



Talent Marketplace

Your journey starts here

Billet Owner Guide: Checking the Status of a Requisition

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

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

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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

U.S. AIR FORCE

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

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

MyVECTOR DASHBOARD TALENT MARKETPLACE LATEST NEWS MENTORING RESOURCES HELP

Talent Marketplace

Your journey starts here.

Active Vulnerable Mover Cycle in Progress!
2022 - 6X ML and CC Management
Advertise positions, find officers, rank them, and manage the process. [Learn More](#)

Assignment Teams	Search Positions (Read Only)	Coordination Groups
 Manage Eligibles Confirm Positions Match Candidates Begin	 Search Positions View Position Details Search	 Coordination Groups Manage Coordination Actions Begin
Billet Owner Submit Requisitions Manage Reclama Requests Bid Officers to Positions Begin	Search AFR Assignment & ADOS Opportunities Search AFR Assignment & ADOS Opportunities Search	

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: 1.141-5_3

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Click the “[Special Assignments](#)” tile to view your:

- Available For Requisition - Positions turned on for requisition (ready to advertise)
- Requested – Requisitions submitted for advertisement
 - All Billet Owners assigned to that position number can see the request, even submitted by someone else
- Ready For Bidding – Job IDs in an open bidding window (view/bid volunteer applications)

Billet Owner

Talent Marketplace / Billet Owner -

Special Assignments Bidding Action - Needed!
You have special assignments that required bidding action.

[Go to Special Assignment Bids](#)

	Positions 3 Positions		Special Assignments 0 Jobs ready to bid
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"Available For Requisition" tab

These are positions that you are assigned to as a Billet Owner and the Assignment Team has allowed Requisition



Note: May not include all positions in your "Positions" tile. Contact the Assignment Team for questions.

Talent Marketplace / Billet Owner Dashboard / Special Assignments

Available For Requisition Requested Ready for Bidding

Select one or multiple rows and right click to see options

Export to Excel Reset Options

PSN	PAS Code	Organiz...	Auth Rank	AFSC	Title	Location	Mgmt L...	AT Desk	Tier	SIT	Incumb...	Incumb...	Vectors	Position...	Compo...	Career T...
090003897	RJ09FVPK	0000 AF PERSONNEL CTR FIELD OPER AG	MSgt	3F071		JBSA RANDOLPH	AFPC	HQ/Other Enlisted - AGR Mgmt				N/A		HAGR - Reserve HQ AGR	Reserve	Enlisted
0M0702496	RX0MF2T9	0351 RECRUITING SQUADRON	MSgt	8R200		KEESLER	AFR	Recruiter - Enlisted Desk				N/A			Reserve	Enlisted
0M0845693	BU0MFCMJ	0000 AIR RESERVE PERS DIRECT REPORTING UNIT	SMSgt	3F091		BUCKLEY	AFR	HQ/Other Enlisted - AGR Mgmt		Test Group - BIC		N/A		UAGR - Reserve Unit AGR	Reserve	Enlisted

100 items per page 1 - 3 of 3 Available Positions

"Requested" tab

This reflects all of the requisitions submitted for advertisement
 All Billet Owners assigned to that position number can see the request, even submitted by someone else

Talent Marketplace / Billet Owner Dashboard / Special Assignments

Available For Requisition **Requested** Ready for Bidding

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

Export to Excel Reset Options

Job ID	PSN	Auth Rank	AFSC	Duty Title	PAS Code	Organization	Location	Assignment Team	RNLTD	Status	Status Date
1819	0M0838414	TSgt	3F071	TEST ONLY - DO NOT APLY	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	12 Aug 2021	Removed	
1866	0M0838414	TSgt	3F071	TEST ONLY - DO NOT APLY	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	19 Aug 2021	Removed	
1822	0M0838414	TSgt	3F071	TEST ONLY - DO NOT APLY	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	27 Aug 2021	Removed	
1363	0M0702496	MSgt	8R200	TEST ONLY In Service Recruiter TEST ONLY	RX0MF2T9	0351 RECRUITING SQUADRON	KEESLER	Recruiter - Enlisted Desk	31 Aug 2021	Expired	
1364	0M0702496	MSgt	8R200	TEST ONLY In Service Recruiter TEST ONLY	RX0MF2T9	0351 RECRUITING SQUADRON	KEESLER	Recruiter - Enlisted Desk	31 Aug 2021	Matching Complete	
1915	0M0702496	MSgt	8R200	TEST ONLY In Service Recruiter TEST ONLY	RX0MF2T9	0351 RECRUITING SQUADRON	KEESLER	Recruiter - Enlisted Desk	31 Aug 2021	Pending	24 Aug 2021
1868	0M0838414	TSgt	3F071	TEST ONLY - DO NOT APLY	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	31 Aug 2021	Removed	
1959	888888888	TSgt	1A161	TEST FOR CAT-E	9631F12T	0000 IR READ AND INTEG ORGANIZATION	MACDILL	RIO/Det 8 Enlisted	06 Sep 2021	Removed	
2103	0M0845693	SMSgt	3F091	Project Manager	BU0MFCMJ	0000 AIR RESERVE PERS DIRECT REPORTING UNIT	BUCKLEY	10AF Enlisted - AGR Mgmt	26 Sep 2021	Removed	
7164	888888888	TSgt	1A161	TEST FOR CAT-E	9631F12T	0000 IR READ AND	MACDILL	RIO/Det 2 Enlisted	04 Oct 2021	Matching Complete	

10 items per page 1 - 10 of 26 Requested Requisitions

How to check the status on the "Requested" tab

The status column will reflect where the requisition is in the process

Requested							Ready for Bidding	
Title	PAS Code	Organization	Location	Assignment Team	RNLTD	Status	Status Date	
ONLY - DO NOT	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	12 Aug 2021	Removed		
ONLY - DO NOT	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	19 Aug 2021	Removed		
ONLY - DO NOT	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	27 Aug 2021	Removed		
ONLY In Service	RX0MF2T9	0351 RECRUITING SQUADRON	KEESLER	Recruiter - Enlisted Desk	31 Aug 2021	Expired		
ONLY In Service	RX0MF2T9	0351 RECRUITING SQUADRON	KEESLER	Recruiter - Enlisted Desk	31 Aug 2021	Matching Complete		
ONLY In Service	RX0MF2T9	0351 RECRUITING SQUADRON	KEESLER	Recruiter - Enlisted Desk	31 Aug 2021	Pending	24 Aug 2021	
ONLY - DO NOT	OP0RF31V	0051 FORCE SUPPORT SQUADRON	OSAN AB	10AF Enlisted - AGR Mgmt	31 Aug 2021	Removed		
FOR CAT-E	9631F1ZT	0000 IR READ AND INTEG ORGANIZATION	MACDILL	R/O/Det 8 Enlisted	06 Sep 2021	Removed		
ect Manager	BU0MFCMJ	0000 AIR RESERVE PERS DIRECT REPORTING UNIT	BUCKLEY	10AF Enlisted - AGR Mgmt	26 Sep 2021	Removed		
FOR CAT-E	9631F1ZT	0000 IR READ AND	MACDILL	R/O/Det 2 Enlisted	04 Oct 2021	Matching Complete		

1 - 10 of 26 Requested Requisitions

Advertised

- ✓ Reflected while the Job ID is open, only the Assignment Team can close the Job ID – typically not closed until after hire is confirmed
- ✓ Reflects this status while advertisement window is open *and* while bidding window is open

Pending

- ✓ Submitted by Billet Owner, pending at Assignment Team for action

Removed

- ✓ Only removed by Assignment Team, see "Removed comments" in Job ID for info

Expired

- ✓ Job ID ad/bid windows closed with no action taken

Disapproved

- ✓ Disapproved by Assignment Team, see "Disapproved Remarks" in Job ID for info

Matching Complete

- ✓ Bid has been Matched and Job ID has been closed

How to check the comments from the Assignment Team

Click the [Job ID](#) to see the comments on the right side of the page

Special Assignment

[Talent Marketplace](#) / [Billet Owner Dashboard](#) / [Special Assignment](#) / Special Assignment Details

Testing Concurrence

Job ID	5756	Is Nominative	✘
Status	Advertised	Component	Reserve
Validated By		Career Type	Enlisted
Validated Date		Grade / Rank	Enlisted: SMSgt
Until Filled	No	AFSC	Enlisted: 3FOX1
Advertisement Period	02 May 2022 - 03 May 2022	Special Instructions	testing for guide
PSN	0M0845693	Billet Owner Bid Enabled:	Yes
RNLTD	06 May 2022	Billet Owner Bid Start Date:	02 May 2022
Submitted On	02 May 2022	Billet Owner Bid End Date:	03 May 2022
Submitted By	SMSgt CHAMPAIGN, KRISTEN A	Losing Commander Concurrence Enabled:	No
Management Level Validated	Validation Not Permitted		
Management Level Validated By	Validation Not Permitted		
Management Level Validated Date	Validation Not Permitted		
Advertised On	02 May 2022		
Advertised By	SMSgt CHAMPAIGN, KRISTEN A		
Posting End Date	2022-05-03T23:59:59Z		

Requisitioned Remarks

22 Feb 2022

SMSgt Ryder, Flynn

Submitting Billet Owner comments to the Assignment Team, i.e. "Open to all AFSCs" "Incumbent is retiring 30 Sep", etc.

Disapproved Comments

31 Mar 2022 15:24:31 MDT

TSgt Von Schweets, Vanellope

Assignment Team will add remarks as to why the requisition was disapproved – you will not receive an email notification

Removed Comments

22 Feb 2022 13:35:20 MST

TSgt Von Schweets, Vanellope

Assignment Team will add remarks as to why the requisition was removed (typically a duplication) – you will not receive an email notification

FREQUENTLY ASKED QUESTIONS

- **Will I receive an email when a requisition status changes?**
 - No. You will only receive a notification when your bidding window is open.
- **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