



UNITED STATES AIR FORCE

CAREER PATH TOOL

MYVECTOR – CAREER PATH TOOL

REPORT MANAGER USER GUIDE

APRIL - 2016

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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 Report Manager User Role. This Role has all the functionality associated with the Individual User with the additional capabilities to query and view reports.

An Administrator will grant Report Manager Access upon request from the user and coordinated approval from the Career Field Management team.

2.0 Report Manager Dashboard

Report Managers (RMs) will be able to access the Reports and Queries 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.

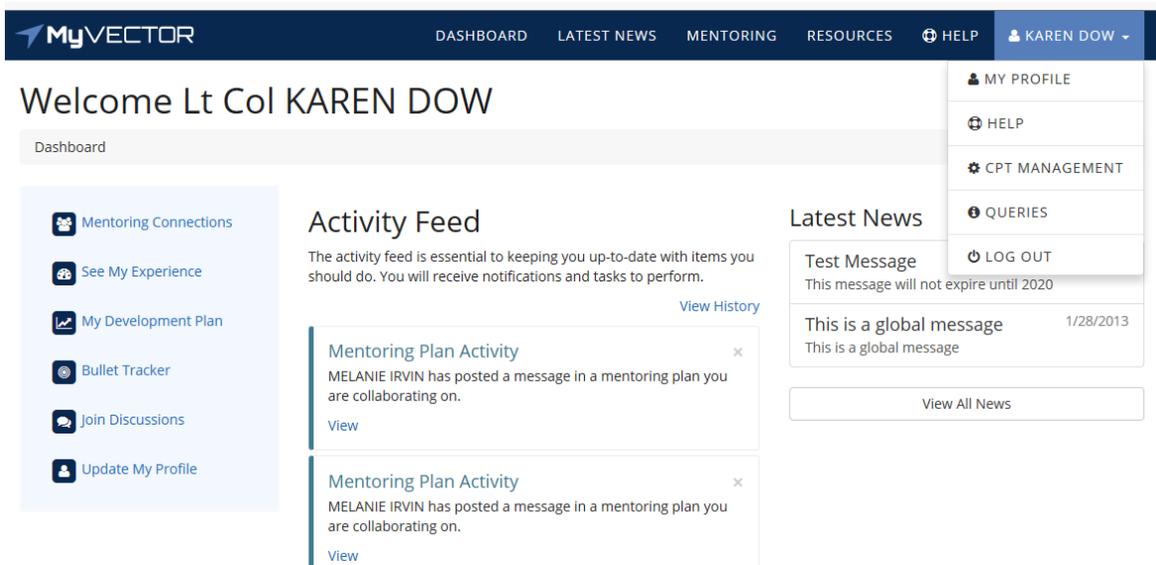


Figure 2.0-1 – Accessing Career Path Tool for Reports and Queries

Upon selecting the CPT Management option, the user will be able to access the main Queries page in Career Path Tool (Figure 2.0.2). To return to MyVector, the user is able to select the MyVector tab at the top of the page.

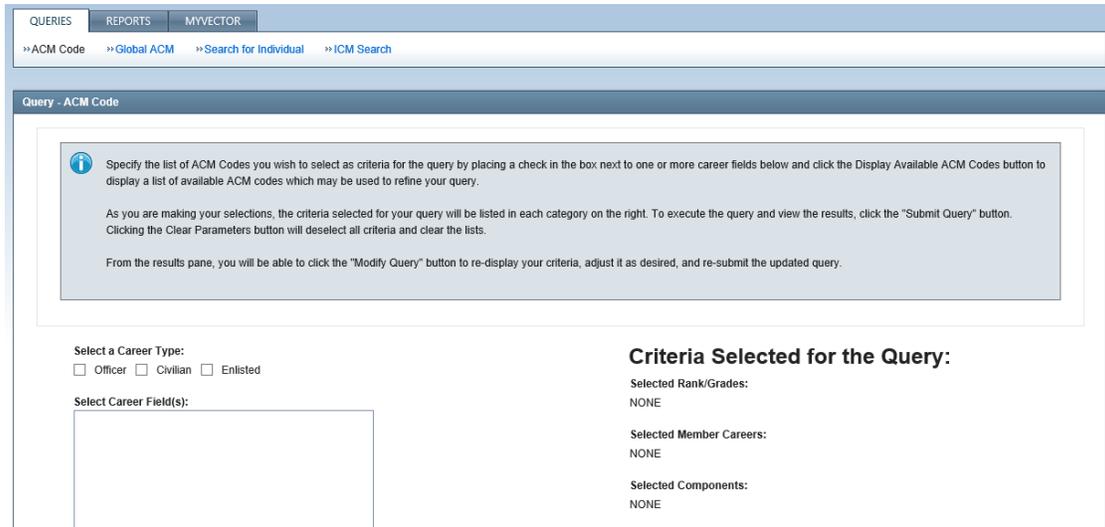


Figure 2.0.2 – Career Path Tool Queries Page

3.0 Career Path Tool Queries

In this release there are four categories of queries for the Report Manager: ACM Code, Global ACM, Search for Individual, and ICM Search

3.1 ACM Code

The RM is able to query on one or more Career Fields ACM structure with this option and is the default page for the Report Manager role in Career Path Tool.

The following steps illustrate the use of this query option.

1. Select the Career Type (Officer, Civilian or Enlisted) and all of the associated Career Fields will be displayed.
2. Check the desired Career Field(s) in the Select Career Field(s) box and click on the Display Available ACM Codes button below the box. (this button is not shown in Figure 4.1.1)
 - a. The center of the page populates with the Functional, Org/Spec and Job Codes. There are now three columns of data on the screen. See Figure 4.1.2.

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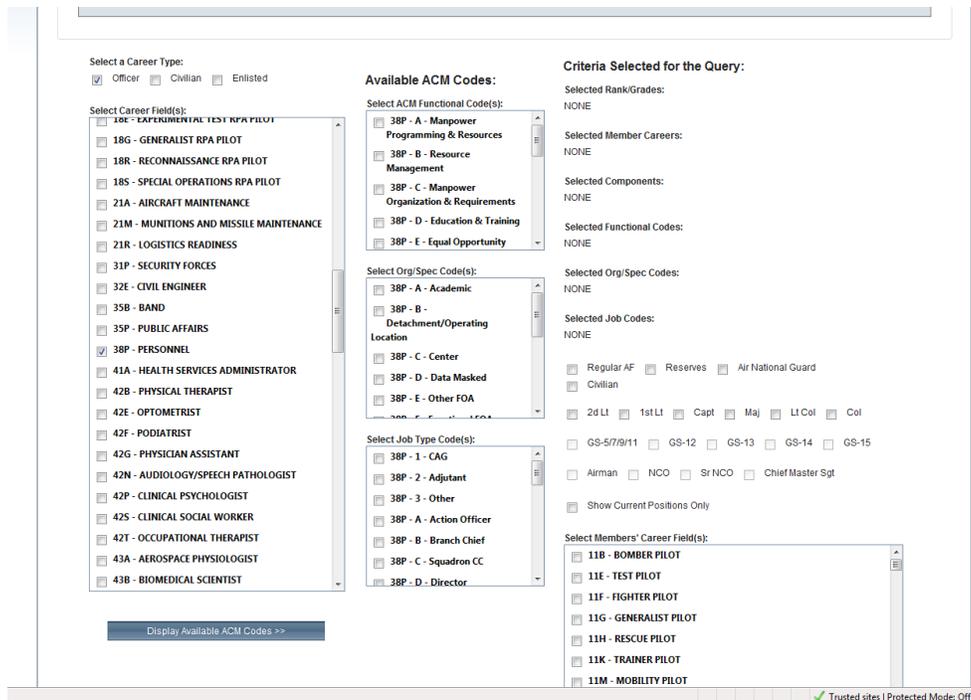


Figure 3.1.1 – ACM Codes populated for Query selection

3. Check the box or boxes within the Available ACM Codes area; the Component (Regular AF, Reserves and/or Air National Guard is available). Note: all Civilian duties are associated to a Civilian component.
4. On the Right side column, the ability to select check the current Grade / Rank of the individual is available
5. The Query can also be narrowed to include only certain Career Fields by choosing from the Select Members' Career Field(s) box. Again, see Figure 3.1-1 for this example.
6. After all parameters are chosen, select Submit Query; to start over, click Clear Parameters. Selected parameters appear in the Criteria Selected for the Query portion of the screen in the top of the right column making it easy to see the results of the choices for the query. Figure 3.1.2 displays the Query for the following: Officer Career Type with experience in the 63A Career Field. Within the 63A Career Field, Space or Nuclear experience in the Functional Area and Group CC equivalent in the Job Area. The component is Regular AF and the current Grade of the individual is Colonel and they are a member of the 62E or 63A Career Field.

MyVector / Career Path Tool Report Manager User Guide

Select a Career Type:
 Officer Civilian Enlisted

Select Career Field(s):

- 45P - PHYSICAL MEDICINE PHYSICIAN
- 45S - SURGEON
- 45U - UROLOGIST
- 46A - NURSE ADMINISTRATOR
- 46F - FLIGHT NURSE
- 46N - CLINICAL NURSE
- 46S - OPERATING ROOM NURSE
- 46Y - TBD
- 47D - ORAL AND MAXILLOFACIAL PATHOLOGIST
- 47E - ENDODONTIST
- 47G - DENTIST
- 47H - PERIODONTIST
- 47P - PROSTHODONTIST
- 47S - ORAL SURGEON
- 48A - AEROSPACE MEDICINE SPECIALIST
- 48R - RESIDENCY TRAINED FLIGHT SURGEON
- 51J - JUDGE ADVOCATE
- 52R - CHAPLAIN
- 61A - OPERATIONS RESEARCH ANALYST
- 61B - BEHAVIORAL SCIENTIST
- 61C - CHEMIST/BIOLOGIST
- 61D - PHYSICIST
- 62E - DEVELOPMENTAL ENGINEER
- 64P - CONTRACTING
- 65F - FINANCE
- 65X - Finance
- 71S - SPECIAL INVESTIGATOR

Available ACM Codes:

Select ACM Functional Code(s):

- 63A - A - Air
- 63A - C - CASR
- 63A - E - Education & Training
- 63A - I - IO
- 63A - N - Nuclear
- 63A - S - Space
- 63A - W - Weapons
- 63A - X - Other

Select Org/Spec Code(s):

- 63A - A - ALC (SPO)
- 63A - D - Data Masked
- 63A - E - Academia
- 63A - F - FOA/DRU/AF Agency
- 63A - G - Agency - Non-AF
- 63A - H - HAF/SAF
- 63A - J - Joint
- 63A - L - LAB

Select Job Type Code(s):

- 63A - B - Branch Chief
- 63A - C - CAG / PEG
- 63A - D - Division Chief
- 63A - E - Exec Officer
- 63A - F - Flight CC
- 63A - G - Gp CC/Sr Matldr
- 63A - H - IPT / Team Lead
- 63A - I - Instructor

Criteria Selected for the Query:

Selected Rank/Grades:
Col

Selected Member Careers:
62E - DEVELOPMENTAL ENGINEER, 63A - ACQUISITION MANAGER

Selected Components:
Regular AF

Selected Functional Codes:
63A - N - Nuclear, 63A - S - Space

Selected Org/Spec Codes:
MATCH ANY ORG/SPEC CODE

Selected Job Codes:
63A - G - Gp CC/Sr Matldr

Regular AF Reserves Air National Guard
 Civilian

2d Lt 1st Lt Capt Maj Lt Col Col

GS-5/7/9/11 GS-12 GS-13 GS-14 GS-15

Airman NCO Sr NCO Chief Master Sgt

Show Current Positions Only

Selected Members' Career Field(s):

- 52R - CHAPLAIN
- 61A - OPERATIONS RESEARCH ANALYST
- 61B - BEHAVIORAL SCIENTIST
- 61C - CHEMIST/BIOLOGIST
- 61D - PHYSICIST
- 62E - DEVELOPMENTAL ENGINEER
- 63A - ACQUISITION MANAGER
- 64P - CONTRACTING
- 65F - FINANCE
- 65X - Finance
- 71S - SPECIAL INVESTIGATOR

Display Available ACM Codes >>

Submit Query **Clear Parameters**

Figure 3.1.2 – ACM Code Query Example

Upon clicking on the Submit Query button, the query will run and return the results in the format illustrated in Figure 3.1.3.

Query Selection Criteria

Rank/Grades: Col

Member Career Fields: MATCH ANY CAREER

Components: MATCH ANY COMPONENT

ACM Codes: Selected Func Codes: 63A - N - Nuclear

Modify Query

The grid below contains the members who are the result of your query. If you click the Export Results to Excel button, an Excel document will be created containing the information in this grid. You may select any number of members using the CTRL key (Not the SHIFT Key). If you select any combination of members from the grid and click the Export Selected Members to PDF button, a PDF of the combined Duty History reports for those members will be generated. The Clear Selected Items button will clear your selection of members from the grid.

Export selected Duty SURFs to PDF **Clear selected items** **Export results to Excel**

Rank/Grade	Last Name	First Name	MI	Core	Component	Current Duty Title	Current Location	Years of Exp.	Months of Exp.
Col	HOWELL	JORDAN	A.	13S	Regular AF	DEPUTY DIRECTOR, PLANS&PROG DIR	HILL	4	11
Col	MEYERHOFER	NICOLE	K.	63A	Regular AF	CH, TECH INTEGRATION BR	PENTAGON	2	4
Col	ROSS	HARLEY	M.	32E	Regular AF	CH, EXPED CMBT SPT & EMERG RSPN	PETERSON	2	3

Figure 3.1.3 – ACM Code Query Results Example

The Query selection criterion is displayed at the top of the page. The grid at the bottom of the page contains the names of the members who met the selection criteria of the query. The Export Results to Excel button produces an Excel file which includes the following data elements: Rank/Grade, Last Name, First Name, Middle Initial, Core, Component, Current Duty Title, Current Location, Years and Months of Experience in the select criterion.

ACM Duty SURFs can be generated on any combination of member selections from the resulting report. Clear any of the rows checked by using the Clear Selected Items option.

Return to the select criteria to Modify a Query.

3.2 Global ACM

Cross-Functional expertise can be assessed by using Global ACM Code association with Career Field-specific ACM Codes. For example, a Nuclear Global ACM Code may be associated with a Nuclear Functional ACM Code in the 63A and 13S Career Fields. The Global ACM page makes this possible; Figure 3.2.1 shows the Global ACM Query page.

The screenshot shows the 'Query - Global ACM' page. At the top, there are navigation tabs: 'QUERIES', 'REPORTS', and 'MYVECTOR'. Below these are links: '» ACM Code', '» Global ACM', '» Search for Individual', and '» ICM Search'. The main content area has a title 'Query - Global ACM' and a blue header. Below the header is a white box with a blue information icon and the following text: 'Use the drop down menus below to select a Global ACM tag. Global Specific codes will appear once the Global Generic code is selected. Your selected code will appear next to the drop down menus. Clicking the Submit Query button will return a roster of members who have ACM codes that are contained in the selected Global ACM code.' Below this text are two dropdown menus: 'Global Generic Codes:' with the placeholder 'Select a Global Generic Code' and 'Global Specific Codes:' with the placeholder 'Select a Global Specific Code'. To the right of these is a 'Selected Global ACM Code:' field showing 'No code selected.' and a 'Submit Query' button. At the bottom left, there is a checkbox labeled 'Current Duties only with this Global Tag:' which is checked.

Figure 3.2.1- Global ACM Query

Global ACMs have two parts classified as Parent and Child. Figure 3.2.2 illustrates the parent of CYB (for AF Cyber Experience) and the MNT child selected (for Maintenance). To query all CYB experience, the user will only select the Parent code and submit the query. If the user desires to query on Cyber Maintenance experience then they are able to do so by selecting MNT as the Global Specific Code.

This screenshot shows the same 'Query - Global ACM' page as Figure 3.2.1, but with specific codes selected. The 'Global Generic Codes:' dropdown now shows 'CYB - AF Cyber Experience'. The 'Global Specific Codes:' dropdown now shows 'MNT - Maintenance'. The 'Selected Global ACM Code:' field now displays 'CYBMNT'. The 'Submit Query' button remains visible. The 'Current Duties only with this Global Tag:' checkbox is still checked.

Figure 3.2.2- Global ACM Query Example

If the user desires to have only the members who are currently serving in a duty associated with the specific Global ACM Code then they would check the Current Duties only option.

3.3 Search for Individual

The purpose of this query is for users with appropriate roles within CPT to find individual members enrolled in CPT. A duty history or ACM Duty SURF is returned when a member’s name is selected from the query result. If more than one individual meets the search criteria in the Person Search Criteria, a roster of those individuals is displayed. Individuals are selected from that returned pop-up roster. Enter the last name of the individual and click the green check mark image to execute a search. (Figure 3.3.1).

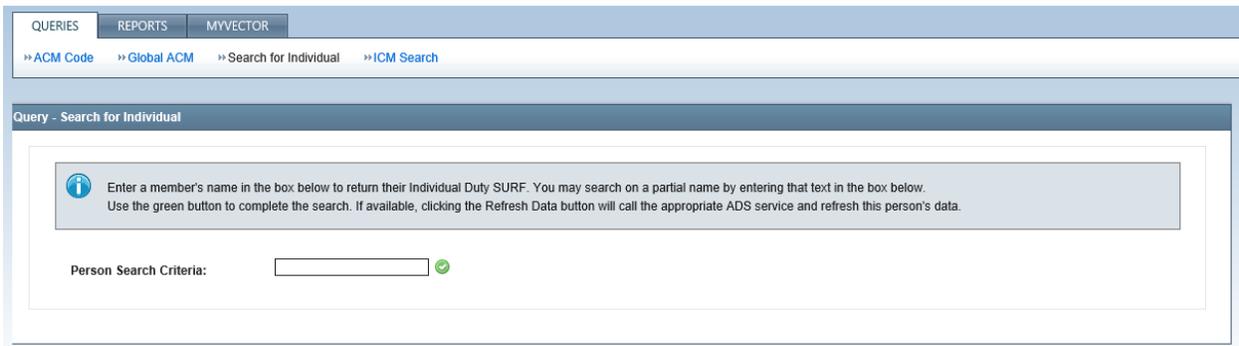


Figure 3.3.1 – Search for Individual Query

Select the individual by clicking on the last name from the Person Search Results pop-up. (Figure 3.3.2) and the ACM Duty SURF is returned.

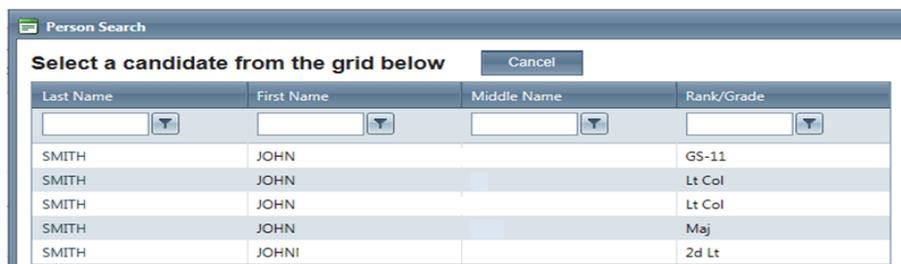


Figure 3.3.2 – ACM Duty SURF Query

At the top of the ACM Duty SURF page (the page that presents the duty summary for the individual searched and selected) there are three buttons;

- **New Individual Search** – returns users to the Search for Individual page
- **Export to PDF** – exports the current user ACM Duty SURF to a .pdf format file
- **Refresh Data** – executes a call to MilPDS on the individual’s duty and refreshes the MilPDS data into CPT

3.4 ICM Search

An ICM Search – the next menu item in the Queries tab – finds and displays a roster of all persons who are assigned an Individual Capability Management (ICM) Code as reported in CPT. Radio buttons are

available to narrow the search to Global ICM Codes or Career Field ICM Codes. Please see Figure 3.4.1. Submitting a query renders a roster view similar to that shown in Figure 3.1.3 for ACM Code queries.

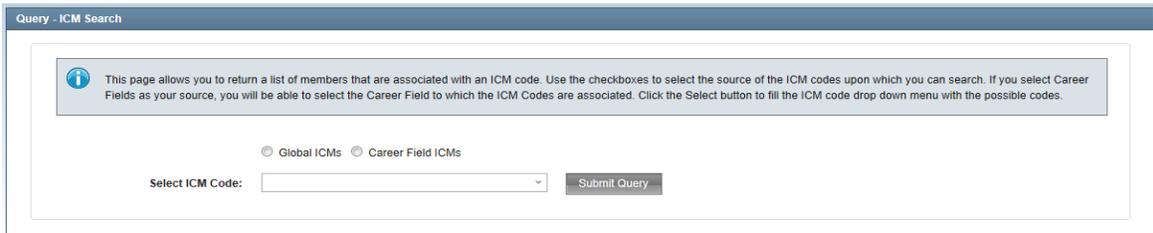


Figure 3.4.1– ICM Search

Selecting an individual name from the pop-up roster launches the ACM Duty SURF on that individual. The ACM Duty SURF can be exported to a .pdf file.

4.0 Reports

All of the reports are accessed via the Reports tab. The reports available include the following:

- Career Field by Functional Duty – Returns a matrix of all members currently belonging to the Career Field CORE ID by their current Duty AFSC and functional Digit ACM Code associated with the duty.
- Duty Code by Functional ACM – Returns a matrix of members currently serving in a Career Field Duty AFSC by the functional Digit ACM Code associated with the duty regardless of the individual’s current Career Field.
- Duty Code by Org/Specialty ACM– Returns a matrix of all those currently serving in a Career Field Duty AFSC by the Org/Experience ACM Code associated with the duty regardless of the current Career Field.
- ACM Summary by Career Field– Returns a summary of the Career Fields ACM Summary for the 4th, 5th and 6th digits
- ICM Summary – Returns the name of all of the ICM Codes along with their description and the associated Career Fields/Components.
- Officer Year Group– Displays the officers that belong to the selected Year Group.
- Roster by Grade– This report displays the members that belong to the selected rank or grade within selected Career Field(s).

4.1 Career Field by Functional Duty

The Career Field by Functional Duty report landing page displays the aggregate totals by grade for the Functional ACM Code assignment for the duties of the members belonging to the selected Career Field. Figure 4.1.1 demonstrates the outcome when 14N – Intelligence is selected and the resultant current duties being served by Core 14N officers. Clicking on any non-zero field will navigate away from this page to the appropriate ACM query.

Filters can be applied to restrict the view by Component or specific Career Field ACM Code. Report fidelity can be fine-tuned by selecting a linked number which provides a roster of individuals serving in a selected category.

Career Field	Component	Functional Area	2d Lt	1st Lt	Capt	Maj	Lt Col	Col	Total
14N	Regular AF	Acquisition & Programming	0	1	1	0	5	0	7
14N	Regular AF	Analysis & Production	3	10	37	21	29	4	104
14N	Regular AF	Collection & Operations	1	5	16	6	9	0	37
14N	Regular AF	Education and Training	5	5	18	12	5	1	46
14N	Reserves	Education and Training	5	0	0	0	0	0	5
14N	Regular AF	Human Capital/ Force Mgt	0	0	0	2	2	0	4
14N	Regular AF	ISR Application - Air	11	32	55	31	16	1	146
14N	Regular AF	ISR Application - Cyber	0	2	5	3	4	0	14
14N	Regular AF	ISR Application - Space	1	0	6	5	0	0	12
14N	Regular AF	ISR Application - Surface	0	2	4	1	0	0	7

Figure 4.1.1– Career Field by Functional Duty

The Report Manager is able to export the matrix to an Excel file by selecting the Export to Excel option at the top of the page.

4.2 Duty Code by Functional ACM

This report displays the aggregate totals by grade for the Functional ACM Code assignment for the members currently serving in duties belonging to the selected Career Field. Selecting a career field returns a matrix showing the distribution of the Career Field. Clicking on any non-zero field will navigate away from this page to display a roster of the members currently serving in that specific ACM Code.

Limit the display to any combination of the 3 components by using the checkboxes available beneath the Career Field Selection area. The information can be exported to an Excel file by selecting the Export to Excel option at the top of the page.

4.3 Duty Code by Org/Specialty ACM

This report displays the aggregate totals by grade for the Org/Specialty ACM Code assignment for the selected Career Field. Selecting a career field results in a matrix output showing the distribution of that Career Field. Clicking on any non-zero field will navigate away from this page to display a roster of those individuals currently serving in that specific ACM Code.

The Report Manager is able to limit the display to any combination of the 3 components displayed by using the checkboxes available beneath the Career Field Selection area. The Report Manager is able to export the matrix to an Excel file by selecting the Export to Excel option at the top of the page.

4.4 ACM Summary by Career Field

This report displays all of the ACM Codes created for the selected career field (Figure 4.4.1).

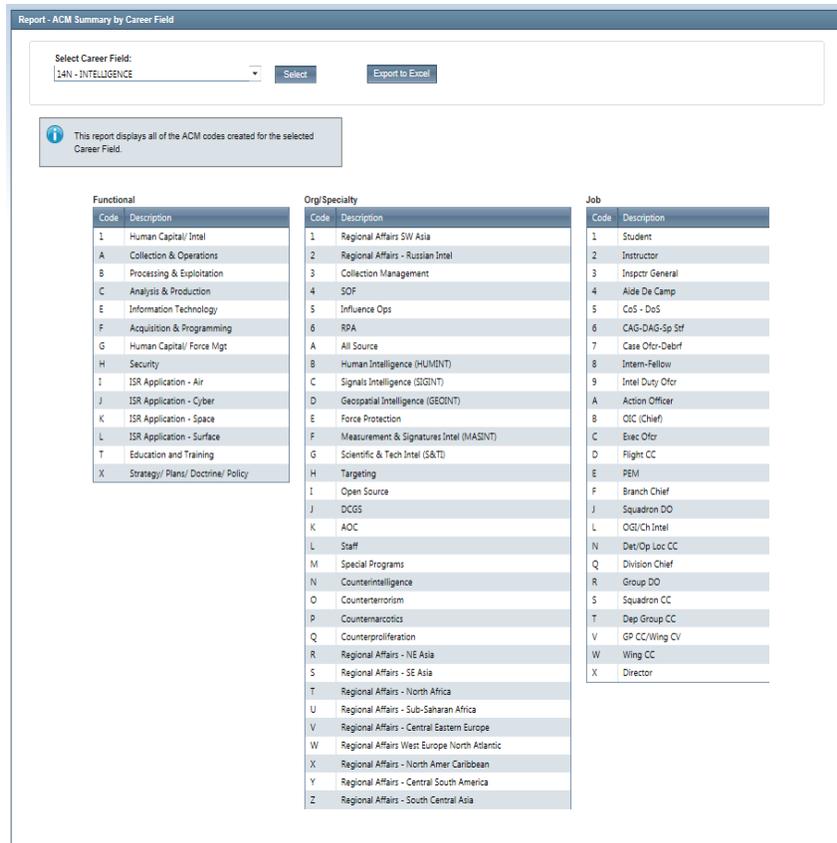


Figure 4.4.1– ACM Summary by Career Field

4.5 ICM Summary

This report displays all of the created ICM Codes in the Career Path Tool. The Report includes attributes of the ICM Code to include the following:

- The ICM Code itself
- A description of the ICM Code.
- Indicates if the ICM Code is visible to the individual user when they view their ACM brief.
- The Officer Career Fields the ICM is available to (Global means all)
- The Civilian Career Fields the ICM is available to (Global means all)
- The Enlisted Career Fields the ICM is available to (Global means all)

4.6 Officer Year Group

This report displays the officers that belong to the selected Year Group. Choose a Career Field from the list on the right in Figure 4.6.1. This will populate the drop down menu with the appropriate Year Groups from which you may select. Once both parameters are chosen, you may submit the query. Displayed with their names is the highest level of education and their highest PME. Their current duty title and location is also displayed. The results of the report can be exported to Excel by clicking the appropriate button. You may also view any officers Duty SURF by clicking on their Last Name in the results grid.

Figure 4.6.1– Officer Year Group Report

4.7 Roster by Grade

This report displays the members that belong to the selected rank or grade. Choose a Career Field from the list on the right in Figure 4.7.1. This will populate the drop down menu with the appropriate grades. After both Career Field and Rank/Grade are chosen, submit the query. The results of the report can be exported to Excel. Any member's Duty SURF is available by clicking on the Last Name in the results grid.

Rank	Last Name	First Name and MI	Career Field	Current Duty Title	Current Location	Degree	Degree Topic	PME	PME Course	PME Method
Capt	ADAMS	CHARLES	11E	STUDENT, USAF TEST PILOT SCHOOL	EDWARDS	MS/MA	AERO SCIENCE TECHNOLOGY	PDE	PDE - SQUADRON OFFICER SCHOOL (SOS)	RESIDENCE/NON-RES
Capt	BEASON	LINDA J.	11E	CHIEF OF SCHEDULING	EDWARDS	MS/MA	A-N ENG ADMNIC FLT/T&RESCH	PDE	PDE - SQUADRON OFFICER SCHOOL (SOS)	RESIDENCE/NON-RES

Figure 4.7.1– Roster by Grade Report

5.0 Queries

The RM will be able to execute an individual query in MyVector by utilizing the dropdown menu option (See figure 5.0.1)

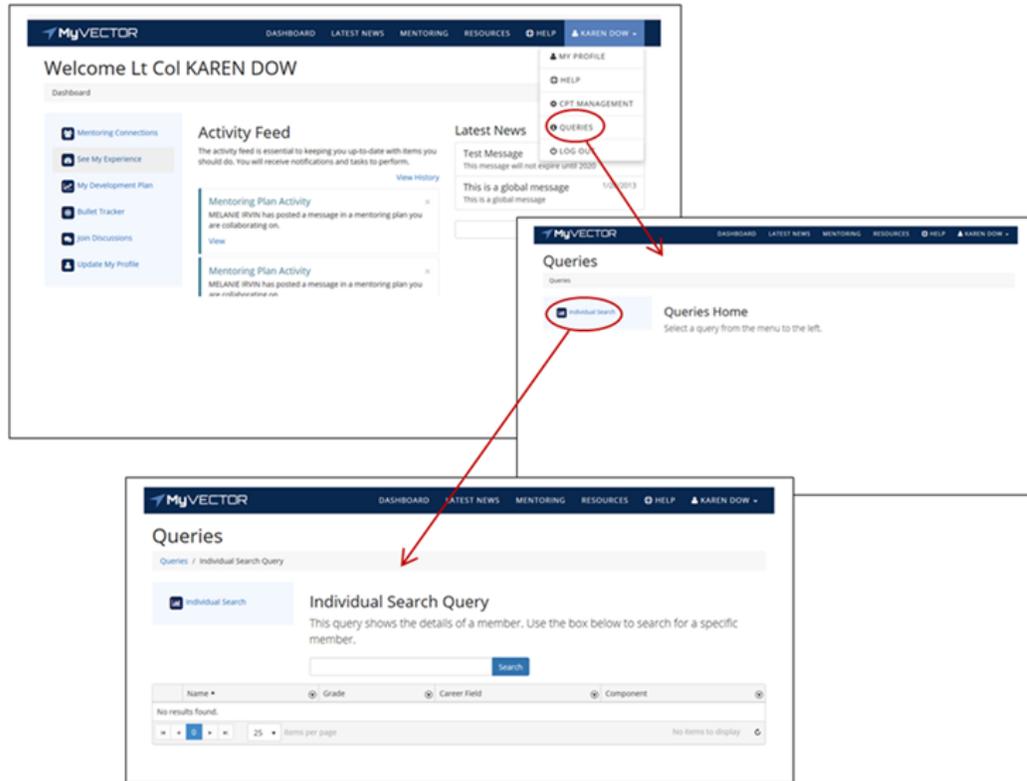


Figure 5.0.1 – Individual Search

By selecting this option, the RM will be able to enter the name of the individual and conduct a search. The system will display the results of the search along with the ability to view the individual experience report for the selected member (See figure 5.0.2).

Queries

Queries / Individual Search Query

Individual Search

This query shows the details for the member.

murphy

Name	Grade
BOUCHEREAU, GREGORY MURPHY	Slgt
BULLOCK, MURPHY E	Maj
HOLLAND, AARON MURPHY	SlA
LANE, MURPHY JAMES	4TC
LANGE, KILLIAN MURPHY	SlA
MURPHY, AARON ANTHONY	SlA
MURPHY, ADAM ANN	Slgt

Individual Career Experience Report

Maj BULLOCK, MURPHY E

Career Field: IAH - INTELLIGENCE

Development Tools Management Error

Duty History

Military History

Start Date	End Date	Position	Grade	Component
16 Aug 2016	16 Aug 2016	CHIEF, ANALYSIS BRANCH, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	CHIEF, BURKIN ENEMY & ANAL, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	CHIEF, COLLECTION MGMT, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	CHIEF OF EDUCATION AND TRAINING, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	CHIEF OF CURRENT OPERATIONS, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	WATCH OFFICER, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	CHIEF OF INTELLIGENCE, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	CHIEF OF INTELLIGENCE SYSTEMS, 148F	Major	Regular AF
16 Aug 2016	16 Aug 2016	STUDENT, 148F	Major	Regular AF

Additional Experience

No Self-Reported Duty Items.

Education and Training

Education

Code	Description	Level	School	Award Date
AJCV	AERO SCIENCE TECHNOLOGY	AWARDED MAJORS DEGREE	Embry RIDDLE FL	20 Feb 2008
AJCV	AERO SCIENCE TECHNOLOGY	AWARDED BACCALAUREATE DEGREE	MOF TN ST U TN	14 Dec 1991

Professional Military Education

Code	Description	Level	Residence	Award Date
8	06 AIR COMMAND AND STAFF COLLEGE (ACSCD)	06	NO RESIDENCE	01 Sep 2010
06	06E - SQUADRON OFFICER SCHOOL (SOS)	06E	RESIDENCE	07 Dec 2007
SA	AEROSPACE BASIC (BEFORE 2008)	06E	RESIDENCE	23 Aug 2002

Acquisition Certification

Code	Description	Level	Award Date
No Current Acquisition Certification Items.			

Training

Code	Description	Level	School	Award Date
No Current Training Items.				

Special Experience Identifiers

Code	Description
SAF	COMMAND AND CONTROL(AIR AND SPACE OPS CENTER)

Career Experience Summary

Career Field Experience Summary

Career	Years	Months	Component
IAH - INTELLIGENCE	8	2	Regular AF

Functional Experience Summary

Career	Functional	Years	Months	Component
IAH - INTELLIGENCE	ISR Applications - Air	8	2	Regular AF
IAH - INTELLIGENCE	Analysis & Production	2	0	Regular AF
IAH - INTELLIGENCE	Education and Training	0	0	Regular AF

Org/Specialty Experience Summary

Career	Org/Specialty	Years	Months	Component
IAH - INTELLIGENCE	Signals Intelligence (SIGINT)	2	11	Regular AF
IAH - INTELLIGENCE	Collection Management	2	0	Regular AF
IAH - INTELLIGENCE	All Source	2	0	Regular AF

Job Experience Summary

Career	Job	Years	Months	Component
IAH - INTELLIGENCE	OC (Chief)	8	2	Regular AF

Figure 5.0.2 – Individual Search - Individual Career Experience Report