

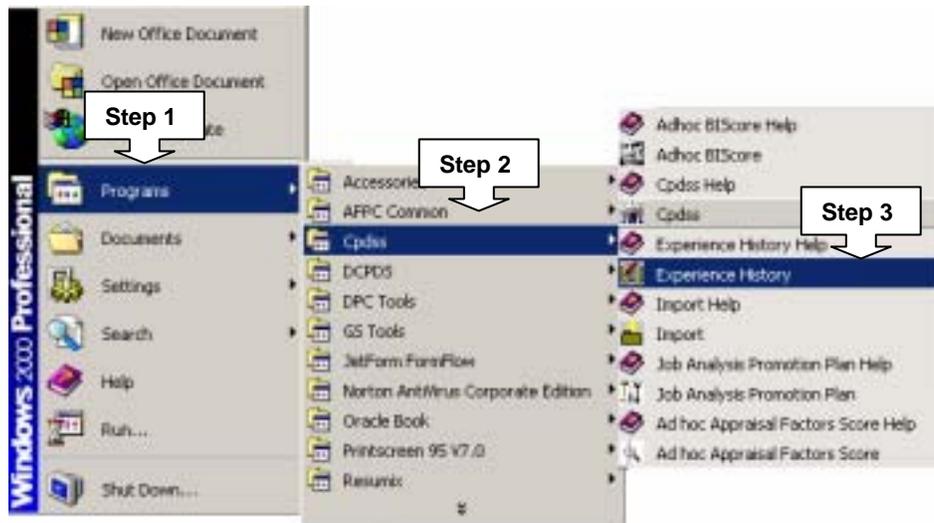
Experience History Maintenance

The Experience History Maintenance program is used to update and maintain the experience history for internal employees. The information kept in the experience history appears on the Candidate Referral Roster (CRR) to be used to qualify candidates.

Triggers from DCPDS create experience entries when an employee's assignment status changes. The Experience History Maintenance program allows CPDSS users to view, add, edit and/or delete an employee's experience history depending on the permissions granted to the user.

Logging On To Experience History Maintenance (EHM)

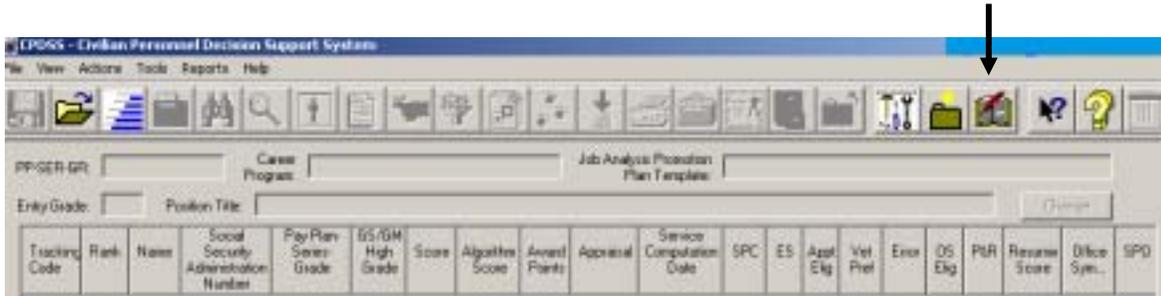
- Step 1:** From the Start Menu, Select **Programs**
- Step 2:** From the Programs Menu, Select **CPDSS**
- Step 3:** From the CPDSS Menu, Select **Experience History**



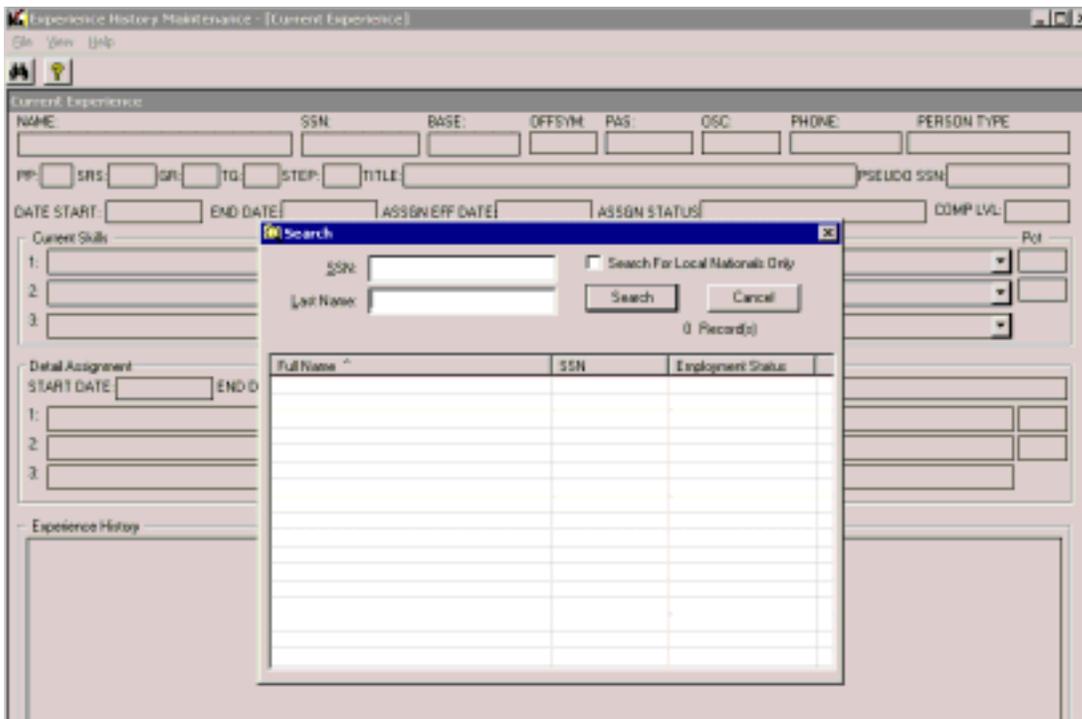
Step 4: The Login and Password screen will appear. Complete these fields and click **<OK>**.



If CPDSS is already open, from the main screen select the following button



The main **Experience History Maintenance** window appears. This main screen will be blank, and there will be a **Search** window.



Finding A Candidate: Type the employee's SSAN (XXX-XX-XXXX) or Last Name in the Search window. Click the Search button to begin the search process. The wildcard "%" can be used in the search. To search for Local Nationals place a check in the box next to the "Search for Local Nationals Only."

A list of names and SSANS will populate that meet the criteria from the search field. This search will also provide information as to whether the person is an employee, ex-employee or applicant.

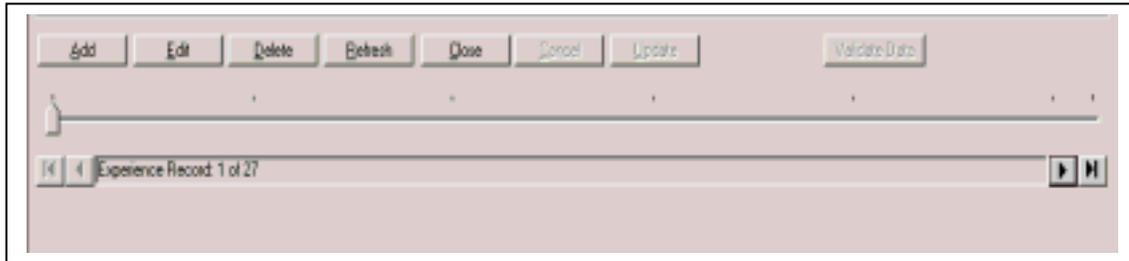
To display additional information on any of the experience history entries **click** on the desired entry. The following expanded screen will be viewable.

The screenshot shows the 'Experience' window with the following fields and values:

- Type:** F - Federal Civil Service
- Start Date:** 05/01/00
- End Date:** (empty)
- Pay Plan:** GS - General Schedule
- Series:** 0003 - Police (0003)
- Grade:** 06
- MDA:** (empty)
- Comp Lvl:** (empty)
- Seq No:** (empty)
- Post No:** (empty)
- RPA:** (empty)
- Job Appr. Type:** TA - Competitive - Career
- Training Pgm:** YY - Not Applicable
- Sup. Level:** 1 - Supervisor
- Work. Sch.:** F - Full Time
- Location Agency:** AF - Dept of the Air Force
- Degr:** SEV - Security
- JA/SecLoc:** 120936091 - Eglin A.F.B., Oklaossa, FL
- Carusa/OG:** 1 - US
- Assignment Command:** 1M - NTC - Air Force Materiel Command
- Position:** G2 - BASE/SITE/AVIATION INSTALLATION ACTIVITY
- Acquisition Category:** (empty)
- Level:** (empty)
- Skills Data Table:**

1:	ACN - Police Officer	PCDN - Patrol	Pct	Months
1:	ACN - Police Officer	PCDN - Patrol	80	43.82
2:	ACN - Police Officer	PCDN - Traffic	20	10.79
3:				
- Total Months Experience:** 52.77
- Total Months Detail:** (empty)
- Buttons:** Add, Edit, Delete, Refresh, Close, Cancel, Update, Validate Data
- Status Bar:** Experience Record: 1 of 8

In order to work in the experience history module, the following buttons can be used **Add, Edit, Delete, Refresh, Close, Cancel, Update,** and **Validate Data** at the bottom of the screen. Some of these buttons might be “grayed out” depending on the permissions assigned to the user.



In Lieu of using the Slide Rule the **Arrow** buttons will maneuver from one entry to another without going back to the main Experience History Maintenance window.

- Click on the  button to view the **Next** record.
- Click on the  button to view the **Previous** record.
- Click on the  button to view the **Last** record.
- Click on the  button to view the **First** record.

If you have “**view only**” permission/access, **click** the **Close** button when you want to return to the main Experience History Maintenance window.

Adding Experience

The **Experience History Maintenance (History Details for:)** or **Expanded Experience History Maintenance** window must be viewable.

The screenshot shows the 'Experience History Maintenance' window. The 'Add' button at the bottom left is circled in blue. The window contains the following fields:

- Experience:** Type: F - Federal Civil Service, Start Date: 05-Aug, End Date: [blank]
- Pay:** Plan: GS - General Schedule, Series: 0083 - Police (0083), Grade: 08, MDA, Comp Lvl, Seq No, Pos No, RPA
- Job:** Appt Type: 1A - Competitive - Career, Training Pgm: NY - Not Applicable, Supv. Level: 1 - Supervisor, Wk. Sch.: F - Full-Time, Location: Agency: AF - Dept of the Air Force, Org: 55Y - Security, GeoLoc: 12085891 - Eglin A.F.B., Oklaosa, FL, Comus/OIS: 1 - US
- Acquisition:** Category, Level, Assignment: Command: 1M - MTC - Air Force Materiel Command, Position: 0 - BASE/SITE/WING/INSTALLATION/ACTIVITY
- Skills Data:**

			Pot	Months
1:	ACN - Police Officer	PDR - Patrol	80	43.02
2:	ACN - Police Officer	PDR - Traffic	20	10.75
3:				

Total Months Experience: 53.77, Total Months Detail: [blank]
- Buttons:** Add (circled), Edit, Delete, Refresh, Close, Cancel, Update, Validate Data

Step 1: Click the “Add” button at the bottom of **Expanded Experience History Maintenance** window. This will bring an empty record in view. The fields are in an update stage when all the areas are white.

Note: To avoid scrolling through the numerous GeoLoc locations, use the drop-down box to select the desired GeoLoc location. When the binoculars are clicked on, a search window is presented. Enter a partial text of the desired GeoLoc and any matching locations will be displayed.

The screenshot shows the 'Experience History Maintenance' window with an empty record. The 'Update' button at the bottom center is circled in blue. The window contains the following fields:

- Experience:** Type: [blank], Start Date: 09-Aug-2003, End Date: 09-Aug-2003
- Pay:** Plan, Series, Grade, MDA, Comp Lvl, Seq No, Pos No, RPA
- Job:** Appt Type, Training Pgm, Supv. Level, Wk. Sch., Location: Agency, Org, GeoLoc (with binoculars icon), Comus/OIS
- Acquisition:** Category, Level, Assignment: Command, Position
- Skills Data:**

			Pot	Months
1:			0	
2:			0	
3:				

Total Months Experience: [blank], Total Months Detail: [blank]
- Buttons:** Add, Edit, Delete, Refresh, Close, Cancel, Update (circled), Validate Data

At the bottom left, the text 'Add New Experience Record' is circled in blue.

Step 2: Input data by selecting appropriate information from the drop down menu box located next to the data field.

Step 3: After completing the required data, **click** the **Update** button. If any errors are detected a message is displayed. If there are no errors encountered, the screen will return to a gray status.

Note: All data will be edited every time the Update button is clicked. After a successful Add, the record will be displayed. The cancel button will take effect only if it is clicked before the Update button. *Remember* when making any changes to an employee's assignment this is the actually database for Experience History that is being updated.

When the **Update** button is selected the following **Edits** are accomplished:

- Certain fields must contain a value: Experience Type, Start Date, End Date, Pay Plan, Series, Grade, Supervisory Status, Work Schedule, At least one Skill, and Skill 1 Percent
- Skill percentages must equal 100 %, total skill percentages cannot exceed 100 %
- Start and End Dates must adhere to the following rules:
 - Start Date and End Date may not be the same
 - Future dates are NOT allowed
 - Within the same Experience Type and Work Schedule, the date range should not have records overlapping any existing record (except for Detail Experience)

Note: Only employees with a PSEUDO SSAN (who have two Experience History records) may possess two Seasonal Full-time experience entries within the same time-frame.

Step 4: Click the **Close** button.

Editing Experience

The **Experience History Maintenance (History Details for:)** or **Expanded Experience History Maintenance** window must be open and accessible. The fields will be white when the user is in the edit mode.

The screenshot shows a software window titled "Experience" with several sections for data entry:

- Experience:** Type: F - Federal Civil Service, Start Date: 26-Jul-2002, End Date: 11-Jan-2003
- Pay:** Plan: GS - General Schedule, Series: GS01 - Human Resources Management (GS01), Grade: 12. NDA, Comp Lvl, and Ser No are empty.
- Job:** Appt Type: TA - Competitive - Career, Training Pgm: YY - Not Applicable, Supr. Level: 8 - Non-Supervisory, Wk. Sch.: F - Full-Time.
- Location:** Agency: AF - Dept of the Air Force, Digr: P&Y - Civ Pers, GeoLoc: 00000000 - Philadelphia, PA - Stewart, PA, Conts/OS: 1 - US.
- Acquisition:** Category and Level are empty.
- Assignment:** Command: OS - APC - AF Personnel Center, Position is empty.
- Skills Data:** A table with columns for Skill ID, Skill Name, Skill Code, Pot, and Months.

	Pot	Months
1: AGV - Personnel Staffing Split	40	2.19
2: AGV - Personnel Staffing Split	30	1.54
3: EDN - Training Instructor	30	1.54

Total Months Experience: 5.47 Total Months Detail: []

Buttons: Add, Edit, Delete, Refresh, Done, Cancel, Update, Validate Data

Step 1: Click the "Edit" button at the bottom of **Expanded Experience History Maintenance** window. This will provide access to the drop down menus and text fields.

Step 2: Edit the data by selecting the drop down menu and clicking the appropriate entry. The only field that will allow manually insertion of data is the **Percent (Pct)** field. All other fields require the use of the drop down menu.

Step 3: After completing the required data, **click** the **Update** button. If any errors are detected a message is displayed. If successful, the button display is reset.

Note: All data will be edited every time the Update button is clicked. After a successful Add, the record will be displayed. The cancel button will take effect only if it is clicked before the Update button. *Remember* when making any changes that this is the actually database for Experience History that is being updated.

When the **Update** button is clicked the following **Edits** are accomplished:

- Certain fields must contain a value: Experience Type, Start Date, End Date, Pay Plan, Series, Grade, Supervisory Status, Work Schedule, At least one Skill, Skill 1 Percent
- Skill percentages must equal 100 %, total skill percentages cannot exceed 100 %
- Start and End Dates must adhere to the following rules:
 - Start Date and End Date may not be the same

- Future dates are NOT allowed
- Within the same Experience Type and Work Schedule, the date range should not have records overlapping any existing record (except for Detail Experience)

Note: Only employees with a PSEUDO SSAN (who have two Experience History records) may possess two Full-time experience entries with the same time-frame.

Step 4: Click the **Close** button.

Deleting Experience

The **Experience History Maintenance (History Details for:)** or **Expanded Experience History Maintenance** window must be viewable.

The screenshot shows the 'Experience History Maintenance' window. It contains several sections with dropdown menus and text boxes:

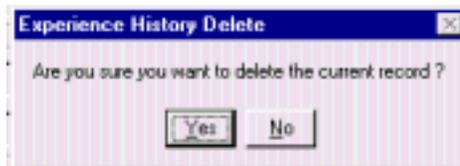
- Experience:** Type (F - Federal Civil Service), Start Date (20-Jul-2002), End Date (31-Jan-2003)
- Pay:** Plan (GS - General Schedule), Series (0001 - Human Resources Management (0001)), Grade (12), NSA, Comp Lvl, Sea No, Posn No, RPL
- Job:** Appl Type (TA - Competitive - Exam), Location (Agency: AF - Dept of the Air Force, Degr: RPL - Civ Perm), Training Plan (YY - Not Applicable), Supv. Level (B - Non-Supervisory), Wk. Sch. (F - Full Time), GeoLoc (AF/SCGS - Randolph AFB, Texas, TX), Career/Gr (1 - US)
- Acquisition:** Category, Level, Assignment (Command: BR - AFPC - AF Personnel Center), Position
- Skills Data:** A table with columns for Skill, Category, and Months.

Skill	Category	Months
1. [AGV - Personnel Staffing Spclt]	TBB - Recruiting	80 (2.19)
2. [AGV - Personnel Staffing Spclt]	TBQ - Placement	36 (1.64)
3. [KUN - Training Instructor]	TIN - Technical Training	30 (1.54)

At the bottom, there are buttons for 'Print', 'Edit', 'Delete', 'Refresh', 'Close', 'Cancel', 'Update', and 'Workstation'.

Step 1: Open the experience history entry to delete. When the experience entry window is open, **Click** the **"Delete"** button at the bottom of the **Expanded Experience History Maintenance** window.

Step 2: A message box will display to confirm the deletion of the entry.



- **Click Yes**, to permanently delete the entry from the Experience history Database.
- **Click No**, to cancel your action.

Step 3: If Yes is selected, the next experience history entry (descending order) in the employee's file will be displayed. If no other changes or deletions are required to the record **Click Close**.

Printing an Experience Brief (Career Brief)

From the Experience History Maintenance screen, go **File > Print Experience Report**.

Once the report populates on the screen, it can be printed, emailed, and/or saved as a file. Use the icons at the top of the screen to export the report. Example of how an Experience Brief looks:

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EXPERIENCE BRIEF

B [redacted] GS-0301-09 Off Sym: CCP PAS: WE1MFRY7 Command: MTC
Current Assignment: PROTOCOL SPECIALIST, Wright-Patterson Afb, Greene, OH CPCN: 13552.PROTOCOL SPECIALIST.56819.AFIM.APRR

Current Position Information	Employee Data	Appraisal Data
Assignment Status: Active Assignment Date Start: 01 OCT 2001 Comp Level: 0155 Dt Temp Prom Ends: Detail To: Detail Expires: O/S Tour Ends: O/S Extension Ends: Work Schedule: Full-Time	Duty Phone: Appointment Type: Competitive - Career Training Program ID: Not Applicable Dt Last Promotion: 14 JUN 1992 Security Clearance: Secret - DOD Other Than Army/Navy	Level 5 Outstanding or equivalent Level 5 Outstanding or equivalent Level 5 Outstanding or equivalent Level 5 Outstanding or equivalent Level 4 Level between Outstanding and Fully Successful
Miscellaneous Data SCD: 02 APR 1984 SCD RIF: 21 JUN 1981 Vet Pref (RIF): No Retirement: FERS and FICA Pay Table: 31 Pseudo SSN:	Acquisition Information (See end of report for Acquisition Certifications) Membership status: Career Category: Appraisal Dt Supv Appraisal Warrant Data:	Awards Time Off Award Performance Award Performance Award Performance Award Performance Award Performance Award Time Off Award Performance Award Performance Award
	Education Associate Degree Business Administration & Management 1982	Training ETHICS EEO 2000 HIV/AIDS WORKPLACE PRACTICAL ENGLISH

Certification Data		QUAL LEADERSHIP ENABLE COURSE COMP LITERACY
Career Program Registration	Special Placement Program	
	Demonstration Data	
	CCSKCCAS Score: Effective Date:	
Skills:	AKT ALT	Specialist/Analyst Protocol

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EXPERIENCE BRIEF

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Start Dt	End Dt	PP - Ser - Gr	Exp Type	Duty Title	Supv Lvl	Acq	Level	Location	CMD
Skills:									Percentage

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