

The Air Force's Personnel Center

Civilian Development: Creating Resumes, Writing Goals, and Improving Endorsements



Mr. Anthony Dillard

Career Field Manager

Mr. Tim Beard

Associate CFM

Mr. TJ Cassidy

Career Field Team Chief

26 Aug 2025



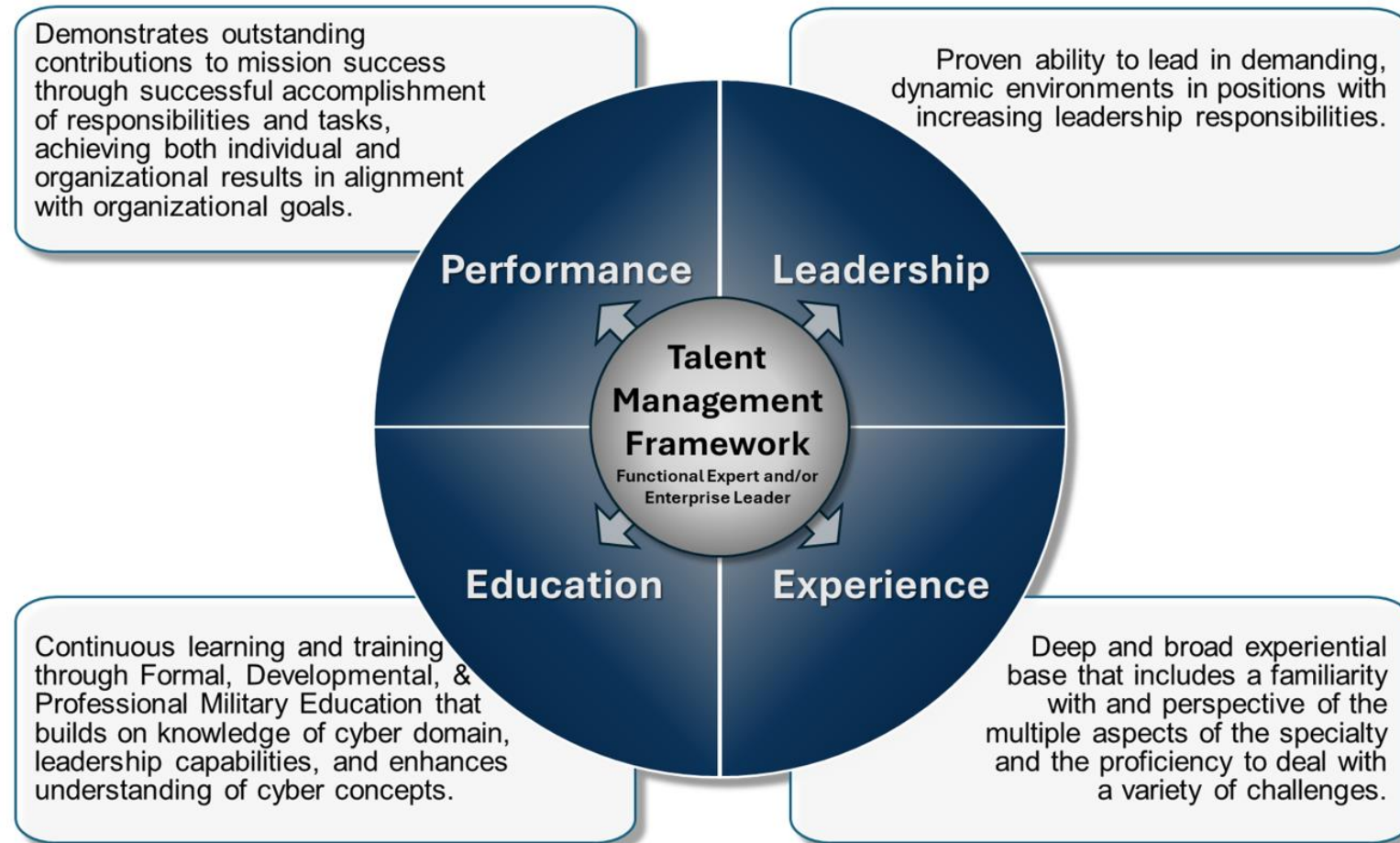
Overview

- What We Value
- New Two Page Resume
- Common Issues
- How to build a strong resume
- MyVector resume specifics
- Crafting strong goals
- Crafting endorsements
- CFT recommendations & assistance
- C&IT Leadership Team





C&IT What We Value





Define SLAMR

■ **Standards:**

- For a DoD civilian, "standards" encompass a broad range of expectations regarding performance, conduct, technical proficiency, and security. Understanding and adhering to these standards is crucial for their job success, ethical behavior, and the overall mission of the Department of Defense.

■ **Lethality:**

- "Lethality" for a DoD civilian means contributing to the military's ability to deter aggression, defend national interests, and win conflicts. They support the warfighter through a variety of roles, from developing advanced technologies to providing logistical support and intelligence analysis. It's about enabling the warfighter to be effective and successful in their mission.

■ **Accountability:**

- Accountability for a DoD civilian is a multifaceted concept that encompasses responsibility, stewardship, performance, compliance, and transparency. It's about acting with integrity, using resources wisely, achieving results, following the rules, and being open and honest in all interactions. By upholding these principles, DoD civilians contribute to the effectiveness, efficiency, and ethical conduct of the Department of Defense.

■ **Meritocracy:**

- For a DoD civilian, understanding meritocracy means recognizing that their career advancement and recognition should be based on their skills, performance, and contributions to the organization. It encourages them to strive for excellence, continuously develop their skills, and contribute to the overall success of the Department of Defense.

■ **Readiness:**

- Readiness for a DoD civilian means being prepared, both individually and organizationally, to support the military's ability to defend the nation. It involves a commitment to excellence, continuous learning, and a deep understanding of the DoD's mission.



Two-Page Resume

- **OPM released the Merit Hiring Plan (29 May 2025)**
 - **The goal is to further reduce hiring timelines beyond the current 80-day goal and focus on hiring the most qualified candidates**
 - **This Merit Hiring Plan will prohibit the current longform Federal resume structure.**
 - **Instead, there will be a 2-page limit on resume length.**
 - **This will make resume review easier and make it easier for employees to move between the private and Federal sectors.**
 - **OPM has not published an official format yet; unaware how it will impact myVector**
-



CD Application Package C&IT Common Issues

- **Resume – Missing Information**
 - Current and previous positions
 - Org level; grade/rank; length of time and number of people supervised and/or led
 - Achievements with impact/results
 - Completion/projected completion dates for certification, education, PME, etc.
 - Level of awards and decorations (e.g., division, center, DAF, etc.)

- **Goals - Unclear or Undefined**
 - Articulate why program(s) applying for are right for your development
 - Tie short/long term goals to return on investment (ROI) for DAF

- **Endorsements – Weak (minimal input / unable to get true assessment)**
 - Provide strong endorsement, stratification, and clear vision for applicant's future
 - Career Field Team (CFT) can provide additional guidance to supervisors & endorsers
 - **Vectoring & Civilian Development (CD) package endorsements often MISSING**
 - **Coordinate with endorsers ahead of time and submit early!**



How to Build a Strong Resume

General Do's and "Dont's"

"DO's"

- ✓ List out specific, significant contributions and accomplishments using CCAR (Challenge, Context, Action, and Results) Model
- ✓ Take results and impact-oriented approach → include quantifiable examples
- ✓ Diversify usage of strong power verbs (avoid "assisted" and/or "helped")— Ref slide 8
- ✓ Add dates for completed items and note anticipated completion dates for in-process items (e.g. PME, degree, awards, etc.)
- ✓ Proofread and review SCOPE (Spelling, Capitalization, Orders of Words, Punctuation, and Express Complete Thoughts)
- ✓ Be consistent with format (keep it easy to read)

"DONT's"

- ✗ Copy and paste your position description (*i.e., job duties*)
- ✗ Sacrifice content to stay within character count (*instead, focus on capturing the most impactful items first*)
- ✗ Use acronyms without spelling them out first
- ✗ Write in third person (*instead, write in first person and use the pronoun "I" intelligently*)
- ✗ Be cryptic or overly generic (*be specific!!*)
- ✗ Miss out on capturing demonstrated leadership (*you do not need to be a team lead or supervisor to have demonstrated leadership attributes/skill sets!*)
- ✗ Include common ancillary training



How to Build a Strong Resume Strategy

■ Use the CCAR Model

- **Challenge** – Describe a specific problem faced or goal
- **Context** – Talk about the individuals and groups you worked with, and/or the environment in which you worked to tackle a particular challenge
- **Action** – Discuss the specific actions you took to address a challenge
- **Result** – Give specific examples of the results of your actions (*these accomplishments demonstrate the quality and effectiveness of your leadership skills*)

What was the challenge you faced and what was your involvement (context) in solving this challenge?

What action(s) did you take and what were the results of those action(s)?
(Include metrics, quantity, etc. to demonstrate impact)



How to Build a Strong Resume Strategy

Power-Verbs (adapted from Syracuse University)

LEADERSHIP			COMMUNICATION			INTERPERSONAL		
Administered	Eliminated	Led	Answered	Emphasized	Publicized	Advocated	Engaged	Partnered
Advised	Encouraged	Managed	Authored	Illustrated	Reported	Collaborated	Enlisted	Recruited
Challenged	Founded	Mentored	Clarified	Informed	Responded	Connected	Facilitated	Rehabilitated
Coached	Guided	Officiated	Communicated	Instructed	Summarized	Consulted	Greeted	Represented
Coordinated	Headed	Orchestrated	Composed	Marketed	Translated	Counseled	Interviewed	Taught
Created	Hired	Oversaw	Conveyed	Persuaded	Verbalized	Demonstrated	Mediated	Trained
Delegated	Hosted	Presided	Drafted	Presented	Wrote	Educated	Motivated	Tutored
Directed	Initiated	Supervised	Edited	Promoted		Energized	Negotiated	United
								Welcomed

EFFECTIVENESS			IMPROVEMENT			ANALYTICAL		
Accomplished	Established	Reached	Enhanced	Recommended	Revised	Analyzed	Consolidated	Examined
Completed	Exceeded	Resolved	Expanded	Redesigned	Revitalized	Assessed	Critiqued	Identified
Created	Generated	Solidified	Expedited	Reorganized	Simplified	Adapted	Defined	Investigated
Developed	Influenced	Solved	Improved	Repositioned	Transformed	Cataloged	Diagnosed	Judged
Devised	Instituted	Structured	Increased	Restored	Updated	Coded	Diversified	Researched
Engineered	Launched	Strengthened	Perfected	Restructured	Upgraded	Compiled	Evaluated	Sorted
		Succeeded						Strategized

SAVINGS			ORGANIZATIONAL		HANDS-ON		CREATIVITY	
Eliminated	Monitored	Received	Organized	Recorded	Assembled	Designed	Conceived	Invented
Reduced	Obtained	Recognized	Planned	Scheduled	Built	Distributed	Conceptualized	Pioneered
Modified	Performed	Regulated	Prepared	Standardized	Constructed	Fixed	Innovated	Proposed
		Retrieved	Processed	Systematized	Delivered	Operated		
						Rebuilt		



How to Build a Strong Resume Steps

- **Step 1: For each position, reflect and list out your most impactful contributions and accomplishments**
- **One or more accomplishments can be tied to a specific *challenge* or task**
 - **General examples of contributions and accomplishments might include (*but are not limited to*):**
 - **Developed innovative and/or creative solution**
 - **Saved significant money following innovative solution**
 - **Increased team effectiveness and morale**
 - **Influenced approach on major acquisition**
 - **Resolved performance issue**
 - **Briefed Assistant Secretary of the AF**



How to Build a Strong Resume Steps

- **Step 2: For each of your accomplishments, detail the challenge you faced and your involvement (*context*) in solving this challenge.**
 - a. **Challenge:** *[insert text here] Describe a specific problem faced or goal.*
 - b. **Context:** *[insert text here] Talk about the individuals and groups you worked with, and/or the environment on which you worked to tackle a particular challenge. If you were an integral member of the team, indicate so! If you were a team lead/supervisor, how many employees were assigned to you? Did all team members have the same breadth and depth?*
- **Step 3: Capture the *action(s)* you took and the results of those action(s). Use the following approach/formula for each action/item: Power verb + Action + Results.**
 - a. **Power Verb:** *[insert text here] Select from Power Verb Chart.*
 - Action:** *[insert text here] What action did you or the team take? Did you influence that?*
 - Result:** *[insert text here] Detail the positive result of the action. This can include award information too!*



How to Build a Strong Resume Steps

- **Step 4: Combine challenge and context statements and list out the action(s) and *result(s)* with respective power verbs. This serves as your initial DRAFT**
 - Review and rewrite as needed
 - Once satisfied, upload (copy and paste) data into MyVector



EXPERIENCE:

Executive Assistant, GS-15

February 2009 – Current

Agency Headquarters, Washington, DC

Direct oversight of four major programs and nine operational divisions providing information technology services for the agency. Directly coordinate with Regional Directors and Office of the Secretary staff. Synchronize all efforts to achieve the agency requirement to enable global support of staff operating from a securely managed network with reduced cost of ownership.

Accomplishments:

- Created a secure data network which serves as the baseline for a global enterprise data network. This new network increased information security two-fold while providing unfettered access to critical user information. *Results Driven*
- Developed innovative policies for providing secure wireless email at the enterprise level. These policies are now being incorporated by other Federal Government agencies. *Leading Change*
- Integrated best business practices from commercial vendors and created an efficient automated process to re-image more than 5,000 computer systems to a common secure baseline. *Results Driven*
- Met weekly with Senior Leaders to assist them in achieving the necessary change management in their organizational processes. Encouraged discussion of differences to generate the best options for implementation. *Building Coalitions, Leading People*
- Created the initial templates for global enterprise that can deliver objective levels of service with measurable metrics. *Results Driven*
- Presented the methodology to execute a myriad of policy changes at several forums and conferences. *Building Coalitions*

Senior Program Manager, GS-15

May 2005 – January 2009

Agency Headquarters, Washington, DC

Led a 4,000 person communications organization responsible for providing communications and information management to staff worldwide.



How to Build a Strong Resume Steps

- **Step 4: Example with accomplishments, impacts, and results nested into paragraphs**



Cyberspace Forces Mission Alignment Process Team Lead, J5 - Plans and Policy, U.S. Cyber Command 18 Feb 2018 - 09 Nov 2019
Supervisor: COL Joe Smo, phone: 555-555-5555, email: joe.smo@email.com
GG-0301-14 - PLNS & PRG - FORT MEADE, ANNE ARUNDEL, MD

Skillfully led DoD's first-ever 10-person Cyberspace Forces Mission Alignment Process team to manage and implement a high-complexity, high visibility, and high-pressure process for the employment of USCYBERCOM's 133 Cyber Mission Force teams. The revolutionary outcome of this effort was approved by Commander US Cyber Command and briefed to all the Combatant Commands and Services – ultimately approved by the SECDEF. Tenaciously negotiated to overcome tremendous institutional resistance at the 4-Star level to execute the 1st reorganization of the 6,000+ person Cyber force in 10 years - ensured scarce cyber resources corresponded to evolving DoD priorities. Successfully developed ground-up program to track and prioritize thousands of cyber force mission requirements - this resulted in a transparent and repeatable process to meet SECDEF directed cyber force Command and Control requirements. Brokered USCYBERCOM's cyber force capacity with representatives from all Combatant Commands, Services, and DoD Agencies to ensure global cyber operations were executed by the High Demand Low Density cyber force. Led the planning and execution of 3 DoD-wide cyber conferences directly improving the Command's credibility and quality of support to the DoD's other Combatant Commands.



Crafting a Strong Goal / ROI Statement

- **Goals should focus on 3 areas:**
 - **Whether short or long-term, state your career goals in terms of (not all inclusive):**
 - **Position types/levels (think titles/command level)**
 - **Most everyone wants a promotion, so don't just state a grade level**
 - **Leadership and/or functional roles**
 - **Responsibilities**
 - **Education, certifications**
 - **Incorporate CD programs applied for and how they aid in achieving your goals**
 - **Recommend using language from CD program(s) description/objectives**
 - **Focus on and emphasize return on investment (ROI) for the DAF and your career**
- **BL: Developmental Team (DT) and Department of the Air Force (DAF) Boards should see your requested programs as vital investments for both the DAF and your career progression...ROI is Important!**



Crafting a Strong Goal / ROI Statement

- **When applying for Vectoring or CD, you need to enter your short-term and long-term career goals**
 - **Important to “tell your story” so the C&IT Development Team can evaluate the best path(s) and what programs will help you achieve your goals**
 - **Discuss with your supervisor & mentors**
 - **Your Individual Development Plan should help feed this input**
 - **If applying for CD, explain why the courses you applied for are right for you and articulate Department of the Air Force’s ROI**



Crafting a Strong Goal / ROI Statement

■ Bad

- **My goal is to continue to promote and want to complete as much leadership training to build my resume, therefore I am applying for the Air Command and Staff College Online Master's Program.**

■ Good

- **My long-term goal is to be a Deputy Director or a Chief Information Officer. I understand that for me to compete for more competitive roles that will prepare me for my long-term goals, I will need to earn a Master's Degree and complete grade appropriate Professional Military Education. That is why I believe the Air Command and Staff College Online Master's Program is the perfect program to achieve both short term goals and put me on track for my long-term goals while providing the Air Force a more capable leader ready for more challenging roles.**



Crafting a Strong Goal / ROI Statement

■ **Good**

- **I have excelled in nuclear operations, consulting, project management for emerging rocket range technology, and in real-time space and missile launch operations with an emphasis in communications. The Air Force's investment in me will produce a professional that will have a direct positive impact on dominating air, space, and cyberspace. Attending Senior Development PME will further develop and broaden my leadership skills and provide me with added expertise in the areas currently needed in today's Air Force.**
- **Following SDE, my goal is to serve as a director at a Higher Headquarters or equivalent, MAJCOM, or Wing. I have served one overseas tour of duty recently, relocated across the country in my current KCP assignment, with the goal of increasing my breadth and depth of experience; all in preparation for excelling in more senior-level positions. I believe my record reflects measurable results, education, and the positive attitude necessary to bring great benefit to the Air Force in a senior-level position.**



Crafting Strong Endorsements

- **The Development Team relies heavily on the input from Supervisors & Endorsers to determine the applicant's performance and readiness for more challenging roles or competitive training opportunities**
 - **Talk with your employees to understand their short term & long-term goals**
 - **Important to “tell the story” so the Development Team can evaluate the best path(s) and what programs will help your employees achieve their goals; Individual Development Plans should help feed this input**
 - **Summarize performance, good stratifications send a strong message to the DT**
 - **For CDE, explain why the courses they applied for are right for them (at this time) and articulate what Return on Investment (ROI) the Department of the Air Force will be gaining**



Endorsing Official Responsibilities

- **The strength of endorsement really matters:** Provide definitive statements stratifying the individual and clearly show the value of CDE for the DAF and the individual:
 - Provide real accomplishments
 - Faint praise or lukewarm comments send a clear message
 - Do not endorse weak packages
 - Strong statement with stratification in larger context (e.g., career/timing, contributions relative to peers)
- **Leadership potential is critical, particularly for the senior level programs:**
 - Character and leadership potential including how candidate exemplifies selection criteria and qualities
 - Know the employee's record; the endorsement should be consistent with their achievements
 - Highlight significant achievements/recognition
- **Detail the Return-on-investment:** How will proposed learning benefit the Department of the Air Force in the long-term
 - Specific enterprise follow-on assignment and realistic future assignment recommendations



Crafting Strong Endorsements

■ **Bad**

- **Mr. Smith is a great employee and I highly recommend him for all the SDE programs that he applied for this cycle.**

■ **Good**

- **#1/8 Flight Commanders in the 1000th Communications Group. John Smith exhibits exceptional leadership and communication skills essential for AF leaders. He consistently delivers on some of the most demanding missions for SecDef and CJCS executive travel. NDU will hone these skills, and the AF will be able to leverage Mr. Smith's talent as he continues his civil service AF career. John is best served by completing SDE first followed by career broadening. NDU at Ft. McNair followed by a Joint or OCONUS assignment will best position him for return on investment to the DoD!**



How the CFT Can Help

- **Contact the C&IT Career Field Team**
- **Request a Resume Review**
 - Provide goals, resume, & any pertinent information
 - CFT member will provide feedback
- **Request assistance finding a mentor**
 - Mentors should assist in goal development
 - They also provide resume reviews
- **Assistance with myVector**
 - Answer myVector questions
 - Resolve issues



afpc.cyberit.cft@us.af.mil



Civilian Basics To Remember

- **Interact with your CFM and CFT and know what the C&IT Career Field values**
- **Know how the Defense Cyber Workforce Framework (DCWF) informs your performance, training, and development**
- **Define career goals, identify gaps, and execute a plan to fill the gaps**
- **Develop an Individual Development Plan (IDP)**
- **Create measurable performance objectives (SMART)**
- **Engage with Senior Leaders, participate in vectoring, and identify a mentor**
- **Sustain superior performance and inquire about recognition and awards**
- **Continuously update your resume (CCAR format: Challenge, Context, Action, Result)**
- **Check your personnel record for accuracy (DCPDS)**

Take an active role in your career! Career development is a choice!



How We Communicate

- **MyFSS Messages:**
 - Civilian Development opportunities
 - CB / KCP vacancies
 - Webinar / Webcast / All Call announcements & links
 - C&IT Quarterly Newsletter
 - **Most effective way to message all 12K C&IT civilians; Read them!**
- **CNSF Org Box:** SAF/CNSF C&IT Career Field Management Workflow, SAF.CNSF.Workflow@us.af.mil
 - Career Field can send questions and inquiries to the CFM, Associate CFM, and Force Development Team
- **C&IT CFT:** [myCFT Portal](#) is new inquiry tool; backup is the Org Box: afpc.cyberit.cft@us.af.mil
 - Career Field can send questions, inquiries, resume reviews, etc; C&IT CFT will respond within 3 business days
- **C&IT SharePoint:** [Cyberspace & Information Technology \(C&IT\) Career Field Team \(CFT\)](#)
 - Repository of C&IT Career Field information and briefings
- **C&IT CFT Facebook:** https://m.facebook.com/groups/206387277785340?group_view_referrer=profile_browser
 - C&IT CFT posts similar opportunities that are pushed via MyFSS
- **Webinars / Webcasts:** [DPZCE - Cyberspace and Information Technology Career Field Team - \(Ext\) C&IT Media Library](#)



Civilian Career Field Leadership

SAF/CN Team

- ❖ Career Field Functional Authority (SAF/CN) (Acting) – Dr. Keith Hardiman (SES)
- ❖ DT Chair / Career Field Functional Manager (SAF/CNS) – Dr. Keith Hardiman (SES)
- ❖ Career Field Manager (SAF/CNSF) – Mr. Anthony Dillard (KCP, GS-15)
- ❖ Associate Career Field Manager – Mr. Timothy Beard (CB, GS-14)
- ❖ Space Force CFM Liaison – Ms. Desiree Lorell (NH-04)
- ❖ C&IT Career Field Data Analyst – Ms. Contina Featherstone (CB, GS-13)
- ❖ Contract Support: Mr. James Muhammad and Ms. Dana Lacy
- ❖ Org Box: SAF.CNSF.Workflow@us.af.mil

Career Field Team Chief (AFPC/DPCZE)

- ❖ Mr. TJ Cassidy (CB,GS-14)

Mr. Roger Engle (CB, GS-13)

Mr. Travis Craig (CB, GS-13)

Ms. Michelle Iglesias (CB, GS-12)

Ms. Trinita Pearson (Permanent, GS-12)

Ms. Evalisa Duffy (CB, GS-13)

Mr. Daniel Pacomio (CB, GS-13)

Ms. Charmayne Avant (CB, GS-12)

Mr. Ian Salas (CB, GS-12)

Ms. Brenna Cyr (Permanent, GS-12)

For any questions or assistance, please contact: afpc.cyberit.cft@us.af.mil

The Air Force's Personnel Center



Please type questions in the chat area



Questions?



Backups



MyVector Registration



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.

Sign Up

Logon

Total Force
Active. Guard.
Reserve. Civilian.



Mentoring Connections



See My Experience



Development Plan



Build Bullet Tracker



Join The Discussion



My People

Civilians – must sign up in MyVECTOR to apply for program(s) and build resume

Supervisors, Managers, Senior Leaders – must register in MyVECTOR to endorse civilian nomination packages

Register at

<https://myvector.us.af.mil/myvector>



MyVECTOR Resume Duty History

MyVECTOR

Profile

Mentoring Connections

Development Plan

Experience

Bullet Tracker

Discussions

My People

My Documents

My Boards

Financial Readiness

Air Force Competencies

Latest News

New! MyVECTOR

As of 19 Jul 2021

Mentoring is a new platform in MyVector based on your feedback. New features include:• Ability to self-identify ...

Global

Medical Provider Trends Tool

As of 01 Jul 2021

Introducing a new resource for EFMP families. The Medical Provider Trends tool provides historical data on recommendations for relocating with dependents by MAJCOM, base and specialty provider. Please

Global

Chrome is recommended browser for MyVector

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.

Global

Once logged in, you will be at the Dashboard.
Click on the experience tab to update your MyVECTOR Resume



MyVECTOR Resume Duty History

My Experience

- Summary
- Duty History**
- Education
- Training
- Awards and Decorations
- Export My Experience
- View My Resume

Show on Resume: ☒ Show ☐ Hide

02 Sep 2018 **Chief, SCO Flight, 2210**

DATA PROC , HICKAM A F BASE, HONOLULU, HI

Cimone Goo

Supervised ov

Infrastructure

providing thea

enabling a full

key tools and s

Career Field M

Joint Mapping

Show on Resu

29 Apr 2018 **Assistant D**

DATA PROC ,

Mai Terrance

In duty history, ensure all of your roles are captured. For Air Force civilian / military experience, this pulls from DCPDS

Ensure you capture Supervisory & Project / Team Lead experience

Work with your local CPS to correct any deficiencies

You can use the self report option in the interim to add any missing periods or non AF related job experience (private sector, other services, etc.



MyVECTOR Resume Education / PME

My Experience

Summary

Duty History

Education

Training

Awards and Decorations

Export My Experience

View My Resume

Dashboard / My Experience / Education

Military

Civilian

Self-Reported

Education

Add Self-Reported Education

Degree

Military Operational Art and Science

Professional Military Education

Add Self-Reported PME

Program

ACSC-OLMP (Est completion May 2023)

Education is pulled from DCPDS but can be officially updated through MyBiz+

Use self-reported until you can get missing education entered in MyBiz+ and reflected in MyVECTOR

Add expected completion date to the title for pending training/education

The DT / Board does not take points off for self reported items (your personal resume is all self reported)



MyVECTOR Resume Training

My Experience

Summary

Duty History

Education

Training

Awards and Decorations

Export My Experience

View My Resume

MyVECTOR pulls ALL reported training from DCPDS. Be sure to hide irrelevant training and show only training you would want the board to know about (What is on your external resume)

AF-RECURRING AND OTHER - MISCELLANEOUS

Show Hide

AF-CYBERSPACE 300

Show Hide

Civilian

Self-Reported

Self-Report any missing training you want the board to know about including any AFPC funded member leadership training.



MyVECTOR Resume Awards and Decorations

MyVECTOR

My Experience

- Summary
- Duty History
- Education
- Training
- Awards and Decorations**
- Export My Experience
- View My Resume

Awards and Decorations

[Dashboard](#) / [My Experience](#) / Awards and Decorations

Self-Reported

Add Self-Reported Award or Decoration

Award or Decoration Name
DP2 Directorate, Civilian of Quarter, 1st Qtr 2021
A2 Directorate Team of the Year 2020
Exemplary Civilian Service Award

Capture all awards and decorations. The idea is to show the board you have track record of superior performance!



Civilian Career Brief

MyVECTOR

- Profile
- Mentoring Connections
- Development Plan
- Experience
- Bullet Tracker
- Discussions
- My People
- My Endorsements
- My Documents**
- My Boards

Awards and Decorations 2 >
View my Awards and Decorations

Other Documents 61 >
View my other documents

My Vector Documents 3 >
View my vector documents

Resume
View your resume

Enlisted Career Brief
View your career brief

Civilian Career Brief
View your career brief

My Documents contains copies of your Air Force Military and Civilian records including Civilian Career Brief (CCB)



Civilian Career Brief

Service Data	
Leave Date: 02 Aug 2004 CIV Date: 01 Apr 2007	

Career Field Experience	
Career Field: Communication & Information - E	
Primary DT Functional: Civ - Cyberspace and Information Technology	
Additional DT:	
Occupational Series: 0301	

Degree History			
Degree Level	Specialty	Institution	Date
BACHELOR'S DEGREE	BUSINESS ADMINISTRATION, MANAGEMENT & OPERATIONS, OTHER (520299)	COLUMBIA SOUTHERN UNIVERSITY, ORANGE BEACH, AL	2013
HIGH SCHOOL GRADUATE OR CERTIFICATE OF EQUIVALENCY			0

Language				
Language	Read	Listen	Speak	Proficiency

Developmental Education	
Program Name	Year

Acquisitions		
Corp Status:		
Career Field Cert	Level	Date

Verify information within Civilian Career Brief is accurate. C&IT DT Panel reviews CCB when considering applicants for vectoring & CD.

CCB information is pulled from DCPDS but can be officially updated through MyBiz+

Use self-reported until you can get missing education entered in myBiz and reflected in MyVECTOR



MyVECTOR Tips

- **REMINDER – Applicants must have packages completed & submitted by the established deadlines. Hard close. No workaround.**
 - Includes modifying career information
 - Includes supervisor & endorsers meeting established deadlines
- **Your Civilian Personnel Section can help resolve incorrect data in your record**
- **For MyVECTOR specific issues, submit help ticket under “Help”**

