OPM | Talent Acquisition Analytics Group

USA Staffing Reporting and Analytics Workgroup

March 12, 2024

We will start at approx. 1:03 PM EDT to allow time for everyone to sign into the meeting.

Agenda

- **Reporting Program Updates**
  - Training Program
  - Cognos and Power BI Performance Metrics
  - Reporting User Satisfaction Survey

- **Power BI**
  - Implementation Updates
  - Development Planning and Prioritizing
  - Pro License Request and Approval Process

- **Cognos Updates**
  - Report Updates
  - Data Model Changes

- **API Updates**

- **USA Staffing Data Resource Center**

- **Open Demonstration and Q & A**

- **Upcoming Events and Releases**

- **Reporting Resources**

Reporting Program Updates

Training Program

Joyce Wentz

USA Staffing Reporting Trainings and Forums

	Cognos Consumer Training	Reporting Consumer Forum	Cognos Author Training	Cognos Author Forum
Who?	• New USA Staffing reports users	• Report consumers	• New report authors	• Report authors
What?	• How to navigate to and run reports	• Open forum to ask questions	• How to get started building reports	• Open forum to ask questions
How Long?	• ~ 4 hours	• 1 hour	• 1 ½ days	• 1 hour
When?	• Anytime!	• The third Thursday of each month at 11:00 AM EDT	• Every 6 weeks	• The first Thursday of each month at 11:00 AM EDT
How/ Where?	• https://usastaffing. usalearning.gov/	• Meeting info sent to AB members and completers of virtual training	• Contact your USA Staffing Account Manager to sign-up	• Meeting info sent to all report authors

Upcoming Trainings and Forums

	Reporting Consumer Forum	Cognos Author Training	Cognos Author Forum
Dates	Thursday, March 21 11:00 AM EDT	Tuesday, March 12 10:00 AM – 3:00 PM EDT + Wednesday, March 13 10:00 AM – 3:00 PM EDT	Thursday, March 7 11:00 AM EDT
	Thursday, April 18 11:00 AM EDT		Thursday, April 4 11:00 AM EDT
	Thursday, May 16 11:00 AM EDT	Tuesday, April 23 10:00 AM – 3:00 PM EDT + Wednesday, April 24 10:00 AM – 3:00 PM EDT	Thursday, May 2 11:00 AM EDT
	Thursday, June 20 11:00 AM EDT		Thursday, June 6 11:00 AM EDT
How to Register	No registration required. Questions can be submitted in advance. USAStaffingData@opm.gov	Contact your USA Staffing Account Manager	No registration required. Questions can be submitted in advance. USAStaffingData@opm.gov

Performance Metrics

Joyce Wentz

FY24 All Cognos Reports
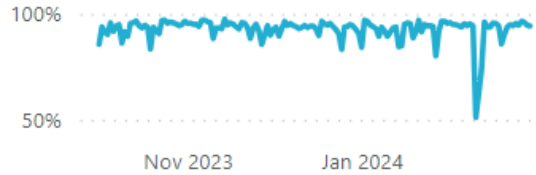
Cognos Total Runs

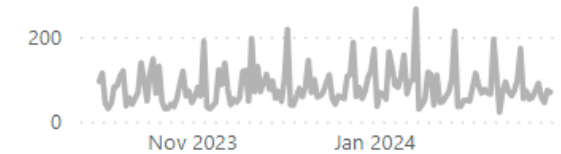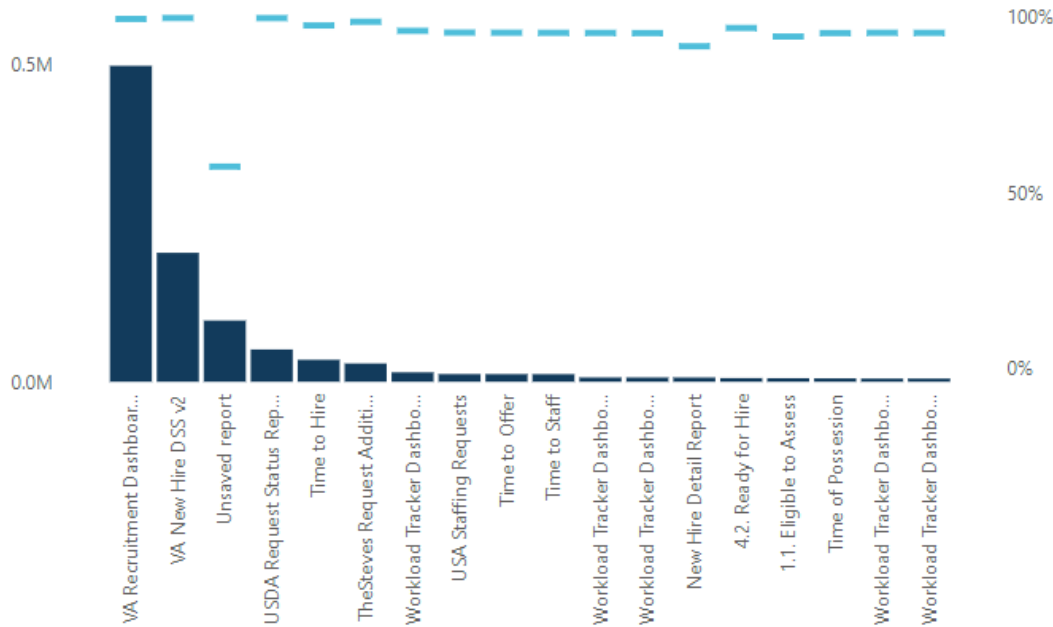# 1,346,196

Avg. Success Rate

93.93%

Avg. Runtime (Sec)

64.43

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	498,284	99.42%	3.93
VA New Hire DSS v2	203,356	99.69%	12.44
Unsaved report	96,568	57.45%	32.67
USDA Request Status Report - Certificate V3	50,944	99.66%	45.56
Time to Hire	34,694	97.57%	6.71
TheSteves Request Additional Information Report	28,848	98.62%	3.74
Workload Tracker Dashboard - Qualification Analysis Phase	14,886	96.05%	26.10
USA Staffing Requests	12,144	95.55%	3.29
Time to Offer	12,061	95.51%	3.12
Time to Staff	12,007	95.48%	7.70
Workload Tracker Dashboard - RequestsAnnouncementsCerts	6,817	95.45%	11.90
Workload Tracker Dashboard - NewHireCertSelections	6,805	95.40%	11.06
New Hire Detail Report	6,781	91.65%	648.66
4.2. Ready for Hire	5,837	96.85%	18.95
1.1. Eligible to Assess	5,681	94.42%	24.16
Time of Possession	5,393	95.40%	22.39
Total	**1,346,196**	**93.93%**	**64.43**

Data Source: USAJOBS   Data Through: February 2024
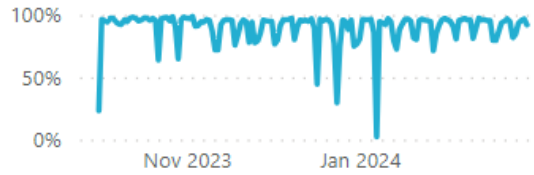
8

FY24 HDW Reports

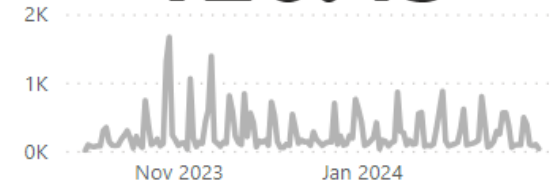## HDW Total Runs
62,030

Avg. Success Rate
94.84%
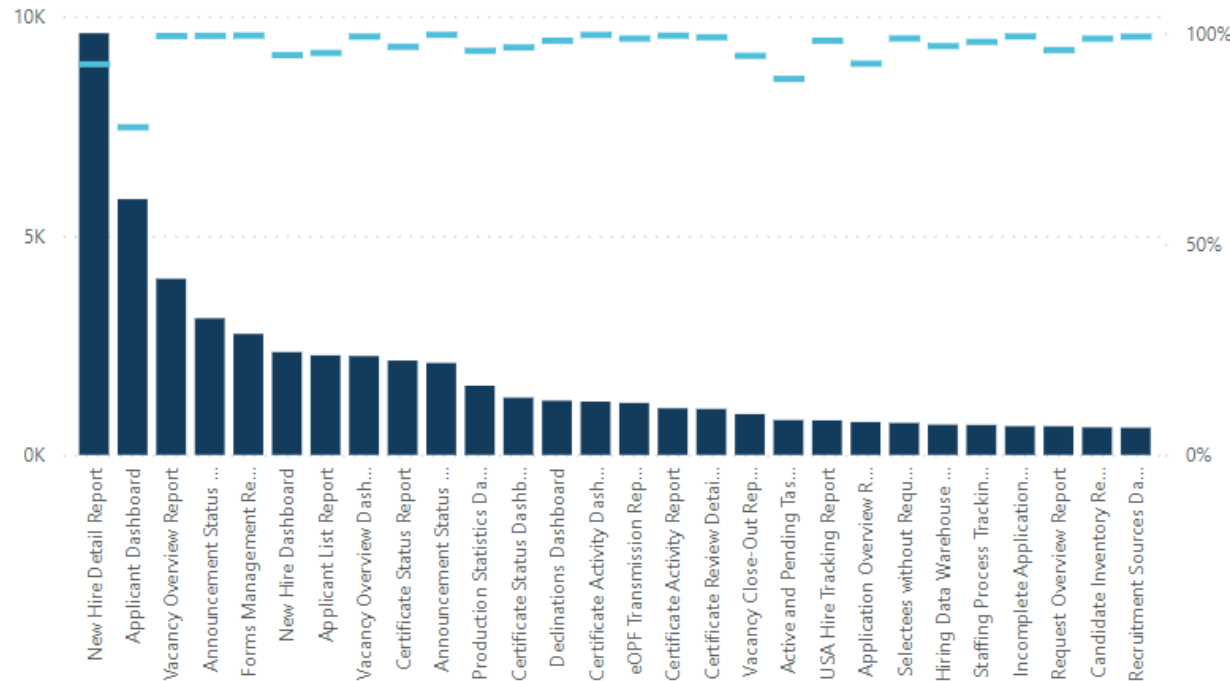

Avg. Runtime (Sec)
126.45

HDW Total Runs and HDW Success Rate

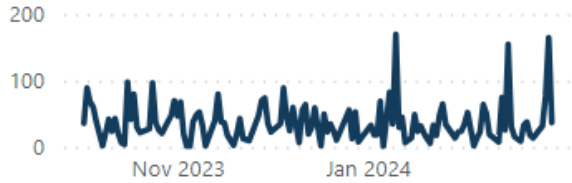| Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	9,617	92.65%	482.87
Applicant Dashboard	5,832	77.69%	150.00
Vacancy Overview Report	4,016	99.35%	5.38
Announcement Status Report	3,114	99.39%	5.85
Forms Management Report	2,759	99.46%	7.65
New Hire Dashboard	2,344	94.80%	72.97
Applicant List Report	2,269	95.33%	41.37
Vacancy Overview Dashboard	2,253	99.20%	6.63
Certificate Status Report	2,151	96.79%	169.07
Announcement Status Dashboard	2,096	99.62%	15.30
Production Statistics Dashboard	1,577	95.81%	57.96
Certificate Status Dashboard	1,305	96.63%	75.51
Declinations Dashboard	1,236	98.22%	32.63
Certificate Activity Dashboard	1,214	99.59%	4.44
eOPF Transmission Report	1,185	98.73%	60.44
Certificate Activity Report	1,062	99.44%	1.75
Certificate Review Detail Report	1,047	99.04%	9.34
Vacancy Close-Out Report	931	94.63%	32.84
Active and Pending Tasks Report	794	89.17%	131.36
Total	**62,030**	**94.84%**	**126.45**

Data Source: USAJOBS   Data Through: February 2024
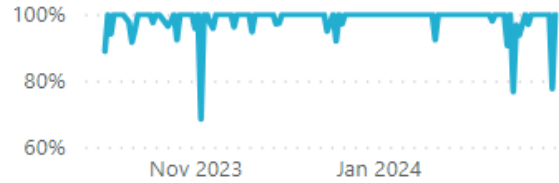
FY24 Time to Hire

Cognos Total Runs

4,582
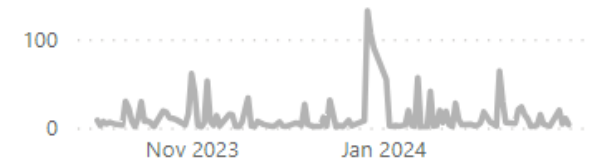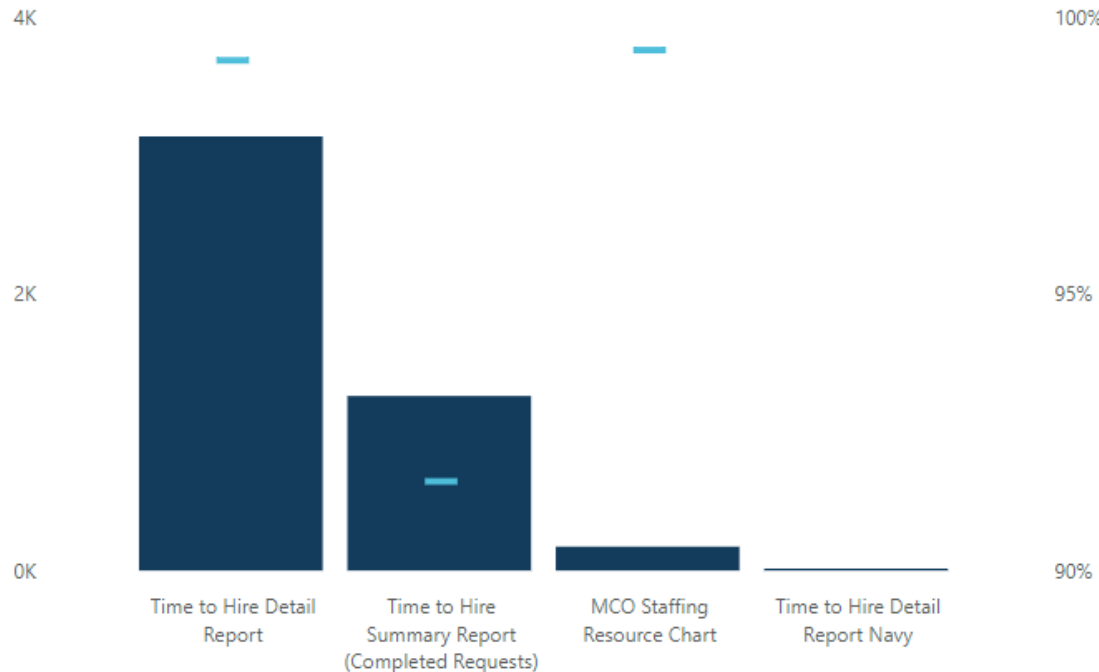
Avg. Success Rate

97.12%

Avg. Runtime (Sec)

13.85

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	3,144	99.24%	5.12
Time to Hire Summary Report (Completed Requests)	1,264	91.61%	35.74
MCO Staffing Resource Chart	173	99.42%	24.87
Time to Hire Detail Report Navy	1		
Total	**4,582**	**97.12%**	**13.85**

FY24 User License

Cognos Total Runs

3,184

Nov 2023 — Jan 2024

Avg. Success Rate

92.96%

Nov 2023 — Jan 2024
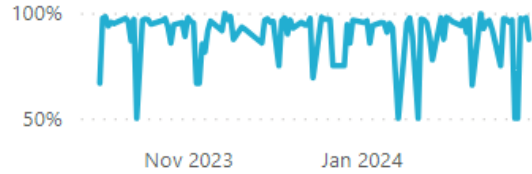
Avg. Runtime (Sec)

40.94
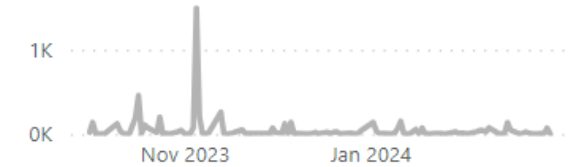
Nov 2023 — Jan 2024

Cognos Total Runs and Cognos Success Rate
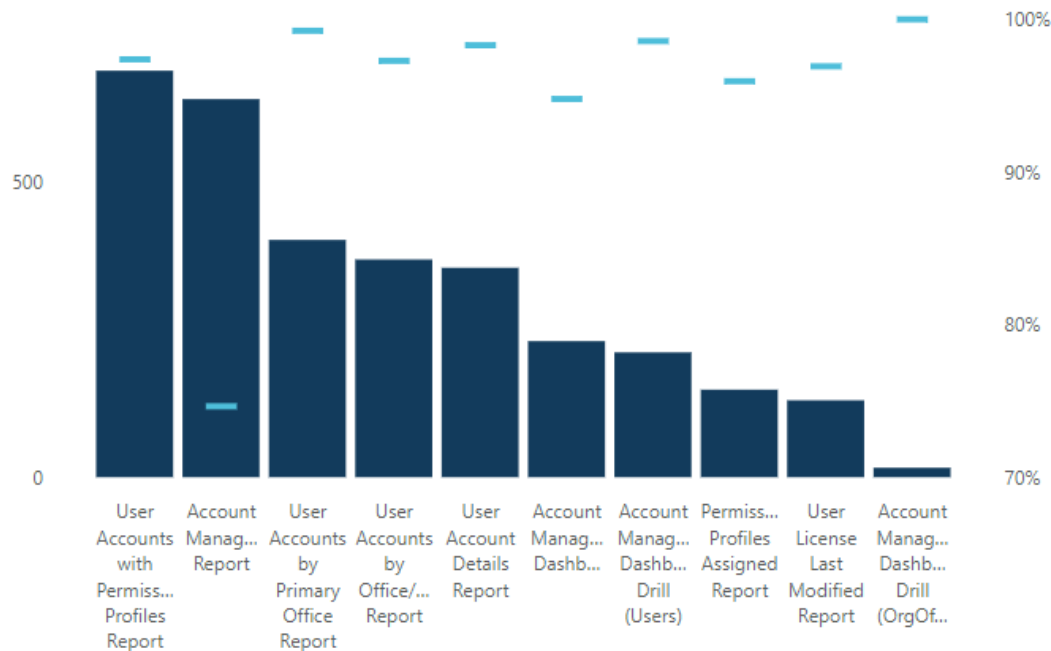
Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts with Permission Profiles Report	687	97.38%	66.42
Account Management Report	639	74.65%	73.75
User Accounts by Primary Office Report	401	99.25%	3.08
User Accounts by Office/Customer Report	368	97.28%	49.46
User Account Details Report	354	98.31%	39.39
Account Management Dashboard	230	94.78%	28.09
Account Management Dashboard Drill (Users)	211	98.58%	6.44
Permission Profiles Assigned Report	148	95.95%	4.82
User License Last Modified Report	130	96.92%	2.73
Account Management Dashboard Drill (OrgOffice)	16	100.00%	28.02
Total	**3,184**	**92.96%**	**40.94**

Data Source: USAJOBS   Data Through: February 2024

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FY24 Power BI: USAS – User License

All Viewers	External Viewers	Agencies
203	**143**	**50**
Total Unique Viewers	Unique External Viewers Only	# Unique Agencies

Activity Logs (Actions)

Report ● User License
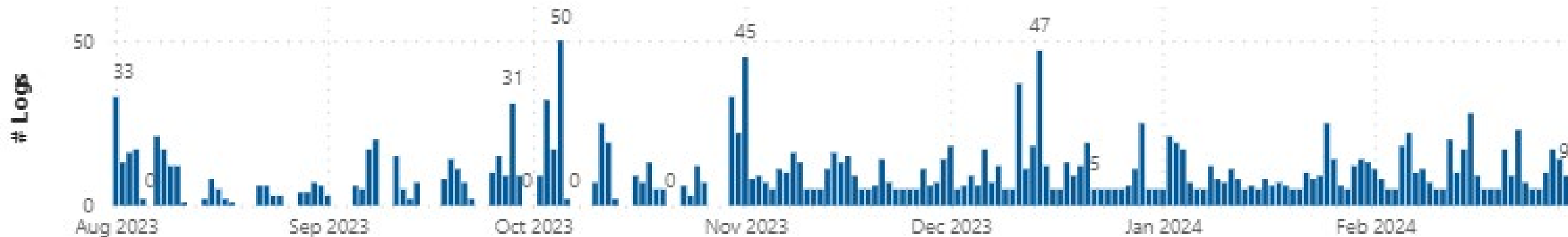
Activity = A user logs in and views or shares content in the USAS – User License workspace.

Reporting User Satisfaction Survey

Joyce Wentz

Reporting User Satisfaction Survey

The bi-annual customer satisfaction survey launched on Monday March 11 and will close on Friday March 29, 2024.

The survey is designed to gather in-depth and comprehensive feedback about products and services provided by the USA Staffing Reporting teams over the last 6 months, including:

- **Business Intelligence Tool**
    - Cognos
    - Power BI
- **Data and Reports**
    - Cognos
    - Power BI

- **Interconnections**
- **Workgroups**
- **Training**
- **Support**
- **USA Staffing Reporting Program**

Survey invitations were sent from <u>USASurvey@opm.gov</u>.

Thank you in advance for taking the time to complete the survey!

Power BI Updates

Maura Daus

Power BI Implementation

Status Updates and Next Steps

In Progress:

- Time to Hire
- Release Power BI Training Videos
- Identify Power BI Pro users' organizational workspace access (due March 29)
- Ideation: Applicant Flow, New Hire Summary, Applicant Overview, Applicant Touchpoint, Vacancy Close Out
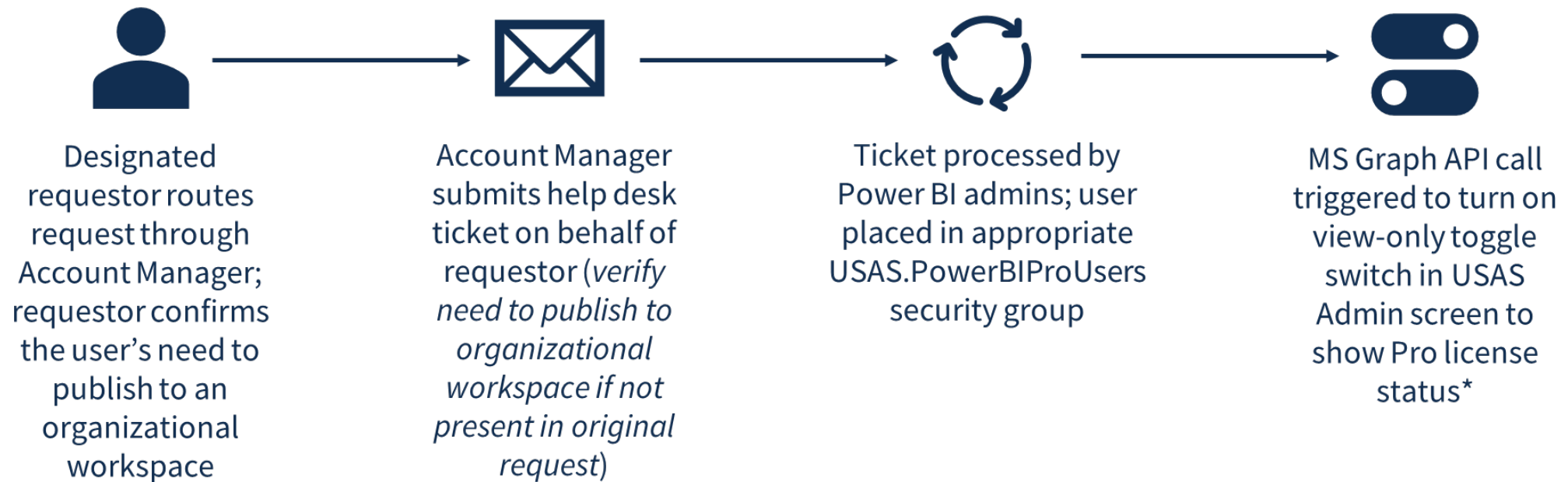
Next Steps:

- Release Time to Hire Power BI app (FY24-Q3)
- Time to Hire Feedback Session (FY24-Q3)
- Host workspace administration session(s) (FY24-Q3)
- Develop and release next series of Power BI Job Aids training videos

Pro License Request & Approval Process

Request process beginning April 8:

Designated requestor routes request through Account Manager; requestor confirms the user's need to publish to an organizational workspace

→

Account Manager submits help desk ticket on behalf of requestor (*verify need to publish to organizational workspace if not present in original request*)

→

Ticket processed by Power BI admins; user placed in appropriate USAS.PowerBIProUsers security group

→

MS Graph API call triggered to turn on view-only toggle switch in USAS Admin screen to show Pro license status*

*Note about impersonation: Power BI does not allow for impersonating users, so the Pro license toggle will provide visibility to a user's Pro license. A Power BI report will also provide insight into Pro users and their activity.

In order to control USA Staffing program costs, Pro license activity will be monitored and Pro licenses will automatically be removed after 60 days of inactivity.
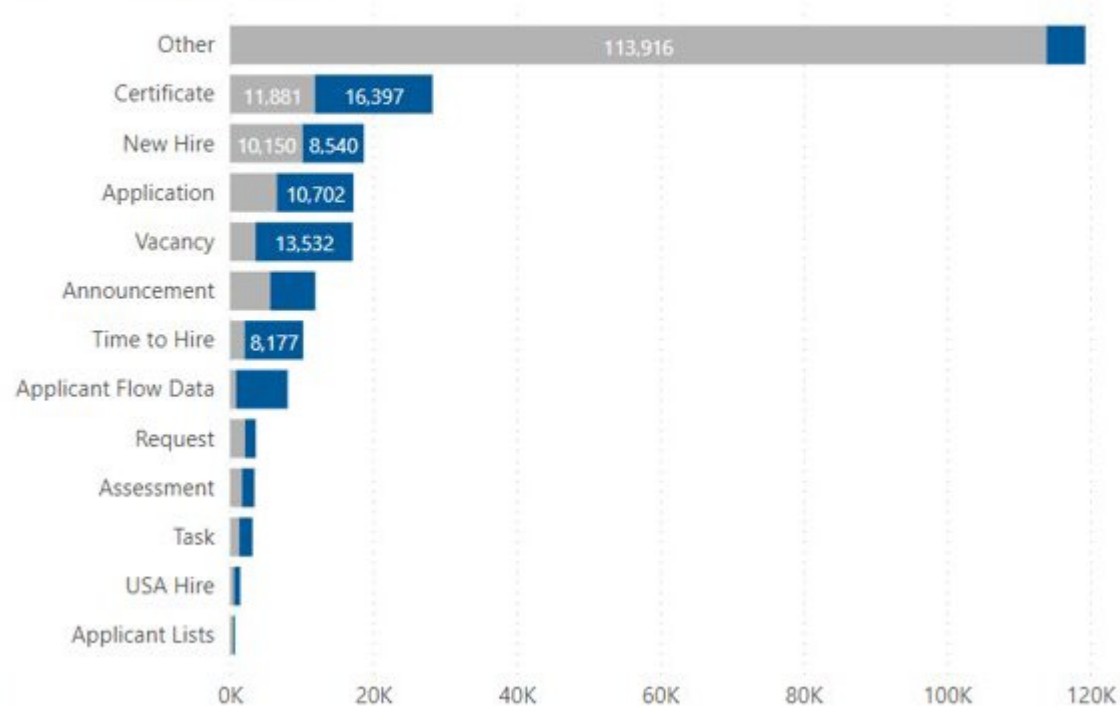
Development Prioritization

Data informed approach to prioritization

- Analyzed all report runs from fiscal year 2023
- Categorized reports based on naming and path saved
- Reviewed individual report fields used
- Determined development complexity
- Prioritized reports for development

Cognos Usage Analysis

Report Pulls by Custom Categories

Standard Report Y/N ● N ● Y

Category	N	Y
Other	113,916	
Certificate	11,881	16,397
New Hire	10,150	8,540
Application		10,702
Vacancy		13,532
Announcement		
Time to Hire		8,177
Applicant Flow Data		
Request		
Assessment		
Task		
USA Hire		
Applicant Lists		

Categories	Request Count	Rank
⊟ **Application**	**1,511,635**	**1**
VA Recruitment Dashboard DSS v1	1,501,638	1
Applicant Dashboard	1,967	2
Applicant List Report	1,885	3
Application Overview Report	1,402	4
TSO Applications/TAB Report	1,271	5
Declinations Dashboard	883	6
Center Detail Report - Applications Data	795	7
Enhanced Applicant Log	716	8
Incomplete Applications Report	568	9
Vacancy Log With Applicant Totals	510	10
⊟ **New Hire**	**540,770**	**1**
VA New Hire DSS v2	465,264	1
Time to Offer	26,066	2
Workload Tracker Dashboard - NewHireCertSelections	13,384	3
Workload Tracker Dashboard - New Hire Official Offer Phase	9,305	4
Workload Tracker Dashboard - New Hire Onboarding Phase	9,305	4
Workload Tracker Dashboard - New Hire Tentative Offer Phase	9,303	6
New Hire Detail Report	4,384	7
New Hire Dashboard	1,492	8
Forms Management Report	1,293	9
eOPF Transmission Report	974	10
⊟ **Certificate**	**183,358**	**1**
USDA Request Status Report - Certificate V3	100,792	1
Workload Tracker Dashboard - Qualification Analysis Phase	26,393	2
Time to Staff	26,035	3
Workload Tracker Dashboard - Interviews and Selections Phase	9,358	4

Indexing Cognos Fields

	Custom Report Categories	Report Name	Request Cou	CategoryReportRan	Package	DataFolder	Table	FieldName
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Organization and Office	Staffing Office Code
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Certificate	Certificate Cancelled?
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Certificate	Certificate Issue Date/Time
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Customers	Vacancy Customer Name
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Vacancy Position Descriptions	Vacancy Series
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Vacancy Position Descriptions	Vacancy Grade
47	Certificate	Certificate Status Report	1476	7	Hiring Data Warehouse	Presentation View	Certificate	Certificate Issuer

Standard Report Y/	1 Folder	2 Folder	3 Folder	4 Folder	5 Folder
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		
Y	USA Staffing Packages and Folders	Hiring Data Warehouse	Certificate		

Theme Grouping

Certificate

Post-Cert Assessments & Selections

Certificate Overview

New Hire

Onboarding Form Status

New Hire Summary

Announcement

Announcement Status

Job Opportunity Announcement Review

Request -> Vacancy -> Announcement
-> Certificate Pipeline Tracking

Application
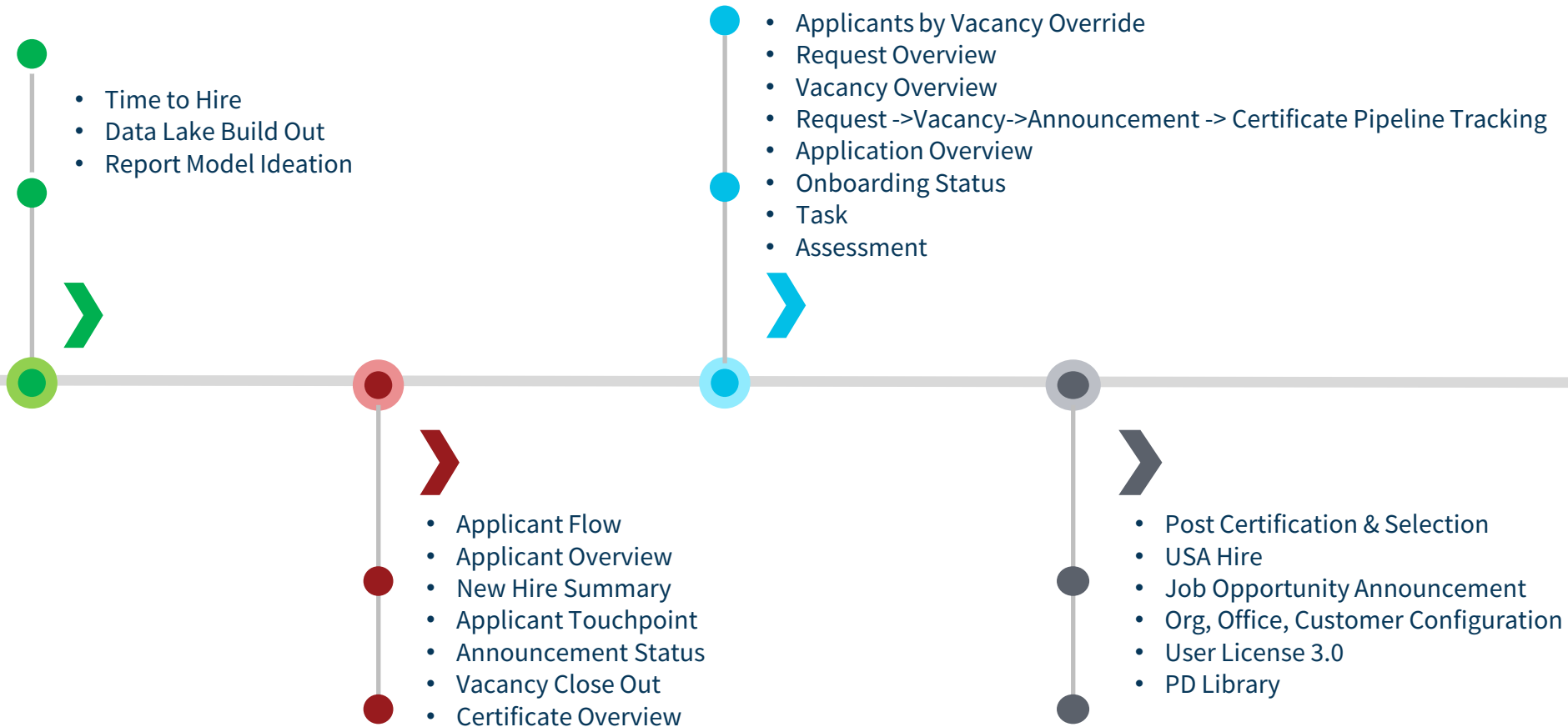
Applicant Overview

Applications Overview

Applicants by Vacancy

Applicant Touchpoint

Effort Sizing

Reports by Theme	Effort Sizing	Table Count	Report Count	Field Count
⊟ **Application**				
Applicant Overview	XL	20	3	91
Applicants by Vacancy	L	12	3	67
Applications Overview	L	12	2	33
Applicant Touchpoints Report	M	8	1	19
Total		**27**	**9**	**155**
⊟ **Announcement**				
Requests-Vacancy-Announcement-Certs	L	13	3	100
Announcement Status	S	6	3	31
Job Opportunity Announcement Review	S	6	1	37
Total		**18**	**7**	**135**
⊟ **Certificate**				
Certificate Overview	L	12	2	52
Interviews & Selections	S	7	1	25
Total		**16**	**3**	**70**
⊟ **New Hire**				
New Hire Summary	L	12	2	45
Onboarding Form Status	S	6	2	37
Total		**14**	**4**	**66**
⊟ **Vacancy**				
Vacancy Overview	M	9	3	46
Vacancy Close-Out Report	S	5	1	13
Total		**10**	**4**	**52**
⊟ **Request**				
Request Overview	S	6	3	29
Total	**S**	**6**	**3**	**29**
Total		**58**	**30**	**384**

Theme Prioritization*

- Time to Hire
- Data Lake Build Out
- Report Model Ideation

- Applicants by Vacancy Override
- Request Overview
- Vacancy Overview
- Request ->Vacancy->Announcement -> Certificate Pipeline Tracking
- Application Overview
- Onboarding Status
- Task
- Assessment

- Applicant Flow
- Applicant Overview
- New Hire Summary
- Applicant Touchpoint
- Announcement Status
- Vacancy Close Out
- Certificate Overview

- Post Certification & Selection
- USA Hire
- Job Opportunity Announcement
- Org, Office, Customer Configuration
- User License 3.0
- PD Library

*The prioritization of themes may change over time for a variety of reasons.

Cognos Updates

Noah Leslie

Sprint 65 deployed to Production on February 14

Sprint 66 deployed to Production on February 28

Sprint 67 will be deployed to Production on March 13

New or Modified Reports

Military Spouse Eligibility Report (Report Retirement)

The Military Spouse Eligibility Report will be retired as of March 15, 2024. The Military Spouse Eligibility Report displays recruitment information related to military spouse eligibilities by fiscal year and summarizes data at the Department and Agency levels. Any user that has utilized the Military Spouse Eligibility Report within the last 12 months was contacted directly to provide information about the report's planned retirement, ensure any schedules, subscriptions, or jobs that include the report are cancelled, and identify the alternative report that can be used.

- Retiring Report: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other > Military Spouse Eligibility Report

- Alternative Report: Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Production Metrics > Eligibility Overview Report

Data Model Changes

Hiring Data Warehouse

Request Editable Vacancy Openings – deployed February 14th

New query items were added to enable reporting on the number of position openings when set by announcement.

Requests folder > Request Information folder

- Request query subject
  - [Presentation View].[Request].[Original Request Total Openings]
  - [Presentation View].[Request].[Request Total Openings]

Data Model Changes

Hiring Data Warehouse

Request Editable Vacancy Openings – deployed February 14th

New query items were added to enable reporting on the number of position openings when set by announcement location.

Requests folder > Request Information folder

- Request Locations query subject
  - [Presentation View].[Request Locations].[Original Request Location Openings]
  - [Presentation View].[Request Locations].[Request Location Openings]

Data Model Changes

Hiring Data Warehouse

Vacancy Rating Combinations – deployed February 14th

A new query subject and query items were added to enable reporting on the rating combinations associated with a vacancy, which may differ from the pay plan-series-grade-specialties associated with position descriptions for the vacancy.

Vacancies folder > Vacancy Information folder

- Vacancy Rating Combinations query subject
    - [Presentation View].[Vacancy Rating Combinations].[Vacancy Rating Combination Grade]
    - [Presentation View].[Vacancy Rating Combinations].[Vacancy Rating Combination Pay Plan]
    - [Presentation View].[Vacancy Rating Combinations].[Vacancy Rating Combination Series]
    - [Presentation View].[Vacancy Rating Combinations].[Vacancy Rating Combination Series Title]

Data Model Changes

Hiring Data Warehouse

Application Marked as Reviewed – deployed February 28th

New query items were added to the Application query subject enable reporting on application reviewed information.

Applications folder > Application Information folder

- Application query subject
    - [Presentation View].[Application].[Marked as Reviewed By]
    - [Presentation View].[Application].[Marked as Reviewed Date/Time]
    - [Presentation View].[Application].[Marked as Reviewed?]

Data Model Changes

Hiring Data Warehouse

Assessment Item Narrative Follow-up – deployed February 28th

A new query item was added to the Assessment Items and Responses query subject to enable reporting on whether an assessment has a narrative follow-up item.

Applications folder > Assessments folder

- Assessment Items and Responses query subject
  - [Presentation View].[Application Assessment Items and Responses].[Application Item Narrative Follow-Up?]

Data Model Changes

Hiring Data Warehouse

Assessment Item Narrative Follow-up – deployed February 28th

A new query item was added to the Assessment Items query subject to enable reporting on whether an assessment has a narrative follow-up item.

Assessment Packages folder > Assessment Information folder

- Assessment Items query subject
  - [Presentation View].[Assessment Items].[Narrative Follow-Up?]

Data Model Changes

Hiring Data Warehouse

Prior Federal Service New Hire Form Responses – deployed February 28th

A new query subject and query items was added to enable reporting on new hire responses to form items related to prior federal service.

New Hires folder > New Hire Information folder

- Prior Federal Service query subject
  - [Presentation View].[Prior Federal Service].[Prior DC or Federal Civilian Service Item]
  - [Presentation View].[Prior Federal Service].[Prior DC or Federal Civilian Service Response]
  - [Presentation View].[Prior Federal Service].[Prior Federal Civilian Service Item]
  - [Presentation View].[Prior Federal Service].[Prior Federal Civilian Service Response]
  - [Presentation View].[Prior Federal Service].[Prior Military Service Item]
  - [Presentation View].[Prior Federal Service].[Prior Military Service Response]

Data Model Changes

Hiring Data Warehouse

Announcement Open/Close Date Modified – will be deployed March 13th

New query items were added to enable reporting on whether the announcement open and/or close dates were modified following the first release of the announcement to USAJOBS.

Announcements folder > Announcement Information folder

- Announcement query subject
    - [Presentation View].[Announcement].[Announcement Close Date Modified?]
    - [Presentation View].[Announcement].[Announcement Open Date Modified?]

Data Model Changes

Hiring Data Warehouse

Certificate Advanced Criteria – will be deployed March 13th

New query subjects and query items were added to enable reporting on certificate advanced criteria.

Certificates folder > Certificate Information folder

- Advanced Criteria query subject
  - [Presentation View].[Advanced Criteria].[Advanced Criteria Name]
- Advanced Criteria Items query subject
  - [Presentation View].[Advanced Criteria Items].[Advanced Criteria Item Number]
  - [Presentation View].[Advanced Criteria Items].[Advanced Criteria Item Sequence]
  - [Presentation View].[Advanced Criteria Items].[Advanced Criteria Item Text]
  - [Presentation View].[Advanced Criteria Items].[Advanced Criteria Operand]
  - [Presentation View].[Advanced Criteria Items].[Advanced Criteria Response Summary]
  - [Presentation View].[Advanced Criteria Items].[Advanced Criteria Response Type]

Data Model Changes

Hiring Data Warehouse

Certificate Advanced Criteria – will be deployed March 13th

New query subjects and query items were added to enable reporting on certificate advanced criteria.

Certificates folder > Certificate Information folder

- Advanced Criteria Responses query subject
    - [Presentation View].[Advanced Criteria Responses].[Advanced Criteria Response Option]
    - [Presentation View].[Advanced Criteria Responses].[Advanced Criteria Response Text]

API Updates

Ian Parsons

USA Staffing Data API Updates

New Hires API – will be deployed March 13th

The New Hires API was updated to include a new sub-entity for Onboarding Request Workflows to enable reporting on the workflow and time to hire goal for a new hires.

- /newhires/{uniqueKey}/onboardingrequestworkflows

```
[
    {
        "tenantId": 0,
        "newHireId": 0,
        "onboardingRequestWorkflowId": 0,
        "onboardingRequestWorkflowName": "sting",
        "onboardingRequestWorkflowTimeToHireGoal": 0,
        "dwLastModifiedDateTime": "2024-02-20T12:28:47.59"
    }
]
```

USA Staffing Data Resource Center

Ian Parsons

USA Staffing Data Resource Center (DRC)

- New website coming soon, tentatively scheduled to deploy with the next USA Staffing Production release scheduled 03/29
- Will ultimately replace the current <u>USA Staffing Developer Platform</u> and the <u>Interconnections</u> and <u>Reporting & Analytics</u> pages of the <u>USA Staffing Resource Center</u>
- Provides users with an enhanced experience, with resources about USA Staffing data available all in one place.
  - Documentation
  - Training
  - Release notes
  - FAQs & submit help tickets
- Access the DRC now in our <u>Stage environment</u>!

DRC – Home Page

- Navigate easily to other pages
  - Top navigation bar
  - Navigation cards
- Search and find what you need instantly

DRC – Search Results Page

- See number of results found per page
- Filter search results by page

DRC – Interconnections Page

- Learn about getting started with interconnections

- Access and search data API data dictionary

- View documentation for Data APIs, RPI, NHI, and TaskUpdate API

DRC – Training & Resources Page

- View jobs aids for Cognos & Power BI
- Access information for report authors and consumers including forums and trainings
- View past workgroup slides & watch recordings

DRC – Release Notes Page

- View release notes from the past 4 years
- Future enhancements
  - Ability to search release notes
  - Release calendar

DRC – Help Page

- View frequently asked questions (FAQs) about interconnections
  - Power BI section to be added in the future
- Access the soon to be deployed Submit Help Ticket form

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DRC – Submit Help Ticket

- Deploying soon after the launch of the DRC
- Submit help tickets for Data API, NHI, RPI, Cognos, and Power BI issues & requests

An official website of the United States government   Here's how you know

USA Staffing DATA

Home   Interconnections   Training & Resources   Release Notes   Help

OPM

Search

Help

Access frequently asked questions (FAQs) or submit a help desk ticket.

Navigation

FAQs

Submit Help Ticket

Submit Help Ticket

Instructions: In order to submit a ticket about your issue, please respond to each of the questions below and provide specific information which may be needed to research and resolve your request. After submitting, we will respond to the ticket via email to update you on a resolution.

First Name *

First Name

Last Name *

Last Name

Email Address*

Email Address

Please enter any additional recipients who should receive a copy of this form submission. Separate multiple email addresses with commas.

CC Email Address(es)

Please enter a subject for the problem being encountered. *

Subject

Phone Number

Phone Number

Select the area for the issue or request. *

Select Issue or Request Area

Submit

Open Demonstration and Q & A

USA Staffing Reporting Upcoming Events and Releases

Events

March 7	Cognos Author Forum
March 12	Reporting and Analytics Workgroup Meeting
March 12-13	Cognos Author Training
March 21	Reporting Consumer Forum
April 4	Cognos Author Forum
April 18	Reporting Consumer Forum
April 23	Reporting and Analytics Workgroup Meeting
April 23 – 24	Cognos Author Training

Releases

March 6	Reporting Stage
March 13	Reporting Production
March 20	Reporting Stage
March 27	Reporting Production
April 3	Reporting Stage
April 10	Reporting Production

The full USA Staffing Release Schedule and Release Notes can be found on the USA Staffing Resource Center.

Reporting Resources

- **Resource Center** (https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics)
  - **Trainings:** Information about trainings and forums is provided, as well as links to the virtual self-paced Cognos Consumer Training
  - **Job Aids:** Most data packages have job aids available to provide guidance on complex reporting topics.
  - **Release Notes:** Published every other week, the Release Notes identify the most recent modifications to reports and data models.
  - **Workgroup Materials:** slide decks and recordings from prior workgroup meetings are available.

- **Need Help?**
  - If you are experiencing issues accessing Cognos or Power BI, or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at **USAStaffingData@opm.gov**.

Thank You!