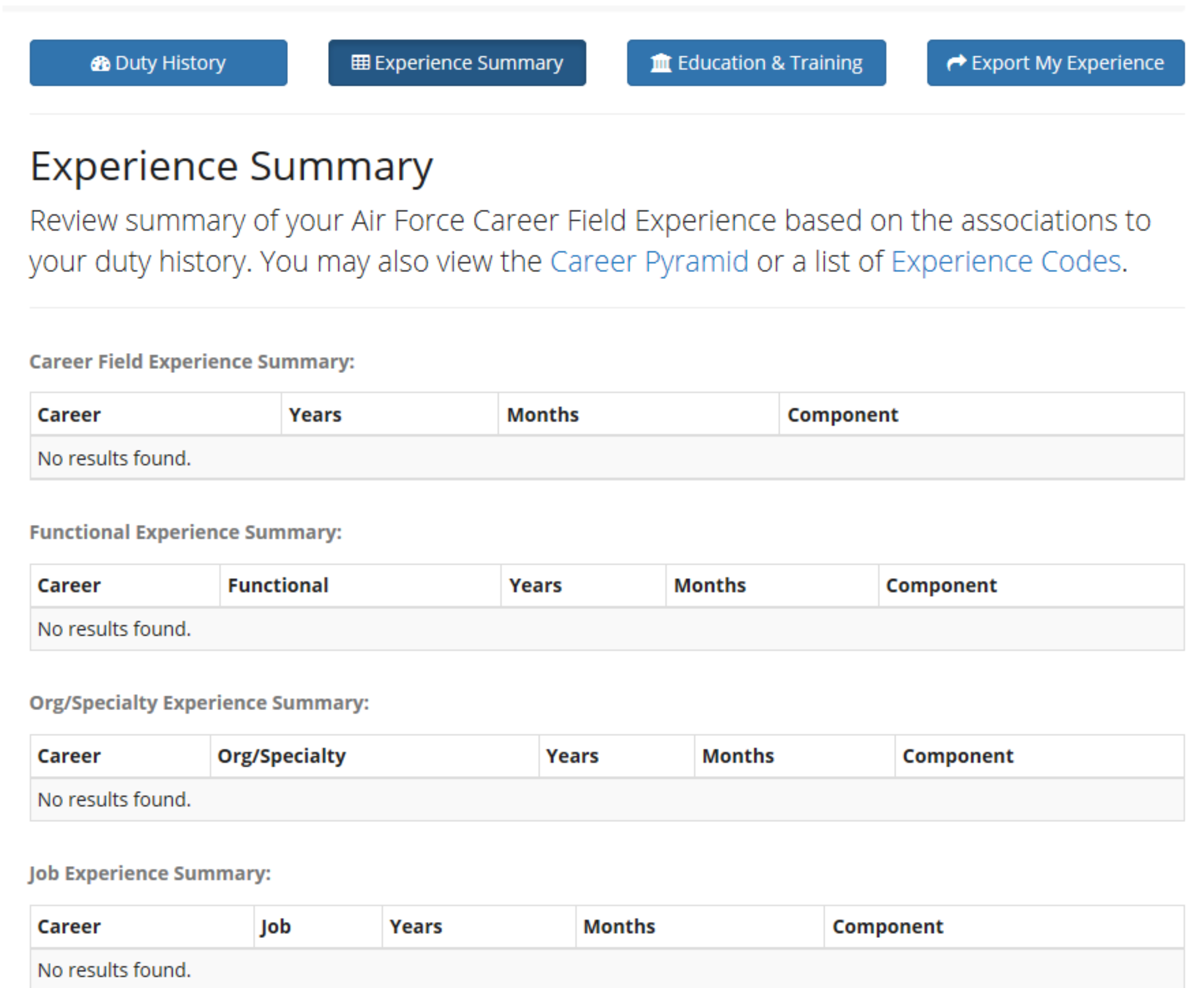


Figure 6.2 – Experience Summary

6.2.1 Career Pyramid

The Career Pyramid provides you an interactive view of your career field. You select "**Career Pyramid**" to navigate to this page. The pyramid has three sides: Jobs, Education, and Skills. You will be able to rotate the pyramid to view all three sides. Your initial side is the Jobs side.

6.2.1.1 Career Pyramid - Jobs

The job side of the pyramid illustrates the different "**job-buckets**" available in the selected Career Field along with any Career Broadening, Reporting Identifiers, and Special Duties, Student and/or Command opportunities that have been filled by you. The Current job title is highlighted in brown, and all previous jobs held are highlighted in green. (Figure 6.2.1.1.1).

NOTE: The jobs will be highlighted green when there is an ACM code associated to the duty on the duty history dock.

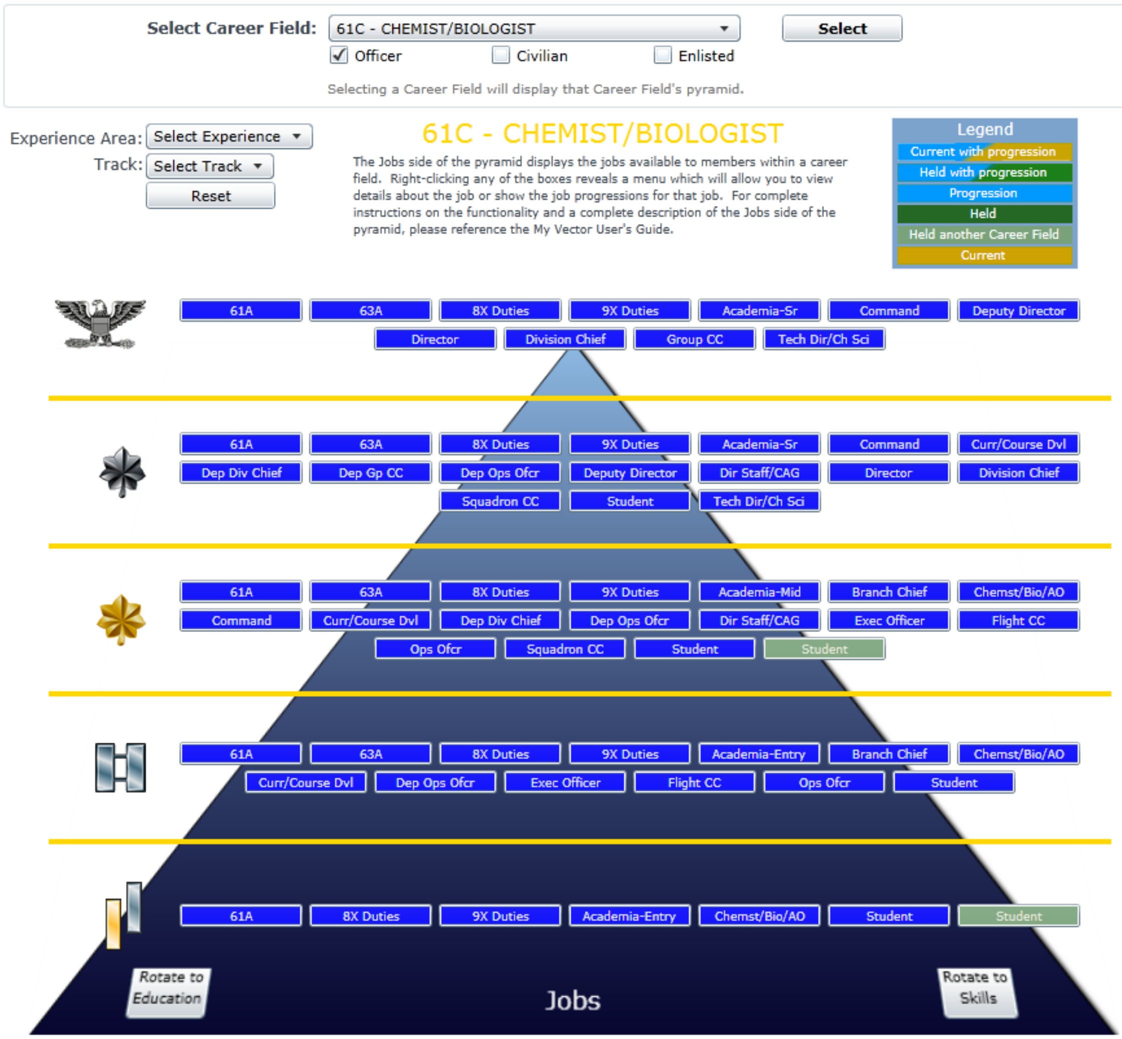


Figure 6.2.1.1.1 – Career Pyramid Jobs

When you right click on a Job, a pop-up button will appear that will allow you to "**View Details**". By selecting View Details, a pop-up will appear that will show the Active and Historical count of unique duty titles the Career Field Management Team mapped to the Functional Experience Area (see Figure 6.2.1.1.2).

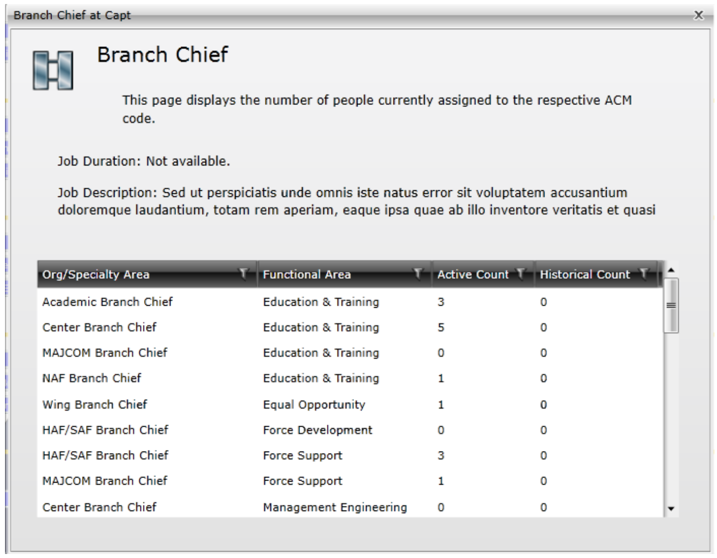


Figure 6.2.1.1.2 – Job Details

A second way to view functional experience opportunities is by using the dropdown option at the top left of the pyramid called "**Experience Area**". You will select the functional experience you wish to view and all the jobs highlighted on the pyramid with a **Red** border (Figure 6.2.1.1.3) will indicate all the mapped jobs that have at least one duty with that functional experience associated to them.

This functionality provides a visual display of jobs and functional areas along the career pyramid. For example, if the officer wants to be an Analyst at the Lt Col level and still gain personnel experience (that is the functional experience selected in Figure 6.2.1.1.3), then he or she would have to perform a new duty since there are no existing or historical duties that have this combination.

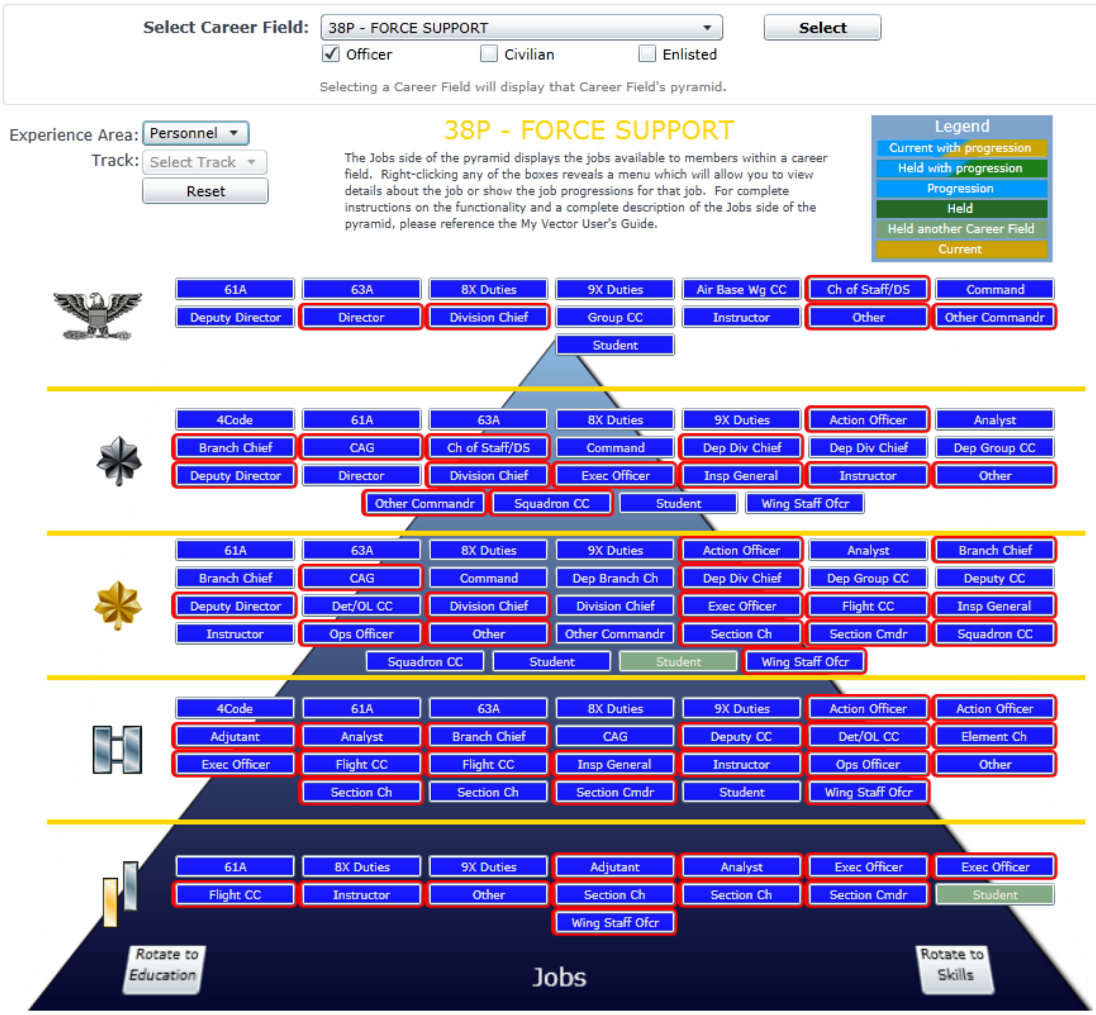


Figure 6.2.1.1.3 – View Functional Experience on Job Pyramid

You are able to view any Track defined by the Career Field Management team in a very similar manner to viewing Functional Experience through the dropdown option at the top left of the pyramid called "**Track**". This view shows the associated jobs identified by the Career Field Management team as belonging to that specific track. ***Note: This option will only contain items if identified by the CFM team; otherwise there will be nothing to select.***

This functionality provides a visual display for you to see jobs belonging to the selected Track along the career pyramid. For example, if an officer wants to view what jobs are associated with the Chemist Track in the 61C career field then they will see the jobs highlighted in a **red** border as illustrated in figure 6.2.1.1.4. ***Note: To reset the view of Functional Experience areas and Tracks, you simply select the "Reset" button at the top left of the pyramid located under the track option.***

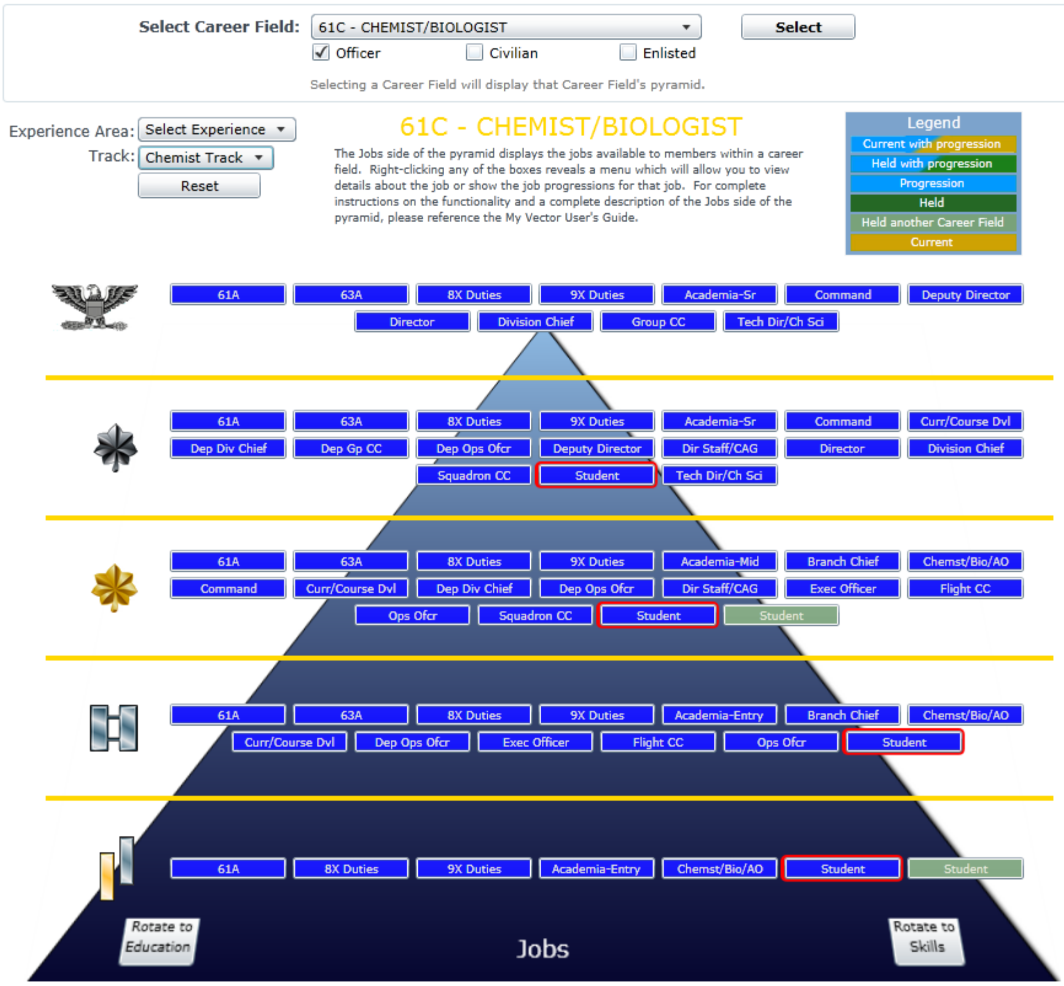


Figure 6.2.1.1.4 – View Tracks on Job Pyramid

At the bottom of the Jobs Pyramid, you have the opportunity to rotate and view Education and/or Skills. Upon clicking Education, the pyramid will rotate to the Education and Training pyramid view.

6.2.1.2 Career Pyramid – Education and Training

The Education and Training side of the pyramid displays the different levels of education that are of interest: Professional Military Education, Traditional Education, and Acquisition Training. Enlisted personnel will view Skill Level instead of Acquisition training. An individual's history is reflected in green; in the officer example below, the member has a MS degree, has completed 3 levels of PME, is certified in APDP I and APDP III (Figure 6.2.1.2.1).   In the enlisted example below, the member has completed ALS, NCO Academy, SEJPME and Course 14. They have also received their CCAF, BS/BA & MS/MA, however there 3, 5, and 7 skill level training has not been updated in MilPDS (Figure 6.2.1.2.2).

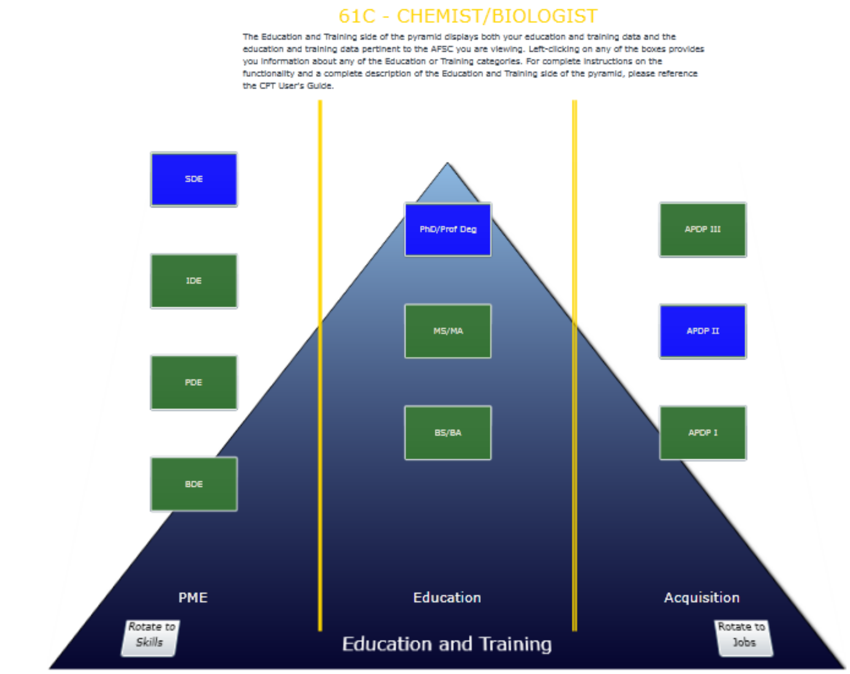


Figure 6.2.1.2.1 – Education & Training Pyramid View (Officer and Civilian)

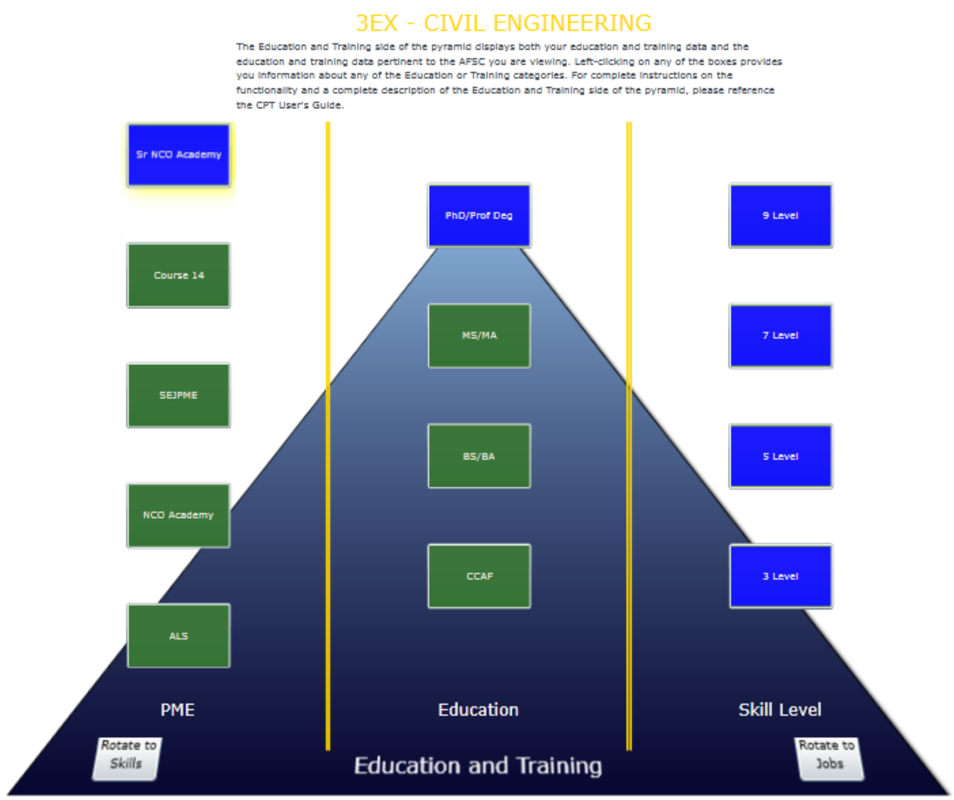
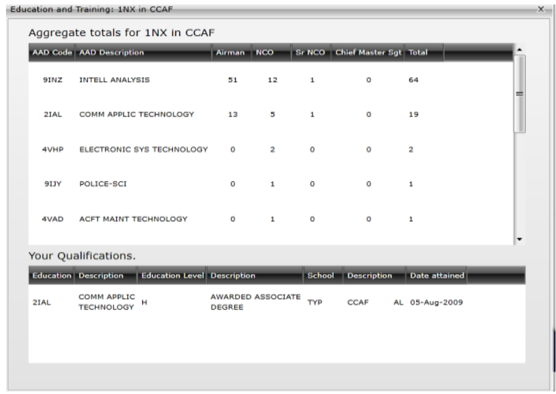


Figure 6.2.1.2.2 – Education & Training Pyramid View (Enlisted)

In this view, you can click on a box and select View Details to see the Career Field Statistics within each category (Career Aggregates) and also individual accomplishments in the relevant categories (Person/Position). Figure 6.2.1.2.3 illustrates the Aggregate Totals for the 1NX Career Field who have a CCAF and also identifies the member's specific qualification within the selected CCAF category.


Education and Training: 1NX in CCAF

Aggregate totals for 1NX in CCAF

AAD Code	AAD Description	Airman	NCO	Sr NCO	Chief Master Sgt	Total
9INZ	INTELL ANALYSIS	51	12	1	0	64
2IAL	COMM APPLIC TECHNOLOGY	13	5	1	0	19
4VHP	ELECTRONIC SYS TECHNOLOGY	0	2	0	0	2
9IJY	POLICE-SCI	0	1	0	0	1
4VAD	ACFT MAINT TECHNOLOGY	0	1	0	0	1

Your Qualifications.

Education	Description	Education Level	Description	School	Description	Date attained
2IAL	COMM APPLIC TECHNOLOGY	H	AWARDED ASSOCIATE DEGREE	TYP	CCAF AL	05-Aug-2009

Figure 6.2.1.2.3 – Aggregate Totals & Individual Qualifications

At the bottom of the Education Pyramid, you have the opportunity to rotate to Jobs or to Skills. Upon clicking Skills, the pyramid will rotate to the Skills pyramid view.

6.2.1.3 Career Pyramid – Skills

The Skills side of the pyramid displays an individual's skill tags & Career Field skills (SEI's).

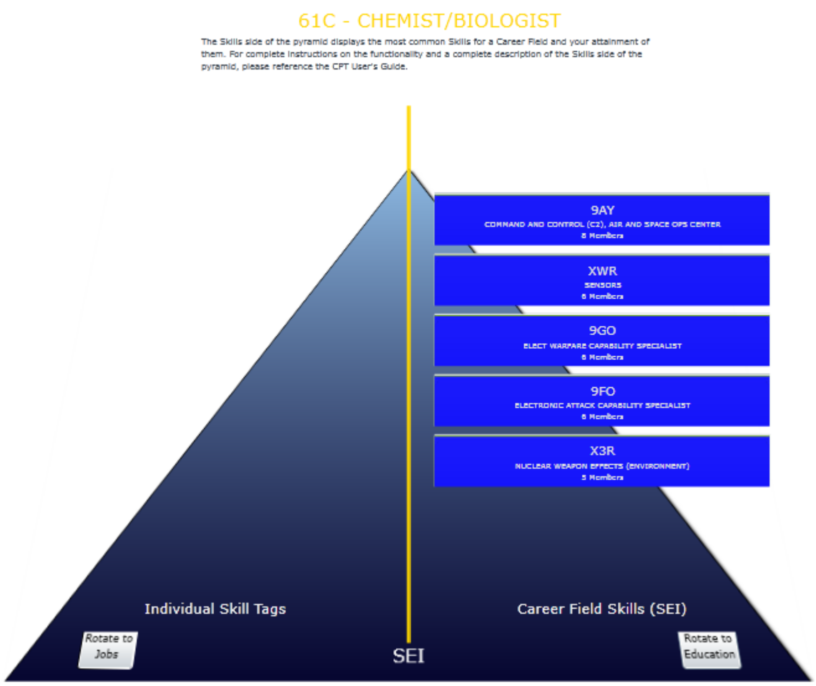
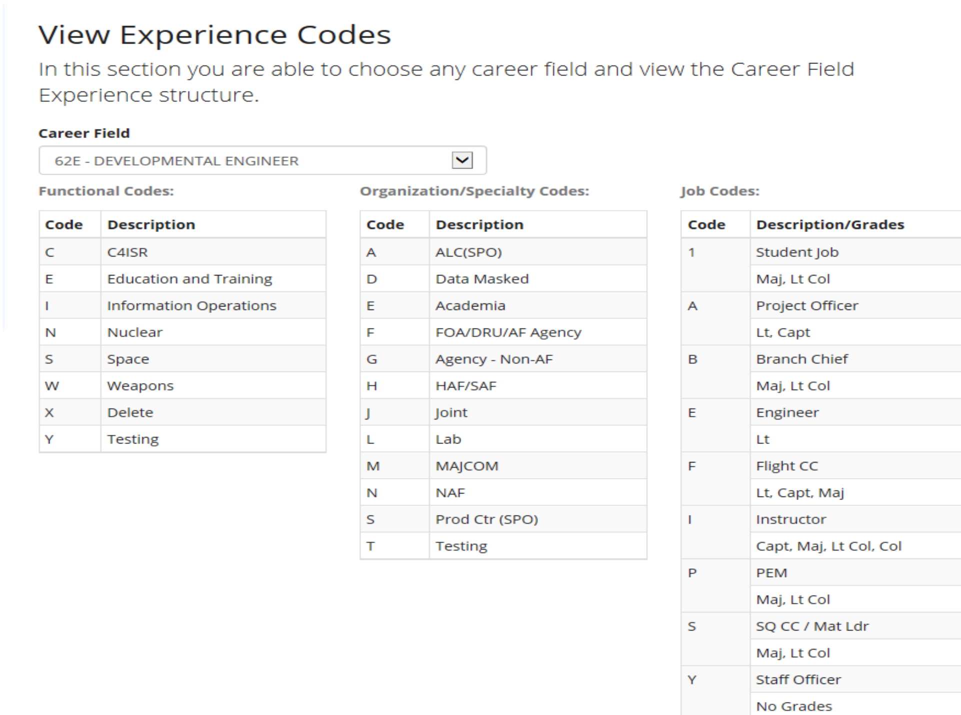


Figure 6.2.1.3.1 – Skills Pyramid View

6.2.2 Experience Codes

In this section you will be able to choose any career field and view the career field experience structure (Figure 6.2.2.1).



View Experience Codes

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

Career Field

62E - DEVELOPMENTAL ENGINEER

Functional Codes:

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

Organization/Specialty Codes:

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

Job Codes:

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

Figure 6.2.2.1 – View Experience Codes

You will also have the ability to view all your completed education and training by clicking “**Education & Training**”.

6.3 Education and Training

This section allows you to view a summary of your education and training information (Figure 6.3.1). You will have the ability to view the following tables with associated information:

- **Education:** Identifies the individuals’ degree information to include the Code, description, level (Ex. MA, BA, 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, and award date.
- **Acquisition Certification:** Identifies acquisition certifications held by the individual and includes the code, description, level of certification and the award date.

- **Training**: Identifies all training related courses updated in MilPDS/DCPDS for the individual and includes the code, description, level, school, and award date. ***Note: some sections on this table may be left blank if not applicable.***

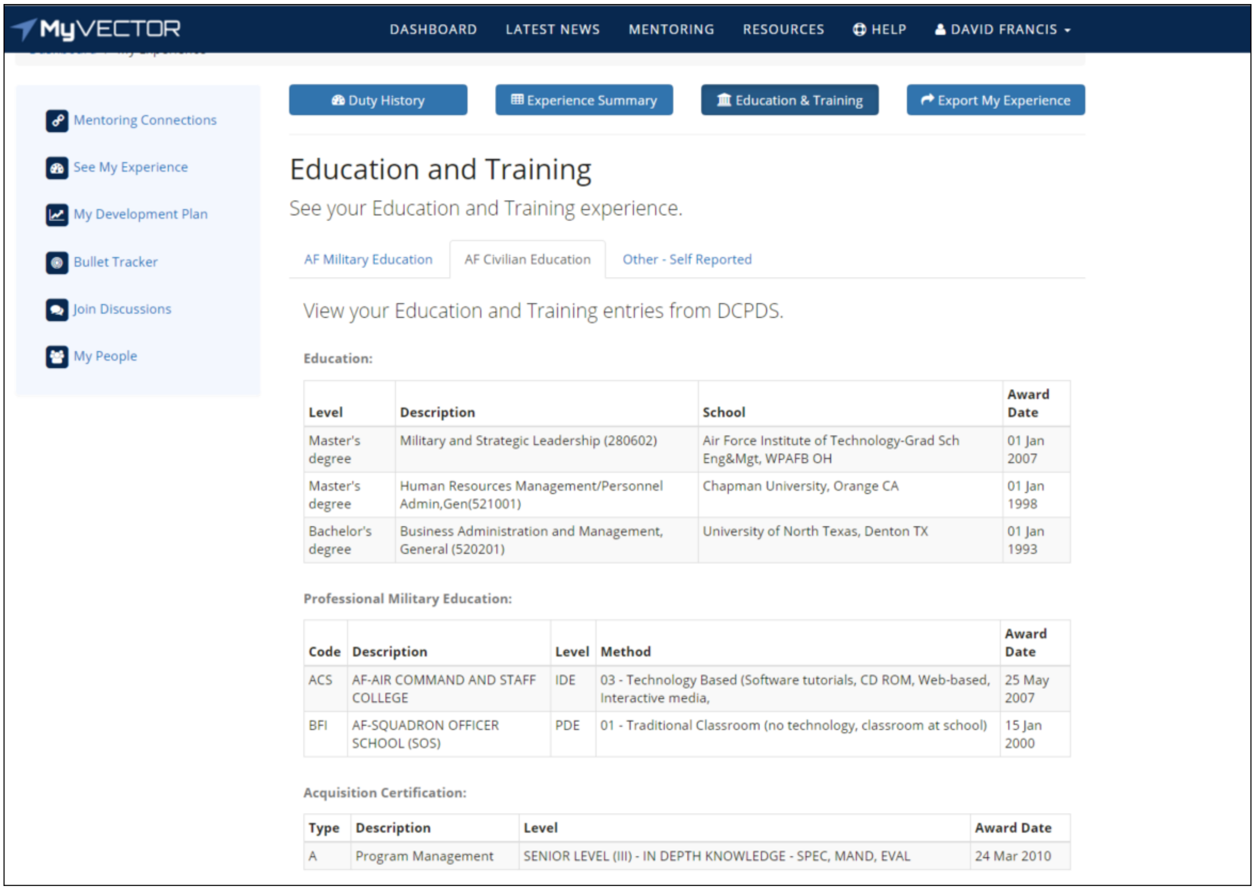


Figure 6.3.1 – Education & Training

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 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 7.0.2).

The current tracker will display by default and provides you the dates of the tracker, the status, the rank and the supervisors name (Figure 7.0.1).

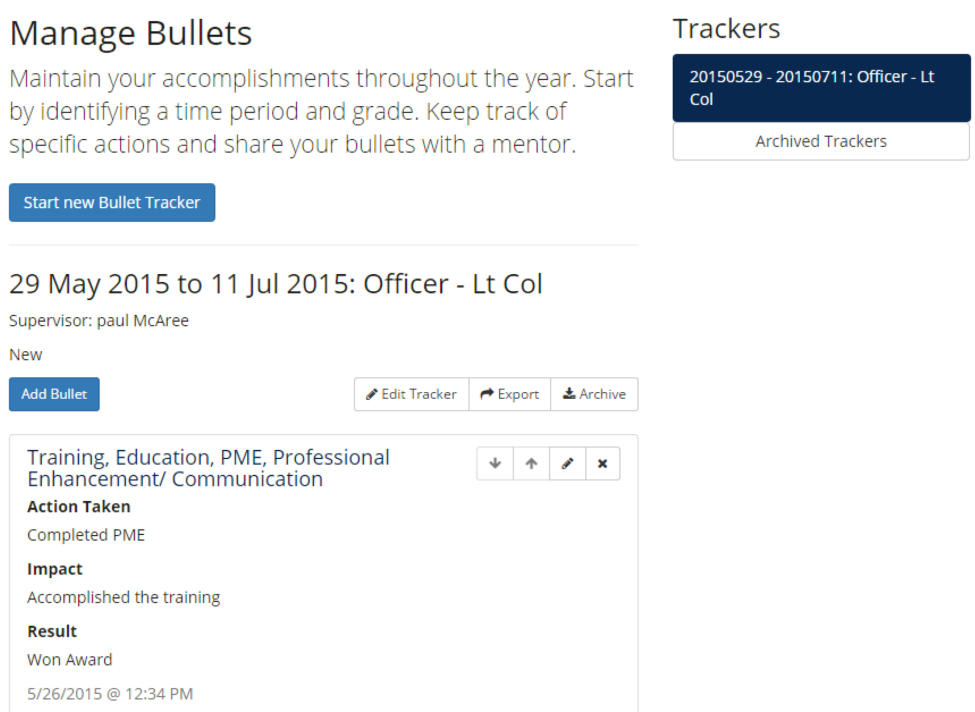


Figure 7.0.1 – Bullet Tracker Landing Page

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 7.0.2).

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 7.0.3). 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 7.0.2)

You also have the ability to export the 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.

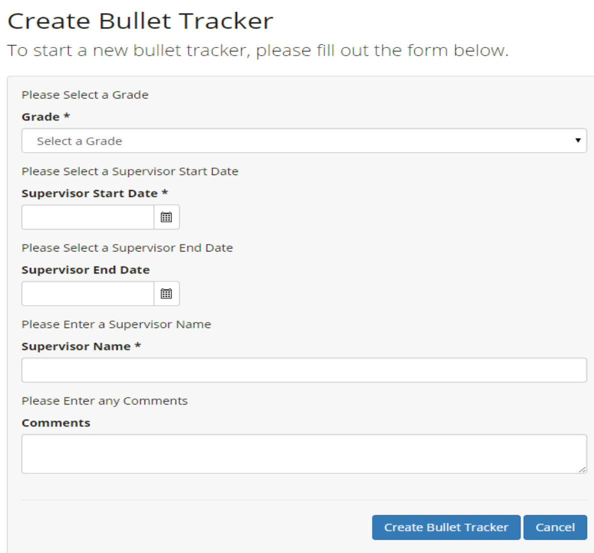


Figure 7.0.2 – Create New Bullet Tracker

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.

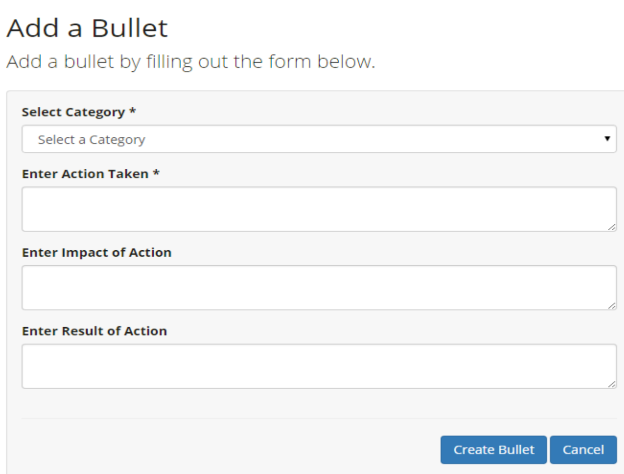


Figure 7.0.3 – Add Bullet to Tracker

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 7.0.1).

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.

8.0 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 8.0.1).

If you wish to view discussions, simply click on "**View Discussions**" (Figure 8.1.1). If you wish to start a group, simply click on "**Start Group**" (Figure 8.2.1).

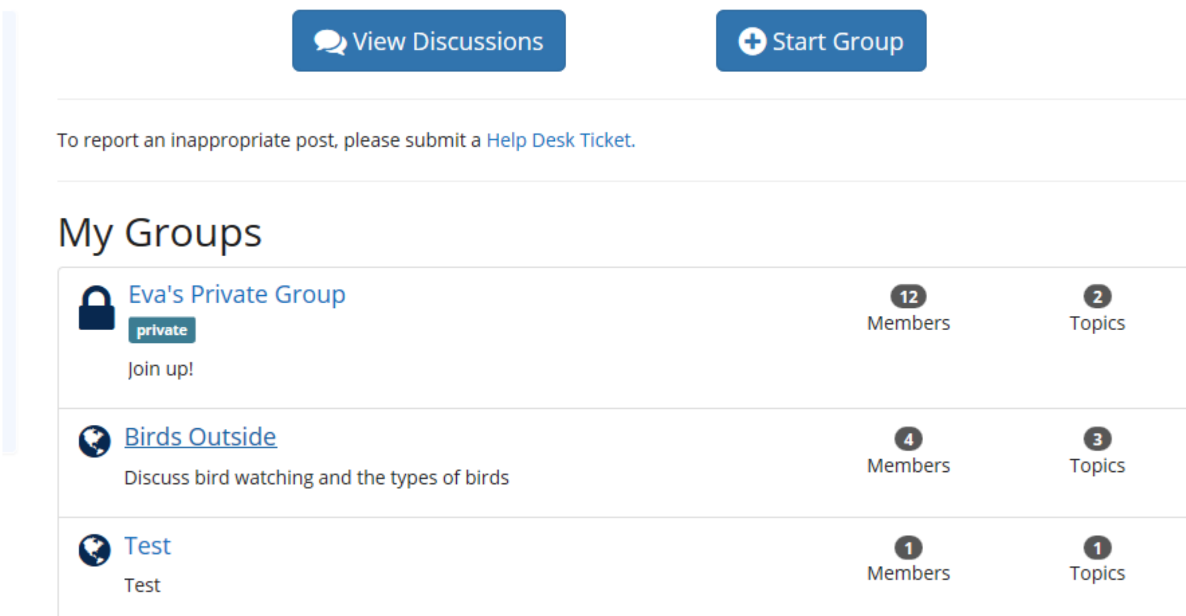


Figure 8.0.1 – Manage Discussions Landing Page

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 8.0.2).

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

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

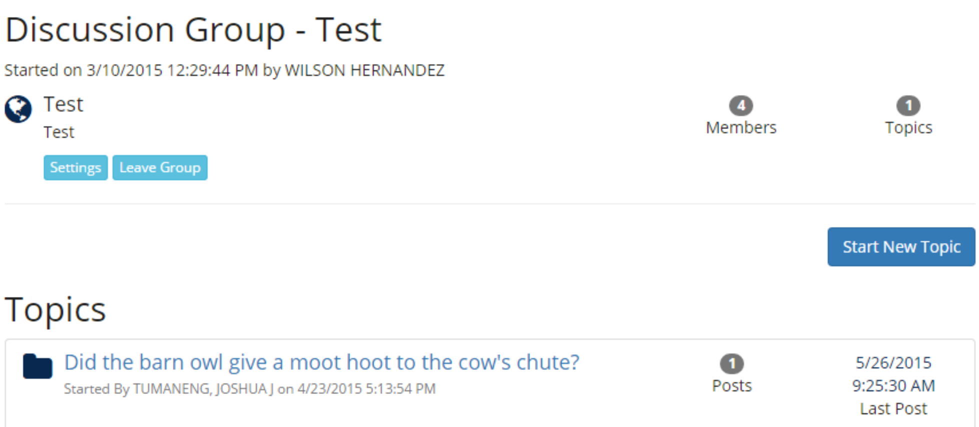


Figure 8.0.2 – Enter a Discussion Group

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 8.0.3 will appear.

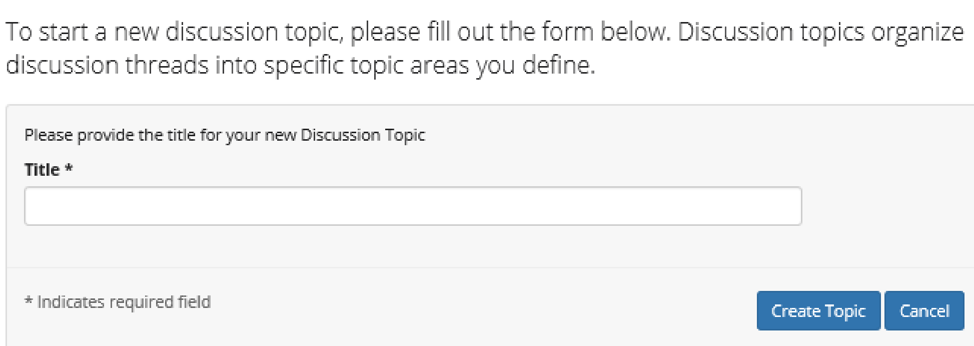


Figure 8.0.3 – Start New Discussion Topic

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.

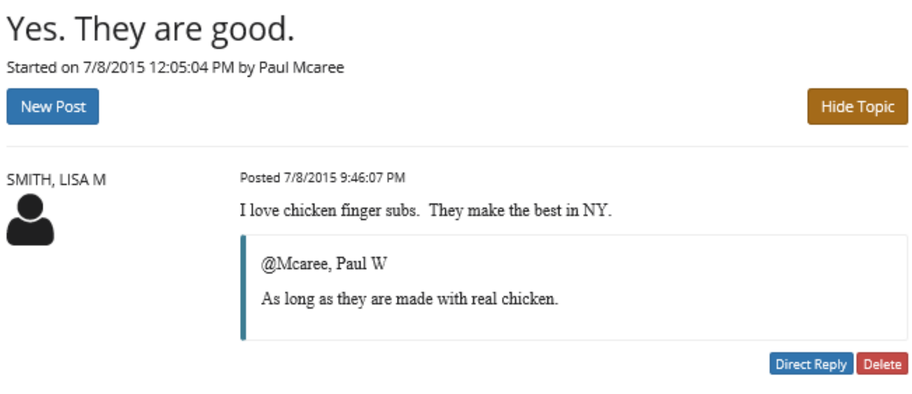


Figure 8.0.4 – Create Post within a Topic

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 8.0.1.

8.1 View Discussions

This page allows you to view an array of discussions groups (Figure 8.1.1). 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.

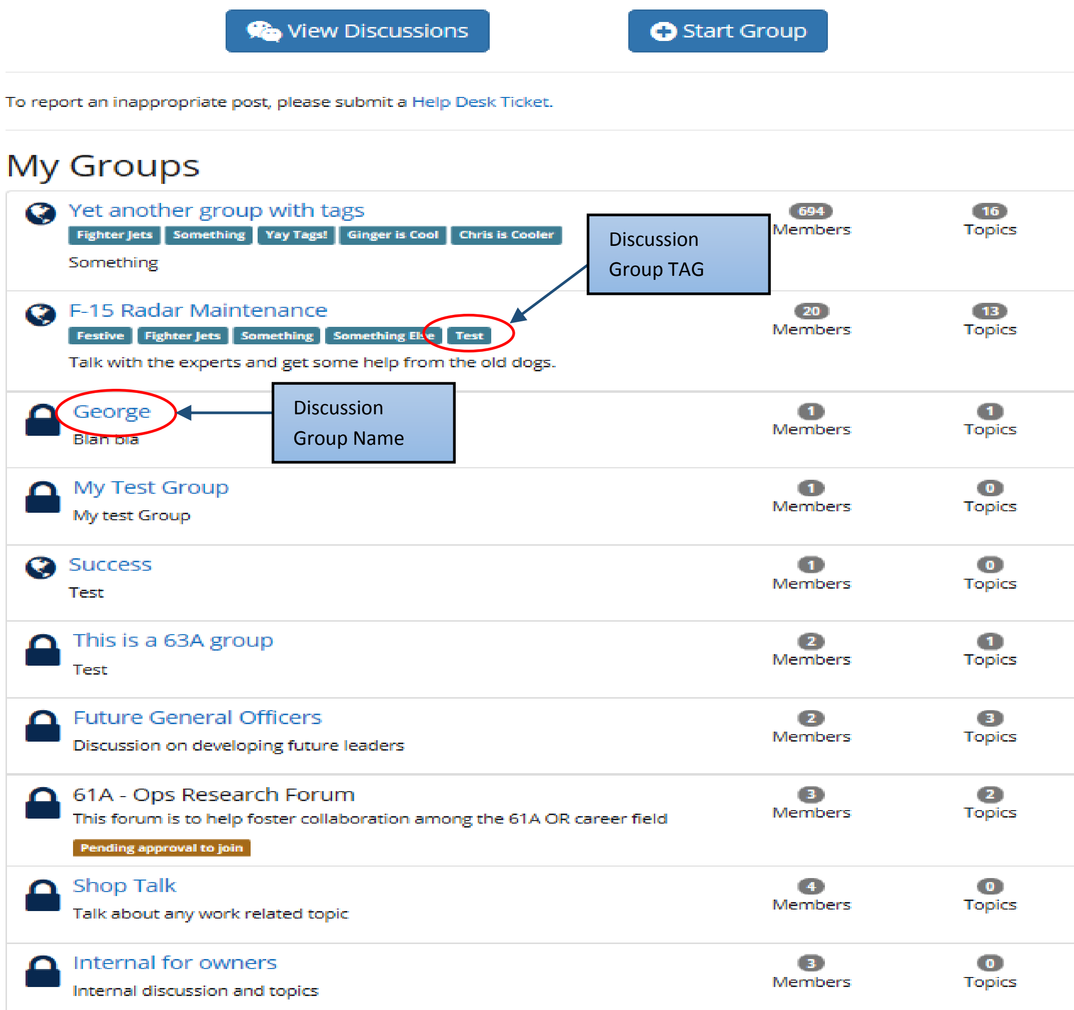


Figure 8.1.1 – Discussion Groups

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

8.2 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 8.2.1).

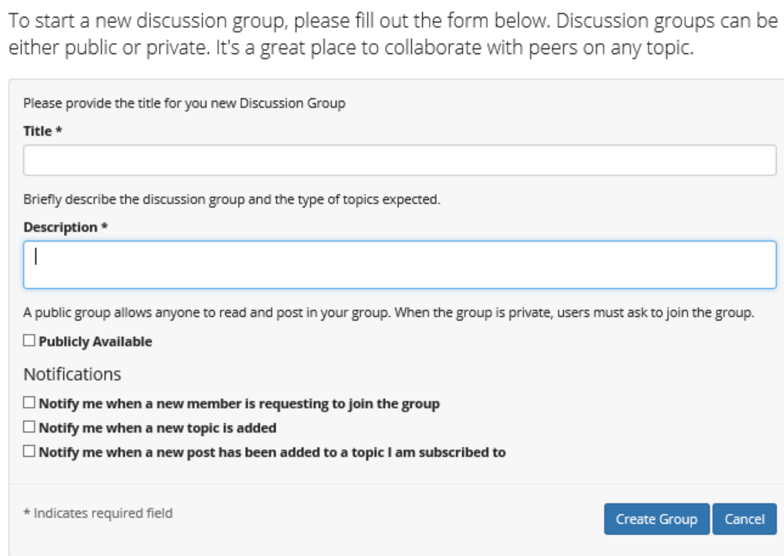


Figure 8.2.1 – Start a Group

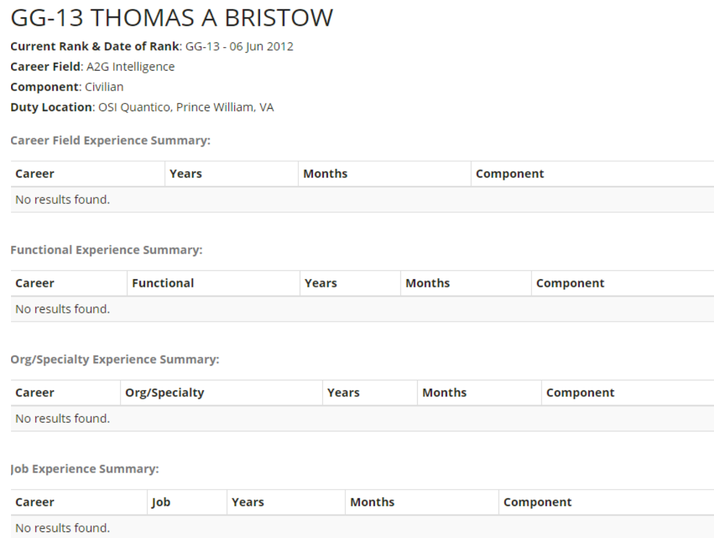
Once a group is created, it will appear on your "**My Groups**" page. If you elect to receive notifications, notifications will be delivered via email as well as via your activity feed on the dashboard.

The last area of interest that was located on your dashboard is the "**Update My Profile**". You will navigate to this section in order to manage your profile and view information on personnel you are the Supervisor or Senior Rater for.

9.0 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 to the individual, rank, name, career field and current duty entry of the individual.

The hyperlink to the name, will allow you to click and view the individual's duty history summary (see figure 9.0.1).



GG-13 THOMAS A BRISTOW

Current Rank & Date of Rank: GG-13 - 06 Jun 2012
Career Field: A2G Intelligence
Component: Civilian
Duty Location: OSI Quantico, Prince William, VA

Career Field Experience Summary:

Career	Years	Months	Component
No results found.			

Functional Experience Summary:

Career	Functional	Years	Months	Component
No results found.				

Org/Specialty Experience Summary:

Career	Org/Specialty	Years	Months	Component
No results found.				

Job Experience Summary:

Career	Job	Years	Months	Component
No results found.				

Figure 9.0.1 – My People – Duty History

10.0 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.

10.1 My Profile – Personal Information

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 10.1.1).

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. ***Note: You are not required to populate all fields to complete a search and results will only display MyVector***

registered users. 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**".

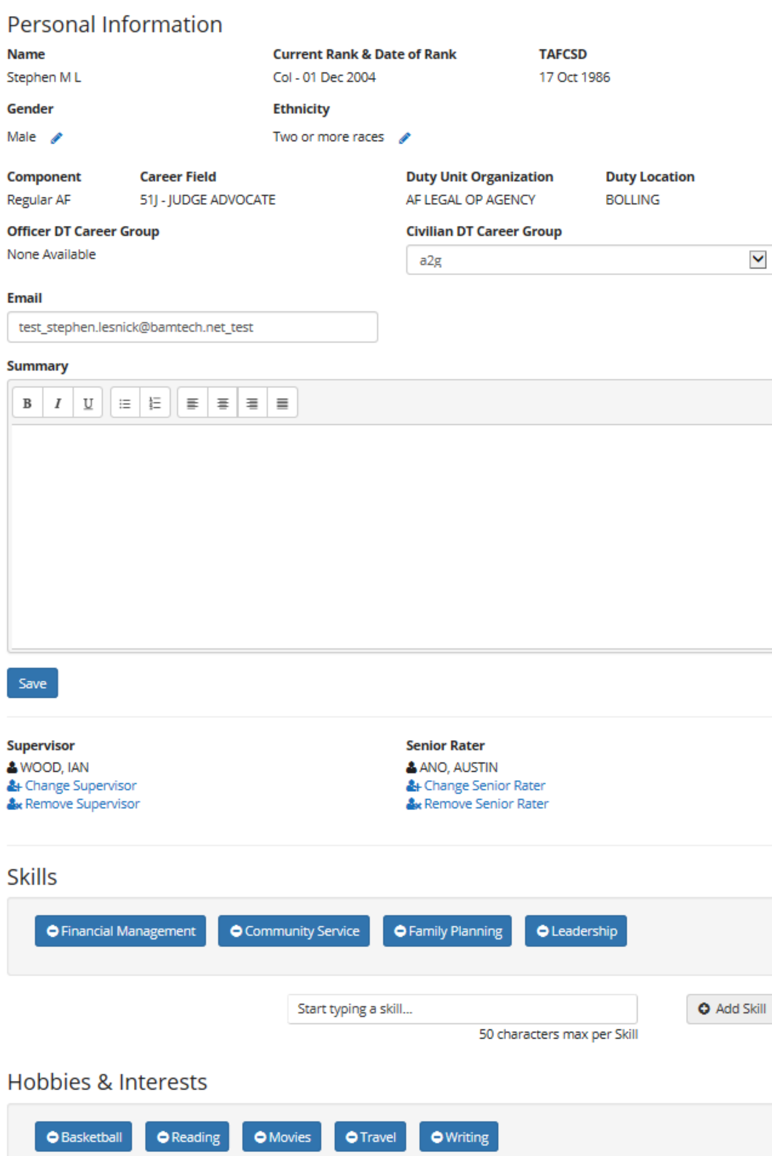


Figure 10.1.1 – My Profile – Personal Information

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

10.2 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.

11.0 My Development Plan

This tab allows you to view your Job Preferences, update your desire for Training and Education, and update your Career Goals.

11.1 Job Preferences

This tab displays your job preferences to be considered by the Development Teams during the vectoring process (see figure 11.1.1).

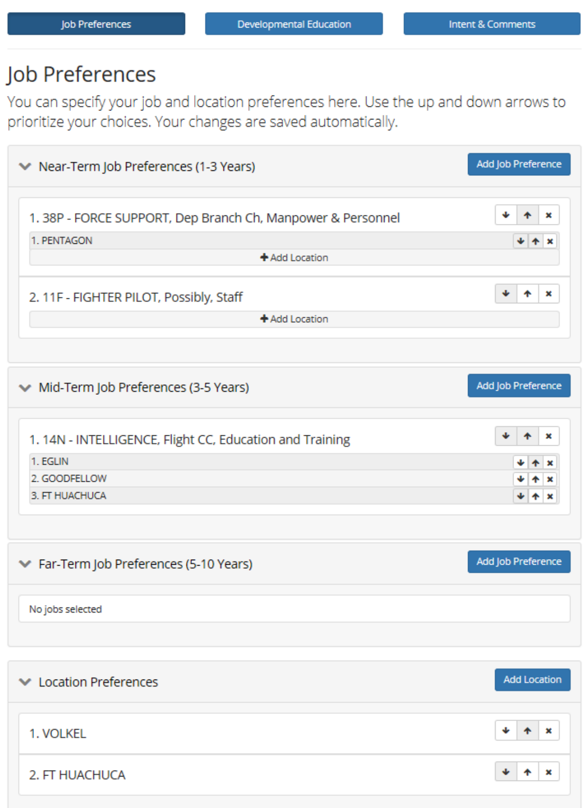


Figure 11.1.1 - Job Preferences

11.2 Developmental Education

This tab allows you to update your desire for training and/or Professional Military Education programs. You will also be able to update your desired PME course (see figure 11.2.1). You can also view your current and historical Developmental Education boards by selecting "Click Here".

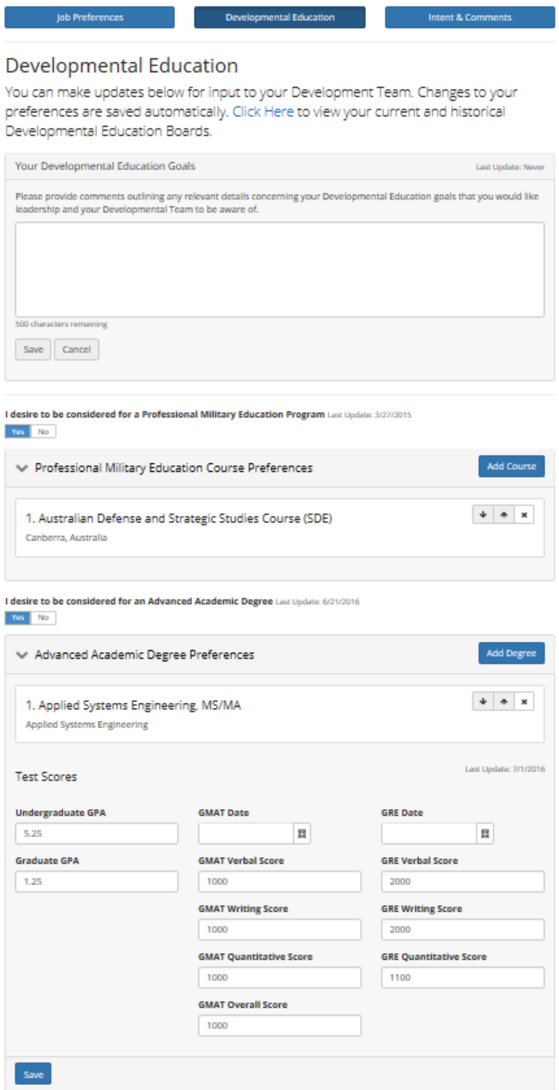


Figure 11.2.1 – Developmental Education

11.3 Intent & Comments

This tab allows you to outline any relevant details concerning your career plans, goals and any other information you would like leadership to know about (see figure 11.3.1).

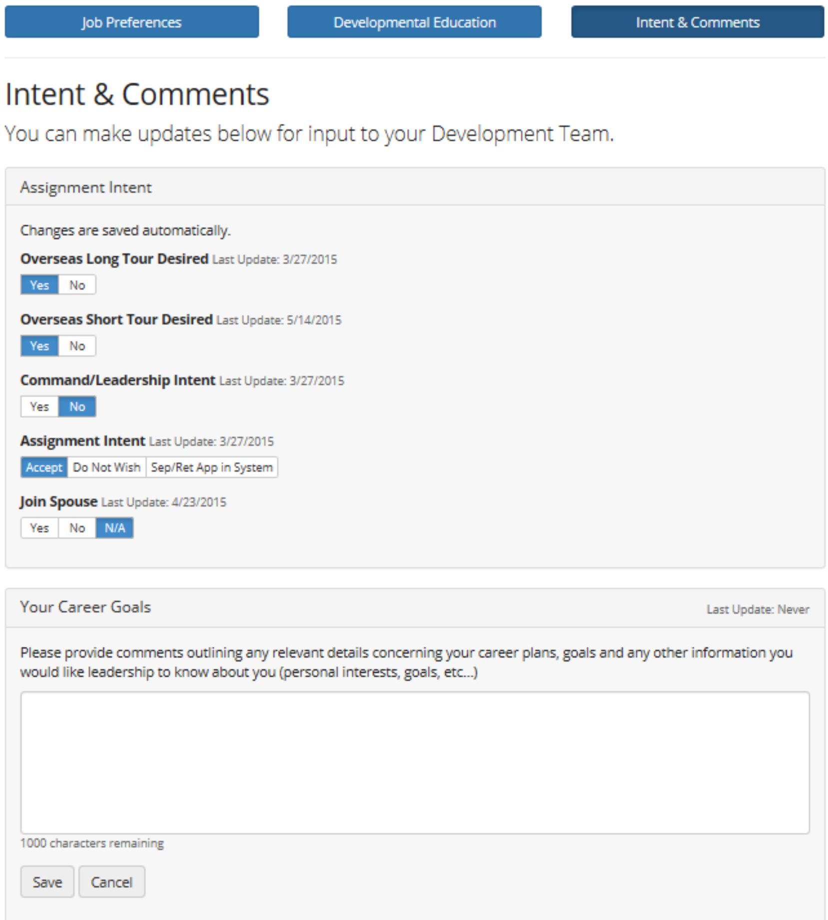


Figure 11.3.1 - Intent & Comments

12.0 Help

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

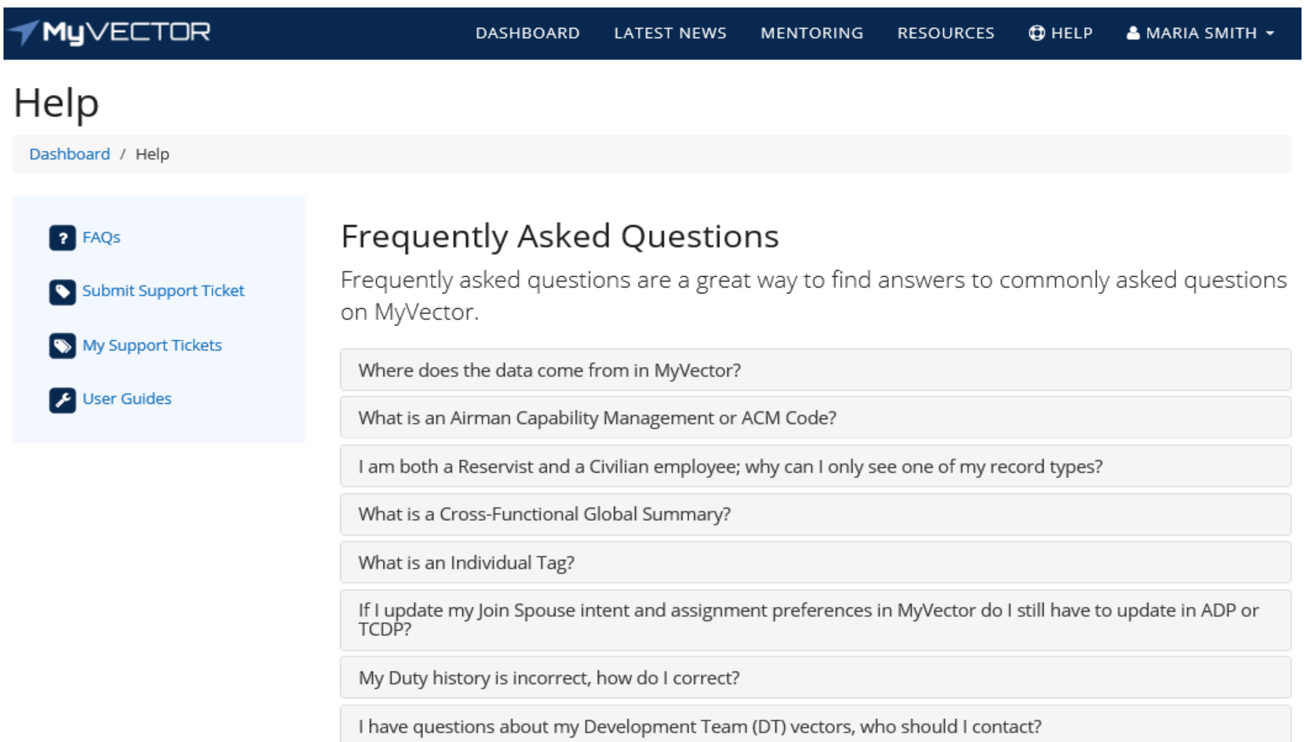


Figure 12.0.1 – Help Landing Page

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

12.1 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 11.0.1). You will be navigated to a ticket details page as indicated in Figure 11.1.1, 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.***

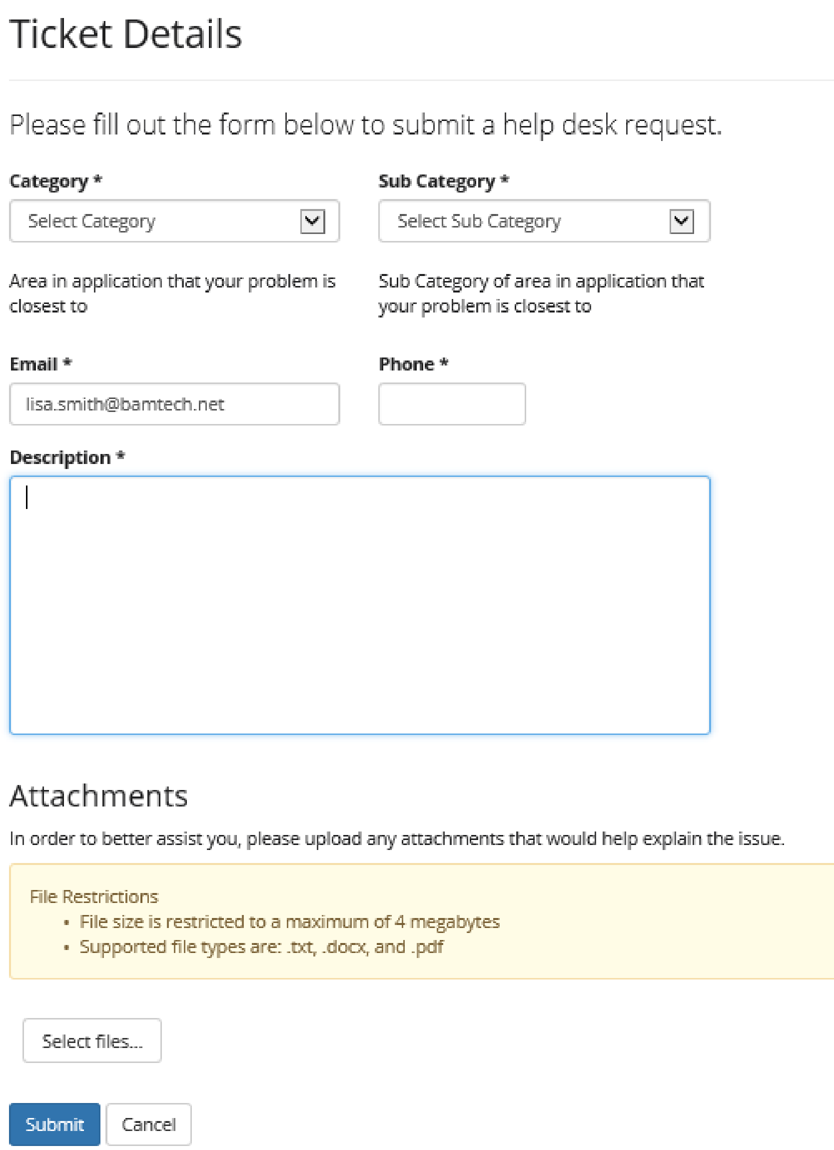


Figure 12.1.1 – Submit Help Desk Ticket

13.0 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**".