

ROADMAP TO



YOUR FUTURE

MyVector – Senior Rater Software User Guide

25 Oct 2016

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1.0 Overview

The purpose of this document is to provide an overview of the Senior Rater’s capabilities within the MyVector application. A person is identified as a Senior Rater of an individual within application (in the upcoming months this will be automated for Active Duty users via the updates to the interface with the Air Force Promotion Management System and the Military Personnel Data System within the MyVector application).

NOTE: This is the first part of managing Developmental Education Boards for Senior Raters. There will be more capability developed over the next few months as we are going through this process in incremental builds. If you have feedback on the existing functionality, then please contact Capt Thomas McNitt at HAF/A1DI or submit a Help Desk ticket within MyVector.

2.0 My People

The selection of “My People” from the side Menu will guide you to the page shown in Figure 2.0.1. Here you will be able to view individuals who have identified you as their Supervisor and/or Senior Rater. If you are a Senior Rater you will be able to manage your agents. In addition, you will also be able to review the individual’s current rank, career field, development team management group, duty history, education and training, career experience, as well as links to development plan preferences, intent and developmental education, by clicking on the highlighted area (See Figure 2.0.2).

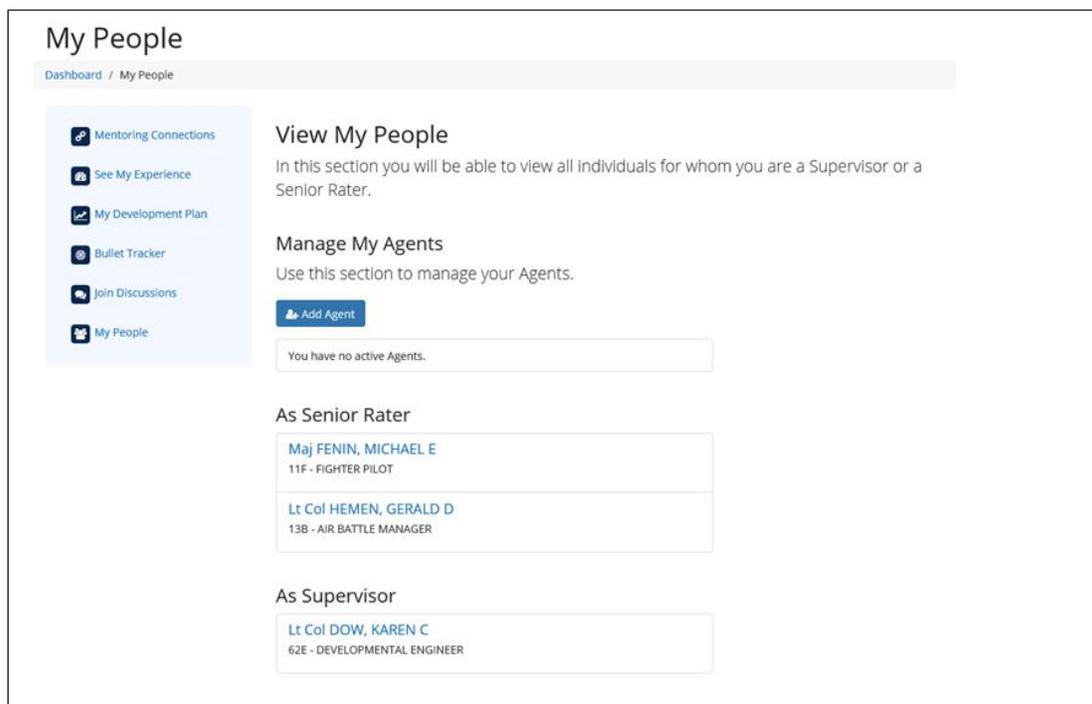


Figure 2.0.1 – My People

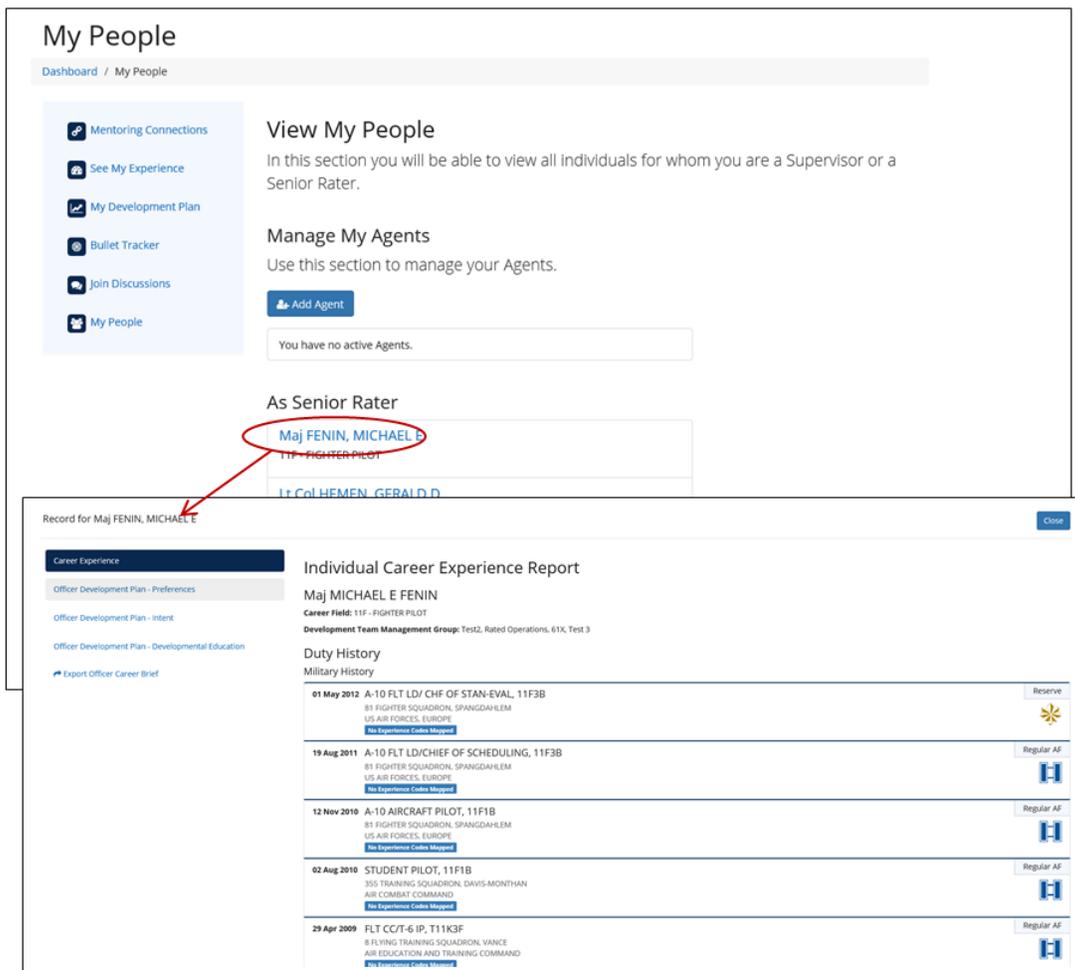


Figure 2.0.2 - User Profile – Individual Information

3.0 Accessing Developmental Education Boards

As a Senior Rater of an officer meeting the Developmental Education Board, you will be able to navigate to the board management area either via the side menu function (See Figure 3.0.1) or via the notification on your dashboard (See Figure 3.0.2). **NOTE: Board Recommendations notification on the dashboard is only available when there is a current active board which requires you to make a recommendation on individuals meeting that board.**

Welcome Col WILSON HERNANDEZ

Dashboard

- Mentoring Connections
- See My Experience
- My Development Plan
- Bullet Tracker
- Join Discussions
- My People**

Board Recommendations

You have people who are meeting upcoming Developmental Boards. [Click here](#) to provide your recommendations.

Activity Feed

The activity feed is essential to keeping you up-to-date with items you should do. You will receive notifications and tasks to perform. [View History](#)

- Mentoring Plan Activity**

Capt ZACHARY SCOTT has posted a message in a mentoring plan you are collaborating on.

[View](#)
- Mentoring Plan Activity**

Capt ZACHARY SCOTT has posted a message in a mentoring plan you are collaborating on.

[View](#)
- Discussion Activity**

A new topic has started in your group.

[View](#)

Latest News

- Test Message** 5/3/2036
A Test Message Date is set to future Date for automated ui purpose
- GLOBAL TEST** 6/11/2015
GLOBAL TEST THAT I'M CHANGING
- This is a global message** 1/28/2013
This is a global message
- Test Message** 3/16/2012
This message will not expire until 2020
- Global Test Message** 2/22/2012
This message is intended for the CPT User Guide as an illustration of the message capability.

[View All News](#)

Figure 3.0.1 - Accessing My People

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Figure 3.0.2 – Dashboard Notification

4.0 Board Recommendations

Within the board recommendations area, you will be able to see current and past boards for which you had people meeting in which you were the Senior Rater. The current boards area provides an overview of the board name, board type and the number of your people meeting the board (Figure 4.0.1).

Development Board Recommendation

Dashboard / My People / Board Recommendation

Current Developmental Education Boards

You have individuals eligible to meet the boards listed below. You will be able to input your recommendations between the Members Development Plan Submission Date and the Senior Rater Suspense Date displayed for each board. Please select the board you would like to access.

DE17ID - DE17ID Ewin My People: 0

Board Type: Officer - Active Duty
Member Development Plan Submission Date: 5/6/2017
Senior Rater Suspense Date: 5/6/2017

Past Developmental Education Boards

These are boards which you have provided input as a Senior Rater within the past year.

eah123 - test My People: 1

Board Type: Officer - Active Duty
Senior Rater Suspense Date: 4/26/2016
Public Release Date: Not Specified

Figure 4.0.1 – Board Recommendation Information

By selecting the board’s name hyperlink, you will be navigated to a roster of your people eligible to meet the board. In this area you will be able to nominate your Selects and Candidates so they will be able to meet the Central Board and view the individual’s record. There is a restriction on the number of Candidates that you are allowed to nominate and the system will prevent you from exceeding this number (Figure 4.0.2).

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / People Meeting Board

1. Nominate People 2. View Vectors 3. Provide Comments 4. Stratify Nominees 5. Not Nominated Review 6. Final Review

People Meeting Board

You are working on the FODEZE17ID - 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, JERIMAH	5	Yes No
Candidate	Lt Col	AARUD, IAN F	1	Yes No

1 - 2 of 2 items

Medical Officers

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

Status	Grade	Name	Looks	Nominate
Select	Lt Col	ABDOUR, GORDON J	5	Yes No
Candidate	Lt Col	AARON, ZACHARY M	4	Yes No

1 - 2 of 2 items

Figure 4.0.2 – Nominate / Do Not Nominate Officer to meet Central Board

Once you have nominated your candidates you will have the ability to view their vectors (See Figure 4.0.3). Here you will be able to modify the order and also add/remove vectors for your recommendation.

Figure 4.0.3 – View Vectors

After nominating your respective candidates, you as the Senior Rater will have the opportunity to enter comments for each of your nominees (See Figure 4.0.4). For each individual you are able to enter text in the comment box and/or edit recommended rater comments– select Save upon completion. You are allowed to cut and paste from another document in to this area.

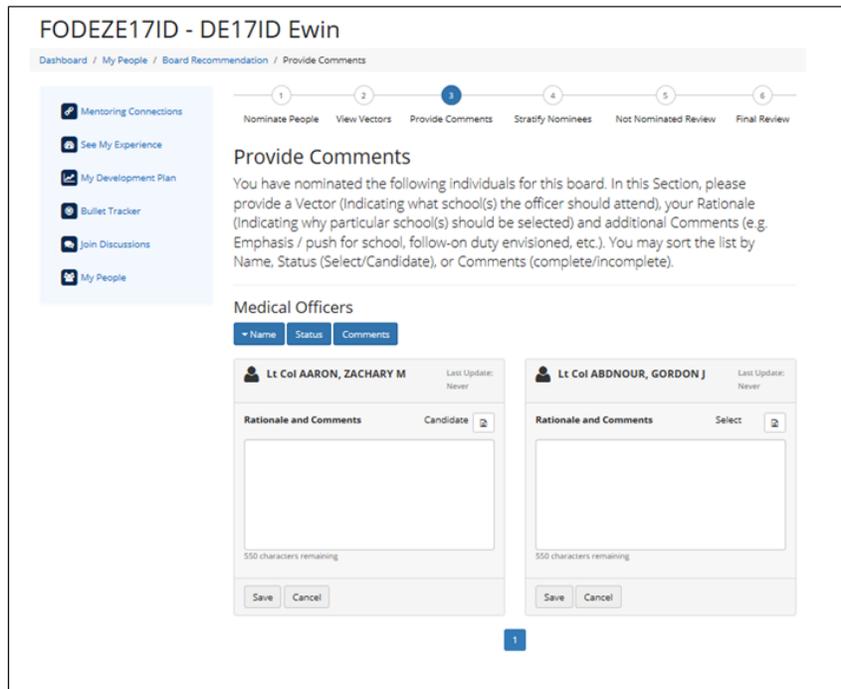


Figure 4.0.4 – Provide Comments on Nominees

You are also able to view a nominee’s record information by clicking on the view individual report icon. When you select this icon, you will be navigated to a personal view of the individual with the ability for you to make your nomination decision and comments on this page (Figure 4.0.5).

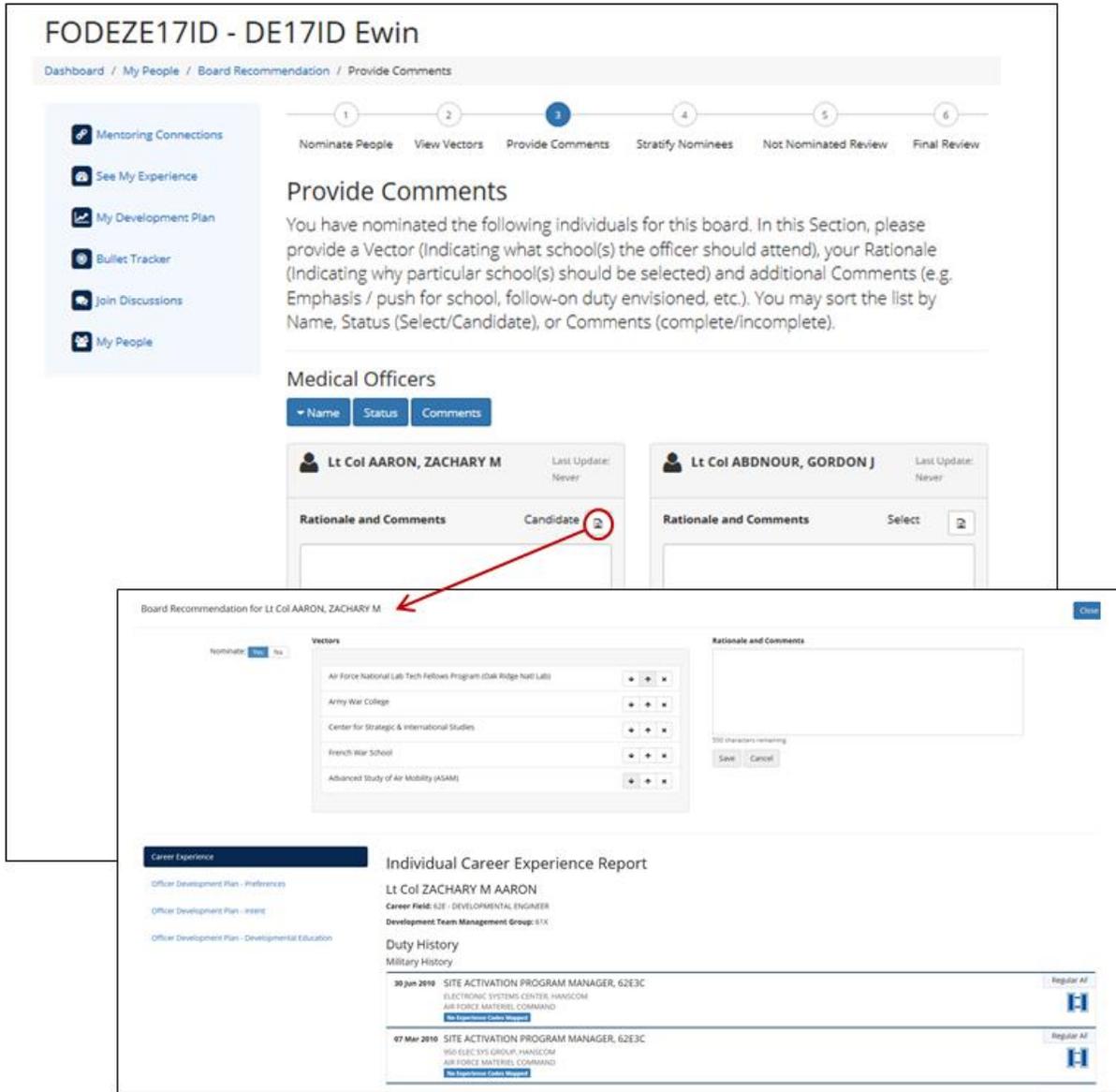


Figure 4.0.5 – Individual Record Report for Recommendation and Comments

You are able to navigate to different parts of the person’s record and enter your comments at the top of this page. Select Save to save your comments and Close to return to the roster.

After entering the comments, it is time to move to the next step of the process, stratifying your nominees. Select the “Stratify Nominees” button in the upper right hand corner. Within each competitive category you will have the opportunity to rank order your nominees. Simply click the nominees name in order of stratification. If you need to reorder, simply use the up and down arrows on the stratification list. Note: The #1 nominee should be at the top of their category (See Figure 4.0.5)

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / Stratify Nominees

1 2 3 4 5 6
Nominate People View Vectors Provide Comments **Stratify Nominees** Not Nominated Review Final Review

Stratify Nominees

Below are all of your nominees for this board by Competitive Category. In this section, please rank order your nominees in each category with your #1 nominee on top in each of the categories.

Competitive Category	Nominees
Medical Officer	No nominees added.
Judge Advocate General	No nominees added.

Figure 4.0.6 – Stratify Nominees

After you stratify your nominees, you will have the option to input comments for candidates you did not nominate. These comments are optional and for your record (See Figure 4.0.7).

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / Review People Not Nominated

1 Nominate People 2 View Vectors 3 Provide Comments 4 Stratify Nominees 5 Not Nominated Review 6 Final Review

Review Not Nominated

You have not nominated the following individuals for this board. In this Section, you may review and provide any optional comments you wish on these individuals for the record. You may make changes by accessing a person's record or navigating to another step of the process. You may sort the list by Name, Status (Select/Candidate), or Comments (complete/incomplete).

Line Air Force

▼ Name Status Comments

Lt Col AANRUD, IAN F Last Update: Never

Rationale and Comments Candidate

550 characters remaining

Save Cancel

Lt Col COMPTON, JERIMIAH Last Update: Never

Rationale and Comments Select

550 characters remaining

Save Cancel

Figure 4.0.7 – Not Nominated - Comments

The last step is to authorize your input for final submission. Click the “Final Review” option and you will be navigated to a board summary page. On this page you will be able to review your comments and stratification order on all of your nominees (See Figure 4.0.7). Once you are satisfied with your input you will submit the board by selecting the “Submit Board Recommendations” option.

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / Final Review

1 Nominate People 2 View Vectors 3 Provide Comments 4 Stratify Nominees 5 Not Nominated Review 6 Final Review

Final Review and Recommendations Submission

This is a summary of your Nominations, Comments, and Stratification order for this board. If this information is correct the Senior Rater may submit the recommendations for final review so that no further changes can be made. Otherwise you may return to the previous pages to continue making changes to the board.

[Submit Board Recommendations](#)

Medical Officer

Lt Col AARON, ZACHARY M, Candidate Last Update: Never

Unstratified

Air Force National Lab Tech Fellows Program (Oak Ridge Natl Lab)	No Comments Provided
Army War College	
Center for Strategic & International Studies	
French War School	
Advanced Study of Air Mobility (ASAM)	

Figure 4.0.8 – Final Review

As a Senior Rater you will be able to view the results of a board for “My People” between “My Suspense Date” and “Public Release Date”. You will be able to see those nominated/not nominated.

Final Review and Recommendations Submission

Recommendations for this board have been submitted and can no longer be edited. This is a summary of your Nominations, Comments, and Stratification order for this board.

Nominated Not Nominated

Line Air Force

Lt Col COMPTON, JERIMIAH, Select Last Update: Never

Comment Already there

Medical Officer

Lt Col AARON, ZACHARY M, Select Last Update: Never

Comment Already there

Judge Advocate General

Lt Col VASQUEZ, LEIGH T, Select Last Update: Never

Comment Already there

Figure 4.0.9 – Board Results

5.0 My Agents

As a Senior Rater, you will be able to assign agents to act on your behalf for Developmental Education Boards. These agents will be able to have all the functionality as you have up to Selecting the “Finalize Board” option. To assign a person as an Agent, you will navigate through the “My People” section (Figure 5.0.1).

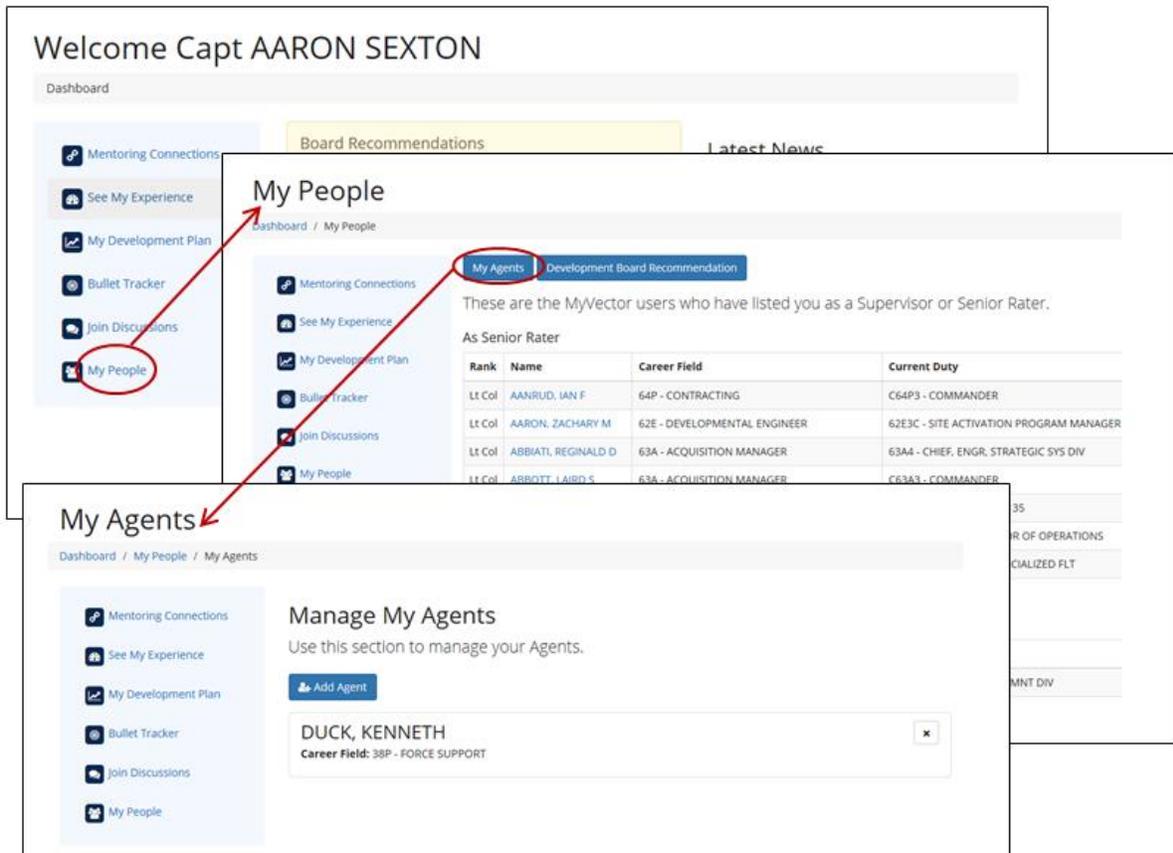


Figure 5.0.1 – My Agents

You can add an agent by clicking the “Add Agent” button. An add person window will display, you will start typing the last name of the individual you would like to add. The system will prepopulate the screen of registered MyVector users that meet the criteria. Select the desired individual and click “Add” (See Figure 5.0.2).

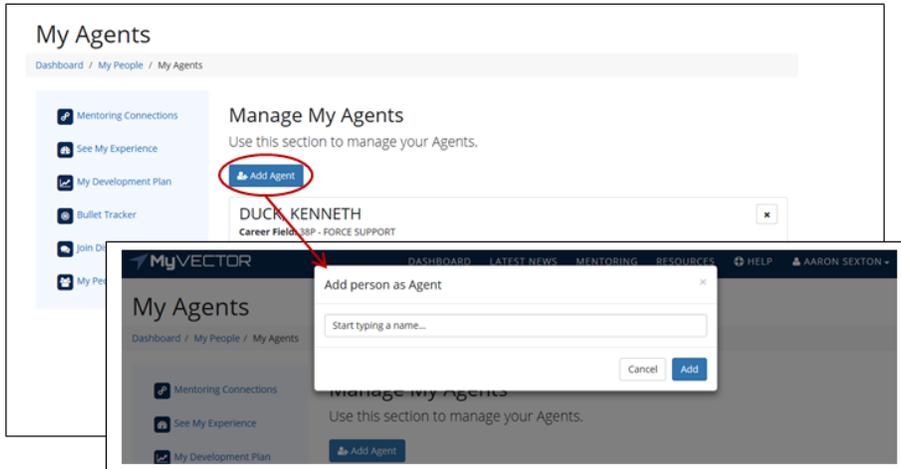


Figure 5.0.2 – Adding an Agent

If you would like to remove an individual as an agent, select the “X” and the system will display a confirmation message indicating agent has been removed (See Figure 5.0.3).

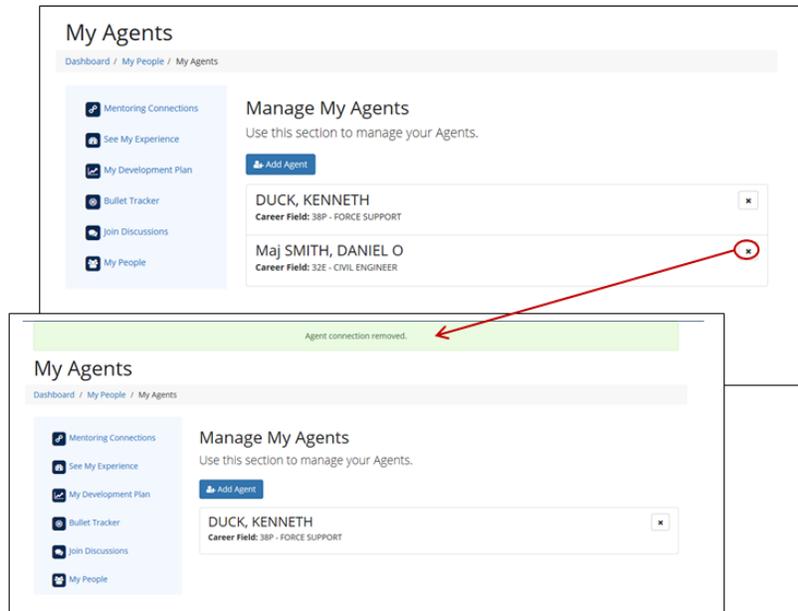


Figure 5.0.3 – Removing an Agent

6.0 Senior Rater Agent

If you have been selected to be an Agent for a Senior Rater, then you will be able to act on the Senior Rater’s behalf for Developmental Education Boards. You are referred to Section 4 of this User

Guide for the capabilities that you will have. As an Agent you will be able to accomplish all activities for the Senior Rater through the final submission to the board.