

# Talent Marketplace

Your journey starts here

## Billet Owner Checklist Advertise a Vacancy

### Login to MyVector

- Use only latest version of Google Chrome or Microsoft Edge
- Direct link: [U.S. Air Force - MyVector \(af.mil\)](https://www.my.af.mil/)
- Search via AF Portal: <https://www.my.af.mil/>
- Create an account if you do not have one

### Click "Talent Marketplace" at the top right of the page

### Click "Begin" button in the Billet Owner tile

### Click "Positions" tile

### Click the blue hyperlink [position number](#) in the "PSN" column

### Update the Position Information (\* denotes mandatory fields)

- **Duty Title\*** - Must follow appropriate guidelines and policies
- **Office Symbol Description\*** - "Commander's Support Staff" not CSS, or "Training Office" not S2
- **Is the Billet Owner Allowed to Requisition?\*** - This toggle should be sent to "YES"
  - *If it says "NO" contact your Assignment Team.*
- **Nominative** - No
  - *Current used for RegAF only*
- **Tour Length** - Only applicable to AGR and other term limited (i.e. KCJ) positions. Your Assignment Team will pre-load, if applicable.
- **JDAL Number** - Will be completed by the Assignment Team, if applicable
- **Education Requirement** - Must reflect a mandatory requirement for the position
  - *Default is "High School Eq" - ensure officer positions reflect a higher degree as required by AFOCD*
- **Education Specialty** - Must reflect a mandatory requirement for the position, not a preference
- **Security Clearance** - Default is "Secret" (SAR 6), if no selection is made
  - *Secret will appear blank*
- **Desirable Skills\*** - Right click in the box to see a drop-down. If the desired skill isn't listed, type skill and click the symbol  on the right to add.
  - *Must be a minimum of four characters to "add".*
- **Special Experience Identifiers** - Type alpha-numeric code and click the  on the right to add

- **Mandatory Qualifications\*** – Qualifications required to perform the mission
  - *Examples: Green Belt certification, military working dog experience*
- **TDY Forecast\*** – Frequency of travel
  - *Examples: Routine TDYs for IG support, Infrequent travel*
- **Job Description\*** – Reflects the position duties
  - *Examples: Position supports 200 personnel, Position requires strong briefing skills*
- **Work Environment\*** – Describes work environment
  - *Examples: Flexible telework schedule, high-ops tempo. Can also include POC to contact with specific position questions.*

Click **“Update Position”** button to save

Click **“+Request as AFR Assignment & ADOS Opportunities”** button to submit to for approval

- **Select RNLTD\*** - Click the calendar button to select date
  - *Date can be as early as allowed by the Assignment Team*
  - *Can be changed at anytime*
- **Add “Requisition Remarks”**
  - *Comments to the Assignment Team - such as grades/AFSCs allowed to apply or reporting instructions*
- **Select “Yes” by All of the position information is accurate for this position\***
- **Click “Request AFR Assignment & ADOS Opportunities”\***

You will receive a **“Successfully request AFR Assignment & ADOS Opportunities”** pop-up

# **FREQUENTLY ASKED QUESTIONS**

## **1. Will I receive an email when a position is ready to advertise?**

- Yes. You will receive a system generated email at the end of the day, as well as a notification on your MyVector dashboard.

## **2. I am the primary Billet Owner, am I able to assign other Billet Owners?**

- Yes. The Primary Billet Owner will be the only person listed in the advertisement details for the field to view and contact. It is not recommended to add a Senior Level hiring authority as a Primary Billet Owner until after the ad has closed.
- Multiple (alternate) Billet Owners may be added, such as the approval authority, or other members of the Assignment Team.
- All assigned Billet Owners have the same system rights as the Primary and will be able to create or edit the ad, as well as see all the applications once available.
- Billet Owner guide is available for more details.

## **3. A volunteer contacted me and said they submitted an application by close-out date listed, however they received an error that the ad had already closed?**

- The close-out window is set as 2359 Universal Coordinated Time (UTC).  
<https://timeanddate.com>

## **4. Can a volunteer apply for the same position more than once?**

- No. If the applicant must make corrections, they are required to *Withdraw* the application and submit the corrected version.

## **5. I have specific instructions for the Assignment Team for the advertisement, how do I let them know?**

- When Requesting the AFR Assignment, please use the "Requisition Remarks" block to communicate with your Assignment Team.

## **6. I am receiving a system error when I try to view or submit an advertisement, who do I contact?**

- Please submit a trouble ticket: MyVector > Help > Submit Support Ticket

## **7. The Security Clearance required for this position is Secret which is not an option in the menu, what do I select?**

- A SECRET level clearance is the default and is not listed. If the position requires a SECRET (SAR 6), leave this area blank.

## **8. I need clarification on the current advertisement/assignment guidance, who do I contact?**

- Please contact your Assignment Team.