

Talent Marketplace

Your journey starts here

Billet Owner Guide:

Review Volunteers for Position

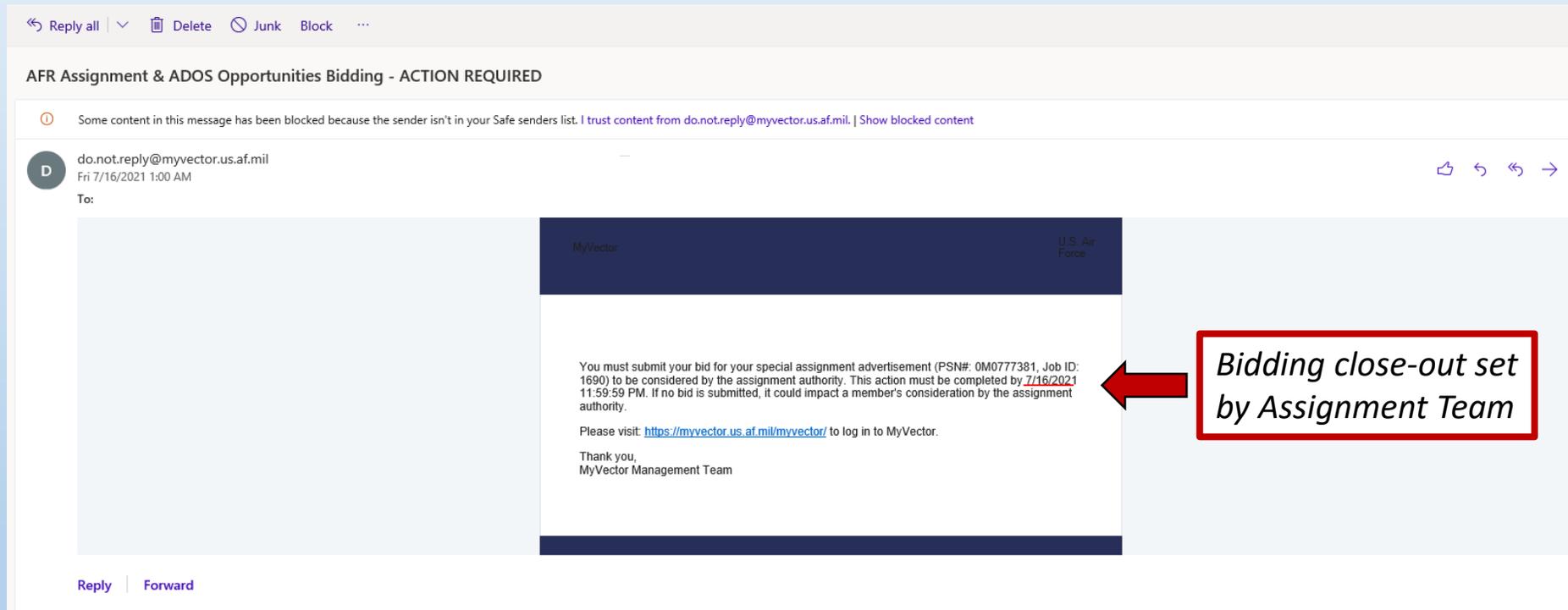
Bid (Select) Volunteers for Position

Step 1 – Receive system generated email from MyVector that there are volunteers ready to bid

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

Note 1: One system notification is sent at the end of day, if there is an action required.

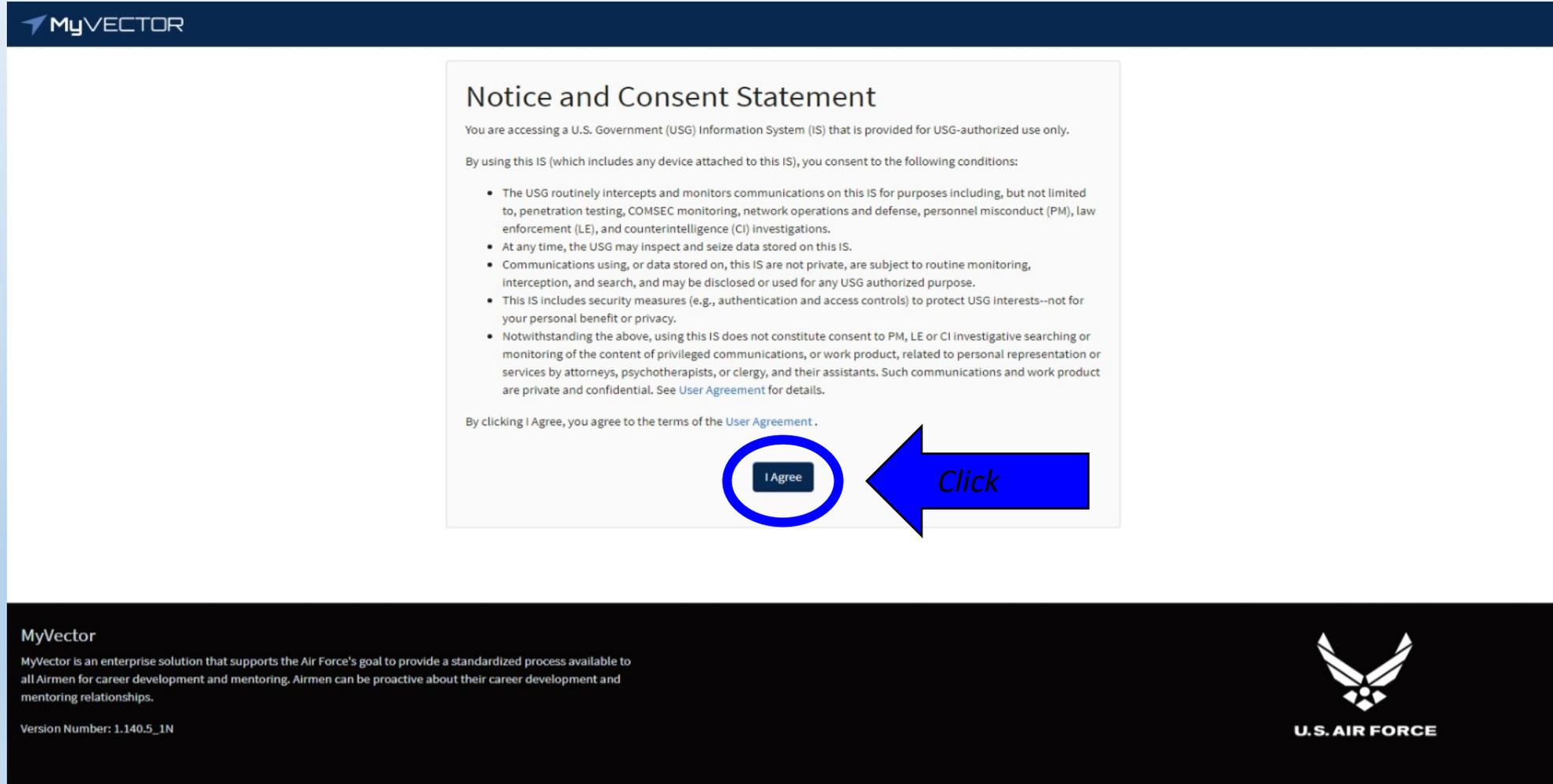
Note 2: If you are not receiving notifications, please check your email information located in your MyVector profile. For other issues, submit a Support Ticket under “Help”.



Step 2 – 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 2a – 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:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

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



U.S. AIR FORCE

Step 3 – Logon to MyVector

The screenshot shows the MyVector website interface. At the top, there is a dark blue navigation bar with the MyVector logo on the left and links for HOME, MENTORING, RESOURCES, HELP, and LOGON on the right. Below the navigation bar is a large banner with the text "ROADMAP TO YOUR FUTURE" and a stylized eagle logo in the center. The main content area is divided into several sections:

- Mentoring:** A section describing the web-based mentoring network.
- Career Planning:** A section describing how users can view their duty experience and build career plans.
- Knowledge Sharing:** A section describing discussion forums and resources for online books and courses.
- Sign up is easy:** A section with a "Sign Up" and "Logon" button. A red circle highlights the "Logon" button, and a red arrow points to it with the word "Click".
- Total Force:** A section with the text "Active. Guard. Reserve. Civilian." and a line graph icon.
- Interactive Tiles:** A grid of six tiles with icons and labels: "Mentoring Connections", "See My Experience", "Development Plan", "Build Bullet Tracker", "Join The Discussion", and "My People".

At the bottom of the page, there is a dark blue footer with the following content:

- MyVector:** A paragraph describing the solution and its purpose.
- Version Number:** 1.141-5_2N
- Links:** A list of links: Home, Mentoring, Resources.
- Notices:** A list of notices: Terms of Use, Privacy Policy.
- U.S. AIR FORCE:** The official logo and text of the U.S. Air Force.

Step 4 – On the MyVector home page, click the “Update Bids” hyperlink in the Notifications box

*Note: See slide #9 for alternate method to view Special Assignments page, if desired.

The screenshot shows the MyVector home page. The top navigation bar includes links for DASHBOARD, TALENT MARKETPLACE, LATEST NEWS, MENTORING, RESOURCES, and HELP. A user profile dropdown is visible in the top right. On the left, a sidebar menu lists various user options. The main content area is divided into 'Latest News' and 'Notifications & Alerts'. The 'Notifications & Alerts' section has two tabs: 'Notifications' and 'Alerts'. Under the 'Alerts' tab, a message titled 'Bidding Action Needed' is displayed, stating: 'You are the billet owner for a billet currently being advertised as a Special Assignment. Please go into Talent Marketplace and submit your bid.' Below this message, the 'Update Bids' link is circled in blue, and a blue arrow points to it with the word 'Click' written next to it.

The screenshot shows the 'Special Assignments' page. The breadcrumb trail is 'Talent Marketplace / Billet Owner Dashboard / Special Assignments'. There are three tabs: 'Available For Requisition', 'Requested', and 'Ready for Bidding'. The 'Ready for Bidding' tab is circled in red. Below the tabs, a warning message states: 'The advertised positions below are ready for your bidding action. This action must be completed within the suspense window and can be changed as long as the suspense has not expired. All advertisement details can be seen by clicking on the hyperlinked Job ID.' The page is divided into three columns: 'Advertised Billets', 'Volunteers', and 'Bids'. The 'Advertised Billets' column contains three entries, each with a job ID and 'Vols' and 'Bids' counts. The 'Volunteers' and 'Bids' columns each have a button with an information icon and the text 'Click Bid on an advertised billet to view [volunteers/bids]'. A red bracket on the right side of the page points to a red-bordered box containing the text 'This page will pop-up'.

Positions assigned to the Billet Owner

This page will pop-up

Step 5 – Review volunteers

Special Assignments

Talent Marketplace / Billet Owner Dashboard / Special Assignments

Available For Requisition

Requested

Ready for Bidding

! The advertised positions below are ready for your bidding action. This action must be completed within the suspense window and can be changed as long as the suspense has not expired. All advertisement details can be seen by clicking on the hyperlinked Job ID.

Advertised Billets

+ -

Volunteers

Bids

> OM0777381 - TEST ONLY	Vols: 0, Bids: 0	Bid
> OM0836481 - TEST ONLY	Vols: 1, Bids: 0	Bid
> OM0842947 - TEST	Vols: 1, Bids: 0	Bid

Click Bid on an advertised billet to view volunteers.

Click Bid on an advertised billet to view bids.

Click arrow of position to view details

Position details

Advertised Billets

+ -

Volunteers

Bids

> OM0777381 - TEST ONLY	Vols: 0, Bids: 0	Bid
▼ OM0836481 - TEST ONLY	Vols: 1, Bids: 0	Bid
Auth: MSgt	Job ID: 1687	
Rank: LOS ANGELES	PSN: OM0836481	
Location: 0061 FORCE SUPPORT SQUADRON	PAS: LU4GFNQZ	
Organization: 3F0XX Personnel	AFSC: 3F071	
AT Desk: 15 Jul 2021 - 15 Jul 2021		
Suspense:		
> OM0842947 - TEST	Vols: 1, Bids: 0	Bid

Click Bid on an advertised billet to view volunteers.

Click Bid on an advertised billet to view bids.

Click "Job ID" to view ad from applicant view

Click "PSN" to view advertisement build screen

Bidding window – set by Asgn Team

Step 5a – Review volunteer, click “Bid”

Advertised Billets

0M0777381 - TEST ONLY Vols: 0, Bids: 0 Bid

0M0836481 - TEST ONLY Vols: 1, Bids: 1 Bid

Auth MSgt Job ID: 1687
Rank: PSN: 0M0836481
Location: LOS ANGELES PAS: LU46FNQZ
Organization: 0061 FORCE SUPPORT AFSC: 3F071
SQUADRON
AT Desk: 3FOXX Personnel
Suspense: 15 Jul 2021 - 15 Jul 2021

0M0842947 - TEST Vols: 1, Bids: 0 Bid

Volunteers

SMSgt Last, First M. - E - Communication & Inf...

SMSgt Last, First M. 1

Losing Commander Recommendation: Recommended 2

Number of Bids: 3

Other Open Applications: 2 3

Senior Leader Request(s) Submitted: 0

Uploaded Documents: 2 4

Link 1: Name hyperlink will take you to the volunteer's record. All blue hyperlinks will open specified record.

Record for: Last, First M.
Date Last Updated: 13 Jul 2021 [View details](#)

General

Duty History

[Experience Summary](#)

[Education](#)

[Training](#)

[Awards and Decorations](#)

[View PCARS](#)

[Export Enlisted Career Brief](#)

[Refresh Individual Record](#)

Link 2: View Losing Commander recommendation comments

Losing Commander Recommendation

Job ID: 1687
Duty Title: TEST ONLY
Recommended By: Lt Col
Date of Recommendation: 15 Jul 2021
Recommended Status: Recommended
Recommendation Comment: Recommend.

Link 3: View other applications from this volunteer, click blue hyperlinks

Other Open Applications for this Volunteer
Note: Applications are considered open until matching is closed

Applied Date: 15 Jul 2021
PSN: [0M0842947](#)
Position Duty Title: TEST

Applied Date: 15 Jul 2021
PSN: [0M0777381](#)
Position Duty Title: TEST ONLY

Link 4: Download application documents, click blue hyperlinks

Documents Uploaded for this Volunteer

File Name: [ARPC Blue Letterhead Memo Template.docx](#)
File Size: 123367
Last Updated By: SMSgt
Last Modified Date: 15 Jul 2021

File Name: [afi36-2110.pdf](#)
File Size: 3842573
Last Updated By: SMSgt
Last Modified Date: 15 Jul 2021

Step 6 – Bid on volunteer

**Note 1: The term "Bid" means to select*

**Note 2: The system will not allow you to bid after the Suspense date*

Option 1: Click 'speech bubble' to add Billet Owner comments specific to volunteer. Mandatory for all AGR volunteer applications.

Option 2: Click the 'person icon' to view the personal record

Option 3: Click the green thumb's up to bid (select) the vol. If you do not wish to bid, enter non-selection comment and do nothing else.

**Click red X to remove bid
--You can add/remove bids for as long as the bidding period is open*

Option 3a: Bid screen view, if selected

OPTIONAL – How to change the ranking order on bids

**Note: Contact your Assignment Team for specific policies regarding who within a unit may submit a bid*

Option 1: Use your mouse and highlight the number in the box, and type the number you wish to change it to, i.e. highlight "1" and type "2" over it. Then the order will change accordingly.



Bids + -

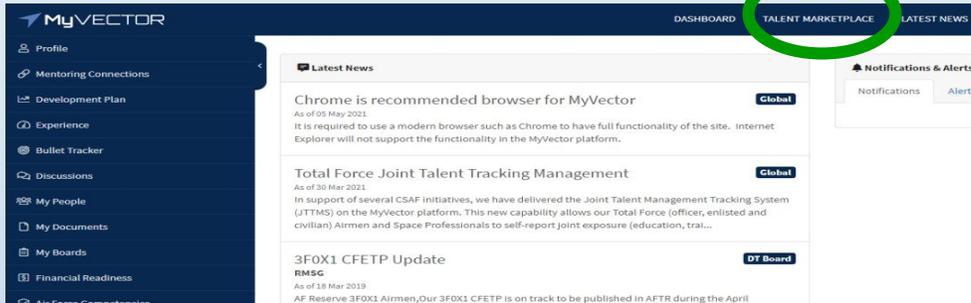
1	TSgt Macklin, Burt D.	E - Communication & Information
2	SSgt Traeger, Christopher	E - Communication & Information
3	TSgt Callamezzo, Joan E.	E - Communication & Information



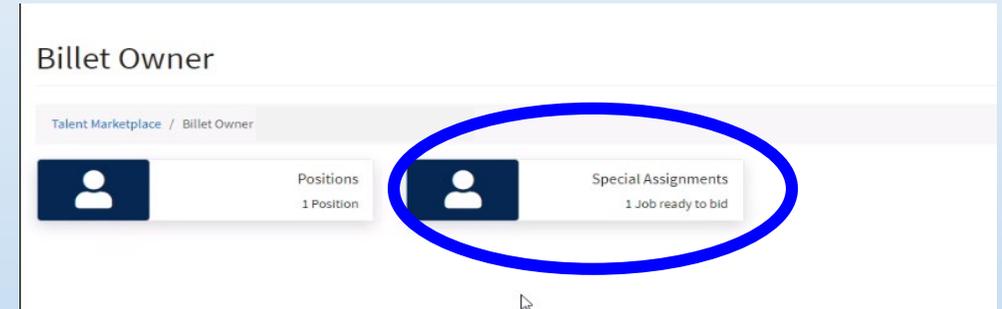
Option 2: Drag and drop name on top of other name to replace order

Alternative Method to locating the Billet Owner page (if unavailable under "Notifications")

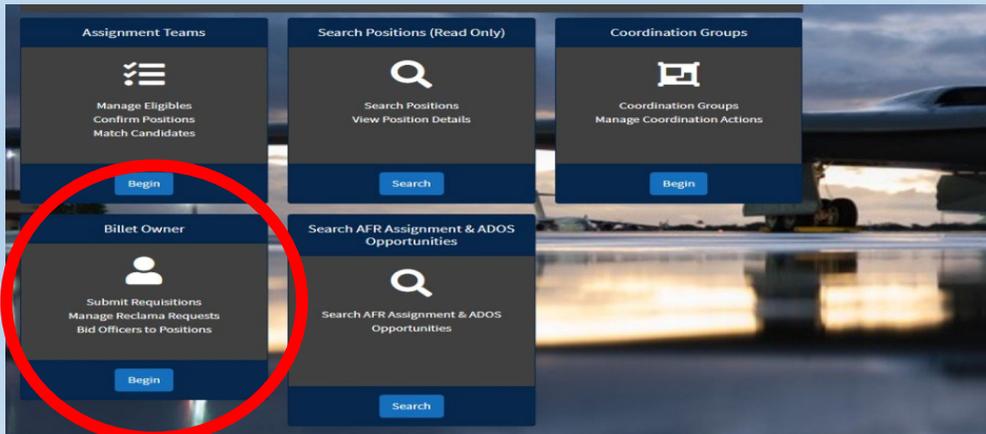
Step 1: Click "Talent Marketplace"



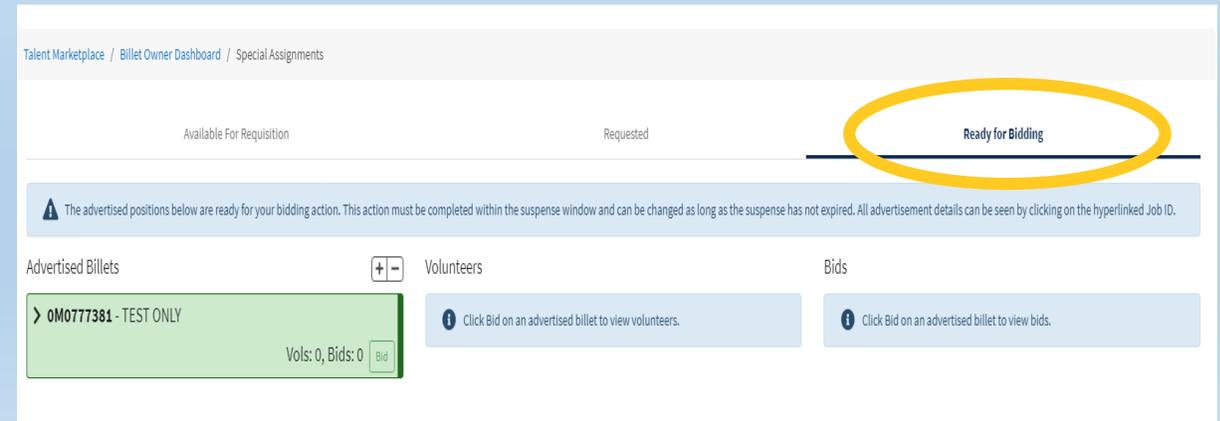
Step 3: Click "Special Assignments" tile



Step 2: Click "Billet Owner" tile



Step 4: Click "Ready for Bidding" tab



FREQUENTLY ASKED QUESTIONS

- **Will I receive an email when a position is ready to bid?**
 - 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. 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.
- **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.
- **After I make a bid, can I change my mind?**
 - Yes. You can change your bid(s) for as long as the bidding window is open. The bidding window is set by the Assignment Team.
 - Bidding window suspense will be annotated in the system notification, as well as on the "Ready for Bidding" screen under the "Advertised Billets" tile.
- **I am receiving a system error when I try to view or submit a bid, who do I contact?**
 - Please submit a trouble ticket in MyVector > Help > Submit Support Ticket
- **I am looking at a volunteers record on Talent Marketplace and it appears some data is missing?**
 - This information is pulled over from the personnel system. For any questions, contact the volunteer based on the contact information provided in the application.
- **I am unable to open an attachment from the volunteer, what happened?**
 - The system will not allow PDF portfolio or PDF with active digital signatures. For any questions, contact the volunteer based on the contact information provided in the application.
- **I see that a volunteer has # amount of bids, what does that mean?**
 - This means the volunteer has been bid on # amount of times on their current open applications. While as a Billet Owner you can see the positions they have applied for, you will not be able to view who bid on them and for which open positions.
- **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 at 2359 Universal Coordinated Time (UTC)/1959 Eastern Standard Time (EST). <https://timeanddate.com>
- **I do not want to select any of the applicants, what do I do?**
 - Do not click the "Thumb's Up" button to bid on the volunteer(s)
 - Add comments in the "Comment Bubble" button to add non-selection remarks (seen by Assignment Team)
 - Request Assignment Team to readvertise