MyVector

Career Field Manager User Guide

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Role Definitions:

AF CFM - lead POC for the Career Field and they are able to manage their Career Field Management Team via the application

CFM - the person is a member of the Career Field Management Team.

1.0 Overview

MyVector is a Total Force Air Force application to support Mentoring, Career Planning, Development and Knowledge Sharing. MyVector 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. MyVector also 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. For Knowledge Sharing, the application 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. For an overview of all of the above capabilities, the user is referred to the MyVector Individual User Guide. This User Guide is intended for the people identified as part of a Career Field Management Team. The Career Field Management Team consists of the Air Force Career Field Manager and the members the choose to be part of the team (Career Field Managers). A member of the Career Field Management Team has all the functionality associated with the Individual User with the additional capabilities to conduct all Career Field Manager activities.

An Administrator will grant Air Force Career Field Manager Access upon request from the user and coordinated approval from the Air Staff A1D office. The Air Force Career Field Manager can manage their specific team members.

2.0 Career Field Management

Career Field Managers will be able to access the Career Field Management capability of the MyVector via the Career Field Management option under their Name at the top right of the screen. Please see Figure 2.0-1. ***NOTE: Any user associated with AF CFM or CFM will be granted Reporting Manager access. See Reporting Manager User guide for further information.***

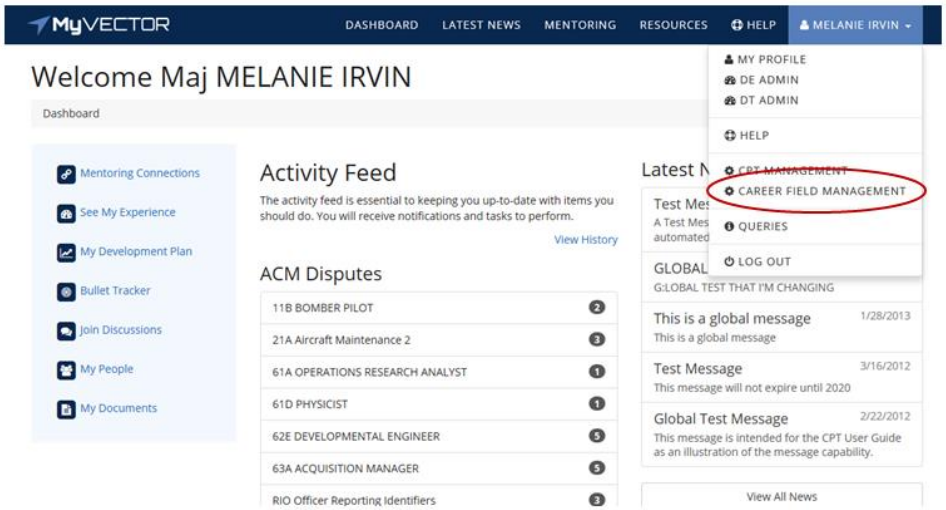

Figure 2.0.1 – MyVector Career Field Management

The capabilities specific to the CFM include the following:

- Map Career Field Experience Codes to duties
- Manage Career Field Experience Code disputes/suggestions
- Manage Career Field-specific Messages
- Map Individual Experience Codes to Indivduals

The Air Force Career Field Manager has the additional capabilities:

- Manage their Career Field Experience Code structure
- Manager their Career Field Management Team

3.0 Mapping Career Field Experience Codes

The CFM user can access the duties via the Career Field Management option → Map Experience Codes section. Note: if the individual manages more than one career field, then they will have the interim step of choosing the career field they wish to manage. To map a Duty to a specific ACM code, select the code from the drop down for Functional Code, Org/Specialty Code or Job Code and select the Duty from the Duty Information grid. To select more than one Duty, use the CTRL-Enter key or the Shift-Enter key for consecutive duties. All duties that are relevant to the mapping will be highlighted in blue. Click Map All button to complete the mapping (See Figure 3.0.1).

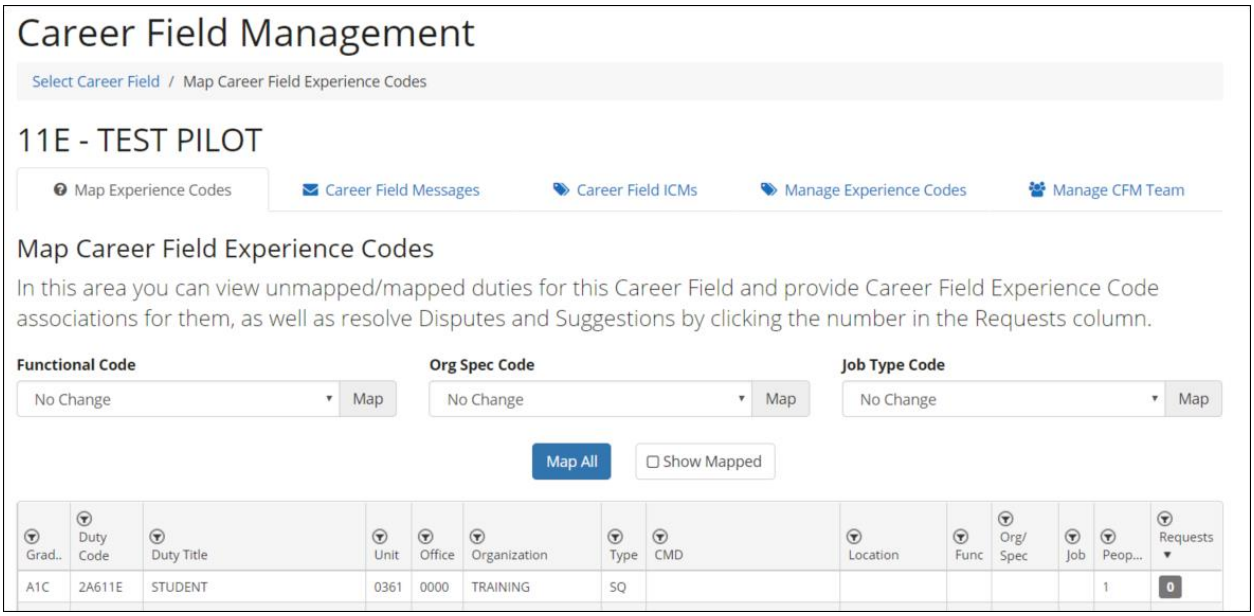

Figure 3.0.1 – Mapping Experience Codes

Shared Duty Warning – In the Duty Information section a line highlighted in red indicates a code that has been partially mapped by another Career Field. By hovering over the duty, the CFM can view the Career Field that mapped this duty. To map these items, the CFM will need to have the owning CFM un-map it completely so it can be associated to the desired career field or will need to be mapped completely to the other career field so it is no longer available to be viewed.

To map more than one or all ACM code categories to a duty or multiple duties, select all relevant duties and codes then click the Map all Codes button at the far right of the Mapping tools section.

Use filter features in each column to quickly drill down to common duties.

A completely mapped duty does not appear in the Duty Information area. Mapped Duty Codes can be viewed by selecting the check box at Show Mapped. Once the CFM selects a mapped job, they have the option to clear one or all of the ACM Codes associated with the job.

4.0 ACM Disputes/Suggestions

CFMs can access ACM disputes and suggestions by following the steps to Map ACM codes (See Figure 9.0.1). To view the dispute/suggestion filter on the requests column on the Map ACM Codes grid (See Figure 11.0.1).

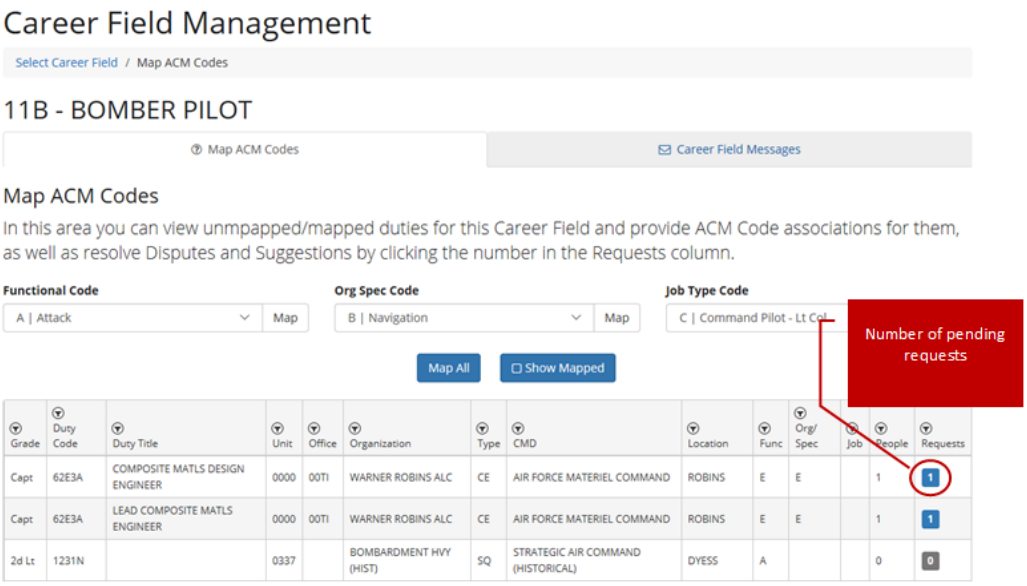

Figure 4.0.1 – MyVector ACM Dispute/Suggestion

To view the request just click on the number and a pop-up will appear (See Figure 4.0.2). In the pop-up the CFM will be able to view the user's submission and determine the appropriate action. If the CFM agrees with the submission and just click copy (which will copy the codes submit) and click Submit Resolution. If the CFM disagrees they will be able to select the appropriate code under Resolve ACM code and then click Submit Resolution.

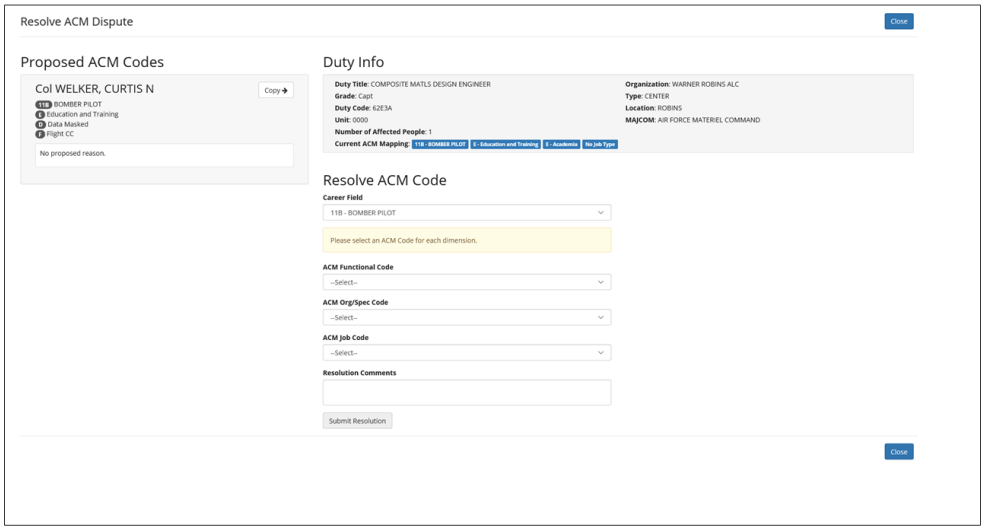

Figure 4.0.2 – MyVector ACM Dispute/Suggestion Pop-up

5.0 Career Field Messages

The CFM can navigate to the Career Field Message area by selecting the Career Field Management option in the name dropdown. After selecting the appropriate career field the CFM will be able to access Career Field Message area (See Figure 5.0.1).

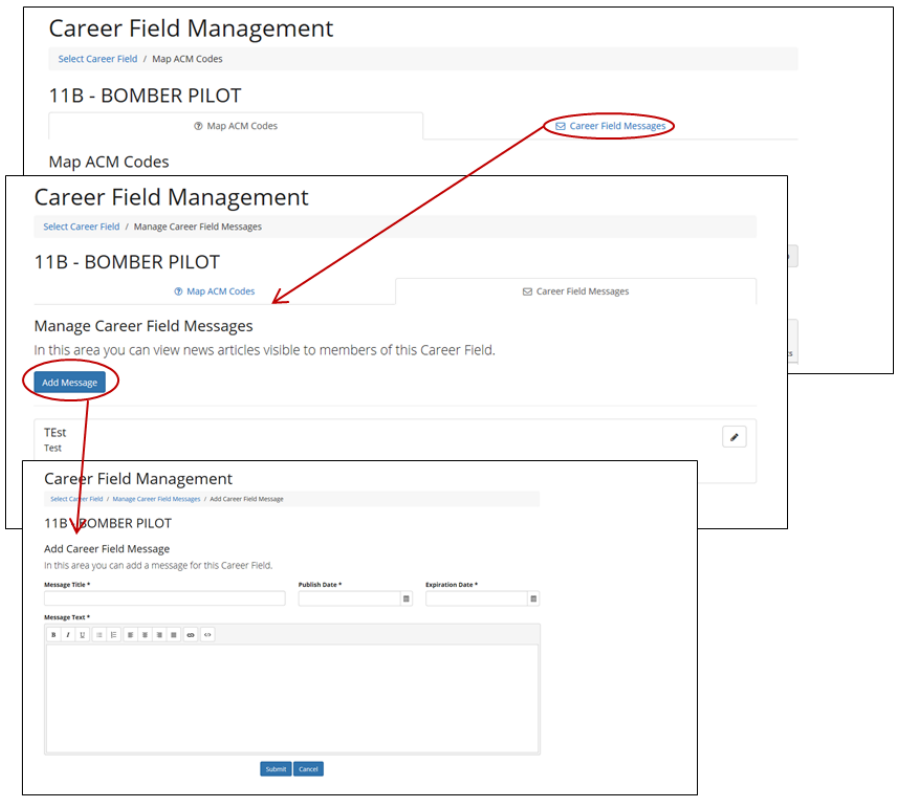

Figure 5.0.1 – MyVector Career Field Messages

Selecting the Create new message button refreshes the screen to a new view where CFMs add Article Title, the Publish Date and Expiration Date (a calendar icon is available to select these dates) and a What You See is What You Get (WYSIWYG) text editor for the message content.

Saving the message refreshes the screen back to the Manage Career Field Messages page where all messages for the career field are shown. To edit the message, select the pencil icon of the message to be returned to the message window and after editing, click Save.

6.0 Career Field Individual Experience Codes

The CFM can associate existing Individual Experience codes that are associated to their career field via the Career Field ICM tab. In this section, the CFM user is able to view a roster of all individuals who currently have the experience tag. To add a person to the roster, the CFM selects the Add Person to Roster function and searches for the desired individual.

To remove a person from this roster, the CFM user will simply select the X at the far right of the person's row and confirm removal of the experience tag.

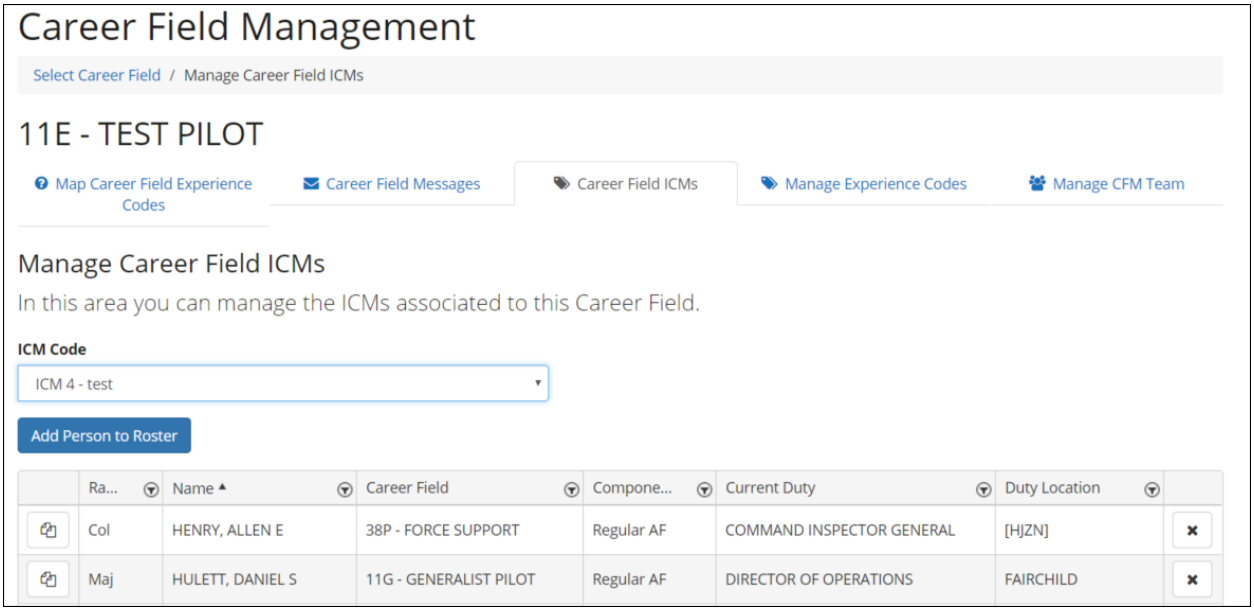

Figure 6.0.1 – Career Field Individual Experience Codes

7.0 Managing Career Field Experience Codes

The Air Force CFM has access to Manage Experience Codes and to also Manage their CFM Team. All other members of the CFM Team have access to Mapping Experience Codes, Career Field Messaging and associating Individual Experience Career Field codes to people. To modify the Career Field Experience code structure, the AF CFM user will use the Manage Experience Codes tab within Career Field Management.

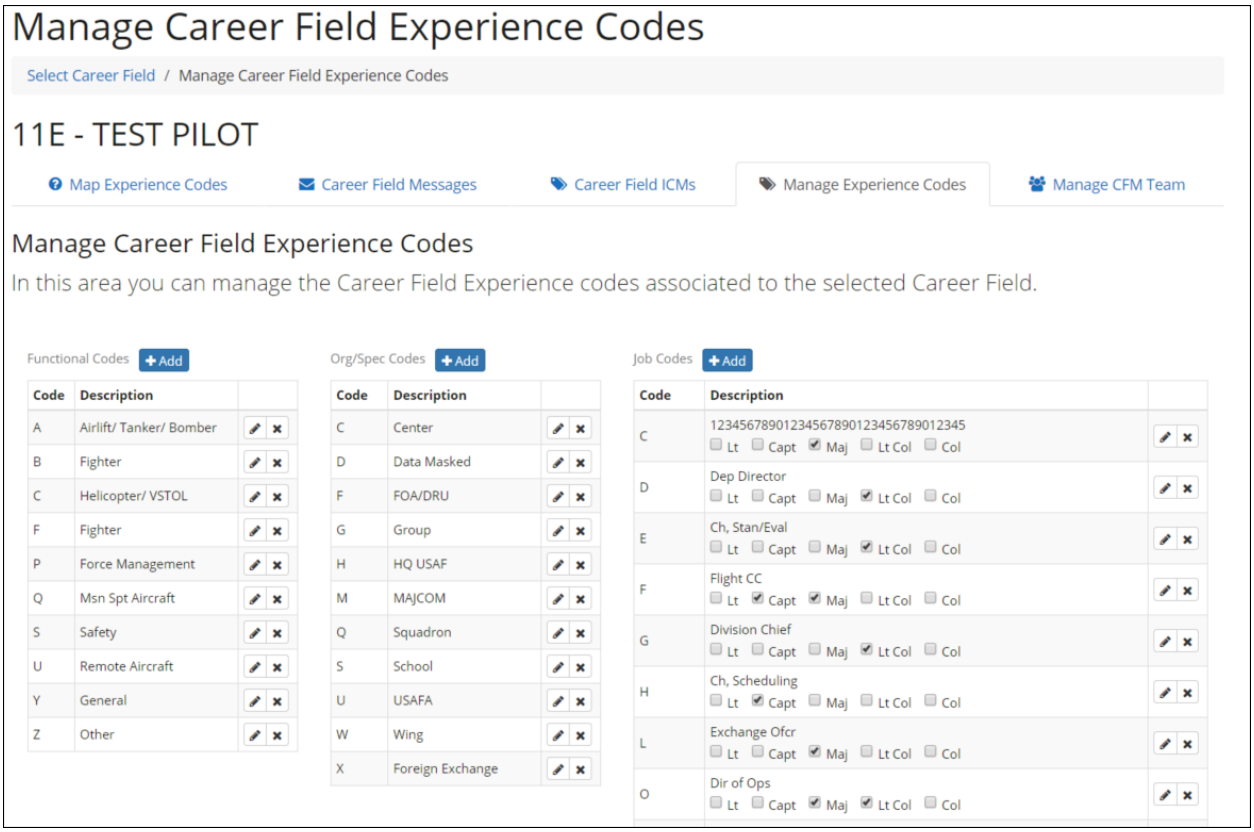

Figure 7.0.1 – Manage Career Field Experience Codes

The AF CFM is able to add, edit and delete specific codes through this interface.

8.0 Managing Career Field Management Team

The Air Force CFM has the ability to augment their CFM team via this capability. The CFM team has the same access as the AF CFM except for the ability to manage experience codes and add / remove members from the team. To add a member to the team, the AF CFM will select the Add Career Field Manager option and search for the person they would like to add to the team.

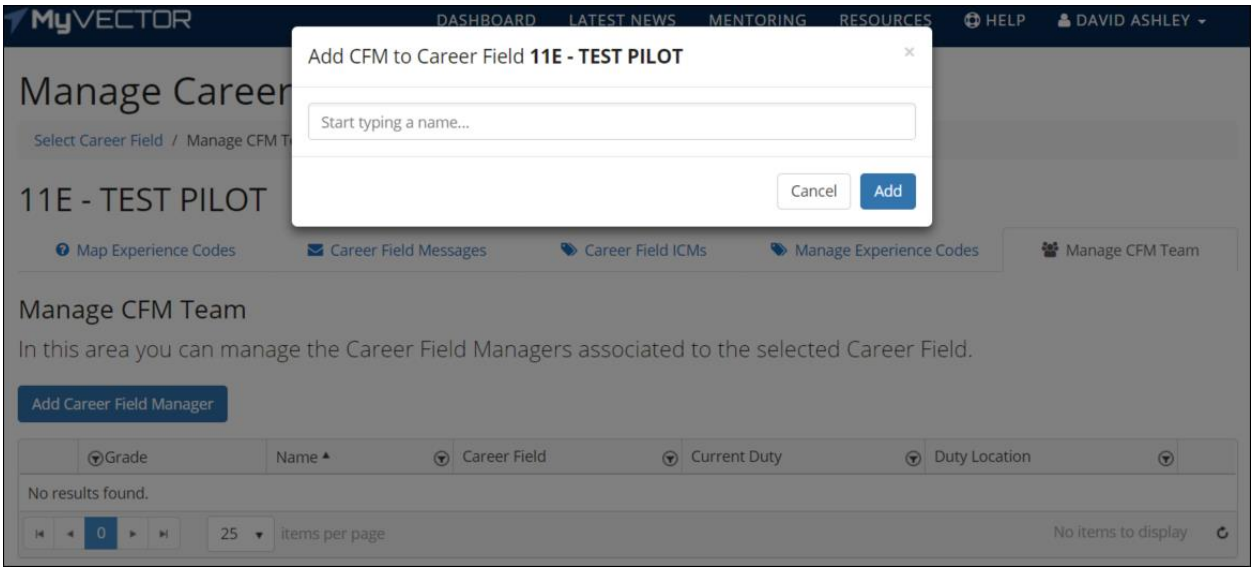

Figure 8.0.1 – Manage the CFM Team

If the person selected is not a MyVector user, then the AF CFM will receive a warning message stating the person must register to be granted this role. It is recommended for the AF CFM to then contact this individual to register in MyVector in order to augment the CFM team.

9.0 Global ICM Code Manager

The Air Force CFM may also be assigned the permission has a Global ICM Code Manager. Once the desired code is selected a list of personnel associated with the code will display. In addition, the ability to add a person to roster or import an entire ICM roster is available (See figure below). Individuals can be deleted by clicking the "X" next to their name.

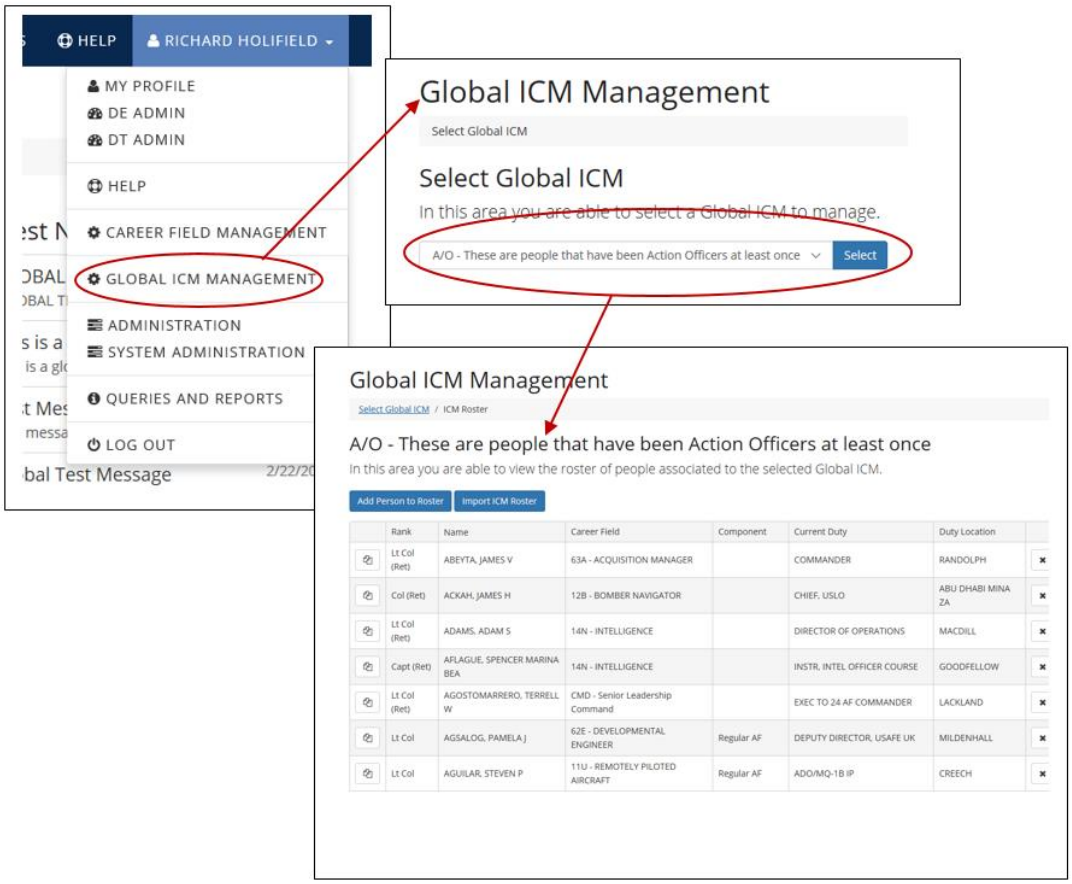

Figure 9.0.1 – Global ICM Code Manager – Management Options