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| ***VOCATIONAL SKILLS RECORD*** | | | | | | | | | | | | | | |  | ***WOODROW WILSON CENTER FOR EMPLOYMENT*** | | | | | | | | | | | | | | | | | | | | |
| Student's Name | | | | Participant ID: | | |  | | | | Entry Date | | |  | Performance Scale | | | | | | |  | | |  | | | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | 1 - unattempted | | | | | | |  | | |  | | | | |  | | |  | | |  |
| 2 - attempted not tested | | | | | | | | | |  | | | | |  | | |  | | |  |
| Vocational Objective | | | | |  | | | | | Exit Date | | |  | | 3 - less than competent | | | | | | | | | |  | | | | |  | | |  | | |  |
| ***AUTO MECHANICS*** | | | | | | | | | | | | | | | 4 - competent | | | | | | | | | |  | | | | |  | | |  | | |  |
| ***General Service Technician*** | | | | | | | | | | | | | | | 5 - exceeds competency | | | | | | | | | |  | | | | |  | | |  | | |  |
| O\*NET-SOC | | 49-3023.02 | | |  | | | | Course Hours | | | 750 | | |  |  | | |  | | |  | | |  | | | | |  | | |  | | |  |
|  | *Note: Entry in General Service Technician is contingent upon completion of Auto Servicing Technician (Tire and Lubrication). See Attachment [Client tested out of tire and lubrication]* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | | **Grade Period** | | | | | | | | | | | | | | | | | | |
| (Page 1 of 5) | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| **TASKS** | | | | | | | | | | | | | | | 1 | | | 2 | | | 3 | | | 4 | | | 5 | | 6 | | | 7 | | | FINAL | |
| **SUPPLEMENT A: STUDENT BEHAVIORS** | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.1\* Demonstrate ability to work safely. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.2\* Demonstrate ability to work independently. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.3\* Demonstrate appropriate interpersonal skills. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.4\* Follow written and/or verbal instructions. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.5\* Maintain good personal hygiene. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.6\* Maintain good personal appearance. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| A1.7\* Demonstrate ability to be punctual and dependable. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| **TOOLS** | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.1 Demonstrate the ability to commonly used measuring tools | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.1a Thickness gauge | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.1b Outside micrometer | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.2 Demonstrate ability to use commonly used nuts and bolts | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.2a Differentiate between metric and USC fasteners | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.2b Identify bolt size | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.2c Identify wrench size | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.2d Identify bolt strength | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.3 Demonstrate the ability to use tap and die to rethread bolts and nuts | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.4 Demonstrate the ability to use commonly used hand tools | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 2.5 Demonstrate the ability to safely use automotive lifts | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| **GENERAL KNOWLEDGE** | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1 Demonstrate general knowledge of the automobile. | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1a Identify the four basic systems that support engine operation | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1a1 Fuel system | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1a2 Ignition system | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1a3 Lubrication system | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1a4 Cooling system | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1b Identify the basic components of the power train | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1b1 Clutch | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1b2 Transmission or transaxle | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1b3 Transfer case | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1b4 Driveshaft | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
| 3.1b5 Differential | | | | | | | | | | | | | | |  | | |  | | |  | | |  | | |  | |  | | |  | | |  | |
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| ***VOCATIONAL SKILLS RECORD*** | | | | | | | | | | | | | | |  | | | ***WOODROW WILSON CENTER FOR EMPLOYMENT*** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | |
| Student's Name | | | | Participant ID Scale | | | 000000 | | | | | Entry Date | | |  | Performance Scale | | | | | | |  | | |  | | | | |  | | |  | | |  |
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| 2 - attempted not tested | | | | | | | | | |  | | | | |  | | |  | | |  |
| Vocational Objective | | | | | competent | | | Exit Date | | | | | |  | 3 - less than competent | | | | | | | | | |  | | | | |  | | |  | | |  |
| ***AUTO MECHANICS*** | | | | | | | | | | | | | | | 4 - competent | | | | | | | | | |  | | | | |  | | |  | | |  |
| ***General Service Technician*** | | | | | | | | | | | | | | | 5 - exceeds competency | | | | | | | | | |  | | | | |  | | |  | | |  |
| O·NET # | | 49-3023.02 | | |  | | | | Course Hours | | | 750 | | |  | |  | |  | | |  | | |  | | | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | |  | | **Grade Period** | | | | | | | | | | | | | | | | | | | |
| (Page 2 of 5) | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| **TASKS** | | | | | | | | | | | | | | | 1 | | 2 | | | 3 | | | 4 | | | 5 | | 6 | | | 7 | | | FINAL | | |
| 3.1c Identify the systems that support the control and handling of the automobile | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 3.1c1 Suspension system | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 3.1c2 Steering system | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 3.1c3 Braking system | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| **GENERAL SERVICE INFORMATION** | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 4.1 Demonstrate the ability to find and use Automotive Service Information | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 4.1a Locate the VIN and describe the information found in the VIN | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 4.1b Locate the VECI and describe the information found in the VECI | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 4.1c Find information in a standard service manual | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 4.1d Find information in a computer based service reference such as AllData | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| **MANUAL DRIVE TRAINS/TRANSAXLES** | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.1 Perform clutch diagnosis and repair | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.1a Diagnose clutch problems including noise, binding, slippage pulsation, and chatter problems; determine needed repairs | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.1b Inspect engine block, clutch (bell) housing, and transmission case mating surfaces; determine needed repair | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.2 Perform manual transaxle diagnosis and repair | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.2a Diagnose manual transaxle problems including noise, jumping out of gear, and fluid leakage; determine needed repairs | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.3 Perform manual drive train and axle service | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.3a Diagnose front wheel drive noise and vibration problems, and determine needed repairs | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.3b Inspect, service, and replace front wheel drive shafts, yokes, and boots | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.4 Perform rear axle diagnosis and repair | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.4a Diagnose noise, vibration and leakage problems in the rear axle; determine needed repairs | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 5.4b Diagnose problems in the rear axle shafts, bearings, and seals including noise, vibration, and fluid problems; make needed repairs | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| **BASIC FUEL SYSTEMS** | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 6.1 Perform fuel injection system diagnosis, adjustment, and repair | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |
| 6.1a Inspect and repair fuel tank, fuel cap, fuel line, fittings, and hoses | | | | | | | | | | | | | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | |

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| ***VOCATIONAL SKILLS RECORD*** | | | | | | | | |  | |  | | ***WOODROW WILSON CENTER FOR EMPLOYMENT*** | | | | | | | | | | | | |
| Student's Name | Participant ID: | |  | | | Entry Date | | |  | | Performance Scale | | | | | |  | |  | |  | |  | |  |
|  | | | | | | | | | | | 1 - unattempted | | | | | | | |  | |  | |  | |  |
| 2 - attempted not tested | | | | | | | |  | |  | |  | |  |
| Vocational Objective | | | |  | | | Exit Date |  | | | 3- less than competent | | | | | | | |  | |  | |  | |  |
| ***AUTO MECHANICS*** | | | | | | | | | | | 4 - competent | | | | | | | |  | |  | |  | |  |
| ***General Service Technician*** | | | | | | | | | | | 5 - exceeds competency | | | | | | | |  | |  | |  | |  |
| O·NET # | | 49-3023.02 | |  | Course Hours | | | | | 750 |  |  | | |  | |  | |  | |  | |  | |  |
|  | | | | | | | | | | |  | **Grade Period** | | | | | | | | | | | | | |
| (Page 3 of 5) | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| **TASKS** | | | | | | | | | | | 1 | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | FINAL | |
| 6.1b Inspect, test, and replace mechanical and electrical fuel pumps and pump controls system | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 6.1c Replace fuel filters | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 6.1d Remove, inspect, and test vacuum and electrical components of fuel system; repair/replace as necessary | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| **BASIC FUEL SYSTEMS (continued)** | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 6.2e Inspect and service exhaust manifold, exhaust pipes, muffler(s), catalytic converter(s), resonator(s), tail pipe(s), and heat shield(s) | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| **ENGINE REPAIR** | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 7.4 Perform cooling system diagnosis and repair | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 7.4a Inspect, test, and replace water pump | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 7.4b Clean, test, and replace fan(s) (electrical and mechanical), fan, clutch, and fan shroud | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |
| 7.4c Collect, handle, store, and dispose of used coolant according to current regulations and guidelines | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |

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| ***VOCATIONAL SKILLS RECORD*** | | | | |  | |  | ***WOODROW WILSON CENTER FOR EMPLOYMENT*** | | | | | | | | | | | | | |
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| ***AUTO MECHANICS*** | | | | | | | 4 - competent | | | | | | | |  | |  | |  | |  |
| ***General Service Technician*** | | | | | | | 5 - exceeds competency | | | | | | | |  | |  | |  | |  |
| O·NET # | 49-3023.02 |  | Course Hours | | | 750 |  | |  | |  | |  | |  | |  | |  | |  |
|  | | | | | | |  | | **Grade Period** | | | | | | | | | | | | |
| (Page 4 of 5) | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| **TASKS** | | | | | | | 1 | | 2 | 3 | | 4 | | 5 | | 6 | | 7 | | FINAL | |
| **STEERING AND SUSPENSION SYSTEMS** | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1 Perform steering system diagnosis and repair | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1a Disable supplemental restraint systems (SRS) in accordance with manufacturer's procedures | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1b Diagnose rack and pinion steering gear problems; replace if needed | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1c Remove and replace rack and pinion steering gear; inspect mounting, bushings and brackets | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1d Inspect and replace rack and pinion steering gear inner tie rods, ends and bellows boots | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1e Inspect steering fluid levels and condition | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1f Diagnose power steering fluid leakage; determine needed repairs | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1g Remove, inspect, & replace power steering pump, mounts, & pulley | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1h Inspect and replace power steering hoses and fittings | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.1i Inspect and replace as needed conventional steering system components, (pitman arms, idler arms, tie rod ends, tie rod sleeves, etc.) | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.2 Perform front suspension service | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.2a Diagnose MacPherson strut suspension system problems; determine needed repairs | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.2b Remove, inspect, and replace (if necessary) upper and lower ball joints | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.2c Remove inspect, and replace (if necessary) stabilizer bar bushings, brackets, and links | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.2d Remove, inspect, and replace (if necessary) MacPherson strut cartridge or assembly, strut coil spring, and insulators | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.2e Remove, inspect, and replace ball joints on MacPherson strut systems | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |
| 8.3 Perform rear suspension service | | | | | | |  | |  |  | |  | |  | |  | |  | |  | |

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| ***VOCATIONAL SKILLS RECORD*** | | | | | | |  | |  | ***WOODROW WILSON CENTER FOR EMPLOYMENT*** | | | | | | | |
| Student's Name | | Participant ID | |  | Entry Date | |  | | Performance Scale | | | |  |  |  |  | |
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| Vocational Objective | | | |  | Exit Date |  | | | 3 - less than competent | | | |  |  |  |  | |
| ***AUTO MECHANICS*** | | | | | | | | | 4 - competent | | | |  |  |  |  | |
| ***General Service Technician*** | | | | | | | | | 5 - exceeds competency | | | |  |  |  |  | |
| O·NET # | | 49-3023.02 | |  | Course Hours | | | 750 |  |  |  |  |  |  |  |  | |
|  | | | | | | | | |  | **Grade Period** | | | | | | | |
| (Page 5 of 5) | | | | | | | | |  |  |  |  |  |  |  |  | |
| **TASKS** | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | FINAL |
| 8.3a Remove, inspect, and replace (if necessary) MacPherson strut cartridge or assembly, strut coil spring, and insulators | | | | | | | | |  |  |  |  |  |  |  |  |
| 8.3b Inspect and replace (if necessary) shock absorbers | | | | | | | | |  |  |  |  |  |  |  |  |
| **BRAKES** | | | | | | | | |  |  |  |  |  |  |  |  |
| 9.1 Perform hydraulic system diagnosis and repair | | | | | | | | |  |  |  |  |  |  |  |  |
| 9.1a Diagnose problems in the hydraulic system; determine needed repairs | | | | | | | | |  |  |  |  |  |  |  |  |
| 9.1d Flush brake hydraulic system | | | | | | | | |  |  |  |  |  |  |  |  |
| 9.2 Perform drum and disk brake diagnosis and repair | | | | | | | | |  |  |  |  |  |  |  |  |
| 9.2a Remove, replace, and reinstall wheel cylinders | | | | | | | | |  |  |  |  |  |  |  |  | |
| 9.2b Remove, replace, and reinstall a disc caliper | | | | | | | | |  |  |  |  |  |  |  |  | |
| 9.2c Clean, inspect , and measure rotor with a dial indicator and micrometer | | | | | | | | |  |  |  |  |  |  |  |  | |
| 9.4 Miscellaneous diagnosis and repair | | | | | | | | |  |  |  |  |  |  |  |  | |
| 9.4a Diagnose wheel bearing problems; determine needed repair | | | | | | | | |  |  |  |  |  |  |  |  | |
| 9.4b Inspect and service the parking brake system including brake cables and warning lights | | | | | | | | |  |  |  |  |  |  |  |  | |
| STUDENT INTERNSHIP PROGRAM (S.I.P.) | | | | | | | | |  |  |  |  |  |  |  |  | |
| Revised 8/22/08 | | | | | | | | |  |  |  |  |  |  |  |  | |
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