

## **How to Retrieve CPDSS Candidate Referral Rosters (CRR) and/or Job Analysis (JA) Templates From the Storage Server**

**Purpose:** This document outlines the new procedures to retrieve an Archived CRR or JA Template that has been removed from the active server and placed on a storage server.

**Background:** In the past, CRRs and JA Templates that have been changed to an Archive status remained on the active CPDSS server for viewing or adding notes only. CPDSS users could view or make copies of the JA Template that is in an Archived status, but could in no way alter the original template. The original owner of an Archived JA Template or CRR had the ability to only add notes to the notes section.

**New Procedure:** In an effort to maximize the space within the active server for CPDSS, **every Friday** CRRs and JA Templates that have been in an "Archived" status for 60 days will be moved from the active server to a "storage server" by the system administrator. Once the CRRs and Templates are moved, they are **no** longer accessible to users for viewing or copying. If needed, a request may be submitted to the CPDSS System Administrators, to have a CRR or Template retrieved from the storage server and brought back to the active server. **Note:** The Archived status does not change when the CRR or Template is retrieved.

**Note:**

- Users should **ensure** the CRR or Template is no longer needed before changing the status to "Archived".
- Any user can archive a CRR that belongs to them, but only certain users have been assigned the responsibility of archiving JA Templates.
- Templates must be **Approved** before they can be **Archived**.
- HR Specialist should archive CRRs as soon as possible after EOD (when no longer needed), but at least within 60 days.

### **How to Request an Archived CRR or JA Template be Retrieved**

Request should be submitted by e-mail to: [thomas.wood@randolph.af.mil](mailto:thomas.wood@randolph.af.mil) AND [marjorie.roberts@randolph.af.mil](mailto:marjorie.roberts@randolph.af.mil)

When submitting a request for an Archived CRR or JA Template to be retrieved, the following items must be included.

- Full CRR Name **or** Full JA Template Name
- CRR Pull Number
- Approximate date the original "CRR **or** Template" was changed to an Archived status.
- The exact CPDSS username that Archived the original request.