

Additional Information to go with CPDSS RELEASE NOTES PATCH – JUNE 2003
Version 1.7.4.0

NEW ENHANCEMENTS TO THE SYSTEM:

Performance: Several queries that reference flex field structures have been modified to retain optimal performance. (Self-Explanatory)

Servicing Personnel Office and Office Symbol: New columns were added to the Candidate Referral Roster main window in CPDSS to display the Servicing Personnel Office (SPO) and the Office Symbol. (NOTE: These items will not print out on the CRR report.)

The screenshot shows the 'Candidate Referral Roster' window in CPDSS. The title bar reads '03MAYDEMOTEST1003384 (Pull 6) (Read-Only) - Civilian Personnel Decision Support System'. The interface includes a menu bar (File, View, Actions, Tools, Reports, Help) and a toolbar with various icons. Below the toolbar, there are input fields for 'PP-SER-GR', 'Career Program' (Unknown), 'Job Analysis Promotion Plan Template' (GS-0201), 'Entry Grade' (12), and 'Position Title' (HUMAN RESOURCES SPECIALIST (CLASSIFICATION)). A 'Change' button is located to the right of the position title field. Below these fields is a data table with the following columns: Plan-eries-grade, GS/GM High Grade, Score, Algorithm Score, Award Points, Appraisal, Service Computation Date, SCD-RIF, SPC, ES, Appt Elig, Vet Pref, Error, OS Elig, P&R, Resumix Score, Office Symbol, and SPO. The first row of data contains the following values: 0201-11, Y 11, 3.00, (blank), (blank), 01-JUN-2002, 10-MAY-1999, 10-MAY-1999, (blank), (blank), Y 1, (blank), Y, 0, DPCYC, and 9X. Two black arrows point from the right side of the window to the 'Office Symbol' and 'SPO' columns in the table.

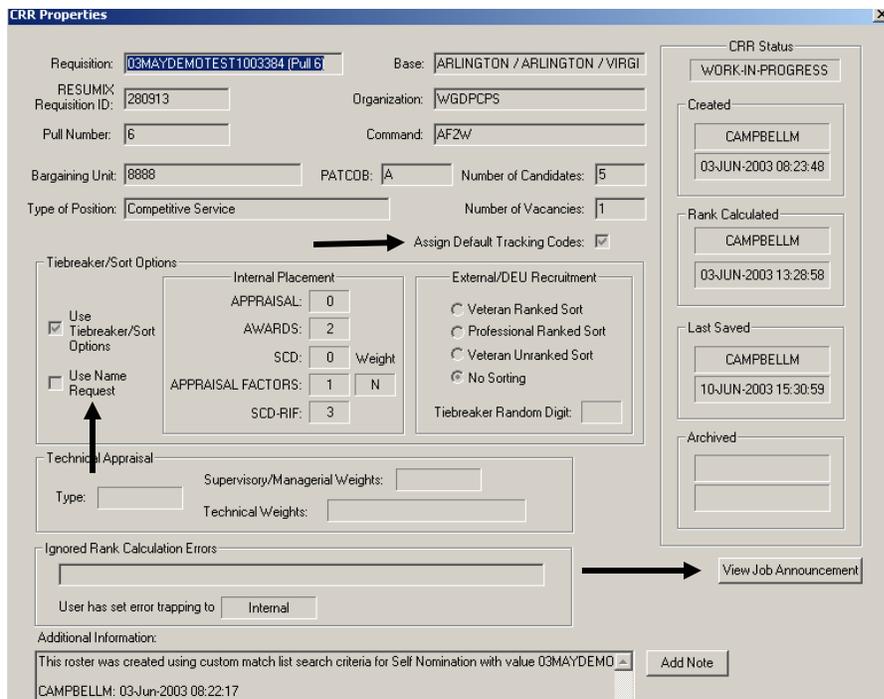
Plan-eries-grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Appraisal	Service Computation Date	SCD-RIF	SPC	ES	Appt Elig	Vet Pref	Error	OS Elig	P&R	Resumix Score	Office Symbol	SPO
0201-11	Y 11	3.00			01-JUN-2002	10-MAY-1999	10-MAY-1999			Y 1			Y		0	DPCYC	9X

Job Announcements: Job Announcements are now viewable on the CRR Properties page. A button has been added “View Job Announcement”, which, if clicked, will display the text for the corresponding job announcement in a separate window. You now have the option to generate a report of the same information from within this window or to include the job announcement text within the CRR report by selecting the option to include the job announcement text as part of the CRR report.

What does this mean? The job announcement can be viewed from the CRR Properties page and be viewed/printed from the CRR Roster Report.

A new button has been added to CRR Properties page identified as “View Job Announcement.”

(note: this screenshot also shows two other new features the “Use Name Request” and the “Assign Default Tracking Codes” options discussed later in this document.)



When generating the CRR Report, the “CRR Report Options” will prompt the user to include the vacancy announcement.



Experience History Corrections and Cancellations: In preparation for the ability to automatically correct and /or cancel Experience History entries when a correction/cancellation is generated in DCPDS additional data fields were added to the Experience History Maintenance database. These data fields are: NOA, Competitive Level, Position Number, RPA, and Sequence Number. In addition, the Competitive Level field that was originally displayed on the expanded data windows has been moved to the main screen display for both current job and history entries. This additional data is available on all corresponding reports. NOTE: The data fields have been added in anticipation of a **future enhancement** to the triggers that flow data from DCPDS to the Experience History Maintenance database. Target date for this DCPDS trigger enhancement is late fall.

What does this mean? From the screenshots below, the only data that will populate with this patch is the current Comp Level assigned to the employee. The other fields will be used in future enhancements.

The screenshot shows the 'Experience History Maintenance - [History Detail for:]' window. The 'Pay' section is highlighted with a blue oval. The fields in this section are:

- Plan: GS - General Schedule
- Series: 0334 - Computer Specialist (0334)
- Grade: 11
- NOA: []
- Comp Lvl: []
- Seq No: []
- Posn No: []
- RPA: []

The screenshot shows the 'Experience Summary' tab. The 'Experience Summary' tab is highlighted with a blue oval. The 'COMP LEVEL' field is highlighted with a blue oval and an arrow pointing to the value '0021'. The 'CURRENT EXPERIENCE' section shows:

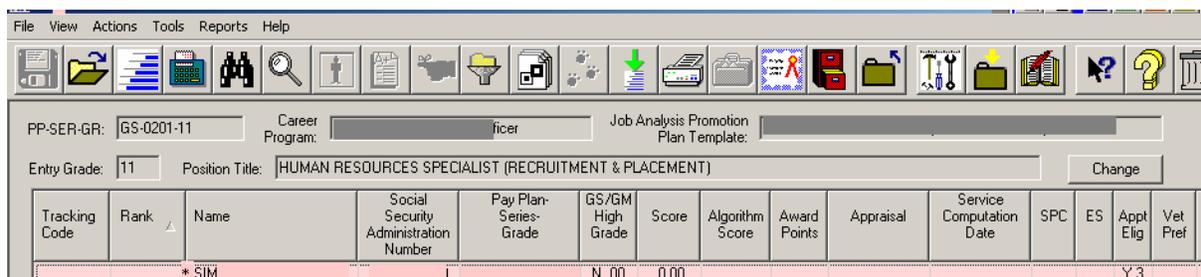
- DATE START CURRENT POSITION: 06-MAY-2001
- END DATE: []
- EMPLOYMENT STATUS: 32 - Employee
- PSEUDO SSN: []
- PAY PLAN - SERIES - GRADE: GS - 0201 - 11
- TITLE: HUMAN R
- APPOINTMENT TYPE: Competitive - Career
- SUPV LEVEL: Non-Supervisory
- COMP LEVEL: 0021

The 'EXPERIENCE HISTORY' table is shown below:

START DATE	END DATE	TYPE	WORK SCHED	PP-SERS-GR	SKILL 1	SKILL 2	SKILL 3	PCT	APPT TYPE	SUP LVL	COMP LEVEL
	05-MAY-2001	F	F	GS - 0201 - 11	AGX / 1AS /	AGX / 3GE /	/ /	75 / 25	1A	8	

Name Requests: CPDSS now has the capability to name request candidates, which effectively moves the named candidates to the top of their sub-group when external sorting options are selected. When a name request is used the user will receive a notification that the CRR needs to be re-ranked and re-ranking will place those name requests at the top of their sub-group. *(note: If name request is used, it will be identified on the CRR Properties page. See screenshot above for CRR Properties page.)*

What does this mean? This function can be used on all CRRs, but was mainly designed for DEU purposes. To name request a candidate, highlight the candidate, right click and from the drop down menu select the “Name Request” option. An asterisk will appear next to the name of the selected candidate. **FOR DEU ONLY** the system will prompt you to recalculate the CRR. The name requested candidate will flow to the top of their sub-group. On all other templates used, the system will not recalculate the CRR. The *candidate will be identified with an asterisk.* On the CRR Report in the Additional Information area there will be a message that states “One or more candidates on this roster have been identified as a name request”. On the last page of the CRR Report a list identifies the candidate(s) name along with their SSN as name requested and the date they were selected as a Name Request.

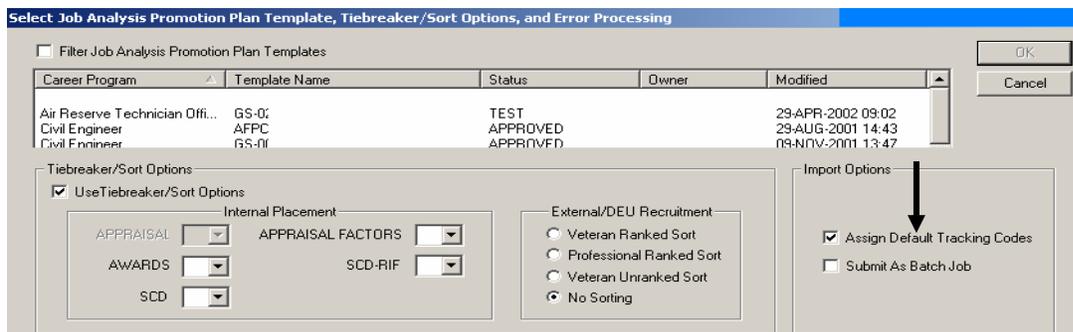


The screenshot shows a software window with a menu bar (File, View, Actions, Tools, Reports, Help) and a toolbar. Below the toolbar, there are input fields for 'PP-SER-GR: GS-0201-11', 'Career Program: ficer', and 'Job Analysis Promotion Plan Template:'. Below these are 'Entry Grade: 11' and 'Position Title: HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLACEMENT)'. A table below contains candidate information. The first row is highlighted in pink and has an asterisk next to the name 'SIM'. An arrow points to this asterisk.

Tracking Code	Rank	Name	Social Security Administration Number	Pay Plan-Series-Grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Appraisal	Service Computation Date	SPC	ES	Appt Elig	Vet Pref
		* SIM	I		N 00	0.00							Y 3	

Tracking Codes: CPDSS now has a toggle switch to indicate whether or not the default tracking codes (RFP, RFR, and RFC) should be automatically applied against the candidates during import. A checkbox has been added to the template library window. This checkbox defaults to being checked when a match list is created and imported into CPDSS. The user may at the time of selecting their tiebreaking options uncheck this checkbox if they do **not** want the default tracking codes (RFP, RFR, RFC) applied on import. NOTE: Special tracking codes such as ‘SEL,’ ‘DSA,’ ‘SEP,’ ‘CD*,’ ‘OD*,’ or ‘DD*’ will continue to be imported regardless of whether the box is checked or unchecked. *(note: this information shows on the CRR Properties page. See screenshot above for CRR Properties page.)*

What does this mean? The system automatically assigns default tracking codes to each candidate on the CRR for internal candidates. The staffer now has the option of still having the system automatically assign default tracking codes (manually reviewing them for accuracy) **or** turning off this function so that the tracking codes are not assigned on the CRR and the staffer does qualifications and assigns the appropriate tracking code.



Demo Pay Plan and Broad Band: The demonstration pay plan and broadband data elements have been migrated to the traditional pay plan and grade area inside Experience History Maintenance. These demonstration pay plan and broadband fields will no longer be displayed in the details screen of the Experience History Maintenance module. Templates that use these data elements will be marked as archived and users will be informed that they will have to modify the templates to accommodate the changes before they may be used again.

Here is a screenshot of the **old** Experience History Maintenance page with Demo Data:

The screenshot shows the 'Experience History Maintenance - [History Detail for:]' window. The 'Pay' section includes Plan: GS - General Schedule, Series: 0318 - Secretary (0318), and Grade: 06. The 'Job' section includes Appt. Type: 1A - Competitive - Career, Training Pgm: YY - Not Applicable, Supv. Level: 8 - Non-Supervisory, and Wk. Sch.: F - Full-Time. The 'Location' section includes Agency: AF - Dept of the Air Force, Geoloc: 480905029 - Brooks Afb Base, Texas, and Conus/OS: 1 - US. The 'Skills Data' table is as follows:

			Pct	Months
1.	ANT - Secretary		75	83.15
2.	DAS - Office Automation Clk./Ast		25	27.72
3.				

Here is a screenshot of the **new** Experience History Maintenance page with new fields and without the Demo Data:

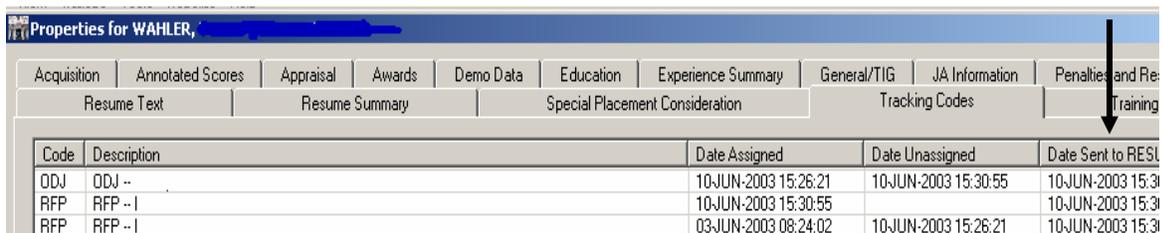
The screenshot shows the 'Experience History Maintenance - [History Detail for:]' window. The 'Pay' section includes Plan: GS - General Schedule, Series: 0334 - Computer Specialist (0334), and Grade: 11. The 'Job' section includes Appt. Type: 2F - Veterans Readjustment Appointment, Training Pgm: VA - Veterans Readjustment Appointment (VRA), Supv. Level: 8 - Non-Supervisory, and Wk. Sch.: F - Full-Time. The 'Location' section includes Agency: AF - Dept of the Air Force, Geoloc: 123025005 - Tyndall Afb Base, Bay, FL, and Conus/OS: 1 - US. The 'Skills Data' table is as follows:

			Pct	Months
1.	AFM - Computer Specialist	WGM - Quality Assurance	60	9.06
2.	AFM - Computer Specialist	TEV - Test & Evaluation	20	3.02
3.	CPA - Programmer Analyst		20	3.02

Total Months Experience: 15.10 Total Months Detail:

FIXED ITEMS ON THE SYSTEM:

Tracking Code Property Sheet: “PROBLEM: The “Sent to Resumix” column on the tracking code property sheet and accompanying report currently displays the column “Sent to Resumix” which displays the date and time tracking codes were last sent to Resumix. When the tracking codes are invalidated and then validated again a new row for the revalidation will be displayed. **FIX: This has been modified to read “Date Sent to Resumix.” Should the tracking code be invalidated and then validated again, the new row for the revalidation will not show a date for the “Date Sent to Resumix” column and this tracking code will be eligible to be resent to Resumix.”**



Code	Description	Date Assigned	Date Unassigned	Date Sent to Resumix
ODJ	ODJ --	10-JUN-2003 15:26:21	10-JUN-2003 15:30:55	10-JUN-2003 15:30:55
RFP	RFP --I	10-JUN-2003 15:30:55		10-JUN-2003 15:30:55
RFP	RFP --I	03-JUN-2003 08:24:02	10-JUN-2003 15:26:21	10-JUN-2003 15:30:55

Tracking Codes: PROBLEM: Tracking codes can be manually sent back to Resumix for a CRR that used a template that is in a TEST status even if the CRR was never fully processed. **FIX: The system has been modified so that if a TEST template is used to rate applicants a message will be displayed advising the user indicating that the template must be of an “Approved” status before tracking codes will be sent back to Resumix. IMPORTANT: Tracking codes will not be sent back to Resumix if the CRR is using a template that is in a ‘TEST’ status to rate applicants.**

Help Menu: PROBLEM: The Demo Pay Plan and Grade Equivalency Table listing in the CPDSS help page mistakenly listed the equivalent for DR01 as GG/GM/GS 1. **FIX: This has been corrected to display the equivalent for DR01 as GG/GM/GS07 through GG/GM/GS11.**

Pseudo SSAN: PROBLEM: There are certain Air Force employees who are allowed to hold two full-time federal positions at the same time. This creates overlapping experience in their experience history record, which CPDSS does not allow. **FIX: EHM has been corrected to allow multiple overlapping full-time federal experience history records or those employees that possess a Pseudo SSAN.**

What does this mean? Only those employees who have Pseudo SSNs may have more than one full-time position with the same timeframe coded in Experience History.

Self Nominations: PROBLEM: Applicants have the ability to self-nominate for a vacant position multiple times. In such cases when a match list is created in the custom match list creation window, those applicants that self-nominated for the same position more than once will appear multiple times. **FIX:** *CPDSS has been modified to eliminate the multiple displays of candidates that self-nominate for the same position multiple times.*

Job Analysis Templates: PROBLEM: When a Job Analysis template is promoted to a new status (Approved and/or Archived) the CRRs that are using that Job Analysis becomes stale. **FIX:** *This has been corrected. CRRs will no longer become stale when a the Job Analysis is promoted to an “Approved” and/or “Archived” status as long as no other modification have been made to the template.*

CRR Additional Information Section: PROBLEM: The CRR “Additional Information” section would place a “1” to indicate the Detail Error Listing option was chosen and “2” which indicates the “Detail Scoring Information” option was chosen. **FIX:** *This has been removed from the report, since it is of no use to the user.*

Just a Reminder....

Using Approved Templates: As mandated by Air Force the generation of referral certificates should be done using an **Approved** Job Analysis Promotion Plan Template. To ensure this is being done IAW Air Force policy a message will be displayed informing the user that a **Test** template is not allowed and that an **Approved** template will need to be used, or the current template will need to be promoted to an **Approved** status, before the generation of a referral certificate.

Change Score Functionality: The “Change Score” functionality was provided in the Aug 02 release. Any users needing this functionality should talk to their supervisor and system administrator. The system administrator, once approved by the supervisor, will work with the AFPC/DPCX staff to provide this capability.

Batch Processing: CPDSS Batch processing functionality was provided earlier this year to help users manage their workload.

The Resumix/CPDSS User’s Guide to Filling Jobs And Other Related Topics, will be updated to incorporate the enhancements and the fixes.