

BHR BULLETIN

Tuesday, August 24, 2021

A weekly update from the Bureau of Human Resources.

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COVID-19

For more information regarding **Guidance, Testing, Temporary Leave, and Leave Sharing**, please go to this [COVID-19 Update page](#).

Vaccine for City employees

(New) On-site vaccine clinics for City employees are available beginning Aug. 24. With direction from Mayor Wheeler, these clinics have been organized to make it easy for staff to receive their vaccine.

The Pfizer vaccine will be provided at staff clinics. Please [review additional information and sign up for a clinic here](#). Please register for September clinics this week, so we can ensure adequate vaccine supplies.

The Science of COVID-19 Vaccines and Variants

(New) As you know, information about COVID-19 variants is changing rapidly, and it can be hard to know what information is true and accurate. You're invited to join a live virtual webinar hosted by Kaiser Permanente to add clarity.

During the event, you'll hear from a leading Infectious Disease Physician who will discuss the COVID-19 variants and available vaccines. The information can help you make important medical decisions for you and your loved ones as well as empower you to have informed conversations with friends and family.

Thursday, Sept. 2, 12:15-1 p.m.

[Register here.](#) (You can submit a question.)

COVID-19 Vaccinations

(New-ish) Please submit vaccination questions to Joel.Michels@portlandoregon.gov. Answers will be provided in the following week's BHR Bulletin and [a compiled list is posted here](#).

The information provided is taken from the Centers for Disease Control and Prevention ([CDC](#)) and Oregon Health Authority ([OHA](#)) resources with input from our own Joel Michels, Nurse Practitioner, Occupational Health and Well-being Program Manager.

Q: Am I knowledgeable enough about the vaccines and their safety?

A: Test your knowledge here! [How much do you know about COVID-19 vaccines?](#)

Q: How well are the vaccines working to protect us against COVID-19 and the Delta variant?

A: COVID-19 vaccination reduces the risk of COVID-19 and its potentially severe complications. All COVID-19 vaccines currently authorized for use in the United States helped protect people against COVID-19, including severe illness, in clinical trial settings. So far, [studies](#) that have looked at how COVID-19 vaccines work in real-world conditions (vaccine effectiveness studies) have shown that these vaccines are working well.

While COVID-19 vaccines are working well, some people who are fully vaccinated against COVID-19 will still get sick, because no vaccines are 100% effective. These are called [vaccine breakthrough cases](#). However, data suggest that vaccination may make symptoms less severe in people who are vaccinated but still get COVID-19. mRNA COVID-19 vaccines have been shown to provide protection against severe illness and [hospitalization among people of all ages eligible to receive them](#). This includes people 65 years and older who are at higher risk of severe outcomes from COVID-19.

Variants and Vaccines

- FDA-authorized COVID-19 vaccines help protect against Delta and other known variants.
- These vaccines are effective at keeping people from getting COVID-19, getting very sick, and dying.
- To maximize protection from the Delta variant and prevent possibly spreading it to others, you should wear a mask indoors in public if you are in an area [of substantial or](#)

[high transmission](#) even if you are fully vaccinated.

- We don't know how effective the vaccines will be against new variants that may arise.

Next week we will continue to answer questions related to COVID-19 vaccinations. The intent of the information is to help you make an informed decision about vaccination. If you have questions, please send them to Joel.Michels@portlandoregon.gov.

[The City's COVID-19 Response page is available here.](#)

Safety Net Program

The Safety Net Program offers support options for employees and budget-constrained bureaus, addressing needs brought on by COVID-19. Tools have been created to provide bureau-approved flexible leave options to employees during national- and state-declared emergencies. Details can be found on the BHR Safety Net page at <https://www.portlandoregon.gov/bhr/81209>.

How to code your time if you worked at a Cooling Shelter

Represented employees will enter 0HWP (zeroHWP) for hours worked outside your normal schedule at a cooling shelter.

Non-represented positive pay employees and full-time covered employees will use the code 0XWP (zeroXWP) for any hours outside your normal schedule. This is a forced overtime code that pays at time and a half.

The code 0EOT (zeroEOT) will be entered for exempt non-represented employees if you work overtime; overtime will be paid at 1.0 on a daily basis using the 0EOT code. Only actual hours worked outside your normal scheduled workday should be coded as 0EOT and will be paid as overtime. Exempt employees are also able to flex your schedule per manager approval. In that case, please use the flex codes 1FLX and FLEX.

Here's a link to the FAQ: [City Cooling Shelter FAQ July 2021 \(portlandoregon.gov\)](#)

School is back to in person this fall!

(New-ish) If you are a parent and/or caregiver, you know that school is just around the corner and students will be returning to classrooms in person this fall. Have you thought about how you're traveling to school? Let's talk about that!

What's one thing we all don't miss about school? Traffic jams! You can skip the driving mayhem and decrease congestion by walking or biking to school. Or drive to a nearby location to park and walk the rest of the way. Parking a couple of blocks from school allows you and your family to get a short walk in and reduces traffic around campus.



You can also avoid the stress of driving by riding TriMet to school. TriMet frequently cleans their buses and MAX trains, and keeps them well-ventilated as part of their COVID-19 precautions. Make sure to mask up and sanitize your hands on public transit to do your part in keeping others safe! However you get there, try your route before school starts!

We all know that back to school will look different this fall, and you may have to build new routines (again!) for your daily school and work commutes. The **Safe Routes to School** team is ramping up to support back to school season. Can you believe it has been over 17 months for some students? Our goal is to support healthy, safe, and active back to school travel while being sensitive to the unique needs of each family and school community.

Whether you have school-aged children or not, we are all responsible for ensuring student safety as road users. Here are some tips for drivers as you travel around schools this fall:

- Leave early and drive slowly. Watch for families and kids walking, biking and rolling.
- School buses are going to be out and about -- remember to stop when they are loading/unloading and don't go around them. It's the law.
- School zones are active! Follow the speed limit, pay attention to the flashing beacons and signage at schools, and look out for school crossings. Remember that in Oregon every corner is a crosswalk.

School starts as early as August 30 for the Multnomah Education Service District, September 1 for Portland Public Schools, September 7 for David Douglas, Centennial and Reynolds School Districts, and September 8 for Parkrose School District. Let's continue taking care of each other and our kids as we start the new school year.

Safe Routes to School is a City of Portland program working to support students and families in traveling safely to school. See our [website](#) for more program details.

CAAN Black Employee Support Survey

(New-ish) Last year at the beginning of the pandemic, City African American Network (CAAN) surveyed Black employees to gauge how well they were being supported as most of us

transitioned into working from home. The survey results were a clear indicator that Black employees were unsupported, lacked access to promotional opportunities, and wanted Black leadership in the City of Portland.

The survey served as a jumping point for CAAN. We stopped just being a lunchtime affinity group and began [writing letters](#) to Directors/Commissioners, asking for accountability. We wrote a [Workforce Report](#) that got citywide attention. Now that it's been over a year, CAAN is preparing to work with City Council to address the Workforce Report. We hope to share the experiences and feedback from Black employees, and make meaningful change to support us. We also know that during this time of crisis; our work environment in addition to people's fear, anxiety, trauma responses and feelings of being overwhelmed can be at an all-time high -- resulting in negative impacts on mental well-being.

CAAN is interested in providing Black employees with a voice, as well as elevating that voice. We recognize we don't speak for all Black experiences, which is why we hope this survey will provide a safe and confidential space to share the depth of our experiences. While CAAN cannot speak directly with all managers, we hope to use the survey results to present to our policy makers and City Council, so that our voices are heard. Please take the survey.

- SURVEY LINK: <https://forms.gle/bGCvAu4kHoAozAE79>
Open until **Friday, Sept. 17.**

This survey is confidential, and responses are anonymous. Please feel free to email CAANLeadership@portlandoregon.gov if you want to share more or need additional support. Last year's survey report is [here](#).

Survey participants are automatically entered in a drawing to win a \$50 digital gift card!

Black Space

This meeting is specifically for City of Portland's Black employees. We will provide support where needed, and work together to identify common experiences as well as ways the City can better support and retain Black employees.

Monday, Aug. 30, 1 p.m. **(CANCELED)**

Monday, Sept. 27, 1 p.m.

Monday, Oct. 25, 1 p.m.

Monday, Nov. 29, 1 p.m.

Monday, Dec. 13, 1 p.m.

Please download and import the following iCalendar (.ics) files to your calendar system. Daily:
https://us02web.zoom.us/meeting/tZMlcO6opj0sGNSQPv9q05sEQwyNJI2fbqmR/ics?icsToken=98tyKuGvpjwTgTyTthuHRpwEGo_CKPTxiCFdjY1urS_zWjEDNxDTB_VbHJhWQt7S

Join Zoom Meeting:

<https://us02web.zoom.us/j/87877086620?pwd=Q1VoWkNjb2xHT21ta1VVMWxNSEsvQT09>

Meeting ID: 878 7708 6620 | Passcode: 275417

One tap mobile

+13462487799,,87877086620#,,,,*275417# US (Houston)

+16699006833,,87877086620#,,,,*275417# US (San Jose)

Racial Equity Support Line

503-575-3764

This is a service led and staffed by people with lived experience of racism. We offer support to those feeling the emotional impacts of racist violence and microaggressions, as well as the emotional impacts of immigration struggles and other cross-cultural issues.

We get it. And we're here to talk. To support. To connect.

[More information is available here.](#)

IAP Member Choice window opens Sept. 1

(New-ish) The Member Choice program was established by Senate Bill 1049 to enable Individual Account Program (IAP) participants to change how their IAP account is invested. Normally, each member's IAP is invested in a "Target-Date Fund" (TDF) based on the year you will reach your target retirement age. The farther away the target retirement year, the riskier (but potentially profitable) the fund's investments. The closer the year, the safer (but potentially less profitable) the fund's investments. Member Choice enables participants to choose a Target-Date Fund for your IAP -- based on the amount of risk you prefer, regardless of your target retirement year. This option is available once a year in a one-month window during September. The change goes into effect in January of the following year.

More information about TDFs and guidance on how to make a change can be found here: [IAP Target-Date Funds](#).

SuccessFactors Performance Management for Non-Represented Employees **-- It's time to GO LIVE!!!**



(New) Have you set your objectives yet?

The first phase in our new performance cycle, **the Assess Phase**, wraps up Sept. 30.

During this phase you need to take two specific actions:

- 1. Work with your manager to set a minimum of three Service Objectives and three People Objectives in both objective plans.**
 - For a brief video tutorial on how to create an objective in the system, click [here](#).
 - There are two mandatory Citywide People Objectives in this initial cycle, each related to our City Core Values.
 - Every employee must have **one People Objective** on how you will **Demonstrate the City Core Value of Anti-Racism**.
 - Every employee must have at least **one additional People Objective** related to a **different City Core Value that is closely related to your role**.

(*Remember: you will need to toggle between the two objective plans, Service and People)

- 2. Meet with your manager to discuss and approve your objectives by Sept. 30.**

(*Remember: these objectives can change throughout the course of the year, so focus on the work that is most important right now.)

If you need help in defining good objectives for your role, use the following resources:

- [Objective Setting Reference Guide](#)
- City Core Value Objectives [Reference and Examples Sheet](#)
- Objectives Library, available within the SuccessFactors platform created by the Citywide SuccessFactors Steering Committee
 - o The Objectives Library is sorted by bureau and contains hundreds of general and specific objectives that you can edit and add to your plan.
- Your manager

You can access the SuccessFactors Performance Management platform in CityLearner through [the employee portal](#), or by opening the following CityLearner link in your browser www.portlandoregon.gov/sf and clicking on “objectives” in the drop-down menu.

If you missed any of the communication or resources leading up to this point, you can access a simple process overview guide [here](#) or check out the dedicated [BHR web page](#), full of useful videos and reference material on our process.

For any questions regarding actions to take during this phase, or about the process overall, please contact your Bureau Admin, your Human Resources Business Partner or your SuccessFactors Steering Committee Representative by referencing this [Bureau specific chart](#).

For technology related questions please contact the BTS Helpdesk - btshelpdesk@portlandoregon.gov or by phone at x35199.

Pay Equity

We've begun the City's 2021 Pay Equity Study! The City of Portland is partnering with the University of Southern California (USC) Race and Equity Center to conduct this year's pay equity study. The study will include a pay equity analysis allowing the City to make sure we are following the law established by House Bill 2005, [“The Pay Equity Bill”](#).

We've added a [Pay Equity Study FAQ](#) to our website.

BHR is committed to a pay philosophy for the City that is transparent, equitable, and responsive to employee input. We are grateful for your support and will provide regular updates about this year's Pay Equity Study. Stay tuned!

Benefits

Employee Assistance Program (EAP)

24-hour Help During Emergencies and Other Times of Need

If you are in crisis, help is a confidential call away.

Cascade/EAP: 1-800-433-2320 (text) 503-850-7721

National Suicide Hotline: 1-800-273-8255 (website) <https://suicidepreventionlifeline.org/>

Culturally Specific Resources for Moda Members | Portland.gov

(New) Moda understands the need for culturally competent care, and is working to create more culturally specific content in order to help members find resources. If you're a Moda member,

now you can identify providers in your area and in-network.

Colon Cancer Screening Now Available at Age 45

(New-ish) The United States Preventive Services Task Force (USPSTF) recently updated the recommended age for a Colon Cancer Screening to age 45 (down from age 50). The City's health plans have been updated to reflect the reduced age. As a reminder, preventive care screenings such as these are covered at 100% by the plan and there is no out of pocket cost for covered employees and dependents.

Preventive Care Initiative Reminder

(New-ish) To maintain the highest City contribution toward healthcare coverage, benefit eligible employees need to complete a qualified preventive medical exam (checkup) once every two calendar years. For plan year 2022/23, Moda and Kaiser will be looking for a completed exam in calendar year 2020 or 2021. Employees enrolled in Kaiser (and with valid [HIPAA Authorization](#)) have received notification of your status with a letter and notification within your www.kp.org account.

Moda Health members should have also received a letter, status updated at www.modahealth.com/memberdashboard/, and a follow up telephone call for those who have not yet met the initiative. More information on the Preventive Care Initiative, including requirements for employees hired in calendar year 2021, can be found at <https://www.portlandoregon.gov/bhr/31516>.

Express Scripts Pharmacy Online Features and Tools

(New-ish) Digital registration is easier than ever at www.express-scripts.com. Once registered, members can view a virtual medicine cabinet of prescription savings opportunities, access email and text communications with one-click direct links, and opt into text for real time updates and important alerts.

Deferred Compensation Enrollment

(New-ish) It's important to have a long-term financial strategy in place and the City's deferred compensation program can help! Enrollment is easy, whether you're enrolling for the first time or making a contribution change due to COLA/merit, just log into Employee Self Service ([ESS Portal](#)) and select the Employee Programs tab. For more information on the deferred compensation plan, please visit <https://prime.beready2retire.com/> or connect with your local Voya service team at 503-937-0378.

Flexible Spending Account Rollover/Carryover

Rollover/carryover funds from the previous plan year will not be posted in your account until after the runout period ends September 30.

What's a runout period? The runout period is a 90-day period (July-September) allowing FSA participants to submit reimbursement claims for eligible expenses incurred during the previous

plan year ending June 30, 2021. To check your account balance, please log in at www.wageworks.com.

Webinars

Navigating your Moda Health Benefits

(New-ish) Are you a newly enrolled Moda Health member or in need of support navigating your existing healthcare benefits? Learn more about health insurance terminology, travel and out-of-area plans, and general Moda Health navigation.

Wednesday, Aug. 25, 12 p.m.

[Register here.](#)

Parent and Caregiver Mental Health During the Back-To-School Transition

(New) This webinar will focus on emotion management skills to support mental health, as well as provide logistical strategies and community resources related to transitions, and maintaining work/life balance.

Wednesday, Sept. 1, 10 a.m.

[Register here.](#)

Financially Savvy Seniors

This webinar addresses specific retirement concerns such as managing money, Medicare, Social Security, improving cash flow, insurance, investing, estate planning and more.

Tuesday, Sept. 7, 10:30 a.m. and/or Thursday, Sept. 16, 5:30 p.m.

[Register here.](#)

Optimizing Health at Any Age

Learn to look at aging from a healthy lifestyle perspective, where each and every generation can thrive. Participants will be encouraged to modify perspectives and behaviors to create lifestyle habits which benefit any stage of life.

Wednesday, Sept. 8, 10 a.m.

[Register here.](#)

[Webinars for All – On Demand](#)

[Managers/Supervisors – On Demand](#)

[Access previous Cascade Centers and Moda Health webinars.](#)

Work Share

Updates to the City's Work Share FAQ can be found here: [Work Share Program FAQ 06-08-2021 \(portlandoregon.gov\)](#)

If you are currently participating in Work Share and do not enter your own time on your timesheet, please talk to your bureau timekeeper about the importance of entering your time by the 5 p.m. Monday deadline.

If you or your timekeeper make a change to your timesheet **after** the Monday 5 p.m. deadline, **and it is still within the same week**, please email the Work Share team at inboxworkshare@portlandoregon.gov as soon as possible, **prior to 9 a.m. Friday**. The Work Share team will make every effort to update your claim before submitting to OED Friday afternoon.

[The following Work Share updates are available here.](#)

OED Letters Regarding Pandemic Unemployment Assistance (PUA)

Waiting Week Payments

OED Adjudication (Judgment) for Missed Opportunities to Work

Lost Wages Assistance

Processing

ReliaCard

1099-G Tax Information for Work Share Benefits

CARES Act Extension

Missed Opportunities to Work

1099-G Phone Number

Report of Additional Income

Work Share Claim Recertification

Overpayment Updates Clarification

1099-G Discrepancies

City of Portland Work Share Renewal

Corrections to Work Share Claims

If you have questions regarding Work Share benefits or the process, please email Inboxworkshare@portlandoregon.gov.

Recruiting

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Procurement Trainings

Do you buy goods and services as part of your job for the City? Sign up for an upcoming procurement class to learn about rules, tools, resources and best practices that will ensure we're accountable to the public – and simplify your work. Whether you're a newcomer looking for an introductory lesson or a pro who wants specialized advice, we have a class for you. Learn more about [August through December classes](#).

Training (VIRTUAL)

Be sure to visit [CityLearner](#) for course descriptions and the most current class details.

Required, All Employees

HR 2.02, Workforce Harassment & Discrimination Prevention for Non-Supervisory Employees

Thursday, Sept. 16, 3-5 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02)

Refresher: Non-supervisory version

Thursday, Sept. 23, 9-10 a.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for Managers/Supervisors

Wednesday, Sept. 15, 1-3 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher for Managers/Supervisors

Wednesday, Sept. 29, 9-10 a.m.

Racial Equity 101

Friday, Aug. 27, 4-7:30 p.m.

Defensive Driver Training -- eLearning now available in CityLearner – Updated July 2021

Purpose: Present basic defensive driving techniques useful for any driver. Program also reviews expectations while driving on city business. These classes enable city drivers to comply with [HRAR 4.13 Vehicle Loss Prevention](#). Drivers need to refresh defensive driver training every three years. Content is broken into five modules or sections. Each module can be taken individually.

Training topics include:

- Driving policies
- Defensive driving strategies and techniques
- Factors affecting driver performance
- Safe backing
- Driving in adverse conditions
- Sharing the road
- Incident reporting requirements.

The eLearning can be taken at any time. Here is a direct link to the course: [Defensive Driver](#)

Leadership Engagement and Development (LEAD) Program for Managers & Supervisors***Centering Well-being***

The Centering Mental Well-being training for managers and leaders is a training created to promote awareness; destigmatize mental health to increase understanding; and provide tools, resources, and information to capacitate leaders. Capacity building enables leadership to be more skilled to acknowledge the prevalence of mental health disabilities; provide safety, support, and inclusivity for those persons in the workplace that experience mental health disabilities; to create and implement policies practices and procedures that center well-being from a person-centered lens. *Facilitated by Tyesha McCool-Riley, Mental Health Program Specialist, Office of Community & Civic Life.*

Wednesday, Aug. 25, 9 a.m. - 12:30 p.m.

Professional Development***New Employee Orientation***

Click [New Employee Orientation](#) for more information.

Tuesday, Sep. 14, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

SAP SuccessFactors hosts the City's new online Performance Review Process for all merit-eligible staff!

Specifically designed for non-supervisory staff as well as managers and supervisors, to provide participants with an overview of the Fiscal Year process with information on the four phases of the performance review cycle including – Assess, Refine, Grow, and Align.

At the completion of the courses, participants should understand the following:

- Performance cycle
- Two types of objectives used in this process
- How to conduct a check-in
- How this cycle supports fair and consistent ratings.

Here are the direct link to the classes:

[SuccessFactors Performance Review Process Overview](#)

[SuccessFactors Performance Review Process Overview for Managers and Supervisors](#)

Procurement Training

Roles & Responsibilities in Goods and Services Processes

Course objectives are to outline the major steps within the procurement process for Goods and Services for both competitive and non-competitive solicitations, provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes.

Tuesday, Aug. 31, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 595 616 390

Roles & Responsibilities in Construction Invitation to Bid Process

The courses objectives are to; Create a timeline outlining the major steps of the Construction Invitation to Bid (ITB) Process and Review the roles and responsibilities in each step of the Construction Invitation to Bid (ITB) Process.

Tuesday, Sept. 14, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 145 588 439#

Roles and Responsibilities in Procuring for Design Services

Course objectives are to understand the differences between Design and Ordinary Services. This includes Design vs. Services, Timelines, Process Steps, and major steps of the Design Procurement Process and roles and responsibilities in each step of the Design Procurement Process.

Thursday, Sept. 23, 1-2:30 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 383 041 285#

Design Bid Build Construction

This course is a comprehensive overview of contracting for construction services and focuses on bidding and contracting requirements that include an update on recent changes and latest

developments. Topics include contracting basics, recent developments, roles and responsibilities, and new small business program requirements.

Tuesday Oct. 5, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 397 710 192#

See [a complete list of Procurement Trainings](#).

To register, go to [CityLearner](#) (using Internet Explorer or Chrome; a remote access token is not needed), select “Learning,” type the course name into the “Find Learning” search field, then click “Go” to locate the course. Register for the date and time that work for your schedule. If you need assistance with CityLearner, please go to [CityLearner Help](#), or send an email to [BHR Training](#). Upon successful registration in CityLearner, a Zoom meeting invitation, training instructions, and materials will be sent two to three business days before the class date.

If you have questions about the listed trainings, or any others, please send a message to hrtraining@portlandoregon.gov.

Thank You!



BHR Communications

City of Portland, OMF Bureau of Human Resources

Ph: 503.823.3572 | Fax: 503.865.3288

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City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility
[core competency model](#) — [core competency accessible document](#)

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