



# Talent Marketplace

Your journey starts here

**Billet Owner Guide:  
Advertise a Position**

## TERMINOLOGY DEFINITIONS

Assignment Team – The office responsible for position management, such as the MPF, RIO/Det, ARPC/DPAA, HAF/REG

Billet Owner – Often referred to as Hiring Official, Hiring Authority, Position Owner or other delegated hiring representative

Nominative – Turning this option on will not allow the volunteer to apply for any other position until a fill has been selected and the hiring process has been completed

Requisition – This is the position advertisement

Step 1 – Using **Google Chrome** or latest version of **Microsoft Edge**, login to MyVector at <https://myVector.us.af.mil/>

*Or:* Use the AF Portal <https://www.my.af.mil/> and type “MyVector” in top right search box.

**MyVECTOR**

### Notice and Consent Statement

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By clicking I Agree, you agree to the terms of the [User Agreement](#).

**I Agree**

**MyVector**  
MyVector is an enterprise solution that supports the Air Force's goal to provide a standardized process available to all Airmen for career development and mentoring. Airmen can be proactive about their career development and mentoring relationships.  
Version Number: 1.140.5\_1N

**U.S. AIR FORCE**

\*\*\*See "How to Login to Talent Marketplace" guide for further help, if needed\*\*\*

Step 2 – Click the “Begin” button in the “Billet Owner” tile

The screenshot shows the MyVECTOR Talent Marketplace interface. At the top, there is a navigation bar with the MyVECTOR logo and links for DASHBOARD, TALENT MARKETPLACE, LATEST NEWS, MENTORING, RESOURCES, and HELP. A user profile icon is visible on the right. Below the navigation bar, the main heading reads "Talent Marketplace" with the tagline "Your journey starts here." A yellow warning banner at the top left states "Active Vulnerable Mover Cycle in Progress! 2022 - 6X ML and CC Management" with a "Learn More" button. The dashboard is divided into several functional tiles: "Assignment Teams" (Manage Eligibles, Confirm Positions, Match Candidates), "Search Positions (Read Only)" (Search Positions, View Position Details), "Coordination Groups" (Coordination Groups, Manage Coordination Actions), "Billet Owner" (Submit Requisitions, Manage Reclama Requests, Bid Officers to Positions), and "Search AFR Assignment & ADOS Opportunities" (Search AFR Assignment & ADOS Opportunities). A red circle highlights the "Billet Owner" tile, and a red arrow points to its "Begin" button. The footer contains "MyVector" branding, a description of the system, version information (1.141.5\_3), a "Links" section (Home, Latest News, Mentoring, Resources), a "Notices" section (Terms of Use, Privacy Policy), and the U.S. AIR FORCE logo.

## Step 3 – Click the “Position” tile to view your vacant position and prepare to advertise

**MyVECTOR** DASHBOARD TALENT MARKETPLACE LATEST NEWS MENTORING RESOURCES HELP

Need help with this page?

### Billet Owner

Talent Marketplace / Billet Owner - (me)

**Positions**  
1 Position

*Click*

*The number of positions reflected will show the number of positions you have assigned to you to advertise*

**My Agents**

Add Agent

Start typing a name

**MyVector**  
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Version Number: 1.141.5\_3

**Links**  
[Home](#)  
[Latest News](#)  
[Mentoring](#)  
[Resources](#)

**Notices**  
[Terms of Use](#)  
[Privacy Policy](#)

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## Step 4 – Click blue hyperlink [position number](#) to open advertisement screen

 If you are viewing positions on behalf of another Billet Owner as an agent. You will only be able to see and act upon positions that Billet Owner is the Primary Billet Owner of.

 Select one or multiple rows and right click to see available options.

 Export to Excel

 Search

PSN 



Filter

 10 items per page

1 - 4 of 4 items

<a href="#">0M0812014</a> <b>TEST - Team Pra</b>	<b>Career Field</b> 2G0X1	<b>AFSC</b> 2G091	<b>Auth Rank</b> SMSgt	<b>PAS Code</b> MA3DFX55	<b>Organization</b> **** MASKED MASKED
	<b>Location</b> DATA MASKED	<b>Incumbent</b> N/A	<b>MGMT Level</b> 0M - AFR	<b>AT Desk</b> RIO/Det 5 Enlisted	<b>Owner</b> Lt Col Lee, Stan
	<b>SIT</b> N/A	<b>Tier</b> N/A	<b>Restricted Access</b> N/A	<b>Vectors</b> N/A	<b>MNT</b> XXXXX - Funded
	<b>Effective Date</b> 01 Oct 2019				
	<b>Projected Position Changes</b> None				
<a href="#">0M0838414</a> <b>TEST ONLY - DO NOT APLLY</b>	<b>Career Field</b> 3F0X1	<b>AFSC</b> 3F071	<b>Auth Rank</b> TSgt	<b>PAS Code</b> OP0RF31V	<b>Organization</b> 0051 FORCE SUPPORT SQUADRON
	<b>Location</b> OSAN AB	<b>Incumbent</b> SSgt Romanov, Natasha	<b>MGMT Level</b> 0M - AFR	<b>AT Desk</b> RIO/Det 5 Enlisted	<b>Owner</b> Lt Col Lee, Stan
	<b>SIT</b> N/A	<b>Tier</b> N/A	<b>Restricted Access</b> N/A	<b>Vectors</b> N/A	<b>MNT</b> XXXXX - Funded
	<b>Effective Date</b> 15 Jan 2019				
	<b>Projected Position Changes</b> None				

**Step 5** – Position screen is the default view, all information other than the Duty Title & Office Sym Description is pulled from the UMD.

- **Duty Title** – Duty Title of position, must follow appropriate guidelines and policies
- For any questions, please contact your **Assignment Team**

### Update this Position

Talent Marketplace / Assignment Team Desk Dashboard / Manage Positions / Update Position

Position | Billet Owner | Assigned People | Matches | Requisitions | Position Changes

**Assignment Office Use** + Request as AFR Assignment & ADOS Opportunities

**Assignment Team** (circled in purple): 10AF Enlisted - AGR Mgmt

**Management Level**: OM - AFR

**Pseudo 8**:  No

**Commander Position**:  No

**TDY**:  No

**TDY Type**: --Select a TDY Type--

### Position Data

**AF Position Number \***: 0M0703655

**Duty Title \*Required for requisition** (circled in orange):

**Authorized Rank \***: MSgt

**Tier Category**: --Select a Tier Category--

**Position Level**: OF - OFFICE

**Component**: Reserve

### Air Force Specialty Code (AFSC)

**Prefix**: --Select an AFSC Prefix--

**Career Field \***: 1COX2

**Skill Level \***: 7

**Suffix**:

### Location Data

**PAS Code\* 1**: R60MF43L

**Unit #**: 0000

**Unit Level**: OFFICE

**Unit Type**: ANG/AFR TEST

**Location \***: TUCSON INTL - AZ, US

**Office Symbol 1**: DOT

**Office Symbol Description 1**:

**Vectors**: Start typing to see a list of vectors

## Step 5b – Verify “Other Data” information

- **Is the Billet Owner Allowed to Requisition?** – This toggle should be sent to “YES”, if it says “NO” contact your Assignment Team.
- **Nominative** – “No” allows the volunteer to apply for multiple positions. “Yes” will restrict the volunteer applying for this position only.

### \*\*Position Information\*\*

- **API and MWS** - fed from the UMD, as applicable
- **JDAL Number/Joint Duty Code** - applicable for JDAL billets, contact ARPC/DPAFJ for any questions
  - **JDAL Lock/JDC Lock** - if this is “Yes” it protects the JDAL Number from being auto-updated with any MPES changes
- **Special Interest Team** – populated for position that require a SIT coord for requisitions and bids
- **Tour Type** – currently only for identifying CONUS/OS tours
- **RIC** - from the UMD and identifies the position status identifier
- **Functional Category** – from the UMD and further identifies position
- **Position Type** – long text of position status
- **CRK3** - from the UMD and may identify if the position is Key, Command or Joint
- **MNT** – from the UMD and reflects funding

AFR Assignment & ADOS Opportunities

Is Billet Owner Allowed to Requisition <sup>1</sup>  Yes  No

Nominative <sup>1</sup>  Yes  No

Other Data

API <sup>1</sup> Z - ENLISTED PERSONNEL NOT PERFORMING CEA DUTIES NON-FLYING

MWS <sup>1</sup> --Select an MWS to filter the RDTM Codes--

JDAL Number <sup>1</sup> 00026709

JDAL Lock <sup>1</sup>  Yes  No

Joint Duty Code Not applicable

JDC Lock <sup>1</sup>  Yes  No

Special Interest Teams None

Tour Type --Select a Tour Type--

Tour Length # months

RIC <sup>1</sup> 0118 - AFR IMA AIRMEN (24 DRILL)

Functional Category A - PERMANENT PARTY

Position Type IMA\_24 - IMA - 24 Drill

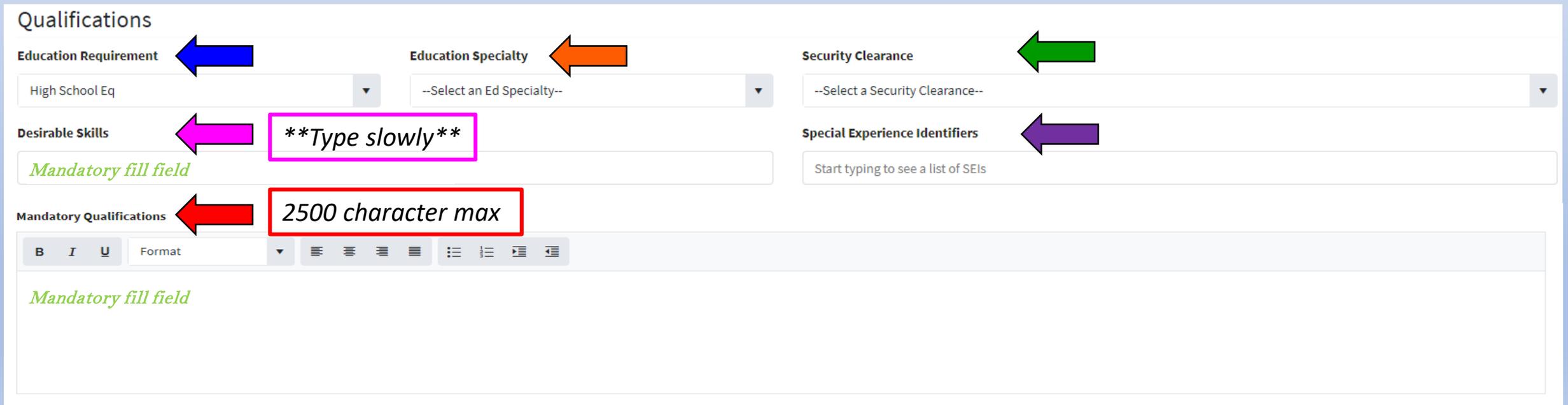
CRK3 <sup>1</sup> None

MNT <sup>1</sup> XXXXX - FUNDED FULL TIME INSERVICE APPROPRIATED

Days Vacant N/A

## Step 5c – Complete “Qualifications” section

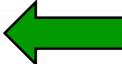
- **Education Requirement** – To reflect a mandatory requirement for the position
- **Education Specialty** – To reflect a mandatory requirement for the position  
\*Default is “High School Eq” – ensure officer positions reflect a higher degree as required by AFOCD
- **Security Clearance** - *Secret (SAR 6)* select National Agency Checks Local Agency Checks Credit (NACLC-Military)  
- *Top Secret (SAR 5)* select Single Scope Background Inv (SSBI)
- **Desirable Skills** – Right click in box to see 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, for example: Green Belt certification, military working dog experience



Qualifications

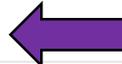
Education Requirement  High School Eq

Education Specialty  --Select an Ed Specialty--

Security Clearance  --Select a Security Clearance--

Desirable Skills  **\*\*Type slowly\*\***

Mandatory Qualifications  **2500 character max**

Special Experience Identifiers  Start typing to see a list of SEIs

*Mandatory fill field*

*Mandatory fill field*

*Note 1:* Contact your Assignment Team with any questions regarding appropriate qualifications

*Note 2:* To copy and paste, please use plain text – using rich text and some special characters, like an ampersand (&) can result in a database error

## Step 5d – Complete “Details” section

- **TDY Forecast** – To reflect frequency, for example: Routine TDYs for IG support, Infrequent travel
- **Job Description** – To reflect the position duties, for example: This position directly supports 200 assigned personnel...
- **Work Environment** – Examples: Flexible telework schedule, high-ops tempo. Can also include POC to contact with specific position questions.

The screenshot displays the 'Details' section of a system interface, consisting of three text input fields. Each field is labeled with its respective section name and has a '2500 character max' limit indicated by a colored box and arrow:

- TDY Forecast:** Indicated by a blue box and arrow.
- Job Description:** Indicated by a green box and arrow.
- Work Environment:** Indicated by an orange box and arrow.

Each field contains the text 'Mandatory fill field' and has a rich text editor toolbar with 'Format' and icons for bold, italic, and underline. At the bottom right, a red arrow labeled 'Click to save' points to the 'Update Position' button, which is circled in red. An 'Cancel' button is also visible next to it.

*Note 1:* Contact your Assignment Team with any questions regarding appropriate comments

*Note 2:* To copy and paste, please use plain text – using rich text and some special characters, like an ampersand (&) can result in a database error

## Step 6 – Update (Save ) position information

**TDY Forecast**

B I U Paragraph [Formatting icons]

TEST

**Job Description**

B I U Paragraph [Formatting icons]

TEST

**Work Environment**

B I U Paragraph [Formatting icons]

TEST

*Click to save* → **Update Position** Cancel

✓ Position successfully updated.

## Step 7 – Submit advertisement to Assignment Team for review and release

**\*\*IMPORTANT\*\*** Close out dates are at 2359 Coordinated Universal Time (UTC)/1959 Eastern Standard Time (EST)

*Note: Contact your Assignment Team for questions on close out dates.*

Talent Marketplace / Billet Owner Dashboard / Manage Positions / Update Position

Position: Assignment Office Use

Billet Owner: 3F0XX Personnel

Assigned People: Pseudo 8

Matches: Commander Position

Requisitions: + Request as AFR Assignment & ADOS Opportunities

**Step 1:** Click “+Request as AFR Assignment & ADOS Opportunities” button

Requesting AFR Assignment & ADOS Opportunities

RNLTD\*  
01 Aug 2021

Requisition Remarks (Optional) : 2399 characters left

Add any comments or requests to your Assignment Team. Such as, advertise to these grades and AFSCs...

All of the position information is accurate for this requisition. \* Yes

Cancel Request AFR Assignment & ADOS Opportunities

**Step 2 - RNLTD:** Date the billet is available -- if ASAP, select advertisement date

**Step 3 - Remarks:** Comments to Asgn Team, such as:  
Allow 3F5, 2S0, All AFSCs...

**Step 4 – Info Check:** Toggle “Yes” when ready to submit to the Asgn Team for review

**Step 5 - Submit:** Click “Request AFR Assignment & ADOS Opportunities” button



# FREQUENTLY ASKED QUESTIONS

- **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.
- **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
- **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.
- **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. Examples:
    - “Please advertise to all AFSCs”
    - “Please advertise to these AFSCs in addition to the position AFSC: 1N2, 1N4, 1N8”
    - “Please advertise to these Officer grades in addition to the position grade: O-3 and O-5”
      - Note: Enlisted E-8 and below positions are advertised 1 up and 1 down, per AFI 36-2110.
- **I am receiving a system error when I try to view or submit an advertisement, who do I contact?**
  - Please submit a trouble ticket in MyVector > Help > Submit Support Ticket
- **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>