-PN-ABR-922 ISN=89170-

09001-020-012

January 12, 1983

APPLICATION DESIGN SPECIFICATION FOR THE APPOINTMENT PLACEMENT SYSTEM IN THE BUREAU FOR EXTERNAL RELATIONS

Agency for International Development
Washington, D.C.

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January 12, 1983

Mrs. Kate L. Semerad
Associate Deputy Administrator
Bureau for External Relations
Agency for International Development
Washington, D.C. 20523

Subject: IQC No. AID/OTR-I-1860, Work Order No. 12, A/AID Implementation Support Services -- Application Design Specification Document for the Appointment Placement System in the Bureau for External Relations

Dear Mrs. Semerad:

Booz, Allen & Hamilton, Inc. is pleased to submit the Application Design Specification (ADS) document for the Appointment Placement System (APPOINT) in the Bureau for External Relations. This ADS presents the detailed specifications for the application's file structure and report formats for programming and implementation on the WANG OIS 140. Upon formal written acceptance of the ADS document by your office, the file and reports will be programmed by the study team on the OIS 140.

The application described in this ADS document replaces the "EXRL -- External Groups" application identified in the Requirements and Design Study of October 28, 1972 and authorized under Work Order No. 12, issued on September 24, 1982. This substitution was made at your request since the External Groups system is now on the AID mainframe. APPOINT is an expanded version of the "EXRL -- Candidate Personnel" system identified in Appendix A of the preliminary design study. It incorporates both recordkeeping and appointment-tracking features.

The purpose of the ADS is to describe the components of the Appointment Placement System application, including its objective, file structure and reports to be generated. It also presents the design specifications for programming the system on the OIS. Most of the ADS material will be included in a User Manual which will include additional procedural instructions and documentation for operating and maintaining the system on the OIS 140.

This document is organized into four chapters as follows:

- Chapter I, Introduction, describes the purpose of this document and the requirements to which the system responds

- Chapter II, System Overview, provides a general overview of the application and parts, e.g., the file and reports to be generated. This includes a design overview diagram and narrative description to highlight the major components and processes of the application on the OIS

- Chapter III, File Structure, systematically describes the specifications for the file structure to be maintained on the OIS

- Chapter IV, Output Report, specifies the report formats to be generated from the file to meet A/AID records processing and reporting requirements.

We would appreciate your written comments by Monday, January 17, 1983 to ensure that programming of the application can proceed in a timely manner. As always, should you have any questions, please do not hesitate to call me at (301) 951-2975.

Very truly yours,

Michael M. Lent

Michael M. Lent
Managing Associate

BOOZ·ALLEN & HAMILTON Inc.

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I. INTRODUCTION

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In September 1982 the Office of Data Management (M/SER/DM) issued a work order to Booz, Allen and Hamilton Inc. to provide implementation support for an advanced office automation system in the Office of the Executive Secretary and the Bureau for External Relations (ES/EXRL). This chapter describes the purpose and background of the Appointment Placement System (APPOINT), designed for EXRL, and presents the organization of the design specification.

1. THIS DESIGN SPECIFICATION DESCRIBES THE STRUCTURE AND FORMAT OF APPOINT, AN AUTOMATED SYSTEM DESIGNED TO SELECT APPLICANTS FOR TERM APPOINTMENTS IN THE AID

The purpose of the Appointment Placement System (APPOINT) is to provide the Bureau for External Relations an automated storage and retrieval system containing data on individuals recommended for term appointments within the Agency for International Development (AID). APPOINT also contains information used to track the progress of applicants through the appointment process administered by EXRL.

The individuals whose records constitute the APPOINT file usually are recommended for AID positions by highly-placed persons within the AID, the White House, the Congress, or the current political party. ~~Individuals recommended for appointments via EXRL do not follow the formal AID recruitment process except for Foreign Service appointments.~~

Applicants for AID appointments are processed as one of the following Federal Government classifications:

- AD -- Administrative ~~Directive~~ Terminal
- FS -- the Foreign Service
- GS -- the General Schedule
- SES -- the Senior Executive Service
- Schedule C -- Political Appointee

The type of classification determines the type of ~~security~~ clearance(s) needed for appointment. For example, all Schedule C and SES applicants must receive a White House clearance.

When the APPOINT system becomes fully operational, the file will contain about 1,000 records. Each record contains information on the applicant including, name, address, phone, professional degrees, sex, minority status, areas of expertise, and work experience, as well as the level of position sought. EXRL designates three potential offices or bureaus where the individual appears to be most suited, taking into consideration the applicant's own preferences and EXRL's evaluation of the ideal "fit." The name(s) of the person who recommended the applicant is/are also included. Each record contains space to record the dates when certain steps were completed in the hiring process.

APPOINT is used by the EXRL to identify individuals with the background and areas of expertise required for vacant AID appointments. When a position becomes available, the EXRL staff searches the APPOINT file for individuals suitable for the vacancy. For instance, an AID office may wish to hire a Black female with computer skills to serve in a middle-management position in the SER Bureau. The EXRL staff would produce a hardcopy document containing the names of all individuals in the file who meet the vacancy criteria. If desired, the staff send a system-generated report on each individual selected to the office with the vacancy.

Once a candidate is identified for a position, the EXRL Lead Operator traces the applicant's progress through the appointment process, noting the completion dates for certain critical steps.

APPOINT allows the EXRL staff to archive inactive records. For example, as the file grows it is advisable to archive records of candidates who are eliminated or who no longer seek an appointment. Archiving promotes system efficiency by reducing the number of records maintained on the system, thereby reducing the amount of time required to conduct a sequential search of the file. Since every query on the OIS entails a sequential search of the entire file, the smaller the file, the less time is required to retrieve the requested information.

3. <u>APPOINT IS CREATED AS A LIST PROCESSING FILE TO MAXIMIZE OIS SYSTEM CAPABILITY FOR RECORDKEEPING AND OUTPUT REPORTS (FORM DESIGN)</u>

List Processing is the advanced WANG feature used for the records management and report generation steps of this application. This WANG records management software package will be loaded onto the OIS at equipment installation in ES/EXRL later this year. It was selected for this

application because it is both a recordkeeping and processing program which can perform the following functions, corresponding to the WANG nomenclature shown in parenthesis:

- Create and maintain files of information which can be edited, updated or deleted (ADD RECORDS/ EDIT RECORDS/DELETE RECORDS)

- Selectively retrieve data from the file, on the basis of user-specified criteria (SELECT RECORDS)

- Add more conditions to the previously selected subset of records, to further narrow or widen the search parameters, thereby permitting greater search flexibility and refinement (AND/OR SELECTIONS):

  - By imposing more conditions on the records selected, thereby restricting the number of records to be selected, since each record must contain <u>all</u> of the conditions (AND)

  - By increasing the number of records to be selected from the subset, since each record must contain only <u>one</u> of the specified conditions (OR)

- Sort the selected subset of records in ascending order for up to eight of the record variables, or "fields," i.e., when printing an alphabetical listing (SORT RECORDS)

- Send the information requested from APPOINT to:

  - A word processing document, which can then be edited and printed like any other word processing document (OUTPUT RECORDS TO A WORD PROCESSING DOCUMENT)

  - Another List Processing file (OUTPUT RECORDS TO LIST PROCESSING FILE)

  - A screen display (OUTPUT RECORDS TO A SCREEN DISPLAY)

- Create user-designed forms and labels containing selected subsets of data from a List Processing file (DESIGN FORM/LABEL)

- Print the information requested from a List Processing file without operator intervention as a form or label, or as an auto-merge word processing document (AUTO-MERGE PRINT and PRINT FORM/LABEL).

All of the List Processing features described above can be used in combinations for a variety of applications, depending upon the complexity of the output desired and the skill level of the operator. As users become more skilled in List Processing, they will be able to refine reports to meet newly emerging needs.

Initially, the EXRL Lead Operator will utilize the APPOINT file primarily for queries and for print-outs of applicants' records for circulation to interested AID offices. It is assumed that an operator trained in List Processing will be able to perform routine queries of the file. A description of the output procedures used to produce the Candidate Profile report described in Chapter IV will be supplied in the application user manual.

Using the List Processing Form Design function eliminates the need for special programming by allowing the user to output the required information directly at the printer. This results in a savings of user and machine time because the print request is sent directly from List Processing to the printer, without operator intervention and without passing through Word Processing.

4. THE ADS DOCUMENT IS ORGANIZED INTO THREE MAJOR SECTIONS, EACH ADDRESSING KEY COMPONENTS OF THE DETAILED DESIGN SPECIFICATIONS FOR THE APPLICATION

This chapter, Introduction, has stated the purpose and approach of this design specification. The remainder of this document specifies the recommended automated system design, the file structure, and the report to be generated from the file.

The specification is organized as follows:

- Chapter II, System Overview, provides a general overview of the application and its parts, e.g., the file and report to be generated. This includes a process overview flowchart and a narrative description of the input/output process

- Chapter III, File Structure, systematically describes the specifications for the file structures to be maintained on the OIS

- Chapter IV, Output Report, contains a profile of the report to be produced from APPOINT and its output format and specifications.

This ADS document reflects Booz, Allen's understanding of EXRL's specifications for the APPOINT file and report. ADS serves as the starting point for WANG OIS programming of APPOINT which will begin at EXRL's formal acceptance of this document.

II. SYSTEM OVERVIEW

II. SYSTEM OVERVIEW

This chapter describes the automated Appointment Placement System (APPOINT) design and the general process flow by which data are entered and processed. The narrative and exhibit below outline the appointment process and describe the system's interface with management.

1. APPOINT AUTOMATES THE EXISTING APPOINTMENT PLACEMENT PROCESS AND CONTAINS A TRACKING COMPONENT

Automating the manual personnel log and resume file maintained by the Bureau for External Relations resulted in the design of an advanced office automation system combining the two features. This dual purpose system (APPOINT) contains the records of applicants available for a term appointment. All inactive records are archived so that the APPOINT file is not cluttered by records of individuals who for one reason or another are no longer considered active candidates.

The EXRL staff can use APPOINT to track certain critical actions in the appointment process, such as the dates the applicant was interviewed and selected for an AID position, as well as the date of entry on duty. The tracking process was not fully automated because the number of appointments made annually via EXRL was too small in relation to total file size to justify allocating OIS system space for that purpose. EXRL makes an average of thirty appointments annually, compared to 1,000 applicants (records) actively seeking appointments. Full automation of the tracking process would leave large sectors of unused space on the OIS, reducing system efficiency by increasing the amount of time required to conduct routine queries of the file. The steps which are not automated trace the security clearance process, an activity on the periphery of EXRL responsibility.

The steps for entering data and tracking appointments are described in the narrative below, keyed to Exhibit II-1 on the following page.

- The APPOINT process begins with the receipt of the applicant's resume by EXRL. Resumes reach EXRL from a variety of sources: the applicant, the White House, another AID office or bureau, or from persons outside the Agency (Step 1).

- A Data Input Form for the Appointment Placement System (APPOINT) is completed by EXRL staff. A suggested revision of the Personnel Log currently in use is given in Exhibit II-2, the Appointment Placement System, Data Input Form (Step 2).

- The resume is evaluated by the Deputy Director for EXRL who determines whether to schedule an interview (Step 3).

- Usually, an interview is scheduled within a week after the resume is received and evaluated by the Deputy Director for EXRL.

  - If the applicant is eliminated at this stage in the process, the resume is filed by last name in the inactive paper storage file.

  - If an interview is held, the Lead Operator uses the information on the Data Input Form (or Personnel Log) to input data (one record per individual) into the APPOINT file. At the time of initial data entry, the Lead Operator enters information in the twenty-three required fields, and notes the date the interview was held in the DATE-INT field (Step 4).

- At the time of candidate selection, three alternative steps can be followed:

  - If the applicant is selected as a potential candidate for an appointment, the Lead Operator enters the date the candidate was selected in the DATE-SEL field, and a round of interviews with appropriate AID bureaus/ offices begins

  - If the individual is eligible for a regular Foreign Service appointment, the Lead Operator enters the date the candidate was selected in the DATE-SEL field, and he/she is referred to the FS recruiter. The EXRL tracking process ends when the Lead Operator enters "FS" in the CATEGORY field and archives the record

  - If the applicant is not selected as a potential candidate, the record is kept on the OIS (Step 5).

EXHIBIT II-1

APPOINT File
Process Overview

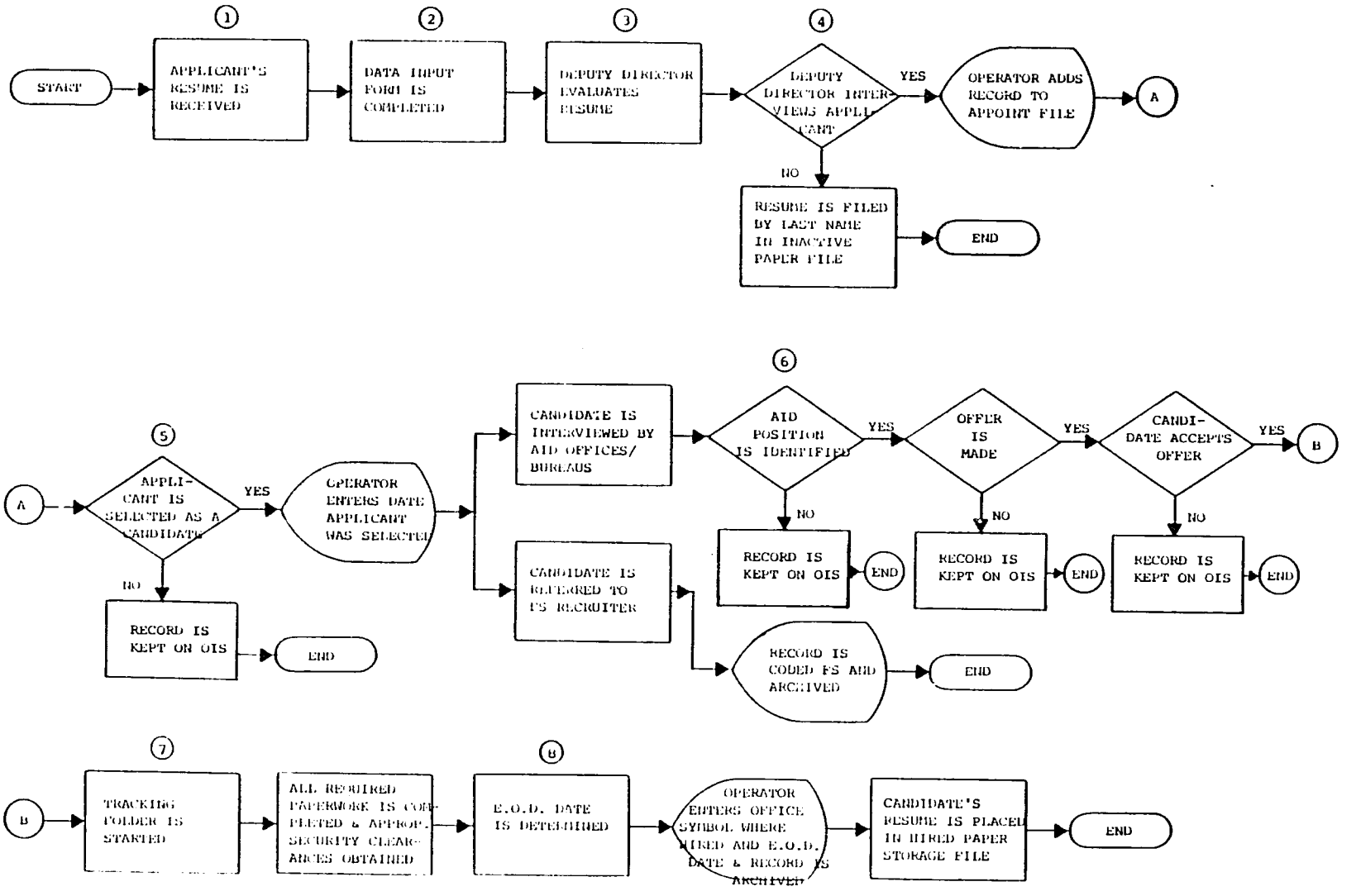

EXHIBIT II-?

Appointment Placement System
Data Input Form

1. LASTNAME: _____

2. FIRST: _____

3. STREET: _____

4. CITY: _____ 5. STATE ___ 6. ZIP _____

7. PHONE: (home) _____ (office) _____

8. DEGREES: _____

9. LEVEL: (Circle One)
   1 = Senior Management
   2 = Middle Management
   3 = Administrative Asst.
   4 = Clerical
   5 = Consultant
   6 = Other
   9 = Not Known

10. SEX: (Circle One) M or F

11. MINORITY STATUS: (Circle One)
   B = Black
   H = Hispanic
   I = American Indian
   O = Other
   U = Not Known
   X = Not a Minority

12. CLASSIFICATION CATEGORY: (_____) GRADE: (____)

13-15. AREA OF EXPERTISE: (Enter three codes)

EXPERT1 ( ) EXPERT2 ( ) EXPERT3 ( )

16-18. OFFICE/BUREAU OF PLACEMENT: (Enter three codes)

PLACE1 ( ) PLACE2 ( ) PLACE3 ( )

19-20. PASTWORK EXPERIENCE: (Enter two codes)

PASKWK1 ( ) PASTWK2 ( )

21. LANGUAGES: _____

EXHIBIT II-2
APPOINT FILE

Appointment Placement System
Data Input Form
(Continued)

22. POLITICAL AFIILIATION:_____

23. RECOMMENDED BY:_____

24. DATE INTERVIEWED: __/__/__ DATE-INT

25. DATE SELECTED: __/__/__DATE-SEL

26. HIRED BY: (_____) (Enter one code)

27. DATE OF ENTRY ON DUTY: __/__/__ HIREDEOD

- The EXRL appointment tracking process continues for the selected candidates only, and even if the candidate does not immediately receive an offer or if he/she rejects an offer, the record is kept in the active file. Once an offer solidifies, various actions may result:

  - An offer is made and accepted

  - An offer is made and declined

  - No offer is made (Step 6).

- At this step a manual tracking mechanism is used to trace paperwork steps entailed in applying for the vacancy and obtaining a security clearance. All offers are made contingent upon the candidate's securing the proper security clearance(s). The process for Schedule C and SES appointments entails both an AID and an OPM ~~International~~/White House clearance. All other classifications require only the AID security check. The EXRL staff prepare a tracking folder for each applicant, containing copies of all pertinent application materials, the date when employment-related paperwork was submitted and the dates when the required security clearance(s) was/were obtained. (Step 7).

- Once all required paperwork is completed and the security clearance(s) has/have been obtained, the candidate's EOD (Entry on Duty) date is determined. The Lead Operator notes the Office Symbol of the AID office or bureau which hired the candidate in the HIREDBY field and the EOD date in the HIREDEOD field. Periodically, the Lead Operator archives the records of hired candidates and their resumes are placed in the special file storage area for candidates who received appointments via EXRL, thereby ending the appointment tracking process (Step 8).

The system administration staff for the WANG configuration are responsible for the daily equipment oversight of APPOINT. The EXRL Lead Operator is responsible for data entry and update, file backup maintenance, and report generation. These procedures will be explained in the application user manual.

2. THE APPOINT FILE MUST CONTAIN COMPLETE DATA IN ALL REQUIRED FIELDS SO THAT POTENTIAL CANDIDATES FOR A POSITION MAY BE SELECTED

At system startup, the System Administrator and Lead Operator should determine data collection procedures for converting existing incomplete records and for data entry. All records created by this process must contain the following information, corresponding to the file's twenty-three required fields:

- Last name
- First name
- Street address
- City
- State
- Zip code
- Phone (home and office)
- Professional degrees
- Level of position sought
- Sex
- Minority status
- Category of application (SES, AD, GS, FS, Schedule C), etc.)
- Areas of expertise (three)
- Bureau/office of potential placement (three)
- Past work experience (two areas)
- Language abilities
- Political affiliation
- Recommended by

The remaining four fields are used for updating the candidate's record. These fields contain information on the date interviewed, the date selected, the office where hired, and the Entry on Duty date. Updating also occurs when there are changes in the data in the required fields, e.g., a change of address.

III. FILE STRUCTURE

III. FILE STRUCTURE

This chapter contains a profile of the file, summary data on the fields, and field descriptions. In WANG terminology a "field" is analogous to a variable, the basic data element of a file. "Records" are composed of fields and the data contained within a field are referred to as "values."

For this application, all of the data on an individual comprise a "record." "Fields" are the characteristics of the person, such as the address, past work experience, sex, etc.

APPOINT FILE
File Profile

OIS 140 FILE NAME:	APPOINT
DESCRIPTION:	A file containing the names and bio-data of applicants for political appointments in the Agency for International Development
FREQUENCY OF FILE UPDATE:	As needed, during the process of data input and tracking of the application
PERSON RESPONSIBLE FOR UPDATE:	EXRL Lead Operator
PASSWORD PROTECTED ACCESS:	
RECORDS RETENTION PERIOD:	Records are kept in the active file until the candidate is brought on board or rejected
AVERAGE FILE SIZE:	1,000 Records
TOTAL NUMBER OF FIELDS PER RECORD:	27
MAXIMUM NUMBER OF CHARACTERS PER RECORD:	217
REPORTS CURRENTLY GENERATED USING FILE DATA:	Candidate Profile
FREQUENCY OF SYSTEM BACK-UP PROCESS:	The APPOINT file and report output form are copied onto diskettes after each file update. Inactive records are filed onto diskette for later reference.

APPOINT FILE
Field Data Summary

FIELD NUMBER	FIELD NAME	FIELD LENGTH	NUMBER OF CHARACTERS
1	LASTNAME	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	15
2	FIRST	_ _	20
3	STREET	_ _	30
4	CITY	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	15
5	STATE	_ _ _	03
6	ZIPCODE	_ _ _ _ _	05
7	PHONE	_ _	25
8	DEGREES	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	15
9	LEVEL	_	01
10	SEX	_	01
11	MINORITY	_	01
12	CATEGORY	_ _ _ _ _ _	06
13	EXPERT1	_ _	02
14	EXPERT2	_ _	02
15	EXPERT3	_ _	02
16	PLACE1	_ _ _ _ _ _ _	07
17	PLACE2	_ _ _ _ _ _ _	07
18	PLACE3	_ _ _ _ _ _ _	07
19	PASTWK1	_ _	02
20	PASTWK2	_ _	02
21	LANGUAGE	_ _	02

APPOINT FILE
Field Data Summary
(Continued)

FIELD NUMBER	FIELD NAME	FIELD LENGTH	NUMBER OF CHARACTERS
22	POLAFFL	_	01
23	RECOMEND	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	15
24	DATE-INT	_ _ _ _ _ _	08
25	DATE-SEL	_ _ _ _ _ _ _ _	08
26	HIREDBY	_ _ _ _ _ _ _	07
27	HIREDEOD	_ _ _ _ _ _ _ _	08

APPOINT FILE

Field Description

1) FIELD NAME: LASTNAME

FIELD CONTENT: The last name of the candidate

FIELD LENGTH: 15

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

2) FIELD NAME: FIRST

FIELD CONTENT: The first name, middle name/ initials, and honorary or earned title, such as Dr., Rev., etc.

FIELD LENGTH: 20

REQUIRED FIELD: Yes

INTENDED USE: Not designed to specify search/ sort parameters when querying the file

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

3) FIELD NAME: STREET

FIELD CONTENT: Street address of the candidate

FIELD LENGTH: 30

REQUIRED FIELD: Yes

INTENDED USE: Not designed to specify search/ sort parameters when querying the file

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

4) FIELD NAME: CITY

FIELD CONTENT: The city where the candidate resides

FIELD LENGTH: 15

REQUIRED FIELD: Yes

INTENDED USE: Not designed to specify search/sort parameters when querying the file

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

5) FIELD NAME: STATE

FIELD CONTENT: The State (or Country, if not in the U.S.) where the candidate resides

NOTE: Use U.S. Postal Service standard two-character abbreviations for states. If the candidate resides in a foreign country, refer to the Description of Country-Codes

FIELD LENGTH: 03

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

6) FIELD NAME: ZIPCODE

FIELD CONTENT: The Zip Code of the State listed in Field No. 5

NOTE: Use standard U.S. Postal Service Zip Codes. Enter "NA" if the address is a foreign country.

FIELD LENGTH: 05

REQUIRED FIELD: Yes

INTENDED USE: Not Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

7) FIELD NAME: PHONE

FIELD CONTENT: Contains both the home and office (if any) telephone numbers

Note: The field is designed to contain the area code and number for the home phone, followed by the office phone. If the individual has no phone or only a home or an office phone, note the information.

FIELD LENGTH: 15

REQUIRED FIELD: No

INTENDED USE: Not designed to specify search/sort parameters when querying the file

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

8) FIELD NAME: DEGREES

FIELD CONTENT: A description of the professional degrees held by the candidate, e.g., MA, PhD, or none

FIELD LENGTH: 15

REQUIRED FIELD: Yes

INTENDED USE: Not designed to specify selective search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

9) FIELD NAME: LEVEL

FIELD CONTENT: The level of position sought by the candidate

1 = Senior Management

2 = Middle Management

3 = Special Assistant

3 = Administrative Assistant

4 = Clerical

5 = Consultant

6 = Other

7 =

8 =

9 = Not Known

FIELD LENGTH: 01

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

10) FIELD NAME: SEX

FIELD CONTENT: Sex of the applicant:

F = Female

M = Male

FIELD LENGTH: 01

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

11) FIELD NAME: MINORITY

FIELD CONTENT: The applicant's minority status:

B = Black

H = Hispanic

I = American Indian

O = Other

U = Minority status not known

X = Not a member of a minority group

FIELD LENGTH: 01

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

APPOINT FILE

Field Description

12) FIELD NAME: CATEGORY

FIELD CONTENT: The classification and grade of the position sought

NOTE: Refer to the Description of Classifications

FIELD LENGTH: 06

REQUIRED FIELD: Yes

INTENDED USE: Not designed to specify selective search/sort procedures

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

13) FIELD NAME: EXPERT1

FIELD CONTENT: A numerical code representing one of the candidate's areas of expertise

Note: See Description of Areas of Expertise

FIELD LENGTH: 02

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

14) FIELD NAME: EXPERT2

FIELD CONTENT: A numerical code representing another of the candidate's areas of expertise

Note: See Description of Areas of Expertise

FIELD LENGTH: 02

REQUIRED FIELD: Yes, even if the candidate has only one area of expertise

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

15) FIELD NAME: EXPERT3

FIELD CONTENT: A numerical code representing one of the candidate's areas of expertise

Note: See Description of Areas of Expertise

FIELD LENGTH: 02

REQUIRED FIELD: Yes, even if the candidate has only two areas of expertise

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

16) FIELD NAME: PLACE1

FIELD CONTENT: The AID bureau/office considered suitable for the candidate's placement

Note: See Description of AID Office Symbols

FIELD LENGTH: 07

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

17) FIELD NAME: PLACE2

FIELD CONTENT: AID bureau/office considered suitable for candidate's placement

Note: See Description of AID Office Symbols

FIELD LENGTH: 07

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

18) FIELD NAME:	PLACE3
FIELD CONTENT:	AID bureau/office considered suitable for candidate's placement Note: See Description of AID Office Symbols
FIELD LENGTH:	07
REQUIRED FIELD:	Yes
INTENDED USE:	Used to specify search/sort parameters
USED IN THE FOLLOWING REPORTS:	Candidate Profile

APPOINT FILE

Field Description

19) FIELD NAME: PASTWK1

FIELD CONTENT: A numerical code representing one type of past work experience

Note: See Description of Work Experience Codes

FIELD LENGTH: 02

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

20) FIELD NAME: PASTWK2

FIELD CONTENT: A numerical code representing another type of past work experience

Note: See Description of Work Experience Codes

FIELD LENGTH: 02

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

21) FIELD NAME: LANGUAGE

FIELD CONTENT: A numerical code representing the candidate's language skills

Note: See Description of Language Skills

FIELD LENGTH: 02

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

22) FIELD NAME: POLAFFL

FIELD CONTENT: An alphabetical code, representing the candidate's political affiliation

D = Democrat

I = Independent

O = Other

R = Republican

X = Not Known

FIELD LENGTH: 01

REQUIRED FIELD: Yes

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

23) FIELD NAME: RECOMEND

FIELD CONTENT: The name/initials of the person(s) who recommended the candidate

FIELD LENGTH: 15

REQUIRED FIELD: No

INTENDED USE: ~~Not~~ designed to specify selective search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

24) FIELD NAME: DATE-INT

FIELD CONTENT: An alphanumerical field containing the date the candidate was interviewed by the Deputy Director

Note: The date is entered as, YY/MM/DD (year/month/day)

FIELD LENGTH: 08

REQUIRED FIELD: No

INTENDED USE: Used to specify search/sort parameters in tracking the hiring process

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

25) FIELD NAME: DATE-SEL

FIELD CONTENT: An alphanumerical field containing the date the candidate was selected

Note: The date is entered as YY/MM/DD (Year/Month/Day)

FIELD LENGTH: 08

REQUIRED FIELD: No

INTENDED USE: Used to specify search/sort parameters in tracking the hiring process

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Field Description

26) FIELD NAME: HIREDBY

FIELD CONTENT: AID Office/bureau which hired the candidate

FIELD LENGTH: 07

REQUIRED FIELD: No

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS:

APPOINT FILE

Field Description

27) FIELD NAME: HIREDEOD

FIELD CONTENT: An alphanumerical field containing the candidate's E.O.D. (Entry on Duty) date

Note: The date is entered as YY/MM/DD (Year/Month/Day)

FIELD LENGTH: 08

REQUIRED FIELD: No

INTENDED USE: Used to specify search/sort parameters

USED IN THE FOLLOWING REPORTS: Candidate Profile

APPOINT FILE

Description of Country Codes

FIELD NAME: STATE

Code	Description
01	Afghanistan
02	Africa
03	Algeria
04	Angola
05	Argentina
06	Asia
07	Bahrain
08	Bangladesh
09	Belize
10	Benin
11	Bolivia
12	Botswana
13	Brazil
14	Burma
15	Burundi
16	Cambodia
17	Cameroon
18	Caribbean
19	Central African Republic
20	Chad
21	Chile
22	China
23	Colombia
24	Congo
25	Costa Rica
26	Cyprus
27	Dominica
28	Dominican Republic
29	East Asia
30	Ecuador
31	Egypt
32	El Salvador
33	Equatorial Guinea
34	Ethiopia
35	Gabon
36	Gambia
37	Ghana
38	Greece
39	Guatemala
40	Guinea
41	Guinea-Bissau
42	Guyana

APPOINT FILE

Description of Country Codes
(Continued)

Code	Description
43	Haiti
44	Honduras
45	India
46	Indonesia
47	Iran
48	Israel
49	Ivory Coast
50	Jamaica
51	Japan
52	Jordan
53	Kenyua
54	Korea
55	Kuwait
56	Laos
57	Latin America
58	Lebanon
59	Lesotho
60	Liberia
61	Libya
62	Malagasy
63	Malawi
64	Malaysia
65	Mali
66	Malta
67	Mauritania
68	Mauritius
69	Mexico
70	Morocco
71	Mozambique
72	Namibia
73	Near East
74	Nepal
75	Nicaragua
76	Niger
77	Nigeria
78	Pakistan
79	Panama
80	Paraguay
81	Peru
82	Philippines
83	Poland
84	Portugal
85	Puerto Rico
86	Rhodesia

APPOINT FILE

Description of Country Codes
(Continued)

Code	Description
87	Rwanda
88	Saudi Arabia
89	Senegal
90	Sierre Leone
91	Somalia
92	South Asia
93	South Pacific
94	Spain
95	Sri Lanka
96	Sudan
97	Suriname
98	Swaziland
99	Switzerland
100	Syria
101	Taiwan
102	Tanzania
103	Thailand
104	Tunisia
105	Turkey
106	Uganda
107	U.R.A.
108	Upper Volta
109	Uruguay
110	Venezuela
111	Vietnam
112	Yemen
113	Yugoslavia
114	Zaire
115	Zambia
116	Zimbabwe

APPOINT FILE

Description of Classifications

(To be developed by EXRL)

FIELD NAME: CATEGORY

Classification	Description	Grade Lowest-Highest
AD	Administrative Directive	1-15
C	Schedule C	1-18
FS	Foreign Service	9-1
GS	General Schedule	1-18
SES	Senior Executive Service	1-6
NA	Not available/unknown	
N	None	

This classification scheme is suggestive. The grade is written after the Classificaton, e.g., FS-7, in the Field.

APPOINT FILE

Description of Areas of Expertise

(To be developed by EXRL)

FIELD NAME(S): EXPERT1, EXPERT2, EXPERT3

Code	Description
01	Business Administration
02	Bi-Lingual/Bi-Cultural Programs
03	Demography
04	Economics/Econometrics
05	Energy
06	Disaster Relief
07	Environmental Concerns
08	Financial Analysis
09	Housing
10	Human Rights
11	Human Resources Development
12	Health
13	Engineering
14	Public Administration
15	Marketing
16	Personnel
17	Systems Analysis
18	Training
19	Political Science
20	Urban Planning
21	Urban Development
22	Transportation
23	Sociology
24	Institutional Analysis
25	Institution Building
26	Management Consulting
27	Philosophy & Religion
28	Labor
29	Refugee Administration
30	Private Voluntary Organization
31	Nutrition
32	Linguistics
33	Research Sciences
34	Sciences
35	University Education
36	University Administration
37	Law
38	Corporate Law

APPOINT FILE

Description of Area of Expertise
(Continued)

Code	Description
39	Hospital Administration
99	Not Applicable

* This list is suggestive. The EXRL staff should develop a comprehensive list of the areas of expertise sought for the vacancies which they seek to fill.

APPOINT FILE

Description of AID Office Symbols

FIELDS: PLACE1, PLACE2, PLACE3

Office Symbol	Description
A/AID	Office of the Administrator
ES	Office of the Executive Secretary
EXRL	~~Bureau~~ Office for External Relations
LEG	Office of Legislative Affairs
OPA	Office of Public Affairs
PPC	Bureau for Program and Policy Coordination
S&T	Bureau for Science and Technology
BIFAD/S	BIFAD Support Staff
IG	Office of the Inspector General
GC	Office of the General Counsel
EOP	Office of Equal Opportunity Programs
OFDA	Office of U.S. Foreign Disaster Assistance
SCI	Office of the Science Advisor
M	Bureau of Management
M/PM	Office of Personnel Management
M/FM	Office of Financial Management
M/SER	Directorate for Program and Management Services
FVA	Bureau for Food for Peace and Voluntary Assistance
PRE	Bureau for Private Enterprise
PRE/PPR	Office of Policy and Project Review
PRE/I	Office of Investment
PRE/HUD	Office of Housing and Urban Development
PRE/SDB	Office of Small and Disadvantaged Business Utilization
AFR	Bureau for Africa
ASIA	Bureau for Asia
LAC	Bureau for Latin America and the Caribbean
NE	Bureau for Near East
ACVFA	Advisory Committee on Voluntary Foreign AID
BIFAD	Board for International Food and Agriculture Development
RAC	AID Research Advisory Committee
TDP	Trade and Development Program
OPIC	Overseas Private Investment Corporation
NP	No preference/No additional perference

A complete listing of the office symbols used by AID is given in the International Development Cooperation Agency Telephone Directory, May 1982, pp. 43-52. It is recommended that the shortened version presented here be used to designate the office or bureau where a candidate may potentially be placed, rather than attempt to pinpont the exact office/bureau.

APPOINT FILE

Description of Work Experience Codes

(To be developed by EXRL)

FIELD: PASTWK1, PASTWK2

Code	Description
01	AID
02	White House
03	Department of State
04	World Bank/IBD/or Other international organization
05	State politics
06	Capitol Hill
07	Elected Representative/state or local
08	Elected Representative/national
09	Local government
10	Educational institution
11	Corporation
12	Other U.S. Government Agency
13	Political campaign
14	
15	
etc.	
99	Not applicable

These codes are suggestive. The EXRL staff should develop a comprehensive list of past work experience most relevant to their needs.

APPOINT FILE

Description of Language Skills

(To be developed by EXRL)

FIELD: LANGUAGE

Code	Description
01	French
02	Spanish
03	German
04	Portuguese
05	-
06	-
07	-
08	-
09	-
10	Other
11	Combination-French and Spanish
12	Combination-French and German
13	etc.
98	None
99	Not applicable

These codes are suggestive. It is recommended that the code reflect a level of professional proficiency (FSI rating of 3) or above, and/or native fluency.

IV. OUTPUT REPORT

IV. OUTPUT REPORT

The Requirements and Design Study did not cite specific reports for this application, but EXRL has stated a need for a report to produce a biodata sheet of each candidate's record. This chapter contains the report profile and sample format of the report.

APPOINT FILE

Form Profile

REPORT TITLE:	Candidate Profile
DESCRIPTION:	A one-page data sheet containing all the required information on each record selected. The selection query is made by last and first name name of the candidate.
RECIPIENT OF REPORT:	Deputy Director for EXRL
FREQUENCY OF REPORT GENERATION:	As needed, per candidate, in preparing interview materials
PERSON RESPONSIBLE FOR REPORT GENERATION:	EXRL Lead Operator
WANG FEATURES USED:	List Processing File - APPOINT List Processing Form - APPOINT

APPOINT FILE

Form Format Specification

CANDIDATE PROFILE

(LAST NAME) (FIRST) (35)
(STREET) (30)
(CITY) (STATE) (ZIPCODE) (22)

PHONE: (PHONE) (23)

PROFESSIONAL DEGREES: (DEGREES) (38)

LEVEL OF POSITION SOUGHT: (LEVEL) (27)

1 = Senior Management
2 = Middle Management
3 = Administrative Assistant
4 = Clerical
5 = Consultant
9 = Not Known

AREA(S) OF EXPERTISE CODES: (EXPERT1) (EXPERT2) (EXPERT3) (38)
(See attached "Description of Areas of Expertise")

MINORITY STATUS: (MINORITY) (19)

B = Black
H = Hispanic
I = American Indian
O = Other
U = Not Known
X = Not a member of a minority group

LANGUAGE SKILLS: (LANGUAGE) (19)
(See attached "Description of Language Skills")

WORK EXPERIENCE: (PASTWK1) (PASTWK2) (22)
(See attached "Description of Work Experience Codes")

Form Specification:

- Form format and headings: As formatted above, FIELDS are underscored. The numbers in parentheses are the maximum number of characters the label and field will contain.

- Spacing: As formatted above

- Typeface: 10 pitch (pica)

- Left margin: 10