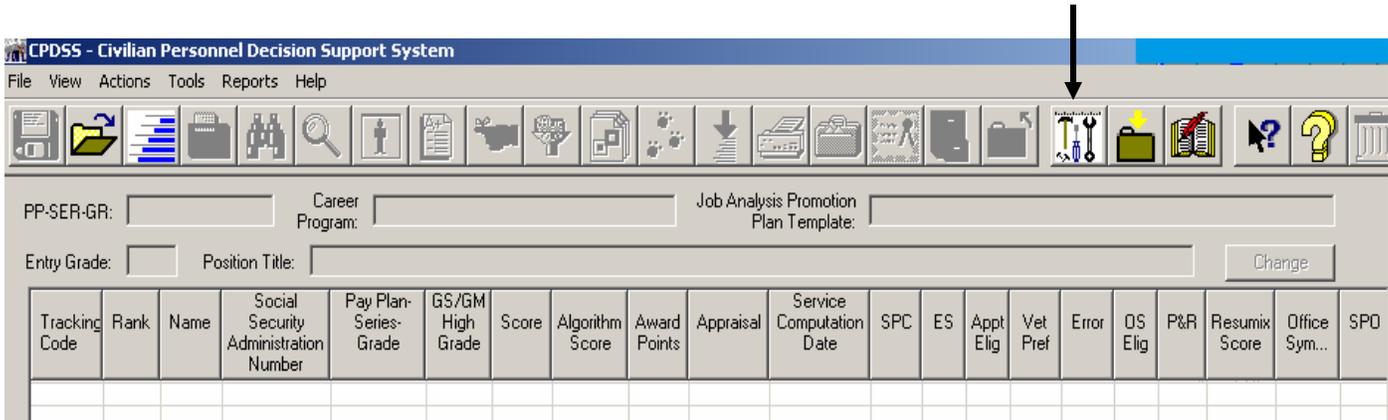


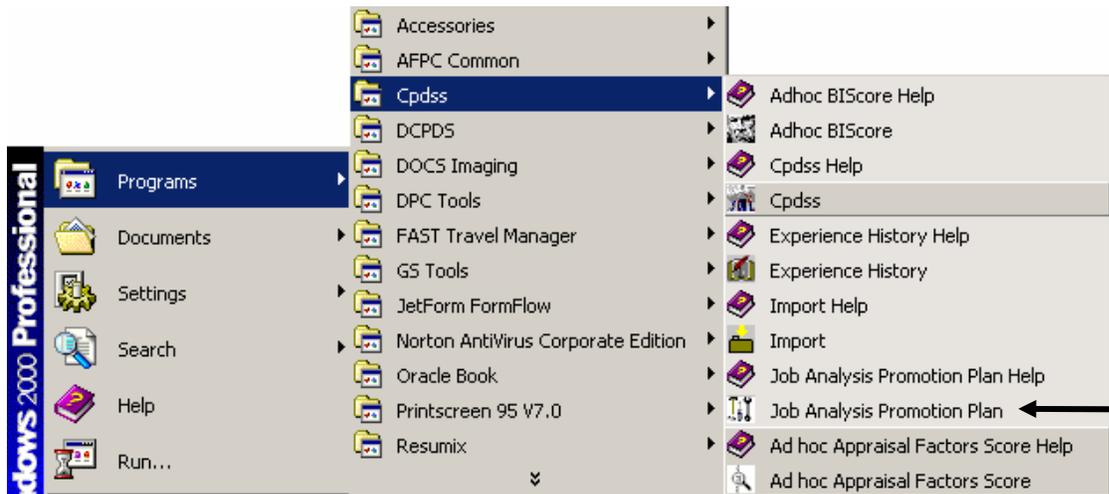
Chapter 4 - Job Analysis and Job Analysis Promotion Plan Template Development

The Job Analysis Promotion Plan Template is the tool used to rate and rank applicants. Before creating a new template, check the Template Library for a Standard Template that matches the criteria of the position being filled. A Standard Template can be identified by the “ST” in the title. A new template should only be created when an approved template cannot be found that matches the criteria for the position being filled.

From the Main CPDSS screen select the “Job Analysis Promotion Plan Template” button  .

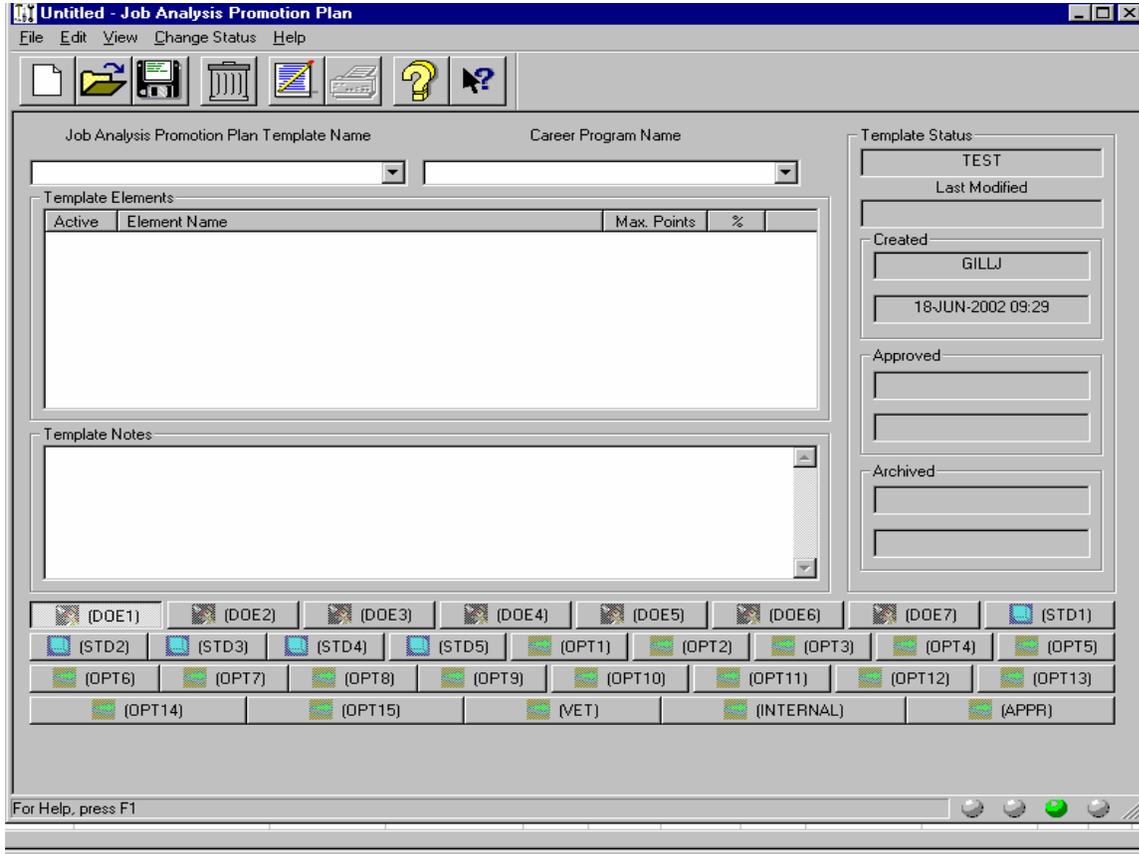


OR initiate the Job Analysis Promotion Plan Template using the Start-Up menu as shown below: (the user will be prompted for their login and password)



NOTE: From the Start-Up menu, the entire CPDSS program menu may be opened or one specific menu item may be opened. The system will still prompt the user for a login and password even if one specific menu item is selected.

Below is a screen shot of the **Job Analysis Promotion Plan Template** window. From this window a new Job Analysis Template may be created or the template library may be opened to find an existing template.



To begin, let's discuss the Main Menu Bar options and the Tool Bar buttons. Understanding the functions that these buttons perform will make using CPDSS easier.

This button	Enables you to....	The equivalent Main Menu command is
	Create a New Job Analysis Promotion Plan Template	File> New Job Analysis Promotion Plan Template
	Open up an existing Job Analysis Promotion Plan Template	File > Open Job Analysis Promotion Plan Template
	Save the Job Analysis Promotion Plan Template.	File > Save Job Analysis Promotion Plan Template
	Generate a report in a separate window detailing the attributes of the template.	File > Report
	Create or edit a new or existing Job Analysis Information Window	Edit > Edit Job Analysis Information
	Delete the current Job Analysis Promotion Plan Template.	File > Delete Job Analysis Promotion Plan Template
	Information about the Job Analysis Promotion Plan Template	Help > About Job Analysis Promotion Plan
	Acquire information on any part of the template where the question mark is placed.	Help> Help Topics
N/A	N/A	View > Tool Bar or Status Bar
N/A	N/A	File > Save Template As..... Note: When this function is used, the name of the original template will populate the notes section of the new template.
N/A	N/A	Change Status > Test to Approved or > Approved to Archived. This functionality will not be granted to all staffing specialist.

The Template Naming Convention

A standard naming convention has been identified from Air Force to be used when naming all Job Analysis Templates. The template name **must** be all CAPITAL LETTERS and should have dashes between each field. **The naming convention is as follow:**

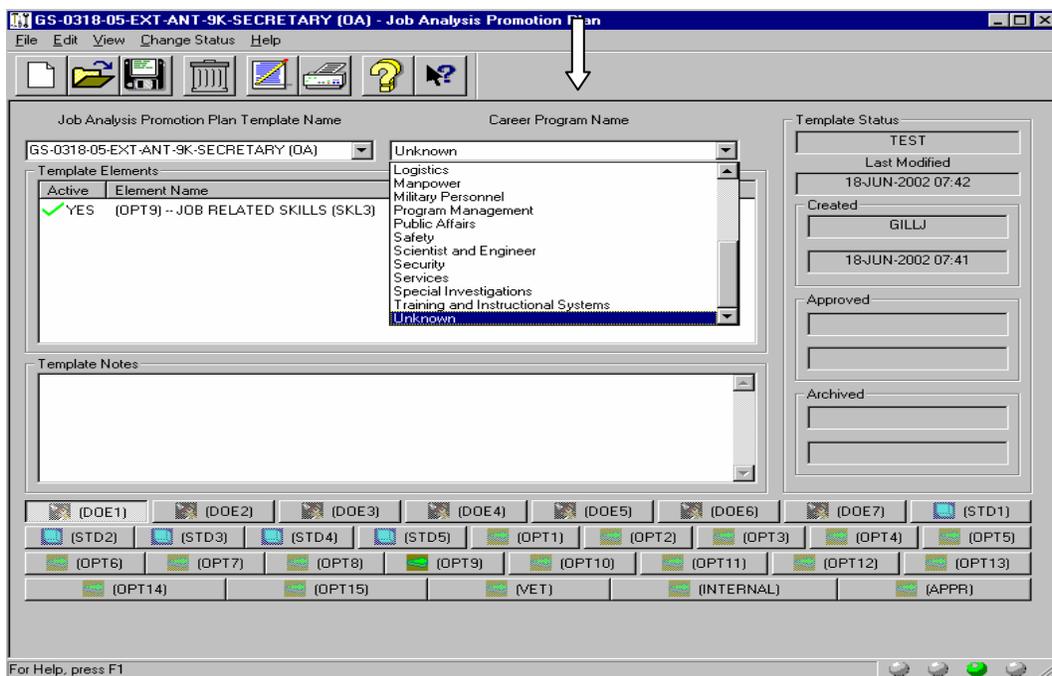
- **Internal/External Staffing: Pay Plan (2) - Occ Series (4) - Grade (2) - INT (Internal) or EXT (External) (3) - Primary Skill of Position (3) - ST for Standard or BASE ID (2)-TITLE (Example: GS-0201-11-EXT-AGV-ST-PERSONNEL MANAGEMENT SPEC).** There is a team of specialist identified to develop Standard Templates that can be used to rate and/or rank your match list of candidates. Standard templates will use the same naming convention except the letters "ST" will be used instead of the Base ID. This will help to find the template at a later date.
- **DEU:** Follow instructions in the DEU Procedures/Training Guide. (GS/0318/DEU/4V/DPM)

NOTE:

AFMC and USAFE will create templates for MAJCOM wide use, these templates will have the MAJCOM ID inserted where the "BASE ID" code is identified on the templates:
USAFE example GS-0201-11-INT-AGV-3K-PERSONNEL MANAGEMENT SPEC
AFMC example GS-0201-11-INT-AGV-1M-PERSONNEL MANAGEMENT SPEC

Choosing a Career Program

- Click the drop down arrow beside the Career Program Name field to display a list of valid Career Program Identifiers.
- Click on the desired Career Program. If not associated with a Career program, select "Unknown".



Template Status

Indicates the current status of the template and the date the last modification was made to the template. A template can have one of three statuses as described below:

Test: When a template is initially created it is in a test status. A template in a test status may be modified as often as necessary, but only by the creator. Templates in a test status are assumed to be in a developmental stage and **should not** be used to rate/rank candidates.

Approved: A test template may be promoted to an **APPROVED** status only by an individual with the appropriate permission. Approved templates are available for use by everyone.

Archived: Approved templates are promoted to **ARCHIVED** when they are no longer useful for rating/ranking candidates (i.e. skill code changes, etc) but, need to be retained as part of the case file/audit trail (in case of litigation). An Archived template can never be used to rate and rank candidates.

Last Modified: This identifies the date and time of the last modification to the template.

Created: This identifies the creator of the template and the date and time the template was created.

Approved: This identifies the person who approved the template and the date and time the template was approved.

Archived: This identifies the person who archived the template and the date and time the template was archived.

Template Status

ARCHIVED

Last Modified
26-JUN-2003 19:00

Created
SA
06-SEP-2002 14:38

Approved
SA
06-SEP-2002 15:14

Archived
SA
26-JUN-2003 19:00

Status Bar



The status bar is displayed at the bottom of the Job Analysis Promotion Plan main window. To display or hide the status bar, select **View > Status Bar**.

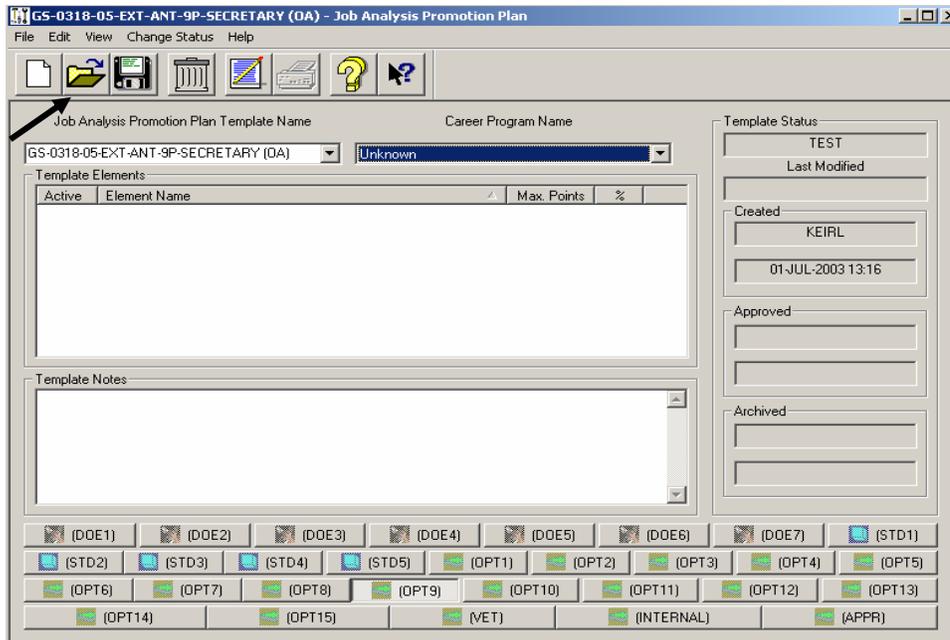
The left side of the status bar describes actions from menu items as the arrow keys are used to navigate through the menu items. This area also shows messages that describe the actions of the Tool Bar buttons as you run your mouse over them. The status indicator will identify the current action being performed by the Job Analysis Promotion Plan program.

The right side of the status bar indicates the various databases to which the Job Analysis Promotion Plan interacts. Each ball is connected to a specific database and changes colors to alert the user of a connection or a disconnection between the systems. The various colors are described below:

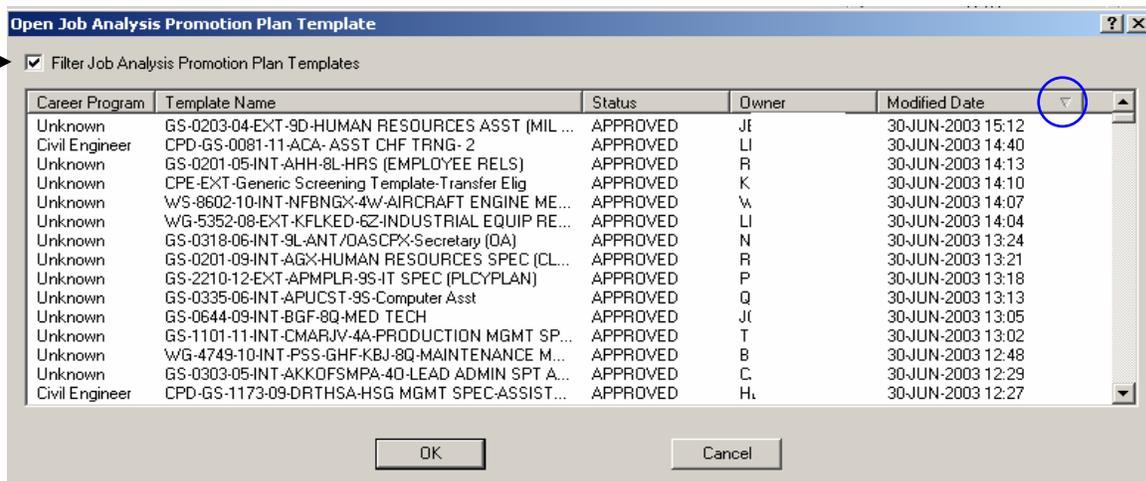
Indicator	Description
GRAY	The database is not currently connected.
YELLOW	The database connection is currently in progress.
GREEN	The database connection has been achieved and is currently opened.
RED	The database connection was lost or could not be achieved.

Opening an Existing Job Analysis Promotion Plan Template

Click on the Yellow Open Folder or use the Main Menu command: **File> Open Job Analysis Promotion Plan Template**. A list of all Templates will appear.



To open a template, click the left mouse button on the desired template name and click the OK button at the bottom of the page. A second way to open a template is to double click on the selected (highlighted) template name. Click the Cancel button to cancel the action of opening a Job Analysis Promotion Plan Template. The template list may be sorted by any of the columns; simply by clicking the left mouse button in the desired column header. An up arrow on the column header will indicate that the list is sorted in ascending order and a down arrow on the column header will indicate that the list is sorted in descending order. Click on the column header to toggle between ascending and descending order.



Filtering Templates

A filter option is available to narrow the templates display in the list to only those templates that match specific criteria entered in the Template Filter window.

To filter the template library, click the “Filter Job Analysis Promotion Plan Templates” check box located in the upper left-hand corner of the open Job Analysis Promotion Plan Template window. The Template Filter window will appear. This window has three options for narrowing the list of templates using wildcard patterns and/or template status matches. To refine the list using wildcard patterns type in the entire name or a partial name with a wildcard pattern for the career program, and/or the template name, and/or the template owner. There are two special characters that may be used as wildcards:

%: Place a percent sign in the value to match zero or more characters. For example CA% could be used to match CAT, CART, and CALIFORNIA. Also CA%T could be used to match CAT, CART, CARPET, etc.

_: Place an underscore in the value to match a single character. For example _AT could be used to match BAT, CAT, MAT, etc.

A search may further filter the templates by clicking the checkbox on one or all of the “Template Status Match” field(s). If more than one template status is selected, they will have the effect of being OR’ed together. For example; if TEST and APPROVED are checked, then all templates with a status of TEST or APPROVED will be retrieved. Clicking the left mouse button on a status field will toggle the check mark on and off.

Selecting the OK button will return the user to the Open Job Analysis Promotion Plan Template window with the list of templates that matched the filtered criteria. Selecting the Cancel button will cancel the filtering operation and return the user to the Open Job Analysis Promotion Plan Template window.

The screenshot shows a dialog box titled "Template Filter". It contains three input fields for matching criteria: "Career Program Match" (empty), "Template Name Match" (containing "GS-0201%"), and "Owner Match" (empty). To the right, under the heading "Template Status Match", there are three checkboxes: "TEST" (unchecked), "APPROVED" (checked), and "ARCHIVED" (unchecked). At the bottom of the dialog are "OK" and "Cancel" buttons.

Changing the Status of the Template:

Depending on the user's privileges, the template status may be changed by selecting "**Change Status**" from the main menu. The dialog box below will appear. This will identify the template's current status and allow the user to make changes. From this area the template can be changed from **Test to Approved** or **Approved to Archived**.

If needed, additional comments or notes may be added. When finished click **<OK>** to change the status of the template. This information is displayed in the Status Area on the main window of the Job Analysis Promotion Plan.

The screenshot shows a dialog box titled "Change Status of Job Analysis Promotion Plan Template". It contains the following fields and controls:

- Job Analysis Promotion Plan Template Information:**
 - Job Analysis Promotion Plan Template Name: [Empty text box]
 - Career Program Name: [Empty text box]
- Change Status from TEST to APPROVED:** [Text box containing the status change]
- Approver Information:**
 - Approver Name: [Text box containing "GILLJ"]
 - Approval Date/Time: [Text box containing "18-JUN-2002 10:22"]
- Additional Comments / Notes:** [Large empty text area with a vertical scrollbar]
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Creating a Job Analysis/Job Analysis Promotion Plan Template Report



To create the Job Analysis click on the Edit Job Analysis button . The **Job Analysis Information** window will display.

Complete the field for “Name of Creating Staffing Specialist” by typing the name or by selecting from the drop-down menu. The “Name of the Subject Matter Expert” must be typed; there is not a drop down menu available.

Click on the **<Copy from Resumix Requisition Job Description>** button.

Job Analysis Information

Name of Creating Staffing Specialist:

Name of Subject Matter Expert:

Best Qualified Description:

Major Job Requirements:

Knowledge, Skills, and Abilities (KSAs):

Copy from RESUMIX Requisition Job Description

OK
Cancel

foster, Refugee
Foster, Refugee
FOSTER, REFUGEE
FOSTER, REFUGEE
Franklin, Krisana
Fravel, Elladen
Fronberg, Stephanie
Funke, Diane
FXDTEST01, FXDTEST01
Gaines, Jackie
Galarza, Joel
Gallegos, Roy
Ganez, Jennifer
GARCIA, ADDLFO
Garcia, Adolpho
Garcia, Cynthia
Garcia, Cynthia nmi
Garcia, Elvira
Garcia, Yolanda
Garcia-Meza, Dora
Garza, Hottense
GAWTHROP, TERRY
Geary, Julie
Gill, Janet
Gomez, Esther
Gomez, Teresa
Gonzales, Edward
Gonzales, Monica
Gonzales, Orlando
Good, Patsy
Gooden, Roy
Goodwin, Shawn
Gordon, Elizabeth
Gray, Linda
Gregory, Jeffery
Gregory, Karen
Grissom, Janet
Grossman, Mary
Guilloy, Dorenda
Gutierrez, Maria
H7WPERS01, H7WPERS01
H7WPERS02, H7WPERS02
H7WPERS03, H7WPERS03

If Resumix is active on your desktop, and the requisition is open from which the job analysis will be created, the system will automatically bring up that requisition.

If Resumix is not active on your desktop the system will bring up the entire Resumix Requisition Library. The requisitions may be sorted by clicking in the column header; the arrow indicates whether you are sorting in ascending or descending order. Highlight the requisition to use and click “OK”.

Note: There is no a filter option for this screen.

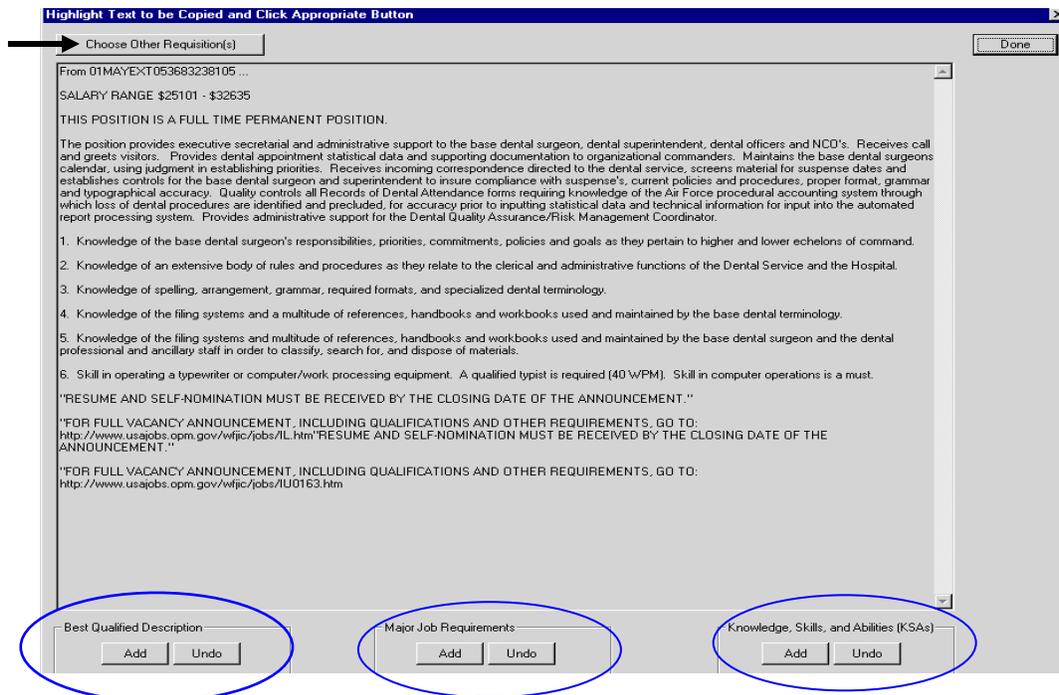
Select RESUMIX Requisition(s)

Requisition	Recruiter	Job Title
03FEBINTABCMIL336037	W	MATERIALS EXPEDITER
03FEBINTABCMIL351203	Me	PAINTING WORKER
03FEBINTABDBAR339607	Hc	QUALITY ASSURANCE SPECIALIST

OK
Cancel

Once the requisition has been identified from which to create the Job Analysis, the screen below will open in CPDSS. This screen pulls all the information that is currently in the “Job – Description” tab of the Resumix Requisition.

At this point, if another requisition is needed, or the user pulled the incorrect requisition, click the “Choose Other Requisition(s) button. This will return the user to the Resumix Requisition Library and allow the user to choose a different requisition.



There are three sets of buttons located at the bottom of the window to use for the creation of the Job Analysis.

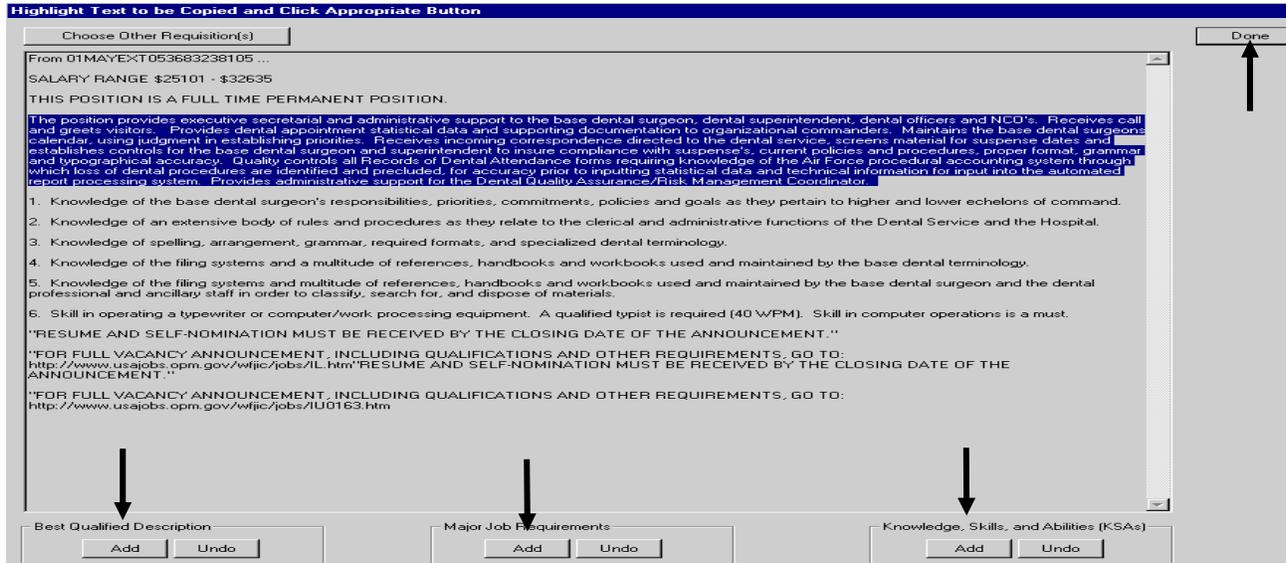
- (1) Best Qualified Description
- (2) Major Job Requirements
- (3) Knowledge, Skills, and Abilities (KSAs).

To add information to the Major Job Requirements area, highlight the information to be added then click the **<Add>** button located below the “Major Job Requirements.”

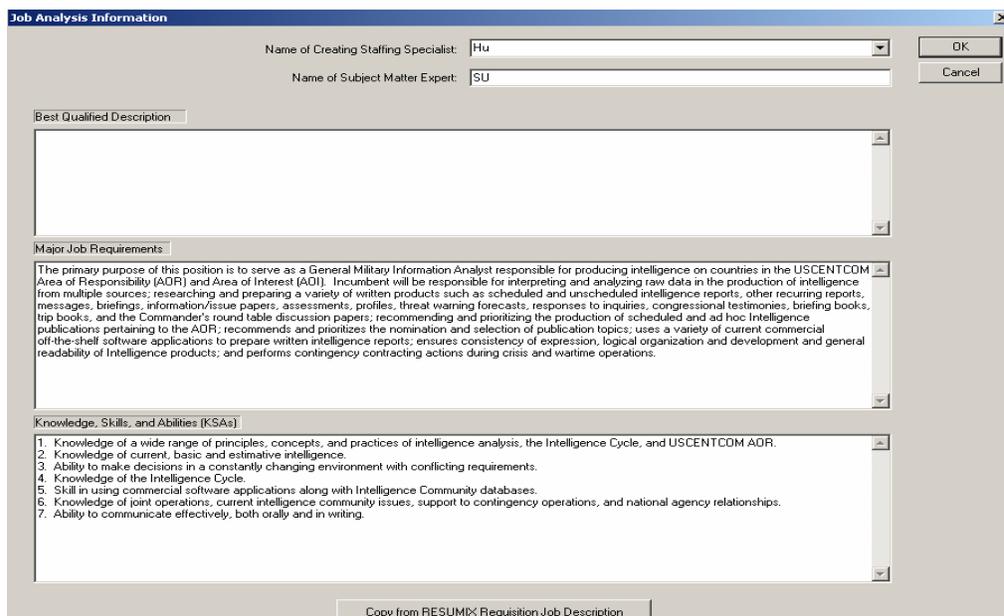
To add information to the Knowledge, Skills and Abilities area on the Job Analysis, highlight the information to be added then click **<Add>** located below “Knowledge, Skills and Abilities (KSAs).”

To add information to the Best Qualified Description area on the Job Analysis, highlight the information to be added then click **<Add>** located below “Best Qualified Description.”

Click **<DONE>** when all the information required has been added.



At this point the system returns to the **Job Analysis Information** window. From here, additional information may be manually inserted (ensure spelling is accurate) in the Job Analysis. After all information has been added, click **<OK>** to return to the main Job Analysis Promotion Plan Template window.



Choosing a Template Element

At the bottom of the screen there are several Element options to choose. The <OPT9> tab is used to fill external positions and the <INTERNAL> tab is used to fill internal positions. (Note: If filling a DEU job use <OPT9> and <VET>. The remaining elements are reserved for Career Program use. This guide covers creating templates for External, Internal and DEU fills.

ELEMENT BUTTONS: Each button has been provided based on specific restrictions established for the template to process. Either a single element may be used or multiple elements may be attached to a Job Analysis Promotion Plan. The user sets certain attributes of the element including whether or not the element(s) will be active, the maximum points allowed for the element, and the rules and restrictions for the element. (See Attachment 1, at the end of this chapter, for a description of each Element Button).

The screenshot displays the 'Job Analysis Promotion Plan' software interface. At the top, the window title is 'GS-0318-05-EXT-ANT-9P-SECRETARY (OA) - Job Analysis Promotion Plan'. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Change Status', and 'Help'. A toolbar contains icons for file operations and help. The main area is divided into several sections:

- Job Analysis Promotion Plan Template Name:** A dropdown menu showing 'GS-0318-05-EXT-ANT-9P-SECRETARY (OA)'.
- Career Program Name:** A dropdown menu showing 'Unknown'.
- Template Elements:** A table with columns for 'Active', 'Element Name', 'Max. Points', and '%'. The table is currently empty.
- Template Notes:** A large text area for entering notes.
- Template Status:** A section with fields for 'TEST', 'Last Modified', 'Created' (showing 'KEIRL' and '01-JUL-2003 13:16'), 'Approved', and 'Archived'.

At the bottom of the interface is a grid of element buttons, each with a small icon and a label:

(DOE1)	(DOE2)	(DOE3)	(DOE4)	(DOE5)	(DOE6)	(DOE7)	(STD1)	
(STD2)	(STD3)	(STD4)	(STD5)	(OPT1)	(OPT2)	(OPT3)	(OPT4)	(OPT5)
(OPT6)	(OPT7)	(OPT8)	(OPT9)	(OPT10)	(OPT11)	(OPT12)	(OPT13)	
(OPT14)	(OPT15)	(VET)	(INTERNAL)	(APPR)				

The buttons for (OPT9) and (INTERNAL) are circled in red in the original image.

External Recruitment - (OPT9)

This section covers the steps used to complete a Job Analysis Promotion Plan Template using Resumix grammar/skills.

Select <OPT 9> (from the Template Element area) to display the screen shown below.

To complete the Job Related Skills window:

Step 1: Creating Element Rules:

- Assign - This field identifies the point value that should be assigned to the element rule.
- Points for – This field allows the user to choose how many occurrences of Resumix skills a candidate must match in order for the point value assigned to be applied. Select from the drop-down menu to access the following options:
 - **ALL** – This allows the point value to be assigned for the rule only if **all** of the Resumix skills selected are matched.
 - **ANY ONE** – This allows the point value to be assigned for the rule if **any** Resumix skill selected is matched.
 - **NUMBER** – A number can be placed in this field instead of one of the choices from the drop-down menu. The number represents how many skills **must** be matched by the applicant in order for the applicant to receive the point value for this rule. (EX: a “3” in this area means the candidate must have 3 out of all the skills listed to receive the point value assigned)

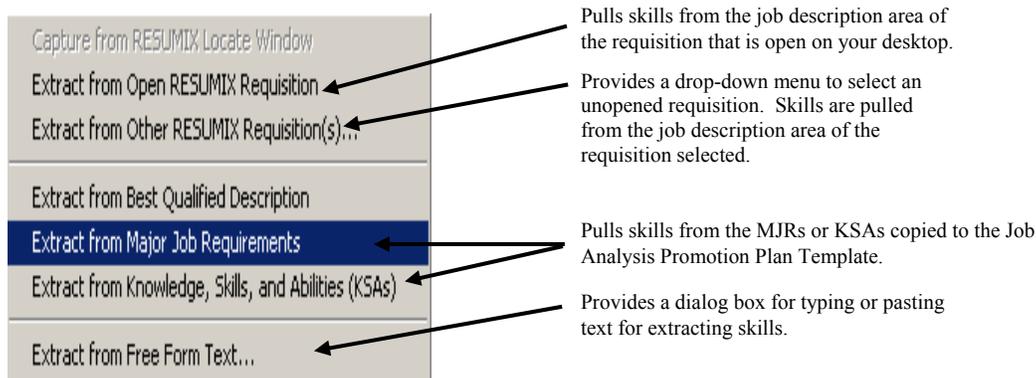
The screenshot shows the 'JOB RELATED SKILLS (SKL3)' window. The title bar is circled in blue. The 'Element Rules' section has a table with columns for rule number, action, points for, and a dropdown menu. A callout box labeled 'Step 1' points to the 'points for' field of rule 3, which is set to 'ALL ANY ONE'. Another callout box explains that a number can be placed in this field instead of a menu selection. The 'OR Logic' and 'AND Logic' sections are also visible, with a callout box labeled 'Step 2' pointing to the 'Apply To Rule' column.

#	Assign	points for		IN	0-value(s)
1	Assign	points for		IN	0-value(s)
2	Assign	points for		IN	0-value(s)
3	Assign	points for	ALL ANY ONE	IN	0-value(s)
4	Assign	points for		IN	0-value(s)

#	Data Field	Logical Operator	Value	Apply To Rule
1			0-value(s)	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1			0-value(s)	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

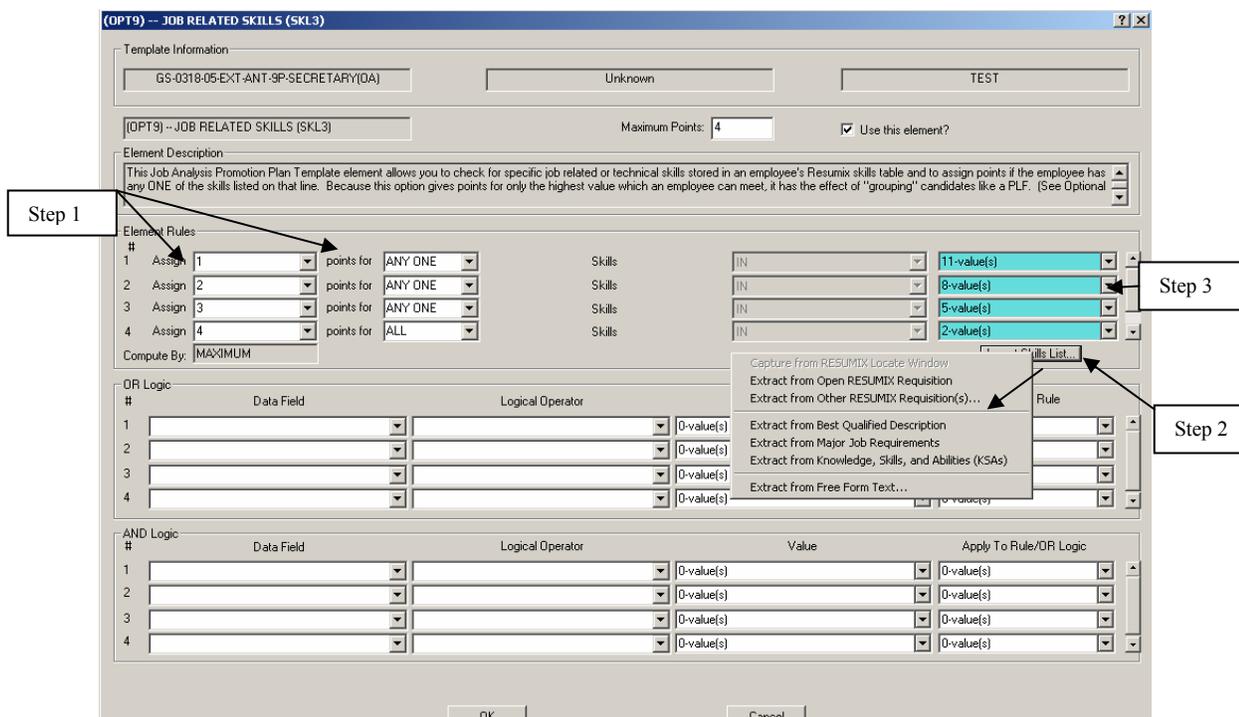
Step 2: Importing Resumix Skills - Click **<Import Skills List>**. The following options Menu will appear:



For illustration purposes, the Extract from Major Job Requirements (MJRs) option will be selected. To begin the process, simply click on the option desired. CPDSS will take the information from the MJRs area of the job analysis and process the information through the Resumix Knowledge Base to extract the skills and insert them in the value field. To insure a comprehensive list of skills in which to choose from, also extract skills from the Knowledge, Skills, and Abilities area (repeating the same procedure as above). These skills will be added to the skills area of the (OPT9) Window. The system will not list the same skill more than once.

Caution: Extracting skills from the MJRs and KSA areas ensures the user a direct link to the Job Analysis. If skills are extracted from the Open Resumix Requisition, Other Resumix Requisition or any of the other options available there may be skills used that are not directly linked to the Job Analysis. To avoid this and maintain the validity of the ranking criteria, if additional skills are needed, return to the Job Analysis Template and type additional MJRs or KSA(s) relevant to the position being filled and re-extract skills.

Step 3: Click the down arrow on the value box. A drop-down menu of Resumix skills extracted will be displayed.



Step 4: Using Element Rule 1, select the appropriate Resumix skills that will identify candidates who may meet minimum qualifications/basic eligibility requirements for the position being filled.

Step 5: Repeat Steps 1 through 4 as necessary until you have an adequate amount of rules to identify candidates that meet:

Minimum Qualifications/ Basic Eligibility
 Better Qualified
 Best Qualified

NOTES:

1. The Element, Option 9 (OPT9), must contain a minimum of at least one Element Rule. It is recommended that no more than five rules be used.
2. To select multiple Resumix skills in a row, highlight the first desired skill, depress the 'shift' key, and click the last desired skill. All intervening skills will be selected.
3. To deselect a skill, click a second time on the skill and the check will disappear.
4. With each additional Element Rule, the objective is to build the rules to narrow down to identifying best-qualified candidates.

Step 6: Once the Element Rules are complete, place the point value assigned to the highest Element Rule in the Maximum Points field. **Ex:** if 4 points is the highest value assigned then place a 4 in the field. Click on the "Use this element" checkbox. A check mark will appear in the box. This is an indicator of whether the element is active or inactive in the Job Analysis Promotion Plan Template (must be active for the template to work).

The screenshot displays the configuration window for an Element Rule. At the top, the title is "(OPT9) -- JOB RELATED SKILLS (SKL3)". Below this, the "Template Information" section shows the job code "GS-0318-05-EXT-ANT-9P-SECRETARY (DA)". The "Element Description" section contains a paragraph explaining the element's function. The "Element Rules" section lists four rules, each with an "Assign" dropdown, a "points for" dropdown, and a "Skills" dropdown. The "Compute By" field is set to "MAXIMUM". The "OR Logic" and "AND Logic" sections each have four rows for defining logical conditions. On the right side, a list of skills is shown, with "Proofreading" checked. At the bottom, there are "OK" and "Cancel" buttons. Two callout boxes are present: "Step 4" points to the skills list, and "Step 6" points to the "Maximum Points" field which contains the value "4".

OR and AND Logic:

The “OR Logic” is used as a substitution for **one** or **all** Element Rules and the “AND Logic” is used as a must have restriction for Element Rule(s) or for the OR Logic area. Later in this topic we will explain how to apply the rules to one data field or to multiple data fields.

The OR and the AND Logic blocks located at the bottom of the (OPT9) Window, consist of the following:

Restriction Data Field

This window allows you to select the data field for which you wish to add a restriction. You may select any data field from the pull-down list. The special selection ****CLEAR RESTRICTION**** will remove the restriction line from the element. The entire restriction line will be deleted.

Apply To Rule

This window allows you to choose to which element rule lines you wish to apply the Disjunctive Restriction (OR Logic) line. You may enter a line number in the window and press the *Insert* key to add the entered line number to the list. You may enter any number of valid element rule lines. Also you may choose the **ALL** selection which will apply the disjunctive restriction line to all element rule lines.

OR Logic #	Data Field	Logical Operator	Value	Apply To Rule
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>

AND Logic #	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>

Restriction Logical Operator

This window allows you to select the desired operator to be applied on the value set from the pull-down list. The operators available to you will be a subset of the following:

Single Value Operators (allow you to enter or select only one value)

- **EQUAL:** Anything that is exactly the same as the value is considered a match.
- **NOT EQUAL:** Anything that is not exactly the same as the value is considered a match.
- **GREATER THAN:** Anything greater than the value is considered a match.
- **LESS THAN:** Anything less than the value is considered a match.

(This is a partial list only)

Restriction Value Set

This window allows you to select the value or values on which you wish to compare the value for the candidates using the selected rule operator. If this window is an aqua-blue color, then you restricted to only values from the pull-down list. Otherwise, you may enter the values in the window and they will be automatically applied to the value set. Clicking any other control in the dialog box will apply the value you entered to the value set. Likewise you may simply press the *Insert* key to apply the entered value to the value set. Pressing the *Delete* key will reset the value set to zero members. Depending on the operator chosen, you may be able to choose only one value or multiple values. If the pull-down list has checkboxes on the left, then you may choose multiple values. Clicking the mouse button on a value in the pull-down list will toggle the checkbox for that value. Only those values with a check in the checkbox will be applied to the value set.

NOTE: The “?” mark located at the top right hand corner of the screen can be use to obtain context help screens (like the ones seen above). Click and drag” the “?” mark to any area on this screen to view the context help screens.

Data Field:

This allows the user to apply a restriction to a specific item(s). This field extracts data from the tables located in the Resumix database. (Example: Typing Speed, Steno Speed etc). **See Attachment 2 (at the end of chapter 4) for a listing of options.**

Note: The special selection ****CLEAR RESTRICTION**** will remove the restriction line from the element. The entire restriction line will be deleted.

Logical Operator:

Select the desired operator to be applied to the Value field. This selection must be completed prior to input of the Value Set.

Value Set

Select the appropriate value(s) from the drop-down list if the field is blue. Otherwise, the value must be input manually. See Restriction Value Set information in the above illustration.

Apply To Rule for the “OR Logic” area. (OR Logic is used as Substitution)

This allows the user to select the Element Rule(s) that the “OR Logic” applies to. The restriction may be applied to one line number, multiple line numbers or ALL the element rules for which this “Data Field” will substitute. Type the line number in the field, and press the **Insert** key to add the entered line number to the list. Repeat for each additional Element Rule. Choose the ALL selection to apply the “OR Logic” to all of the Element Rule lines.

#	Data Field	Logical Operator	Value	Apply To Rule
1	Resumix Education Level	GREATER THAN OR EQUAL	#12	1-value(s)
2			0-value(s)	
3			0-value(s)	
4			0-value(s)	

Line Number
 1
 ALL

Apply to Rule for the “AND Logic” area. (AND Logic is a MANDATORY restriction) Values are entered in the same manner as the “OR Logic”. The only major difference is in the Apply to Rule/OR Logic window.

Apply To Rule/OR Logic

This field allows you to apply “AND Logic” to the Element Rule(s), the “OR Logic” fields, or a combination of the two using one of the following:

- To apply “AND Logic” to Element Rules, type an “R” plus the rule line number and press the **Insert** key.
- To apply “AND Logic” to “OR Logic” statements, type an “O” plus the “OR Logic” line number and press the **Insert** key.
- To apply “AND Logic” to all Element Rules select “**RULE All**” from the drop-down list.
- To apply “AND Logic” to all “OR Logic” lines select “**OR All**” from the drop-down list.
- Simply typing a numeric value will prompt the system to ask if you want to apply this restriction to the Element Rule area or the Or Logic area.

#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	Eligibility Status	EQUAL		0-value(s)
2			0-value(s)	
3			0-value(s)	
4			0-value(s)	

Apply To Rule/OR Logic
 OR ALL
 RULE ALL

Step 7: Click <OK>. This will return you to the Main Job Analysis Promotion Plan Template screen.

Saving the Job Analysis Promotion Plan Template

Once the Job Analysis Promotion Plan Template is complete the template should be saved by:

- Clicking **File > Save Job Analysis Promotion Plan Template** or

- Clicking the **Save** button.



Remember changes can be made to a template that is in a “Test” status, but only by the original creator. Once the template is in an approved or archived status, in order to make changes, the template must be copied. To do this, select **File > Save Template As**, rename the template using the appropriate naming convention. This will create a copy of the template in a test status that can then be modified for necessary changes.

Entering Template Notes:

- Place your cursor inside the Template Notes Box.
- Type in the desired comments. This box can be used to identify Qualification Requirements, Education Substitution, TIG, Physical Requirement, Quality of Experience, OPM Standard etc. or any other pertinent information.

NOTE: When the “Save Template As...” function is used, the system automatically generates a message identifying the original template from which it was created and deletes any notes that were on the original template.

DEU Recruitment - (OPT9) and (VET)

This section covers the steps used to complete a Job Analysis Promotion Plan Template using Resumix grammar/skills and Veterans Preference.

Select <OPT 9> (from the Template Element area) to display the screen shown below.

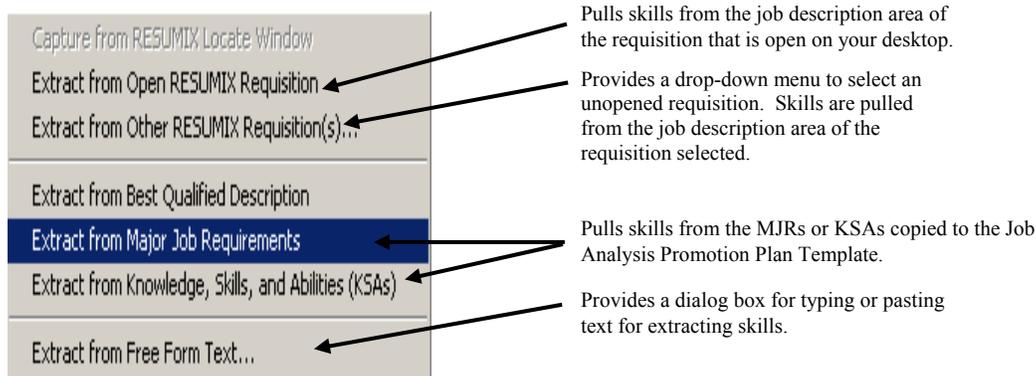
To complete the Job Related Skills window:

Step 1: Creating Element Rules:

- Assign - This field identifies the point value that should be assigned to the element rule. (DEU has specific values that are assigned in this area)
- Points for – This field allows the user to choose how many occurrences of Resumix skills a candidate must match in order for the point value assigned to be applied. Select from the drop-down menu to access the following options:
 - **ALL** – This selection allows the point value to be assigned for the rule only if **all** of the Resumix skills selected are matched.
 - **ANY ONE** – This selection allows the point value to be assigned for the rule if **any** Resumix skill selected is matched.
 - **NUMBER** – A number can be placed in this field instead of one of the choices from the drop-down menu. The number represents how many skills **must** be matched by the applicant in order for the applicant to receive the point value for this rule. (EX: a “3” in this area means the candidate must have 3 out of all the skills listed to receive the point value assigned)

The screenshot displays the 'Job Analysis Promotion Plan Template' window for element '(OPT9) -- JOB RELATED SKILLS (SKL3)'. The 'Element Rules' section contains four rows, each with an 'Assign' dropdown, a 'points for' dropdown, and an 'Apply To Rule' dropdown. The first row's 'points for' dropdown is highlighted with a callout box stating: 'A NUMBER can be placed in this field instead of making a selection from the menu.' The 'OR Logic' section below has four rows with 'Data Field', 'Logical Operator', 'Value', and 'Apply To Rule' dropdowns. A callout box labeled 'Step 2' points to the 'Apply To Rule' dropdown in the first row of the 'OR Logic' section.

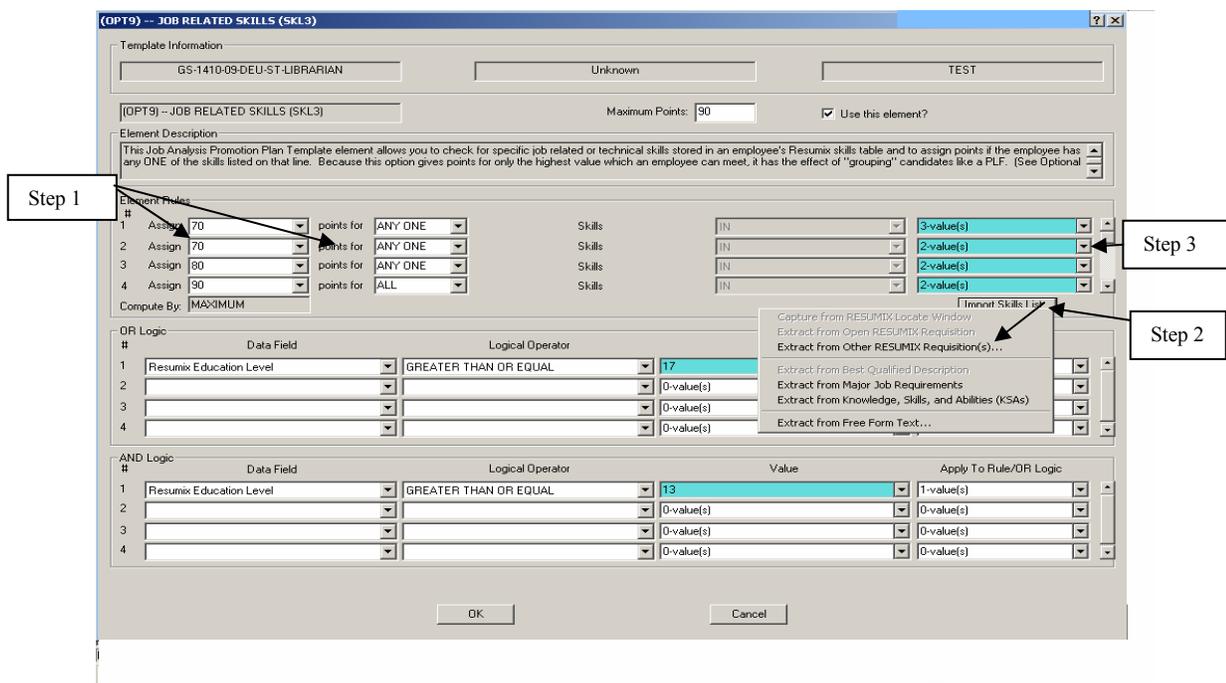
Step 2: Importing Resumix Skills - Click **<Import Skills List>**. The following options Menu will appear:



For illustration purposes, the Extract from Major Job Requirements (MJRs) option will be selected. To begin the process, simply click on the option desired. CPDSS will take the information from the MJRs area of the job analysis and process the information through the Resumix Knowledge Base to extract the skills and insert them in the value field. To insure a comprehensive list of skills in which to choose from, also extract skills from the Knowledge, Skills, and Abilities area (repeating the same procedure as above). These skills will be added to the skills area of the (OPT9) Window. The system will not list the same skill more than once.

Caution: Extracting skills from the MJRs and KSA areas ensures the user a direct link to the Job Analysis. If skills are extracted from the Open Resumix Requisition, Other Resumix Requisition or any of the other options available there may be skills used that are not directly linked to the Job Analysis. To avoid this and maintain the validity of the ranking criteria, if additional skills are needed, return to the Job Analysis Template and type additional MJRs or KSA(s) relevant to the position being filled and re-extract skills.

Step 3: Click the down arrow on the value box. A drop-down menu of Resumix skills extracted will be displayed.



Step 4: Using Element Rule 1, select the appropriate Resumix skills that will identify candidates who may meet minimum qualifications/basic eligibility requirements for the position being filled.

Step 5: Repeat Steps 1 through 4 as necessary until you have an adequate amount of rules to identify candidates that meet:

Minimum Qualifications/ Basic Eligibility
 Better Qualified
 Best Qualified

NOTES:

1. The Element, Option 9 (OPT9), must contain a minimum of at least one Element Rule. It is recommended that no more than five rules be used.
2. To select multiple Resumix skills in row, highlight the first desired skill, depress the 'shift' key, and click the last desired skill. All intervening skills should be selected.
3. To deselect a skill, click a second time on the skill and the check will disappear.
4. With each additional Element Rule, the objective is to build the rules to narrow down to best-qualified candidates.

Step 6: Once the Element Rules are complete, place the point value assigned to the highest Element Rule in the Maximum Points field. **Ex:** if 90 points is the highest value assigned then place a 90 in the field. Click on the "Use this element" checkbox. A check mark will appear in the box. This is an indicator of whether the element is active or inactive in the Job Analysis Promotion Plan Template (must be active for the template to work).

The screenshot shows the configuration window for (OPT9) -- JOB RELATED SKILLS (SKL3). The window is divided into several sections:

- Template Information:** Shows the job title 'GS-1410-09-DEU-ST-LIBRARIAN' and the test type 'TEST'.
- Element Description:** Provides a detailed explanation of the element's function in the promotion plan template.
- Element Rules:** A table with 4 rows. Each row has columns for 'Assign' (70, 70, 80, 90), 'points for' (ANY ONE, ANY ONE, ANY ONE, ALL), and 'Skills' (IN, IN, IN, IN). A callout box labeled 'Step 04' points to the skills selection dropdown for the 4th rule.
- OR Logic:** A table with 4 rows. The first row has 'Resumix Education Level' with a value of 17. Other rows are empty.
- AND Logic:** A table with 4 rows. The first row has 'Resumix Education Level' with a value of 13. Other rows are empty.

Annotations in the image include:

- A callout box labeled 'Step 6' pointing to the 'Maximum Points: 90' field and the 'Use this element?' checkbox.
- A callout box labeled 'Step 04' pointing to the skills selection dropdown in the 4th element rule.

OR and AND Logic:

The “OR Logic” is used as a substitution for **one** or **all** Element Rules and the “AND Logic” is used as a must have restriction for Element Rule(s) or for the OR Logic area. Later in this topic we will explain how to apply the rules to one data field or to multiple data fields.

The OR and the AND Logic blocks located at the bottom of the (OPT9) Window, consist of the following:

Restriction Data Field

This window allows you to select the data field for which you wish to add a restriction. You may select any data field from the pull-down list. The special selection **“CLEAR RESTRICTION”** will remove the restriction line from the element. The entire restriction line will be deleted.

Apply To Rule

This window allows you to choose to which element rule lines you wish to apply the Disjunctive Restriction (OR Logic) line. You may enter a line number in the window and press the *Insert* key to add the entered line number to the list. You may enter any number of valid element rule lines. Also you may choose the **ALL** selection which will apply the disjunctive restriction line to all element rule lines.

OR Logic #	Data Field	Logical Operator	Value	Apply To Rule
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>

AND Logic #	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>

Restriction Logical Operator

This window allows you to select the desired operator to be applied on the value set from the pull-down list. The operators available to you will be a subset of the following:

Single Value Operators (allow you to enter or select only one value)

- **EQUAL:** Anything that is exactly the same as the value is considered a match.
- **NOT EQUAL:** Anything that is not exactly the same as the value is considered a match.
- **GREATER THAN:** Anything greater than the value is considered a match.
- **LESS THAN:** Anything less than the value is considered a match.

(This is a partial list only)

Restriction Value Set

This window allows you to select the value or values on which you wish to compare the value for the candidates using the selected rule operator. If this window is an aqua-blue color, then you restricted to only values from the pull-down list. Otherwise, you may enter the values in the window and they will be automatically applied to the value set. Clicking any other control in the dialog box will apply the value you entered to the value set. Likewise you may simply press the *Insert* key to apply the entered value to the value set. Pressing the *Delete* key will reset the value set to zero members. Depending on the operator chosen, you may be able to choose only one value or multiple values. If the pull-down list has checkboxes on the left, then you may choose multiple values. Clicking the mouse button on a value in the pull-down list will toggle the checkbox for that value. Only those values with a check in the checkbox will be applied to the value set.

NOTE: The “?” mark located at the top right hand corner of the screen can be use to obtain context help screens (like the ones seen above). Click and drag” the “?” mark to any area on this screen to view the context help screens.

Data Field:

This allows the user to apply a restriction to a specific item(s). This field extracts data from the tables located in the Resumix database. (Example: Typing Speed, Steno Speed etc). **See Attachment 2 (at the end of chapter 4) for a listing of options.**

Note: The special selection ****CLEAR RESTRICTION**** will remove the restriction line from the element. The entire restriction line will be deleted.

Logical Operator:

Select the desired operator to be applied to the Value field. This selection must be completed prior to input of the Value Set.

Value Set

Select the appropriate value(s) from the drop-down list if the field is blue. Otherwise, the value must be entered. See Restriction Value Set information in the above illustration.

Apply To Rule for the “OR Logic” area. (OR Logic is used as a substitution)

This field allows the user to select the Element Rule(s) that the “OR Logic” applies to. The restriction may be applied to one line number, multiple line numbers or ALL the element rules for which this “Data Field” will substitute. Type the line number in the field, and press the **Insert** key to add the entered line number to the list. Repeat for each additional Element Rule. Choose the ALL selection to apply the “OR Logic” to all of the Element Rule lines.

#	Data Field	Logical Operator	Value	Apply To Rule
1	Resumix Education Level	GREATER THAN OR EQUAL	#12	1-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

Line Number
 1
 ALL

Apply to Rule for the “AND Logic” area. (AND Logic is a MANDATORY restriction) Values are entered in the same manner as the “OR Logic”. The only major difference is in the Apply to Rule/OR Logic window.

Apply To Rule/OR Logic

This field allows you to apply “AND Logic” to the Element Rule(s), the “OR Logic” fields, or a combination of the two using one of the following:

- To apply “AND Logic” to Element Rules, type an “R” plus the rule line number and press the **Insert** key.
- To apply “AND Logic” to “OR Logic” statements, type an “O” plus the “OR Logic” line number and press the **Insert** key.
- To apply “AND Logic” to all Element Rules select “**RULE All**” from the drop-down list.
- To apply “AND Logic” to all “OR Logic” lines select “**OR All**” from the drop-down list.
- Simply typing a numeric value will prompt the system to ask if you want to apply this restriction to the Element Rule area or the Or Logic area.

#	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	Eligibility Status	EQUAL	[blue field]	0-value(s)
2			0-value(s)	0-value(s)
3			0-value(s)	0-value(s)
4			0-value(s)	0-value(s)

Line Number
 OR ALL
 RULE ALL

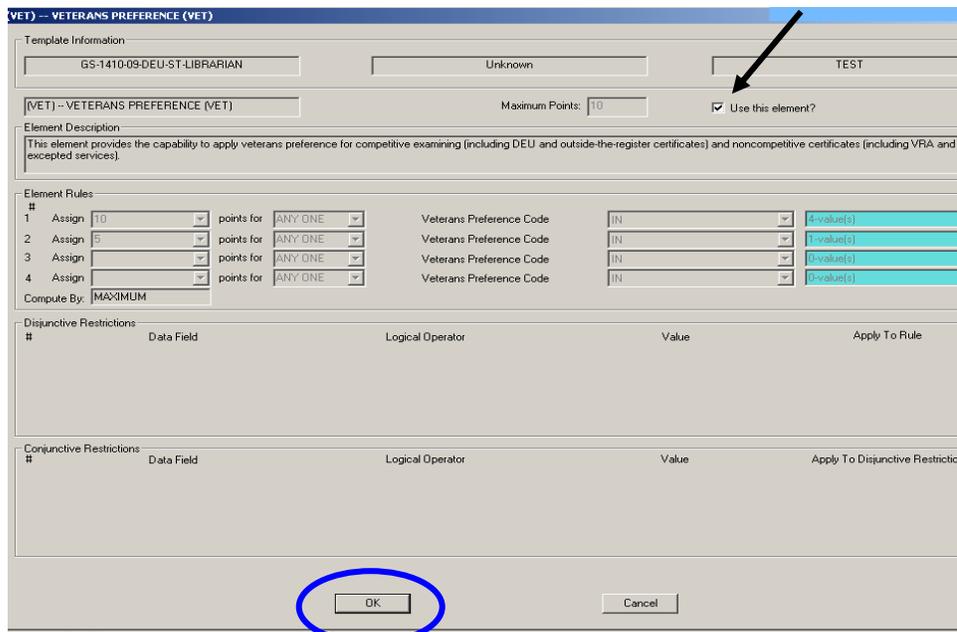
Step 7: Click <OK>. This will return you to the Main Job Analysis Promotion Plan Template screen.

Step 8: DEU uses both the OPT 9 and the VET Templates. The user must ensure that both elements are part of the Job Analysis Template and that both are active.

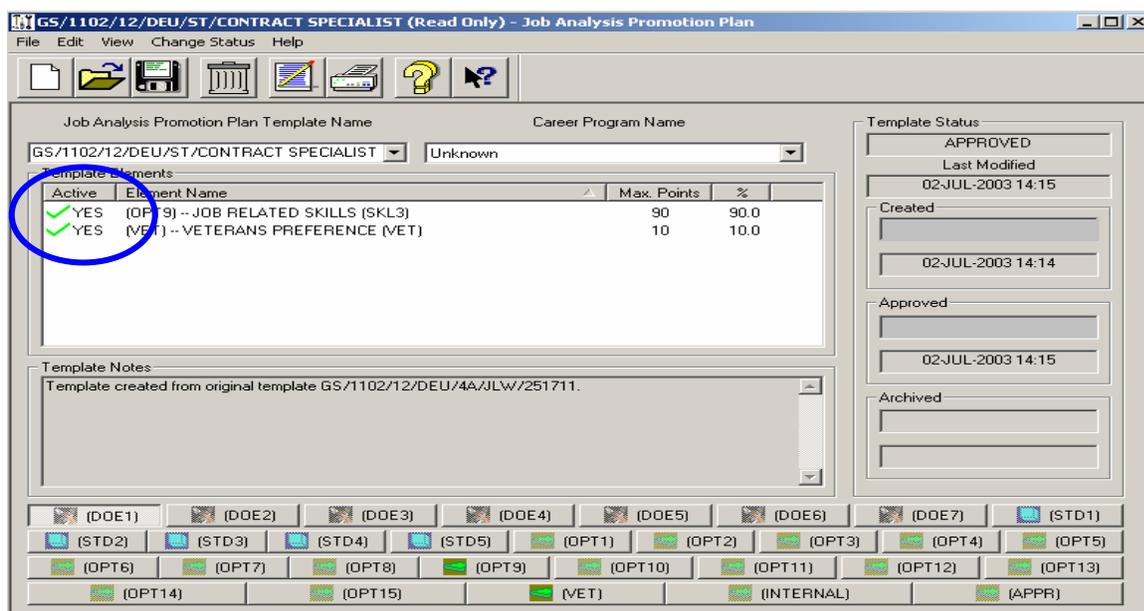
Click the <VET> tab to display the following screen.

Click on the “Use this element?” checkbox. A check mark will appear in the box. This indicates the Veterans Preference (VET) element is active in the Job Analysis Promotion Plan Template.

Step 9: Click <OK>. This will return you to the Main Job Analysis Promotion Plan Template screen.



The main screen should show both OPT 9 – JOB RELATED SKILLS (SKL3) and (VET) VETERANS PREFERENCE (VET) active. The GREEN “check mark” indicates the template is active.



Saving the Job Analysis Promotion Plan Template

Once the Job Analysis Promotion Plan Template is complete the template should be saved by:

- Clicking **File > Save Job Analysis Promotion Plan Template** or

- Clicking the **Save** button.



Remember changes can be made to a template that is in a “Test” status, but only by the original creator. Once the template is in an approved or archived status, in order to make changes, the template must be copied. To do this, select **File > Save Template As**, rename the template using the appropriate naming convention. This will create a copy of the template in a test status that can then be modified for necessary changes.

Entering Template Notes:

- Place your cursor inside the Template Notes Box.
- Type in the desired comments. This box can be used to identify Qualification Requirements, Education Substitution, TIG, Physical Requirement, Quality of Experience, OPM Standard etc. or any other pertinent information.

NOTE: When the “Save Template As....” function is used, the system automatically generates a message identifying the original template from which it was created and deletes any notes that were on the original template.

Archiving a Template

Only HR Specialist who have “Archiving Privileges” will have the authority to archive the template The Template has to be an **Approved** Template before Archiving.

Click **<Change Status>** on the top menu bar. Select **<Approved to Archive>** from the main menu. Follow the prompts to complete the Archiving process.

Note:

- HR Specialists should **ensure** the Template is no longer needed before changing the status to Archived Once a Template is archived, the file cannot be manipulated in any way. Only notes can be added.
- HR Specialists should archive case files as soon as possible after EOD but at least within 90 days.

Restore Archived JA Template

In an effort to maximize the space within the active server for CPDSS, **every Friday** JA Templates that are marked for “Archived” will be moved from the active server to a “storage server” by the system administrators. Once the 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 Template retrieved from the storage server and brought back to the active server. **Note:** The Archived status does not change when the Template is retrieved.

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

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

- Full Scoring JA Template Name
- Approximate date the original JA Template archive took place
- The exact HR Specialists CPDSS username that archived the original request

Internal Recruitment – (INTERNAL)

This section covers the steps used to complete a Job Analysis Promotion Plan Template using Skill Codes (previously referred as Table 465).

Select <Internal> (from the Template Element area) to display the screen shown below.

To complete the Job Related Skills window:

Step 1: Creating Element Rules:

- Assign - This field is used to assign the point value to the element rule. The user would normally assign 1 point for basic eligibility.
- Points for – This field allows the user to choose how many occurrences of skills a candidate must match in order for the point value assigned to be applied. Select from the drop-down menu to access the following options:
 - **ALL** – This selection allows the point value to be assigned for the rule only if **all** of the skills selected are matched.
 - **ANY ONE** – This selection allows the point value to be assigned for the rule if **any** skill selected is matched.
 - **Each** – Do NOT USE
 - **NUMBER** – A number can be placed in this field instead of one of the choices from the drop-down menu. The number represents how many skill codes **must** be matched by the applicant in order for the applicant to receive the point value for this rule. (EX: a “2” in this area means the candidate must have 2 out of all the skills listed to receive the point value assigned)

Step 2: This window contains a field that requires an “IN” or “NOT IN” option when using Skills Code Set. Select “IN” from the drop-down list when filling from internal sources.

Step 3: Click the down arrow. A drop-down menu with the entire Skills Code Table from DCPDS will be displayed. To select Skill Codes, click inside the corresponding box. Repeat as necessary to select all relevant skills needed.

INTERNAL Ranking and Rating

Template Information

GS-0318-05-INT-ANT-9P-SECRETARY (0A) Unknown TEST

INTERNAL Ranking and Rating Maximum Points: 4 Use this element?

Element Description

Job Analysis Promotion Plan Template element allows you to... has worked in a job that has been skills coded with the codes you specify.

Element Rules

#	Assign	points for	Skills Code Set
1	Assign	1	ANY ONE
2	Assign	2	ANY ONE
3	Assign	3	ALL
4	Assign	4	2

Compute By: MAXIMUM

OR Logic

#	Data Field	Logical Operator	Value
1			0-value(s)
2			0-value(s)
3			0-value(s)
4			0-value(s)

AND Logic

#	Data Field	Logical Operator	Value
1			0-value(s)
2			0-value(s)
3			0-value(s)
4			0-value(s)

Skills Code Set

Value Description

- FKHCONT Sales Store Clerk / Control Clerk
- FKHVND Sales Store Clerk / Vendor Acco...
- KLD Sandblasting
- BKJ Sanitarian
- FFW Sanitation Inspector
- JRT Saw Reconditioning
- JSK Scale Bldg,Instal & Repair
- SAR School Age Coordinator
- KWE Sculptural Engraving
- ANT Secretary
- FFE Securities Compl Exam
- ABU Security Administration
- ABURJK Security Administration / Commu...
- ABURJKNEN Security Administration / Commu...
- ABUPAB Security Administration / Industrial

Step 4: Repeat Steps 1 through 3 as necessary until you have an adequate amount of rules to identify candidates that meet:

Minimum Qualifications/Basic Eligibility
 Better Qualified
 Best Qualified

NOTES:

1. The Element, Option Internal (Internal) must contain a minimum of at least one Element Rule. It is recommended that no more than five rules be used.
2. To select multiple skill codes in row, highlight the first desired skill, depress the “shift” key, and click the last desired skill. All intervening skills should be selected.
3. To deselect a skill, click a second time on the skill and the check will disappear.
4. With each additional Element Rule, the objective is to build the rules to narrow down to identifying best-qualified candidates.

Step 5: Once the Element Rules are complete, place the number of points assigned to the highest Element Rule in the Maximum Points field. **Ex:** if 4 points is the highest value assigned then place a 4 in the field. Click on the “Use this element” field. A check mark will appear in the box. This is an indicator of whether the element is active or inactive in the Job Analysis Promotion Plan Template (must be active for the template to work).

INTERNAL Ranking and Rating

Template Information

GS-0318-05-INT-ANT-9P-SECRETARY (0A) Unknown **Step 5** TEST

INTERNAL Ranking and Rating Maximum Points: 4 Use this element?

Element Description

This Job Analysis Promotion Plan Template element allows you to assign levels/points when an employee has worked in a job that has been skills coded with the codes you specify.

Element Rules

#	Assign	points for	Skills Code Set	
1	1	ANY ONE	IN	8-value(s)
2	2	ANY ONE	IN	6-value(s)
3	3	ALL	IN	2-value(s)
4	4	2	IN	5-value(s)

Compute By: MAXIMUM

OR and AND Logic:

The “OR Logic” is used as a substitution for **one** or **all** Element Rules and the “AND Logic” is used as a must have restriction for Element Rule(s) or for the OR Logic area. Later in this topic we will explain how to apply the rules to one data field or to multiple data fields.

The OR and the AND Logic blocks located at the bottom of the (OPT9) Window, consist of the following:

Restriction Data Field

This window allows you to select the data field for which you wish to add a restriction. You may select any data field from the pull-down list. The special selection **“CLEAR RESTRICTION”** will remove the restriction line from the element. The entire restriction line will be deleted.

Apply To Rule

This window allows you to choose to which element rule lines you wish to apply the Disjunctive Restriction (OR Logic) line. You may enter a line number in the window and press the *Insert* key to add the entered line number to the list. You may enter any number of valid element rule lines. Also you may choose the **ALL** selection which will apply the disjunctive restriction line to all element rule lines.

OR Logic #	Data Field	Logical Operator	Value	Apply To Rule
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>

AND Logic #	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0-value(s)"/>	<input type="text" value="0-value(s)"/>

Restriction Logical Operator

This window allows you to select the desired operator to be applied on the value set from the pull-down list. The operators available to you will be a subset of the following:

Single Value Operators (allow you to enter or select only one value)

- **EQUAL:** Anything that is exactly the same as the value is considered a match.
- **NOT EQUAL:** Anything that is not exactly the same as the value is considered a match.
- **GREATER THAN:** Anything greater than the value is considered a match.
- **LESS THAN:** Anything less than the value is considered a match.

(This is a partial list only)

Restriction Value Set

This window allows you to select the value or values on which you wish to compare the value for the candidates using the selected rule operator. If this window is an aqua-blue color, then you restricted to only values from the pull-down list. Otherwise, you may enter the values in the window and they will be automatically applied to the value set. Clicking any other control in the dialog box will apply the value you entered to the value set. Likewise you may simply press the *Insert* key to apply the entered value to the value set. Pressing the *Delete* key will reset the value set to zero members. Depending on the operator chosen, you may be able to choose only one value or multiple values. If the pull-down list has checkboxes on the left, then you may choose multiple values. Clicking the mouse button on a value in the pull-down list will toggle the checkbox for that value. Only those values with a check in the checkbox will be applied to the value set.

NOTE: The “?” mark located at the top right hand corner of the screen can be use to obtain context help screens (like the ones seen above). Click and drag” the “?” mark to any area on this screen to view the context help screens.

Data Field:

This allows the user to apply a restriction to a specific item(s). This field extracts data from the tables located in DCPDS, Experience History and Resumix databases. **See Attachment 2 (at the end of chapter 4) for a listing of options.**

Note: The special selection ****CLEAR RESTRICTION**** will remove the restriction line from the element. The entire restriction line will be deleted.

Logical Operator:

Select the desired operator to be applied to the Value field. This selection must be completed prior to input of the Value Set.

Value Set

Select the appropriate value(s) from the drop-down list if the field is blue. Otherwise, the value must be typed in this field. See Restriction Value Set information in the above illustration.

Apply To Rule for the “OR Logic” area. (OR Logic is used as a substitution)

This field allows the user to select the Element Rule(s) that the “OR Logic” applies to. The restriction may be applied to one line number, multiple line numbers or ALL the element rules for which this “Data Field” will substitute. Type the line number in the field, and press the **Insert** key to add the entered line number to the list. Repeat for each additional Element Rule. Choose the ALL selection to apply the “OR Logic” to all of the Element Rule lines.

OR Logic #	Data Field	Logical Operator	Value	Apply To Rule
1	DCPDS Education Level	GREATER THAN OR EQUAL	12	1-value(s)
2			0-value(s)	Line Number
3			0-value(s)	<input checked="" type="checkbox"/> 1
4			0-value(s)	<input type="checkbox"/> ALL

Apply to Rule for the “AND Logic” area. (AND Logic is a MANDATORY restriction) Values are entered in the same manner as the “OR Logic”. The only major difference is in the Apply to Rule/OR Logic window.

Apply To Rule/OR Logic

This field allows you to apply “AND Logic” to the Element Rule(s), the “OR Logic” fields, or a combination of the two using one of the following:

- To apply “AND Logic” to Element Rules, type an “R” plus the rule line number and press the **Insert** key.
- To apply “AND Logic” to “OR Logic” statements, type an “O” plus the “OR Logic” line number and press the **Insert** key.
- To apply “AND Logic” to all Element Rules select “**RULE All**” from the drop-down list.
- To apply “AND Logic” to all “OR Logic” lines select “**OR All**” from the drop-down list.
- Simply typing a numeric value will prompt the system to ask if you want to apply this restriction to the Element Rule area or the Or Logic area.

AND Logic #	Data Field	Logical Operator	Value	Apply To Rule/OR Logic
1	Pay Plan and Grade	GREATER THAN OR EQUAL	1-value(s)	1-value(s)
2			0-value(s)	Line Number
3			0-value(s)	<input type="checkbox"/> OR ALL
4			0-value(s)	<input type="checkbox"/> RULE ALL

Step 6: Click **<OK>**. This will return you to the Main Job Analysis Promotion Plan Template screen.

Saving the Job Analysis Promotion Plan Template

Once the Job Analysis Promotion Plan Template is complete the template should be saved by:

- Clicking **File > Save Job Analysis Promotion Plan Template** or

- Clicking the **Save** button.



Remember changes can be made to a template that is in a “Test” status, but only by the original creator. Once the template is in an approved or archived status, in order to make changes, the template must be copied. To do this, select **File > Save Template As**, rename the template using the appropriate naming convention. This will create a copy of the template in a test status that can then be modified for necessary changes.

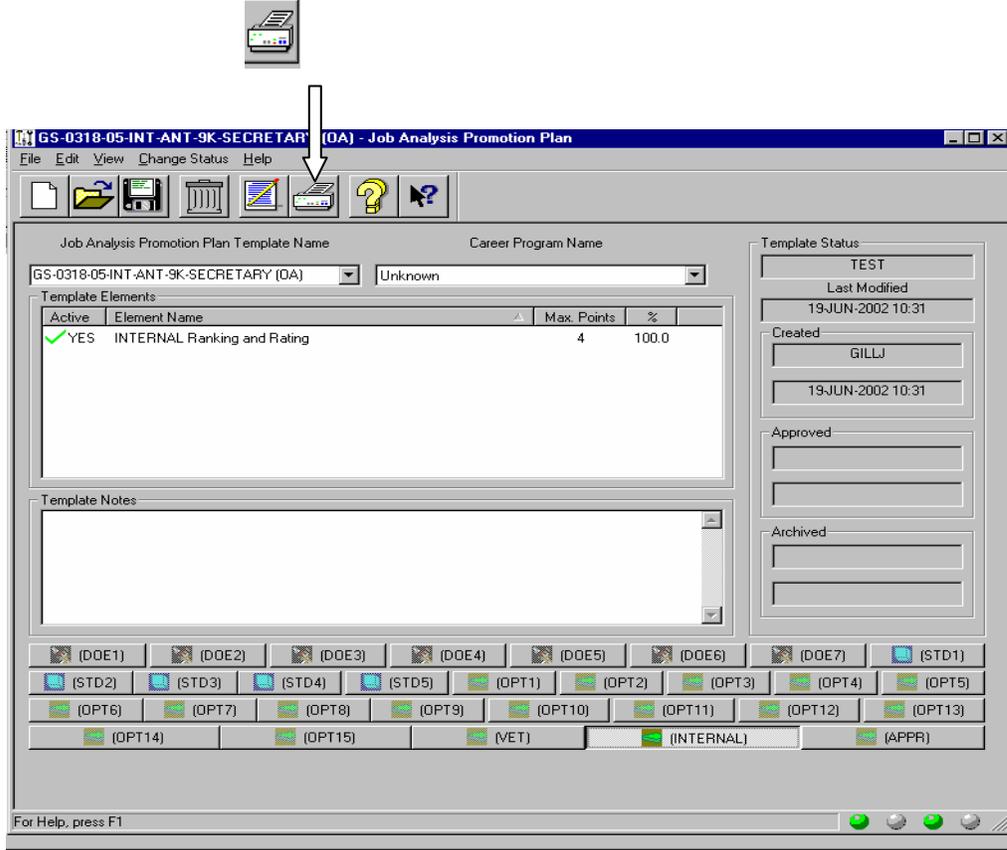
Entering Template Notes:

- Place your cursor inside the Template Notes Box.
- Type in the desired comments. This box can be used to identify Qualification Requirements, Education Substitution, TIG, Physical Requirement, Quality of Experience, OPM Standard etc. or any other pertinent information.

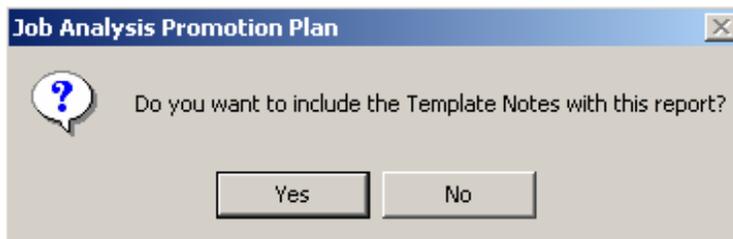
NOTE: When the “**Save Template As....**” function is used, the system automatically generates a message identifying the original template from which it was created and deletes any notes that were on the original template.

Viewing and E-mailing the Job Analysis Report

To e-mail the Job Analysis to the manager for review Click on the Job Analysis/Job Analysis Promotion Plan Template Report button.



The system will prompt you to include the Template Notes with the Report.



The Job Analysis Promotion Plan Template Report Preview window (below) will be displayed. This window shows the Best Qualified Description, the Major Job Requirements, the Knowledge, Skills, and Abilities (KSAs), the total number of elements in the template, total possible points, element name (INTERNAL or (OPT 9), Ranking Criteria, Rules, the AND and/or OR Logic restrictions if applicable and the Template Notes.

Page 1 of 3

Job Analysis Promotion Plan Template Report			
Job Analysis Template Name: WG-5716-08-INT-LAX-ST-ENGINEERING EQUIPMENT OPER	Creator: KEIRL	Template Status: APPROVED	
	Approver: KEIRL	Approved Date: 02-Oct-2002	
Career Program: Unknown	Archiver:	Archived Date:	
06-Aug-2003		Last Modified Date: 02-Oct-2002	
Name of Creating Staffing Specialist: Fronberg, Stephanie Name of Subject Matter Expert:			
Best Qualified Description:			
Candidates who receive a score of 2 points will be considered among the Best Qualified candidates.			
Major Job Requirements:			
The primary purpose of this position is: To operate engineering and construction equipment and perform functions as cutting, moving, digging, grading, and rolling earth, sand, stone, and other materials.			
1. Operates one or more types of heavy equipment to push, pull, pile, or load materials, such as sand, gravel, earth, coal, moving and covering refuse, and clearing brush, rocks, tree stumps, and other material. Work is generally performed on flat or rolling terrain, refuse dumps, and construction sites with simple terrain problems. Adjusts the attachments for proper level, angle, or depth based on work requirements and equipment used. Operates other types of basic equipment with hydraulically controlled blade, backhoe, or other attachments to aid in installing gutters and drainage areas on shoulders of roads, digs for water and gas lines, and maintains ditches. Operates bulldozer to cover materials dumped at sanitary fill; to excavate for dead animal pits, wood pits, paper and other pits; to blade dirt out of diversion ditches; to pile dirt for front end loader; and to excavate dirt for various other projects. Operates sweepers with attachments to sweep roads, parking lots, runways, streets, and confined areas. May be required to perform snow/ice control.			
2. Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.			
3. Uses and maintains tools and equipment.			
4. Maintains records and documents action.			
Knowledge, Skills, and Abilities (KSAs):			
1. Knowledge of engineering equipment, such as graders, tractors with bulldozer or angle dozer blades, front-end loaders, backhoes, trench diggers, and large industrial tractors with pan or scraper attachments.			
2. Knowledge of the different sets of controls and operation of equipment and attachments. Skill in manipulating the controls to adjust spreaders, sprayers, post hole diggers, backhoes, moveable dozer blades, and front-end loading devices.			
3. Knowledge of safety regulations, practices, and procedures.			
4. Knowledge of regulations, procedures, and policies related to records maintenance and documentation.			
5. Ability to use and maintain power tools, hand tools, and related equipment.			
6. Ability to read and interpret instructions, specifications, drawings, and sketches.			
Ranking Criteria:			
Total Number Of Elements in Template: 1		Total Points Possible: 3.00	
Element Name: INTERNAL Ranking and Rating			
Job Analysis Plan and Rating Template: Y Maximum Points: 3.00 Template Element Percentage: 100.0			

Page 2 of 3

Job Analysis Template Name: WG-5716-08-INT-LAX-ST-ENGINEERING EQUIPMENT OPER			
Rules:			
Rule ONE	is Assigned	1	Points For ANY ONE Skills Code Set IN
3TY			Trans/Mobile Equip Optn
KWX3TK			Motor Vehicle Operating / Truck Driving
KWXKXF			Motor Vehicle Operating / Lumber Carrier Operating
KWXKXM			Motor Vehicle Operating / Medium Vehicle Operator
KWXKXP			Motor Vehicle Operating / Heavy Vehicle Operator
Rule TWO	is Assigned	2	Points For ANY ONE Skills Code Set IN
LAA			Tractor Operating
LBW			Crane Operating
Rule THREE	is Assigned	3	Points For ANY ONE Skills Code Set IN
LAX			Engineering Equip Optg
OR Logic Restrictions:			

Page 3 of 3

Job Analysis Template Name: WG-5716-08-INT-LAX-ST-ENGINEERING EQUIPMENT OPER	
Template Notes:	
Developed by the Template Working Group, Aug 2002.	
SCPD 8W102	
Skills 100% LAX Engineering Equip Operating	
Qualification std: X118C 5700, Mobile Industrial Equipment Operation job Family. Education substitution: none. Candidates must also meet any Screen-Out Element identified.	
Any use of grade levels and length of time in determining qualifications used is strictly to determine quality level of experience and to show the extent to which the applicant has acquired specific skills, knowledge, and abilities required to perform the duties of the position.	

NOTE: This document will become a part of the electronic case file.

E-mailing the Job Analysis/Job Analysis Promotion Plan Template Report

While the Job Analysis Promotion Plan Template Report Preview window is open, click the Export button.



Job Analysis Promotion Plan Template Report Preview Window

1 of 3 | 100%

Job Analysis Promotion Plan Template Report

Job Analysis Template Name: GS-0503-05-INT-AXG-S-T-MEDICAL FINANCIAL TECH	Creator: BUDYB	Template Status: TEST
Career Program: Unknown	Approver:	Approved Date:
03-Jul-2002	Archiver:	Archived Date:
		Last Modified Date: 03-Jul-2002

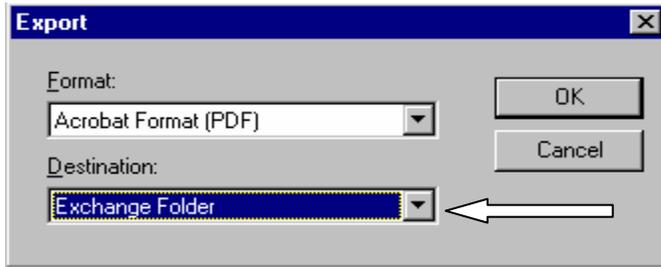
Name of Creating Staffing Specialist: Moreton, Vanessa
Name of Subject Matter Expert:

Best Qualified Description:
CANDIDATES WHO SCORE THE HIGHEST ARE AMONG THE BEST QUALIFIED.

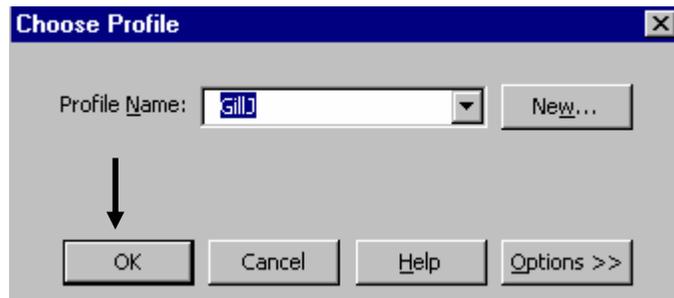
Major Job Requirements:
The primary purpose of this position is to collect, review, and analyze data reported from all Medical Clinic departments concerning the Medical Expense and Performance Reporting System (MEPRS). Medical Expense and Reporting System is the accounting system for tracking all medical group workload, personnel time/attendance, and expenses. The incumbent will provide direct support to the Business Operations Chief by identifying the monthly MEPRS data from all patient and outpatient services; ancillary services to include pharmacy and radiology; support services made up of Command and administration; special programs such as preventative medicine, immunizations; for accuracy and appropriateness. Monitors the timely collection of data. Summarizes the statistical data collection throughout the facility. Reviews reported statistics to ensure data is reasonable and agrees with previously reported data. Performs calculations and adjustments as necessary. Based on knowledge of expense classification and MEPRS work center definitions, collects direct expense data based on operating budget ledger (OBL) documents and cost center management listing. Consolidates and makes adjustments to data including depreciation expense, base support expense, external loaded and borrowed labor, funded TDYs, etc. Develops monthly personnel utilization and expense reports in support of manpower costing requirements. Plans, organizes, and conducts evaluative analysis of programs, and conducts special studies on such data elements as medical workload, unit costs, manpower utilization and other management indicators associated with the delivery of health care.

Knowledge, Skills, and Abilities (KSAs):
1. Knowledge of applicable clinic, Air Force and Department of Defense directives on the MEPRS and related clinic systems. Knowledge and understanding of the total clinic operation to include its organization, staffing, and physical plant, as well as the workload and cost interrelationships of the work centers. For

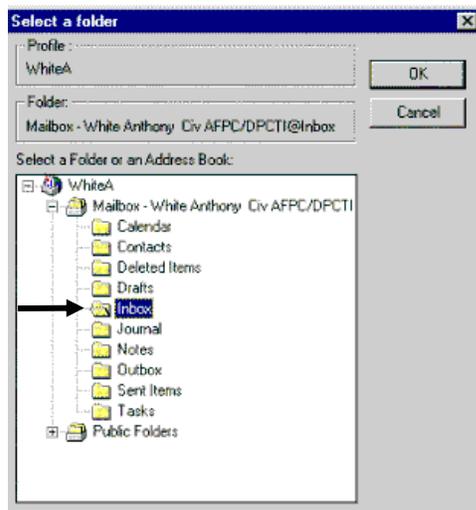
The following Export Window will be displayed. Select “Exchange Folder” from the Destination drop-down list. Click <OK>.



The Choose Profile dialog box will appear. Click <OK>.



Select “Inbox” on the Select a Folder dialog box. Click <OK>.



To send the JA/Job Analysis Promotion Plan Template Report directly to the manager for review, with the



Job Analysis Promotion Plan Template Report Preview window is open, click the Export button.

The screenshot shows a window titled "Job Analysis Promotion Plan Template Report Preview Window". The window contains the following information:

- Job Analysis Promotion Plan Template Report**
- Job Analysis Template Name: GS-0503-05-INT-AXG-ST-MEDICAL FINANCIAL TECH
- Creator: BUDYB
- Template Status: TEST
- Approved Date:
- Approved Date:
- Archiver:
- Archived Date:
- Last Modified Date: 03-Jul-2002
- Career Program: Unknown
- 03-Jul-2002
- Name of Creating Staffing Specialist: Moreton, Vanessa
- Name of Subject Matter Expert:

Best Qualified Description:
CANDIDATES WHO SCORE THE HIGHEST ARE AMONG THE BEST QUALIFIED.

Major Job Requirements:
The primary purpose of this position is to collect, review, and analyze data reported from all Medical Clinic departments concerning the Medical Expense and Performance Reporting System (MEPRS). Medical Expense and Reporting System is the accounting system for tracking all medical group workload, personnel time/attendance, and expenses. The incumbent will provide direct support to the Business Operations Chief by identifying the monthly MEPRS data from all patient and outpatient services; ancillary services to include pharmacy and radiology; support services made up of Command and administration; special programs such as preventative medicine, immunizations; for accuracy and appropriateness. Monitors the timely collection of data. Summarizes the statistical data collection throughout the facility. Reviews reported statistics to ensure data is reasonable and agrees with previously reported data. Performs calculations and adjustments as necessary. Based on knowledge of expense classification and MEPRS work center definitions; collects direct expense data based on operating budget ledger (OBL) documents and cost center management listing. Consolidates and makes adjustments to data including depreciation expense, base support expense, external loaded and borrowed labor, funded TDYs, etc. Develops monthly personnel utilization and expense reports in support of manpower costing requirements. Plans, organizes, and conducts evaluative analysis of programs, and conducts special studies on such data elements as medical workload, unit costs, manpower utilization and other management indicators associated with the delivery of health care.

Knowledge, Skills, and Abilities (KSAs):
1. Knowledge of applicable clinic, Air Force and Department of Defense directives on the MEPRS and related clinic systems. Knowledge and understanding of the total clinic operation to include its organization, staffing, and physical plant, as well as the workload and cost interrelationships of the work centers. For

The following Export window will be displayed. Select "Microsoft Mail (MAPI)" from the Destination drop-down list. Click <OK>.

The screenshot shows an "Export" dialog box with the following fields:

- Format: Acrobat Format (PDF)
- Destination: Microsoft Mail (MAPI)
- Buttons: OK, Cancel

The following Send Mail window will be displayed. Type the email address or click the "address" box to pull from the email address list. The "Message" box can be used to type instructions to the manager. When finished click the "Send" box.

The screenshot shows a "Send Mail" dialog box with the following fields and buttons:

- Buttons: Send, Check Names, Address, Cancel
- To: [Empty text box]
- Cc: [Empty text box]
- Subject: [Empty text box]
- Message: [Large text area for typing instructions]

Job Analysis Promotion Plan Element Description

ELEMENT BUTTONS

DOE = Diversity of Experience
STD = Standard
OPT = Optional

Non-Career Program Elements

OPT9 – JOB RELATED SKILLS (SKL3) - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. Because this option gives points for only the highest value, which an employee can meet, it has the effect of "grouping" candidates like a PLF. (See Optional Element #7 and #8 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values.

VET – VETERANS PREFERENCE (VET) - This element provides the capability to apply veteran's preference for competitive examining (including DEU and outside-the-register certificates) and noncompetitive certificates (including VRA and excepted services).

INTERNAL – INTERNAL RANKING AND RATING - This Job Analysis Promotion Plan element allows you to assign levels/points when an employee has worked in a job that has been skills coded with the codes you specify.

Career Program Elements

DOE1 – MULTI-COMMAND (MCMD) - This Job Analysis Promotion Plan element counts the number of different major commands in which the employee has worked and assigns points for the number found. (CAREER PROGRAM ONLY)

DOE2 – MULTI-LEVEL (MLVL) - This Job Analysis Promotion Plan element allows you to assign points for work at Headquarters, Major Command, or Base level. (CAREER PROGRAM ONLY)

DOE3 – MULTI-OCCUPATIONAL SERIES (MOCC) - This Job Analysis Promotion Plan element allows you to assign points based on how many different occupational series in which an employee has worked. (CAREER PROGRAM ONLY)

DOE4 – MULTI-OCCUPATIONAL SERIES (OCC2) - This Job Analysis Promotion Plan element allows you to assign points based on how many different groupings of occupational series in which an employee has worked. The user decides how to group the occupational series. (CAREER PROGRAM ONLY)

DOE5 - MULTI-SKILLS (MSKL) -This Job Analysis Promotion Plan element allows you to assign points when an employee has worked in a job that has been skills coded with the codes you specify. (CAREER PROGRAM ONLY)

DOE6 – MULTI-ORGANIZATIONAL FUNCTION (MORG) - This Job Analysis Promotion Plan element counts the number of different organization structure codes in which an employee has worked and assigns points for the number found. (CAREER PROGRAM ONLY)

DOE7 – SUPERVISORY/MANAGERIAL (SUPV) - This Job Analysis Promotion Plan element allows you to assign points for supervisory and managerial experience. (CAREER PROGRAM ONLY)

STD1 – PROFESSIONAL MILITARY EDUCATION (PME) - This Job Analysis Promotion Plan element allows you to assign points for PME completed by an employee. (CAREER PROGRAM ONLY)

STD2 – PROFESSIONAL CIVILIAN EDUCATION (PCE) - This Job Analysis Promotion Plan element allows you to assign points for PCE completed by an employee. (CAREER PROGRAM ONLY)

STD3 – FORMAL EDUCATION (EDUC) - This Job Analysis Promotion Plan element allows you to assign points for the highest educational level achieved by the employee (CAREER PROGRAM ONLY)

STD4 – ACADEMIC MAJOR (ACAD) - This Job Analysis Promotion Plan element allows you to assign points for having a degree in a specific field of study. (CAREER PROGRAM ONLY)

STD5 – ANNUAL RATING (RATG) - This Job Analysis Promotion Plan element allows you to assign points based on the employee's annual rating for the last 3 years. The formula is fixed, but you can adjust the standard 30 point maximum value up or down. (CAREER PROGRAM ONLY)

OPT1 – GOVERNMENT TRAINING (TRNG) - This Job Analysis Promotion Plan element allows you to assign points for government sponsored training not covered in PME and PCE. Typically, this would be training related to the career field. (CAREER PROGRAM ONLY)

OPT2 – OVERSEAS EXPERIENCE (OSEA) - This Job Analysis Promotion Plan element allows you to assign points for overseas experience. If you wish, you can give more points for overseas experience in a certain major command; and lesser points for any other overseas experience by using the "not in" comparator and listing those command codes for which you gave greater points. (CAREER PROGRAM ONLY)

OPT3 – PROFESSIONAL/ACQUISITION CERTIFICATIONS (CERT) - This Job Analysis Promotion Plan element allows you to assign points for work related certifications. (CAREER PROGRAM ONLY)

OPT4 – AWARDS (AWDS) - This Job Analysis Promotion Plan element allows you to assign varying point values for award codes stored in an employee's record. (CAREER PROGRAM ONLY)

OPT5 – MULTI-LOCATIONS (MLOC) - This Job Analysis Promotion Plan element allows you to approximate a check for mobility. You must check and understand location codes stored in registrant records.

OPT6 – JOINT COMMAND EXPERIENCE (JNT) - This Job Analysis Promotion Plan element allows you to give points for having worked in a joint services command. (CAREER PROGRAM ONLY)

OPT7 – JOB RELATED SKILLS (SKL1) - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points for each skill found. (See Optional Element #8 and #9 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values. (CAREER PROGRAM ONLY)

OPT8 – JOB RELATED SKILLS (SKL2) - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. (See Optional Element #7 and #8 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values. (CAREER PROGRAM ONLY)

OPT9 – JOB RELATED SKILLS (SKL3) - This Job Analysis Promotion Plan element allows you to check for specific job related or technical skills stored in an employee's Resumix skills table and to assign points if the employee has any ONE of the skills listed on that line. Because this option gives points for only the highest value, which an employee can meet, it has the effect of "grouping" candidates like a PLF. (See Optional Element #7 and #8 for alternative ways to assign points.) The skills list of values will initially be empty. To add skills to this list of

values simply double-click the desired skill in the RESUMIX Knowledge Base window. You will then see the skill in the list of values.

OPT10 – BEHAVIORIAL INVENTORY (BI) - This Job Analysis Promotion Plan element allows you to use a BI score as part of the Job Analysis Promotion Plan. You have only two choices to make. Identify which BI scoring to use from the drop down; and enter the maximum point value. All scores have been processed using a maximum point value of 100 and will be proportionally adjusted up or down to fit the maximum value you select. (CAREER PROGRAM ONLY)

OPT11 – INTERVIEW OR MANAGEMENT ASSESSMENT (INTV) - This Job Analysis Promotion Plan element allows you to use an Interview score as part of the Job Analysis Promotion Plan. You have only two choices to make. Identify which Interview Score to use from the drop down; and enter the maximum point value. All scores have been processed using a maximum point value of 100 and will be proportionally adjusted up or down to fit the maximum value you select. (CAREER PROGRAM ONLY)

OPT12 – TECHNICAL ASSESSMENT (TA) - This Job Analysis Promotion Plan element allows you to use a TA score as part of the Job Analysis Promotion Plan. To include a TA in a Job Analysis Promotion Plan, check this element to be used and enter a maximum value. These are the only entries to be made here. When a vacancy is being filled, it will be necessary to identify the type of TA which applies and the "weight" values for the TA elements applicable to the vacancy. This is done by entering the TA ID ("C" for contracting, "M" for manufacturing, etc.) and the weights for the six (6) supervisory/managerial elements in Resumix Requisition custom field "TA TYPE/SUPV"; and by entering the weights for the TA technical elements in Resumix Requisition custom field "TA TECHNICAL WEIGHTS".(CAREER PROGRAM ONLY)

OPT13 – NON-FEDERAL EXPERIENCE (NFED) - This Job Analysis Promotion Plan element allows you to give points for having non-Federal work experience. This can include military experience if you wish by including experience type code "M" as well as "N". If the next element is not being used, it can be used to look for a second kind of non-Federal work despite its element name. (CAREER PROGRAM ONLY)

OPT 14 – OTHER FEDERAL EXPERIENCE (FEDX) - This Job Analysis Promotion Plan element allows you to give points for having other Federal work experience. This can be non-AF experience or non-DoD experience depending on how you use agency codes in your conditional statements. If the previous element is not being used, it can be used to look for a second kind of other Federal work despite its element name. (CAREER PROGRAM ONLY)

OPT15 – PROMOTIONS (PROM) - This Job Analysis Promotion Plan element allows you to give points for an employee's rate of promotion expressed as how many grade increases have occurred over a specific period of time from today's date. (CAREER PROGRAM ONLY)

VET – VETERANS PREFERENCE (VET) - This element provides the capability to apply veteran's preference for competitive examining (including DEU and outside-the-register certificates) and noncompetitive certificates (including VRA and excepted services).

INTERNAL – INTERNAL RANKING AND RATING - This Job Analysis Promotion Plan element allows you to assign levels/points when an employee has worked in a job that has been skills coded with the codes you specify.

APPR - APPRAISAL ELEMENT - This Job Analysis Promotion Plan Template element allows you to use an appraisal score as part of the scoring template. You have four choices to make. Identify which job family to use from the drop down, enter the maximum point value, select the supervisory status, and select the number of years to use for appraisal scores. All scores will be proportionately adjusted against an appraisal consisting of all nines and scaled to fit the maximum value you select. If a supervisory status is not chosen, then it will default to a non-supervisory status. If a number of years is not chosen, then only the most current appraisal scores will be used.

Job Analysis Promotion Plan Template AND/OR Logic

Internal AND/OR Logic Options: The following options are appropriate for use when building an Internal Job Analysis Promotion Plan Template.

ACQ 1102 Series Qualified
ACQ Contracting Off Qualified
ACQ Corp Qualified
Acquisition Career Level
Acquisition Position Career
Appointment Type
Assignment Command
Civilian Grade
DCPDS Education Level
Demo Broadband
Demo Pay Plan
Experience Total Months
Experience Type
GSA Geographic Location
Instructional Program
Occupational Certificate Date
Occupational Certificate Kind
Occupational Series
Organizational Function Code
PERM-PAS
Pay Plan
Pay Plan and Grade
Servicing Personnel Office ID
Skills Code Set
Steno
Supervisory Responsibility Level
Training Program
Typing Speed
Vacancy Effective Date
Work Schedule

External AND/OR Logic Options: The following options are appropriate for use when building an External Job Analysis Promotion Plan Template.

Eligibility Status
High Grade Held
Resumix Education Level
Steno
Typing Speed
Veterans Preference

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