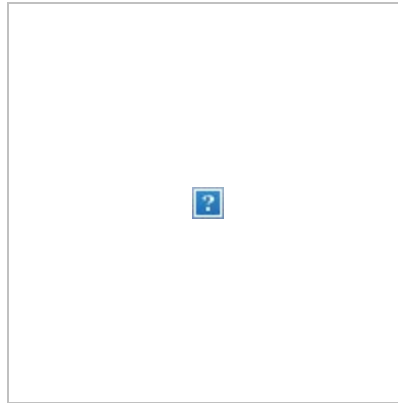


**From:** [myFSS No Reply](#)  
**To:** [GALLEGO, JAIMIE D Lt Col USAF AFRC ARPC/DPAA](#)  
**Subject:** Talent Marketplace Updates for AGR Management  
**Date:** Tuesday, July 30, 2024 2:43:51 PM

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As part of our ongoing efforts and actively working on streamlining our processes through the EVOLVE initiative, we recognize the need to provide answers to an influx on questions about the timeline of the AGR Assignment applications in Talent Marketplace.

All AGR positions will be requisitioned, advertised, and applied for in TM through the MyVector platform. Also note, we ***DO NOT UTILIZE*** MyFSS for any AGR Assignments actions.

### **Important Links**

TM Application-Talent Marketplace Home

Link: <https://myvector.us.af.mil/myvector/Talentmarketplace/Home>

TM Billet Owner-Billet Owner direct link (if assigned as a BO)

Link: <https://myvector.us.af.mil/myvector/billetowner/home>

TM Search AFR Assignment & ADOS Opportunities- Indeed for AGR Assignments

Link: <https://myvector.us.af.mil/myvector/talentmarketplace/search/specialassignments>

TM Resources- Assignments Splash page for everything resources and information for all AGR assignments. (Hiring documents, guides, and governance)

Link: <https://www.arpc.afrc.af.mil/Services/Assignments/>

### **Key Timelines**

1. **15 Day Advertisement Period:** All positions will be advertised at the beginning of the month from the 1-15 of the month.

a) Advertisement (Initial or 1st time in the Advertisement cycle. (ex. 1 Oct to 15 October 2024)

(1) **NOTE:** If a Job ID has either **NO VOLUNTEERS, NO BIDS**, and the **BO** has not asked for a **Bidding Period** extension, AGR Management will automatically re-advertise the JOB ID **\*\*\* ON THE LAST BUSINESS DAY OF THE MONTH\*\*\***

b) Re-Advertisement (2nd time around in the Advertisement cycle. (ex. 1 October to 15 November 2024)

(1) **NOTE:** If a JOB ID has **NO VOLUNTEERS, NO BIDS**, and the **BO** has not asked for a Bidding Period extension, AGR Management will terminate the advertisement and the position will have to be prioritized in the quota again.

(a) If the extension **is not requested prior to the close of the bidding period** (30th of each month), the position will either be re-advertised (only initially advertised) or terminated (already re-advertised once).

(b) An extension may be requested through your FSS Support for AGR Assignments TEAMS channel or on the quota submission each month.

(2) **NOTE:** Advise members not to wait until the last minute to apply for requisitions as TM is created in Zulu time, not the time zone the member is located in.

**2. Restrictions:** Force matching, fill actions, and until fills **are not permitted**. All applicants and re-applicants must apply for positions during the open advertisement period, which occurs from the 1st through the 15th of each month. Positions will ONLY advertise twice: once for the initial advertisement and a re-advertisement. Third advertisement will NOT be allowed even if the following reasons apply:

a. No volunteers applied the 1st or 2nd advertisement.

b. Billet Owner made no bid or formal request was not made to extend the bidding period.

**3. Bidding Cycle Guidelines:** The Bidding Cycle is now open from the 1st to the 30th of each month. To ensure a fair process for all applicants, please follow these steps:

- **Review Profiles and Applications:** Use the first half of the month (1st to 15th) to thoroughly review applicant profiles and applications. Take your time to assess qualifications, skills, and experience.

- **When selecting bids,** it is advisable to rank your preferred volunteers in order of priority. Your first choice should be the first bid and so on. In the event that the first bid does not accept the job offer, our team will proceed with notifying the 2nd bid with the job offer.

- **Avoid Early Bids:** Refrain from making any bids until the 16th or later. This allows late applicants a fair chance and ensures a robust applicant pool.

- **Hiring Authority Responsibility:** Only the designated hiring authority (such as the Wing Commander or an equivalent) or a person explicitly delegated in writing can submit bids. Additionally, the hiring authority must be assigned as an additional Billet owner to be able to

make the required Hiring authority comments and or bid.

**4. 15 Day Matching Period:** The first 15 days of the following a bidding period is the match period for requisitions. During this time, the Assignments Team will verify that the bid has been made by the Hiring Authority and the tour length has been set and approved by the Wing Commander/equivalent. If everything is correct, AGR Management will contact the selected candidate (the bid) through My Application via MyVector to accept the position.

**NOTE:** If the Wing CC or equivalent does not annotate a tour length, AGR Management will automatically set the tour length at 3 years.

**5. 7 Day Job Acceptance:** The selected candidate (the bid) must accept the position within 7 days by returning the Acceptance Statement of Understanding (SOU).

**6. 14 Day Document Submission from Member for Orders:** The hired applicant will collect and turn in all required hiring documentation requested by the AT.

**7. RNLTD General rule:** is 30 Calendar Days for PCA and 60 Calendar Days for PCS and contingent upon end strength.

**NOTE:** Additional message forthcoming, starting on October 1, 2024, RNLTD rule will be 30 Calendar Days for PCA and 90 Calendar Days for PCS.

**8. Job Acceptance and Hiring Documents:** Effective **1 July 2024**, all actions **MUST** be completed **within 60 days of notification**, or the assignment will be terminated. Exceptions to this process will be considered on a case-by-case basis by AGR Management. Selectees **MUST** communicate concerns meeting this suspense in the MyVector application to prevent a termination.

a) If an assignment is terminated, the AGR Management technician will inform the billet owner who submitted the requisition through MyVector. The billet owner will then have 7 days to respond and select the second bid, if applicable. If no additional bids were received or if the billet owner fails to respond within the specified time, the position will have to be resubmitted through the monthly quota.

b) Billet Owners will receive an email from MyVector notifying them that they have been mentioned. However, please be aware that the link in the email does not function properly. Billet owners should log in to My Applications and review their application history .

**NOTE: Billet Owners need to monitor MyVector for applications submitted by AGR Management.**

### **Talent Marketplace Requisition Requirements**

In Talent Marketplace, requisitions for positions with encumbered members—those who have more than 6 months remaining on their AGR orders from the approved NAF quota—will not be advertised unless specific conditions are met:

1. **Pending Separation:** If the encumbered member has a pending separation (such as curtailment, retirement, or follow-on assignment) recorded in “My Applications,” the position may be advertised.

2. **Current Date of Separation:** If the encumbered member’s AROW-R or MilPDS records do not reflect a current date of separation, the vacating member’s information must be annotated in the NAF quota submittal or annotate separation date/curtailment/retirement etc. in the ‘remarks’ section

at the time that the BO creates the new requisition.

Additionally, unencumbered positions that are projected to lose funding in the future—specifically, AGR positions with less than 2 years of funding remaining—will not be advertised.

Positions affected by a change, either gaining future funding or AFSC, PASCODE, etc. change, will only be advertised 30 days after the position change has been verified by the Billet Owner on the UMD and in TM. There is a refresh period between MilPDS and TM. Failure to validate the UMD and TM will result in delays with a requisition.

**Important Note:** Do not submit a position in the NAF quota unless the position has been validated on the UMD and in TM.

All requisitions follow the standard life cycle, with no exceptions. My Application (applications) are created only after the bidding cycle ends and we receive the hiring authority remarks in Talent Marketplace.

### **Understating Requisition Statuses**

Status of requisitions life cycle – Pending --> Advertised --> Expired --> Matching --> Matching Complete

**Pending** – Requisition was submitted by the BO and is pending to be advertised.

- Will be pending until position is approved in the NAF quota.

**Advertised** – Requisition is actively advertising, and it is open for volunteers to apply.

- Will be advertised from the 1st to the 15th of every month.

**Expired** – Advertisement has expired and it's on the bidding phase.

- No longer advertised and will show in this status until the bid selection is matched.

**Matching** – Bid selection was matched by the Assignment team.

- A My Application application was sent to the member for acceptance.

**Matching Complete** – Bid was matched, accepted position and requisition was completed.

**Removed** – Requisition was removed and will not be advertised.

### **Talent Marketplace Bidding Requirement**

AGR Management will not continue from the bidding status until the Hiring Authority makes the bid. Hiring Authority is directed in DAFMAN36-2114 as the Wing CC or equivalent. This responsibility may be delegated **ONLY** in writing and the letter provided to AGR Management.

### **Bidding scenarios**

**Best:** Wing commander or equivalent make bid themselves.

**Better:** Billet Owner makes the bid and wing commander makes approving comments

**Good:** Billet Owner makes bid and has a Delegation Letter on file with AGR Management.

**Bad:** Billet Owner makes bid, no Delegation Letter on file, and there is no wing commander approving comments.

AGR Management remains dedicated to enhancing processes and fostering transparent communication with both the field and our mission partners. To achieve this, we prioritize utilizing appropriate TEAM channels such as NAF and FSS support channels, and the MyVector platform. We kindly request your assistance in ensuring that everyone receives these messages to assist in disseminating this valuable information as we continue to provide program process messaging.

Chief, Assignments Division

