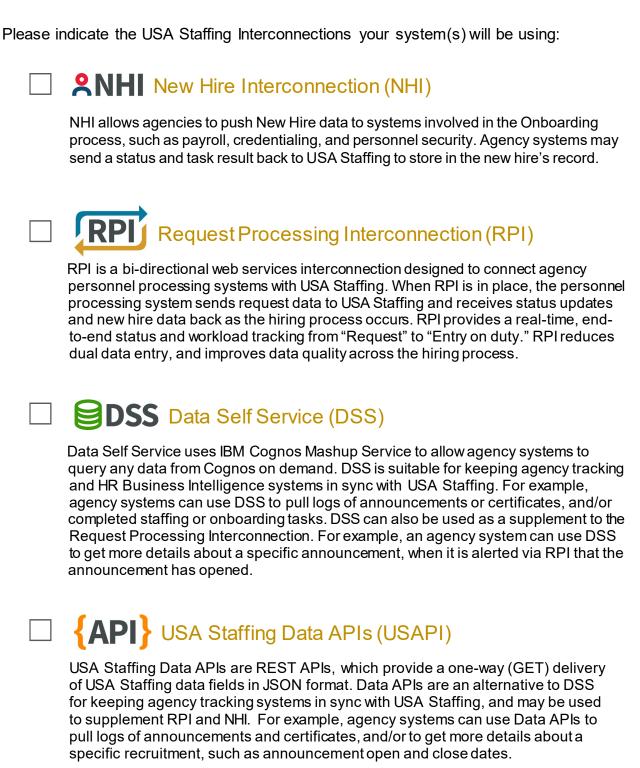# USA Staffing Interconnections Request Form

This form documents the interconnection information from your system to the USA Staffing system, as well as the connection information back to your system. USA Staffing Advisory Board members must approve this project and the USA Staffing data that may be included in the Interconnection(s). **Once this form is completed and signed, please submit it to your USA Staffing Account Manager.**

USA Staffing Customer Agency Information

Department and Agency Name:	
USA Staffing Advisory Board Member	
Name/Title:	
Phone:	
Email:	
List all USA Staffing **Tenants, Organizations, and/or Offices** whose data is approved to be included in this interconnection:	

Step 1 – Select the Interconnection(s)

Please indicate the USA Staffing Interconnections your system(s) will be using:

☐ **NHI** New Hire Interconnection (NHI)

NHI allows agencies to push New Hire data to systems involved in the Onboarding process, such as payroll, credentialing, and personnel security. Agency systems may send a status and task result back to USA Staffing to store in the new hire's record.

☐ **RPI** Request Processing Interconnection (RPI)

RPI is a bi-directional web services interconnection designed to connect agency personnel processing systems with USA Staffing. When RPI is in place, the personnel processing system sends request data to USA Staffing and receives status updates and new hire data back as the hiring process occurs. RPI provides a real-time, end-to-end status and workload tracking from "Request" to "Entry on duty." RPI reduces dual data entry, and improves data quality across the hiring process.

☐ **DSS** Data Self Service (DSS)

Data Self Service uses IBM Cognos Mashup Service to allow agency systems to query any data from Cognos on demand. DSS is suitable for keeping agency tracking and HR Business Intelligence systems in sync with USA Staffing. For example, agency systems can use DSS to pull logs of announcements or certificates, and/or completed staffing or onboarding tasks. DSS can also be used as a supplement to the Request Processing Interconnection. For example, an agency system can use DSS to get more details about a specific announcement, when it is alerted via RPI that the announcement has opened.

☐ **{API}** USA Staffing Data APIs (USAPI)

USA Staffing Data APIs are REST APIs, which provide a one-way (GET) delivery of USA Staffing data fields in JSON format. Data APIs are an alternative to DSS for keeping agency tracking systems in sync with USA Staffing, and may be used to supplement RPI and NHI. For example, agency systems can use Data APIs to pull logs of announcements and certificates, and/or to get more details about a specific recruitment, such as announcement open and close dates.

Step 2 – System Name(s) and Point of Contact

If your system will have the same name and point of contact for each USA Staffing Interconnection you selected, please indicate that here:

System Name:	
Program Point of Contact	**Technical Point of Contact**
Name:	**Name:**
Phone:	**Phone:**
Email:	**Email:**

The technical point of contact should be able to verify IP addresses and URLs, and will interact with the USA Staffing Technical Personnel when necessary.

However, if your system name and/or point of contact is different for each system, please indicate that under the appropriate section:

NHI New Hire Interconnection

System Name:	
Program Point of Contact	**Technical Point of Contact**
Name:	**Name:**
Phone:	**Phone:**
Email:	**Email:**

RPI Request Processing Interconnection

System Name:	
Program Point of Contact	**Technical Point of Contact**
Name:	**Name:**
Phone:	**Phone:**
Email:	**Email:**

DSS Data Self Service

System Name:	
Program Point of Contact	**Technical Point of Contact**
Name:	**Name:**
Phone:	**Phone:**
Email:	**Email:**

{API} USA Staffing Data APIs

System Name:	
Program Point of Contact	**Technical Point of Contact**
Name:	**Name:**
Phone:	**Phone:**
Email:	**Email:**

Step 3 – Public Outfacing IP Addresses

USA Staffing must add your system's public, outfacing IP addresses to our whitelist so your system(s) can interconnect with ours. One way to determine what IP address will be connecting to the USA Staffing Interconnections is to use a browser on the server the traffic will be sent from and go to whatismyip.akamai.com/all.

Please indicate your environment (Stage, Production, etc.) where the IP's need to be whitelisted, and specify the IP's associated with such environment. Then, check the box for which interconnection the IP address will be used. We only need IPs for environments that will be hitting our web service.

If you have a different set of IP addresses per environment, use a row for each environment. If you have a different set of IP addresses per USA Staffing Interconnection, use a row for each USA Staffing Interconnection. IP address ranges are allowed, so long as they are not too large.

Your Environment	IP Addresses	USA Staffing Interconnections				USA Staffing Environments	
		☐ NHI	☐ RPI	☐ DSS	☐ API	☐ Stage	☐ Prod
		☐ NHI	☐ RPI	☐ DSS	☐ API	☐ Stage	☐ Prod
		☐ NHI	☐ RPI	☐ DSS	☐ API	☐ Stage	☐ Prod
		☐ NHI	☐ RPI	☐ DSS	☐ API	☐ Stage	☐ Prod
		☐ NHI	☐ RPI	☐ DSS	☐ API	☐ Stage	☐ Prod
		☐ NHI	☐ RPI	☐ DSS	☐ API	☐ Stage	☐ Prod

Step 4 – NHI and RPI Data Pushes

If your system will be using either NHI or RPI, please indicate below where we should send the data.

NHI New Hire Interconnection

In order to connect to NHI, USA Staffing will send a request an authentication endpoint hosted by the agency. Your agency will validate our credentials, and return a JSON Web Token (JWT). USA Staffing will then make a request to a payload endpoint hosted by your agency, and send data in the request body and the JWT in an http header. Because of this process, please provide the following information for both Stage and Production environments:

	Stage	Production
URL:		
TPC Listening Port:		
Authentication Endpoint:		
Payload Endpoint:		

RPI Request Processing Interconnection

Please fill out the table below with all URL endpoints to which USA Staffing RPI will be sending Status Updates. Multiple URLs may be inserted into the Stage column as your Development, Testing, and Customer/User Acceptance Testing environments will all connect to our Stage environment. You will need to list your URLs in order of your development cycle. Our Stage environment can only point to one endpoint at a time, so as you move to higher environments for testing, we will use the next URL in the list. For Production, only list your Production URL. We will not connect our Production USA Staffing RPI to non-production environments.

	Stage	Production
URL:		

Step 5 – Inbound Rating Information

For RPI, there are specific values that you need to send to us, so that we can validate the request is going to the right place. We will provide these codes to you when we return the signed form back to you.

	Stage	Production
Vendor Code:		
Tenant Code:		

Step 6 - Approval

As the USA Staffing Advisory Board Member, I approve this Interconnection project.

_____

Advisory Board Member Approval Signature & Date

As the USA Staffing Program Manager, I approve this Interconnection project.

_____

Program Manager Approval Signature & Date