

Talent Marketplace

Your journey starts here

Billet Owner Guide:

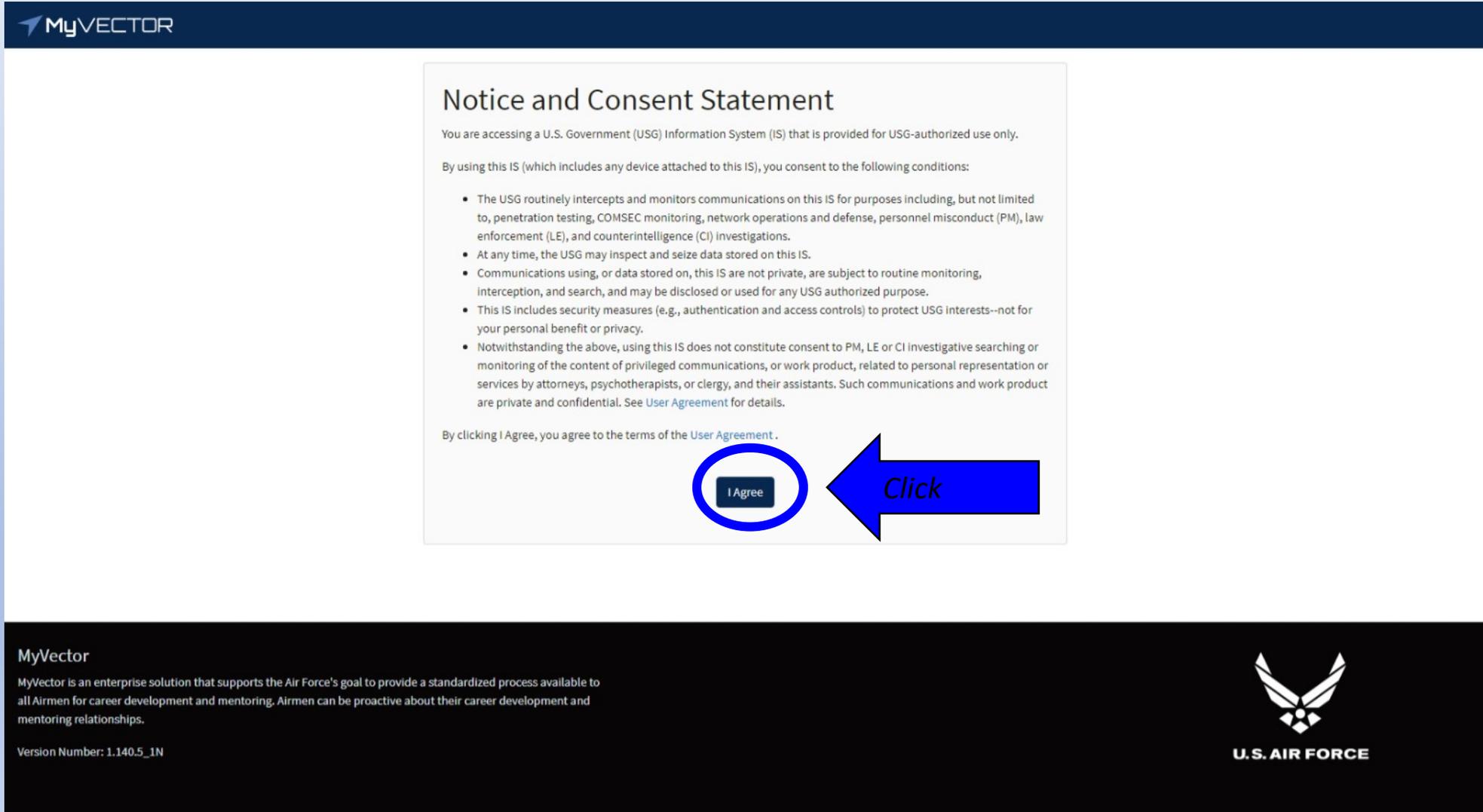
How to Add or Change Billet Owners

How to Add an Agent

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.

Step 1a – Click “I agree” on the Notice banner



MyVECTOR

Notice and Consent Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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

I Agree ← Click

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



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Step 2 – Logon to MyVector

MyVECTOR HOME MENTORING RESOURCES HELP LOGON

ROADMAP TO YOUR FUTURE

Mentoring
MyVector enables a web-based mentoring network that 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.

Career Planning
MyVector 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.

Knowledge Sharing
MyVector 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.

Sign up is easy
Use your Common Access Card to quickly set up a profile and get started. If you already have a profile, click **Logon**.

Total Force
Active. Guard. Reserve. Civilian.

Mentoring Connections **See My Experience** **Development Plan**

Build Bullet Tracker **Join The Discussion** **My People**

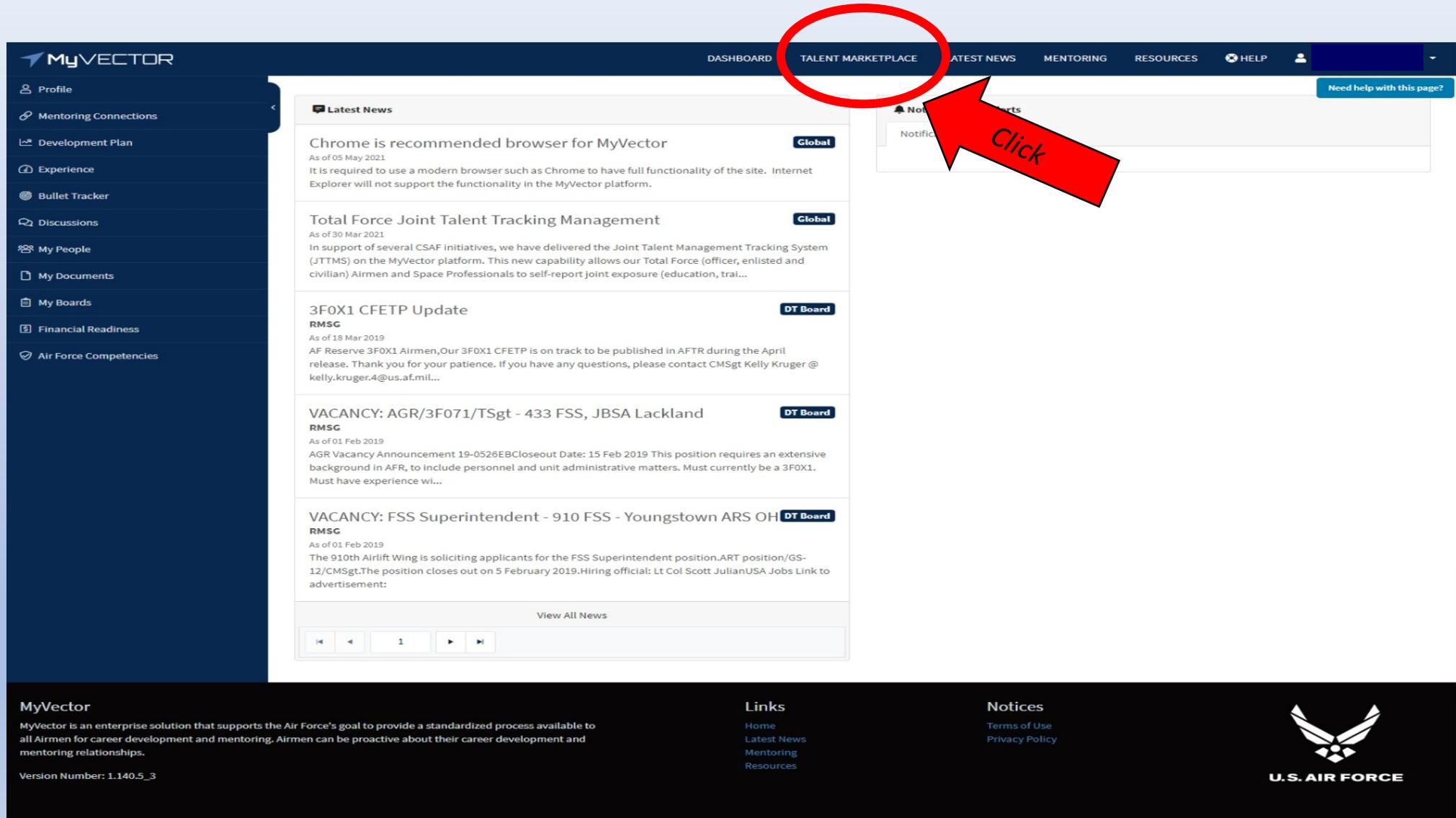
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Links
Home
Mentoring
Resources

Notices
Terms of Use
Privacy Policy

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Step 3 – Click on “Talent Marketplace” at the top of the screen



The screenshot displays the MyVector website interface. The top navigation bar includes the MyVECTOR logo on the left and a menu of options: DASHBOARD, TALENT MARKETPLACE, LATEST NEWS, MENTORING, RESOURCES, and HELP. The 'TALENT MARKETPLACE' option is circled in red, and a red arrow points to it with the word 'Click' written on it. Below the navigation bar, the main content area features a 'Latest News' section with several news items, each with a category tag (Global or DT Board). The news items include: 'Chrome is recommended browser for MyVector', 'Total Force Joint Talent Tracking Management', '3F0X1 CFETP Update', 'VACANCY: AGR/3F071/TSgt - 433 FSS, JBSA Lackland', and 'VACANCY: FSS Superintendent - 910 FSS - Youngstown ARS OH'. A 'View All News' link is located at the bottom of the news section. The footer contains the MyVector logo, a description of the platform, version information (1.140.5_3), a 'Links' section with links to Home, Latest News, Mentoring, and Resources, a 'Notices' section with links to Terms of Use and Privacy Policy, and the U.S. AIR FORCE logo.

MyVECTOR

DASHBOARD TALENT MARKETPLACE LATEST NEWS MENTORING RESOURCES HELP

Profile Mentoring Connections Development Plan Experience Bullet Tracker Discussions My People My Documents My Boards Financial Readiness Air Force Competencies

Latest News

Chrome is recommended browser for MyVector Global
As of 05 May 2021
It is required to use a modern browser such as Chrome to have full functionality of the site. Internet Explorer will not support the functionality in the MyVector platform.

Total Force Joint Talent Tracking Management Global
As of 30 Mar 2021
In support of several CSAF initiatives, we have delivered the Joint Talent Management Tracking System (JTMS) on the MyVector platform. This new capability allows our Total Force (officer, enlisted and civilian) Airmen and Space Professionals to self-report joint exposure (education, tra...

3F0X1 CFETP Update DT Board
RMSG
As of 18 Mar 2019
AF Reserve 3F0X1 Airmen, Our 3F0X1 CFETP is on track to be published in AFTR during the April release. Thank you for your patience. If you have any questions, please contact CMSgt Kelly Kruger @ kelly.kruger.4@us.af.mil...

VACANCY: AGR/3F071/TSgt - 433 FSS, JBSA Lackland DT Board
RMSG
As of 01 Feb 2019
AGR Vacancy Announcement 19-0526EBCloseout Date: 15 Feb 2019 This position requires an extensive background in AFR, to include personnel and unit administrative matters. Must currently be a 3F0X1. Must have experience wi...

VACANCY: FSS Superintendent - 910 FSS - Youngstown ARS OH DT Board
RMSG
As of 01 Feb 2019
The 910th Airlift Wing is soliciting applicants for the FSS Superintendent position. ART position/GS-12/CMSgt. The position closes out on 5 February 2019. Hiring official: Lt Col Scott Julian USA Jobs Link to advertisement:

View All News

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Version Number: 1.140.5_3

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Step 4 – Click the “Search” button in the “Billet Owner” tile

The screenshot shows the MyVECTOR Talent Marketplace dashboard. 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 is "Talent Marketplace" with the tagline "Your journey starts here." A yellow warning banner at the top left reads "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 the "Search" button within it. The footer contains "MyVector" information, "Links" (Home, Latest News, Mentoring, Resources), "Notices" (Terms of Use, Privacy Policy), and the U.S. AIR FORCE logo.

Step 5 – Click the “Position” tile to view and access your positions

MyVECTOR DASHBOARD TALENT MARKETPLACE LATEST NEWS MENTORING RESOURCES HELP

Need help with this page?

Billet Owner

Talent Marketplace / Billet Owner - SMSgt CHAMPAIGN, KRISTEN A (me)

Positions
1 Position

Click

The number of positions reflected will show the number of positions you have assigned to you as a Billet Owner

My Agents

Add Agent

Start typing a name

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

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

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Step 6 – Select blue hyperlink [position number](#) to open the position information screen

Manage Positions - Rank Last Name, First MI. (me)

Talent Marketplace / Billet Owner Dashboard / Manage Positions

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

Export to Excel Reset Options ▾ ⋮

PSN	PAS C...	Organ...	Auth R...	AFSC	Title	Location	Mgmt ...	AT Desk	Tier	SIT	Incum...	Vectors	Comp...	Career...
0M0842947	PF4GFH0C	0045 FORCE SUPPORT SQUADRON	SSgt	3F051		PATRICK	AFR	3FOXX Personnel					Reserve	Enlisted

1 items per page 1 - 1 of 1 Positions

Step 7 – Click “Billet Owner” tab
*Note: *Position* screen is the default view

Update this Position

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

Position **Billet Owner** Assigned People Matches Requisitions

Assignment Office Use [+ Request as AFR Assignment & ADOS Opportunities](#)

Assignment Team 3F0XX Personnel **Management Level** OM - AFR **Pseudo 8** No **Commander Position** No

Position Data

AF Position Number * OM0842947 **Duty Title** **Authorized Rank *** SSgt

Tier Category --Select a Tier Category-- **Position Level** SQ - SQUADRON **Component** Reserve

****How to add another Billet Owner****

*Note 1: The primary Billet Owner is visible to the field on the advertisement, and assumes responsibility as the primary manager for the ad.

*Note 2: Other (alternate) Billet Owners will have the same view and edit access as the primary, however, their information is not visible to the field. This designation is appropriate for senior level hiring authorities, alternate POCs and Asgn Teams.

*Note 3: All changes are auto-saved

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

Position **Billet Owner** Assigned People Matches Requisitions

+ Add New Primary Billet Owner + Add Another Billet Owner

Actions	Primary	Billet Owner Name
<button>Remove</button> <button>Make Primary</button>	✓	CMSgt Shrute, Dwight K.

Step 1: Click +Add Another Billet Owner

Add Billet Owner

Start typing a name

Submit Close

Step 2: Type Last, First
****Type Slowly****

Click to Submit

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

Position **Billet Owner** Assigned People Matches Requisitions

+ Add New Primary Billet Owner + Add Another Billet Owner

Actions	Primary	Billet Owner Name
<button>Remove</button> <button>Make Primary</button>	✓	CMSgt Shrute, Dwight K.
<button>Remove</button> <button>Make Primary</button>		Col Scott, Michael G.

Repeat as necessary

✓ Billet owner successfully added

****How to add a new Primary Billet Owner****

*Note 1: The Primary Billet Owner is visible to the field on the advertisement, and assumes responsibility as the primary manager for the ad.

*Note 2: Other (alternate) Billet Owners will have the same view and edit access as the primary, however, their information is not visible to the field. This designation is appropriate for senior level hiring authorities, alternate POCs and Asgn Teams.

*Note 3: All changes are auto-saved

OPTION #1

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

Position **Billet Owner** Assigned People Matches Requisitions

+ Add New Primary Billet Owner + Add Another Billet Owner

Actions	Primary	Billet Owner Name
Remove Make Primary	✓	CMSgt Shrute, Dwight K.

Step 1: Click +Add New Primary Billet Owner

Add Billet Owner

Start typing a name

Submit Close

Step 2: Type Last, First
****Type Slowly****

Click to Submit

OPTION #2

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

Position **Billet Owner** Assigned People Matches Requisitions

+ Add New Primary Billet Owner + Add Another Billet Owner

Actions	Primary	Billet Owner Name
Remove Make Primary	✓	Col Scott, Michael G.
Remove Make Primary		CMSgt Shrute, Dwight K.

Click "Make Primary" button. New primary Billet Owner will immediately populate.

✓ Billet owner successfully added

****How to remove a Billet Owner****

*Note: All changes are auto-saved

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

Position **Billet Owner** Assigned People Matches Requisitions

+ Add New Primary Billet Owner + Add Another Billet Owner

Actions	Primary	Billet Owner Name
<input type="button" value="Remove"/> <input type="button" value="Make Primary"/>	✓	Col Scott, Michael G.
<input type="button" value="Remove"/> <input type="button" value="Make Primary"/>		CMSgt Shrute, Dwight K.

Reset Options

Click "Remove"



✓ CMSgt Shrute, Dwight K.
successfully removed

****How to add an Agent****

*Note 1: An Agent can act on behalf of the Billet owner in the system. Contact your Assignment team on specific policies that may limit their authority.

*Note 2: An Agent will follow the Billet Owner (person) not the unit (PasCode)

Billet Owner

Talent Marketplace / Billet Owner

Positions
1 Position

My Agents

Add Agent

Start typing a name

Type Last, First
****Type Slowly****

Successfully added as Agent

My Agents

Add Agent

Start typing a name

Capt HERMOINE J. GRANGER ★

Click red circle to remove Agent

FREQUENTLY ASKED QUESTIONS

- **Will I receive an email when I am assigned Billet Owner access?**
 - 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 assign senior hiring authorities as the primary billet owner while the advertisement is open to the field.
 - 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.
- **How many Billet Owners can be assigned to a position?**
 - There is no know cap at this time. Please limit the Billet Owner access to ‘need to know’.
- **How many Agents can be assigned under a Billet Owner?**
 - There is no know cap at this time. Please limit the Agent access to ‘need to know’.
- **I am receiving a system error when I try to change a Billet Owner, who do I contact?**
 - Please submit a trouble ticket in MyVector > Help > Submit Support Ticket