USA Staffing

Reporting and Analytics Workgroup
October 11, 2022

We will start at approximately 1:03 to allow time for people to sign in
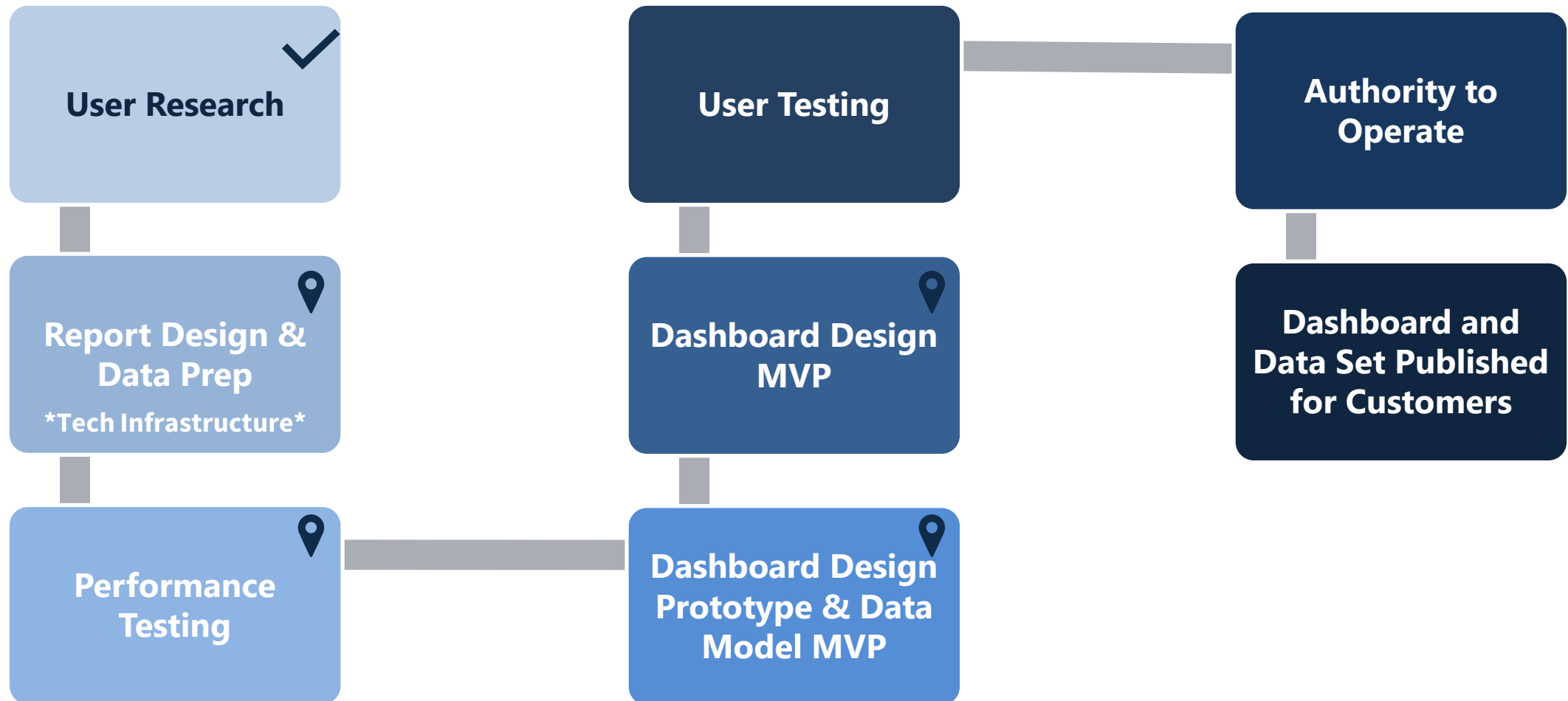
Agenda

1 **Power BI Update**

2 **Cognos Performance Metrics**

3 **Cognos Training Program**

4 **Modifications to Reports and Data Models**

5 **API Updates**

6 **Cognos Tip**

7 **Open Demonstration and Q&A**

Power BI Update

Power BI Implementation Milestones

Report Design and Data Prep

Ongoing and Next Steps

What we are working on:

- Azure Active Directory testing with OPM, NASA, DHS, VA, and DOI

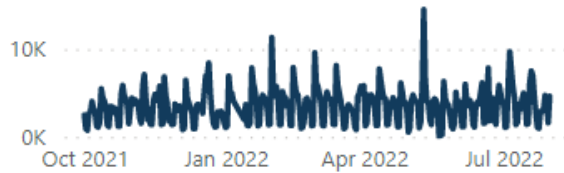- OPM review of the initial draft of the User License Dashboard

Next Steps:

- Azure Active Directory testing with additional customers – next up are Peace Corps and USAID

- Finalizing the User License Dashboard
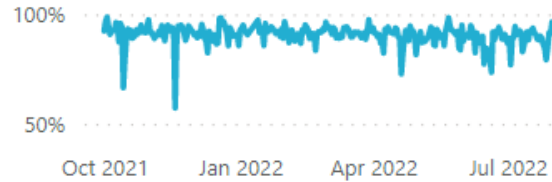
Cognos Performance Metrics
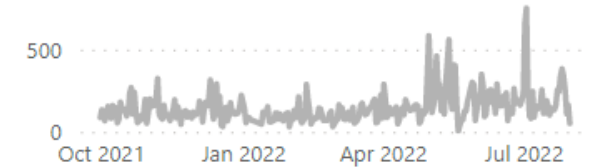
Cognos Total Runs
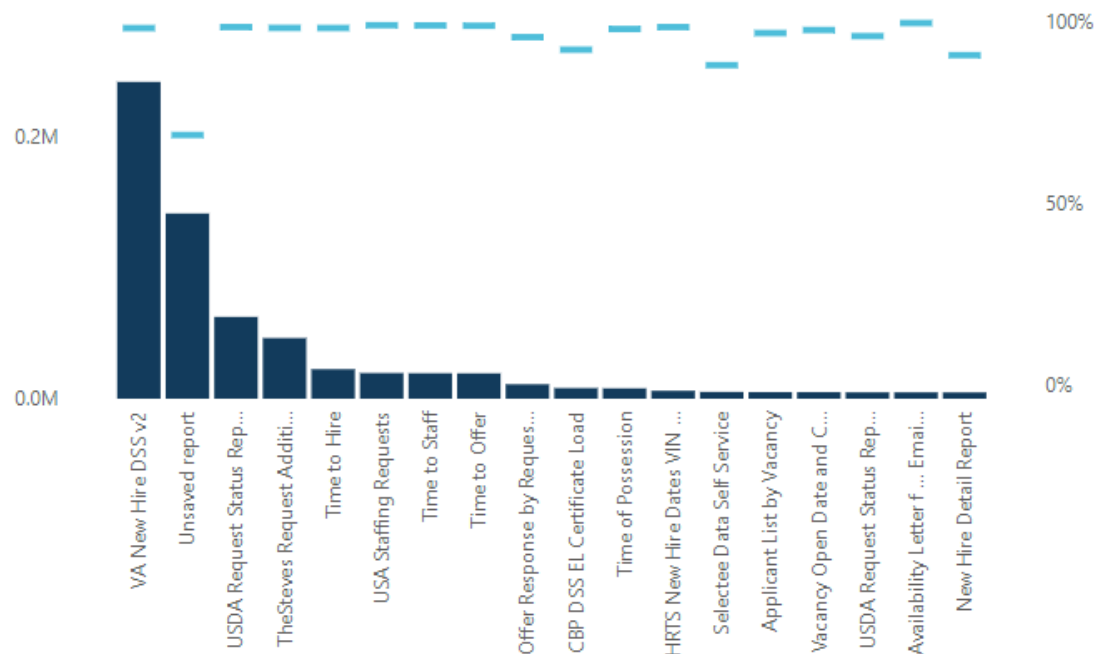**1,055,252**

Avg. Success Rate
90.91%

Avg. Runtime (Sec)
130.33

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA New Hire DSS v2	241,973	98.32%	104.15
Unsaved report	141,461	68.83%	57.45
USDA Request Status Report - Certificate V3	62,489	98.61%	33.98
TheSteves Request Additional Information Report	46,323	98.37%	2.52
Time to Hire	22,538	98.34%	14.24
USA Staffing Requests	19,590	99.11%	2.77
Time to Staff	19,434	99.05%	6.98
Time to Offer	19,348	98.97%	4.91
Offer Response by Request Number	11,025	95.83%	3.71
CBP DSS EL Certificate Load	8,121	92.37%	191.90
Time of Possession	7,912	98.07%	71.22
HRTS New Hire Dates VIN Parameter (New Hire EOD Package)	6,069	98.60%	1.19
Selectee Data Self Service	5,191	88.09%	110.83
Applicant List by Vacancy	5,048	96.95%	12.10
Vacancy Open Date and Close Date by Request Number	5,030	97.79%	2.30
USDA Request Status Report - Announcement V3	4,886	96.11%	87.35
Total	**1,055,252**	**90.91%**	**130.33**

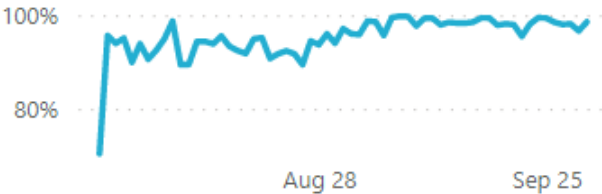Data Source: USAJOBS   Data Through: July 2022

Cognos Total Runs
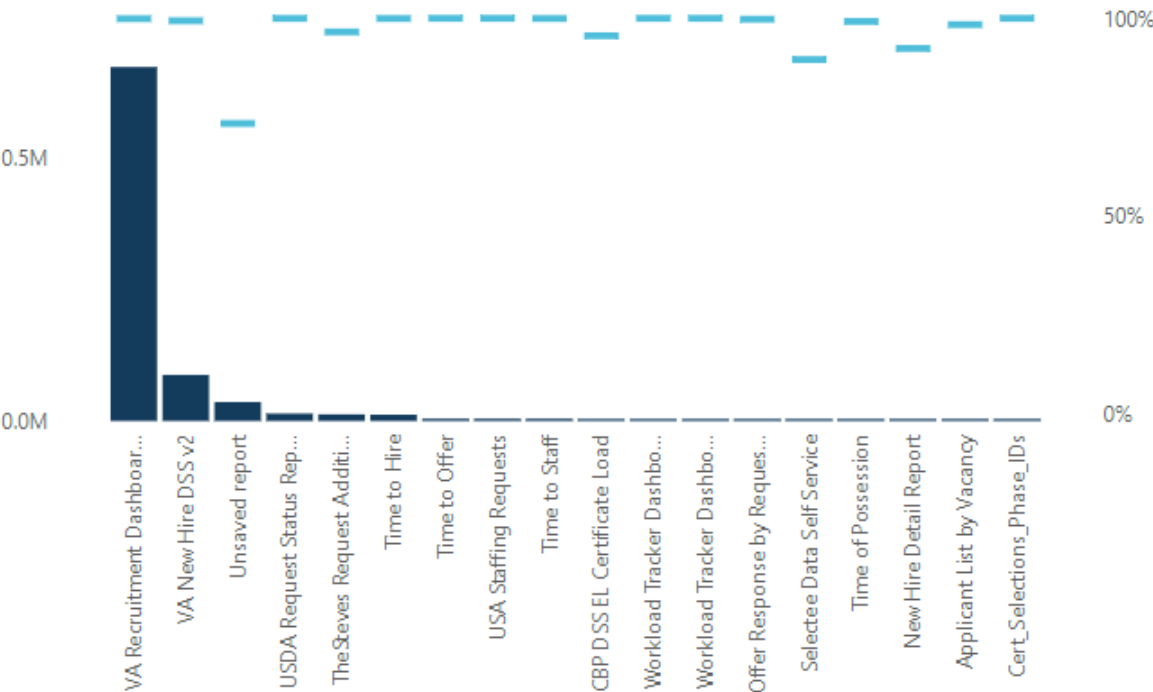
957,563

Avg. Success Rate

98.00%

Avg. Runtime (Sec)

25.30

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	674,421	99.91%	3.59
VA New Hire DSS v2	87,798	99.40%	3.03
Unsaved report	36,083	73.48%	20.45
USDA Request Status Report - Certificate V3	14,153	99.98%	31.56
TheSteves Request Additional Information Report	12,584	96.57%	1.48
Time to Hire	11,923	99.96%	19.31
Time to Offer	4,351	100.00%	2.46
USA Staffing Requests	4,351	100.00%	2.09
Time to Staff	4,344	99.95%	7.33
CBP DSS EL Certificate Load	2,165	95.61%	865.99
Workload Tracker Dashboard - RequestsAnnouncementsCerts	2,019	100.00%	9.11
Workload Tracker Dashboard - NewHireCertSelections	1,977	100.00%	7.58
Offer Response by Request Number	1,839	99.78%	1.32
Selectee Data Self Service	1,596	89.60%	83.27
Time of Possession	1,418	99.22%	79.46
New Hire Detail Report	1,371	92.41%	345.19
Applicant List by Vacancy	1,321	98.41%	5.66
Total	**957,563**	**98.00%**	**25.30**

Data Source: USAJOBS   Data Through: September 2022

HDW Reports

HDW Total Runs

56,398

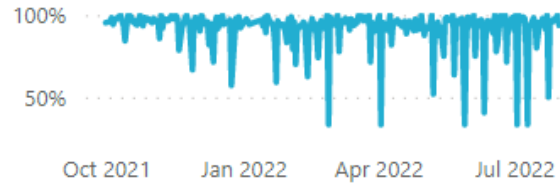**Avg. Success Rate**

94.75%

Avg. Runtime (Sec)

49.86
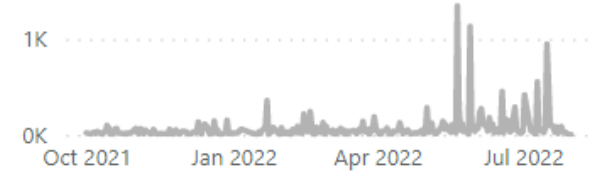
HDW Total Runs and HDW Success Rate
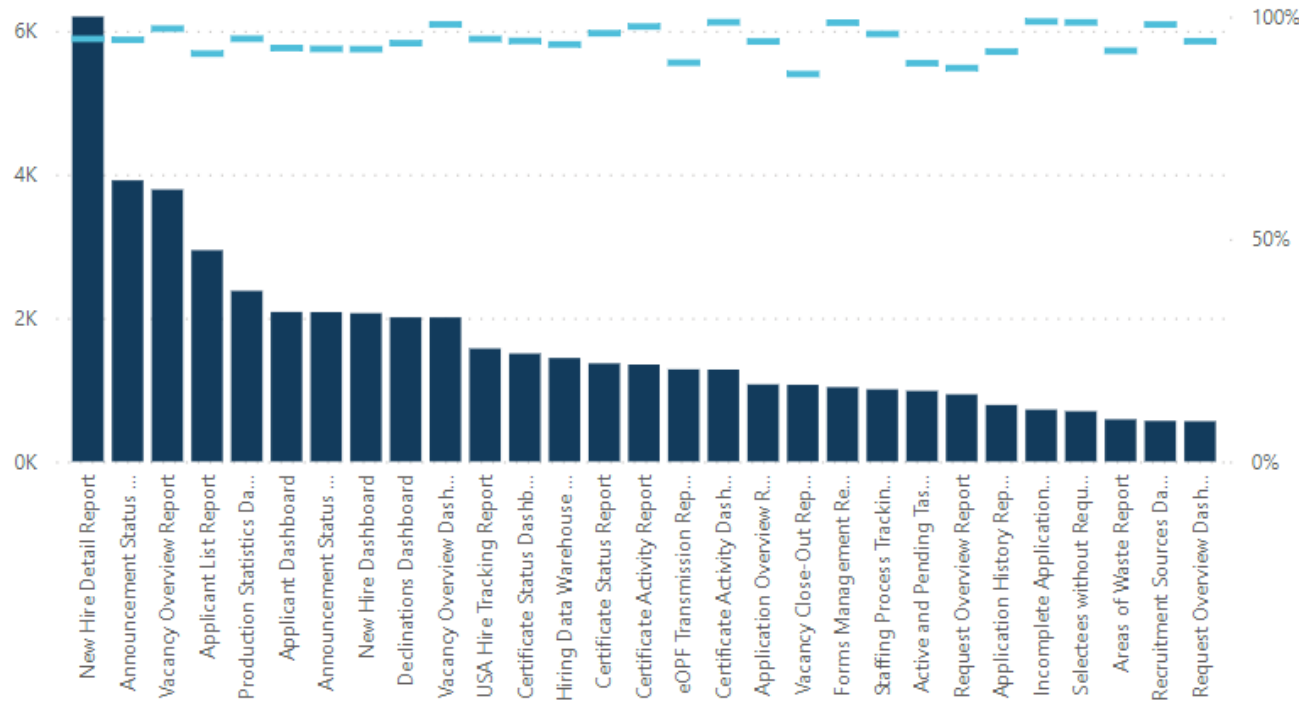
Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	6,199	95.02%	64.73
Announcement Status Report	3,918	94.79%	9.21
Vacancy Overview Report	3,790	97.31%	19.05
Applicant List Report	2,944	91.68%	67.54
Production Statistics Dashboard	2,378	95.04%	61.94
Applicant Dashboard	2,084	92.95%	75.55
Announcement Status Dashboard	2,082	92.75%	15.76
New Hire Dashboard	2,066	92.69%	73.55
Declinations Dashboard	2,009	94.03%	115.36
Vacancy Overview Dashboard	2,008	98.26%	9.76
USA Hire Tracking Report	1,574	94.98%	15.65
Certificate Status Dashboard	1,504	94.55%	77.44
Hiring Data Warehouse Last Modified Report	1,442	93.76%	32.98
Certificate Status Report	1,367	96.27%	36.44
Certificate Activity Report	1,351	97.78%	7.11
eOPF Transmission Report	1,284	89.64%	56.84
Certificate Activity Dashboard	1,281	98.75%	5.76
Application Overview Report	1,074	94.41%	101.72
Vacancy Close-Out Report	1,069	87.09%	56.28
Total	**56,398**	**94.75%**	**49.86**

Data Source: USAJOBS   Data Through: July 2022

POST-MIGRATION HDW Reports
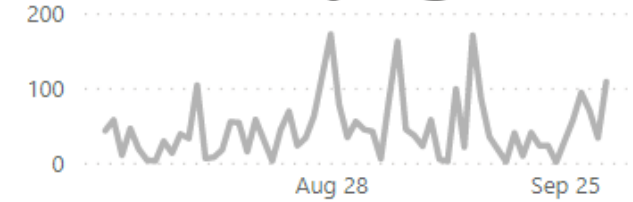
HDW Total Runs
16,783

Avg. Success Rate
96.36%

Avg. Runtime (Sec)
47.29

HDW Total Runs and HDW Success Rate
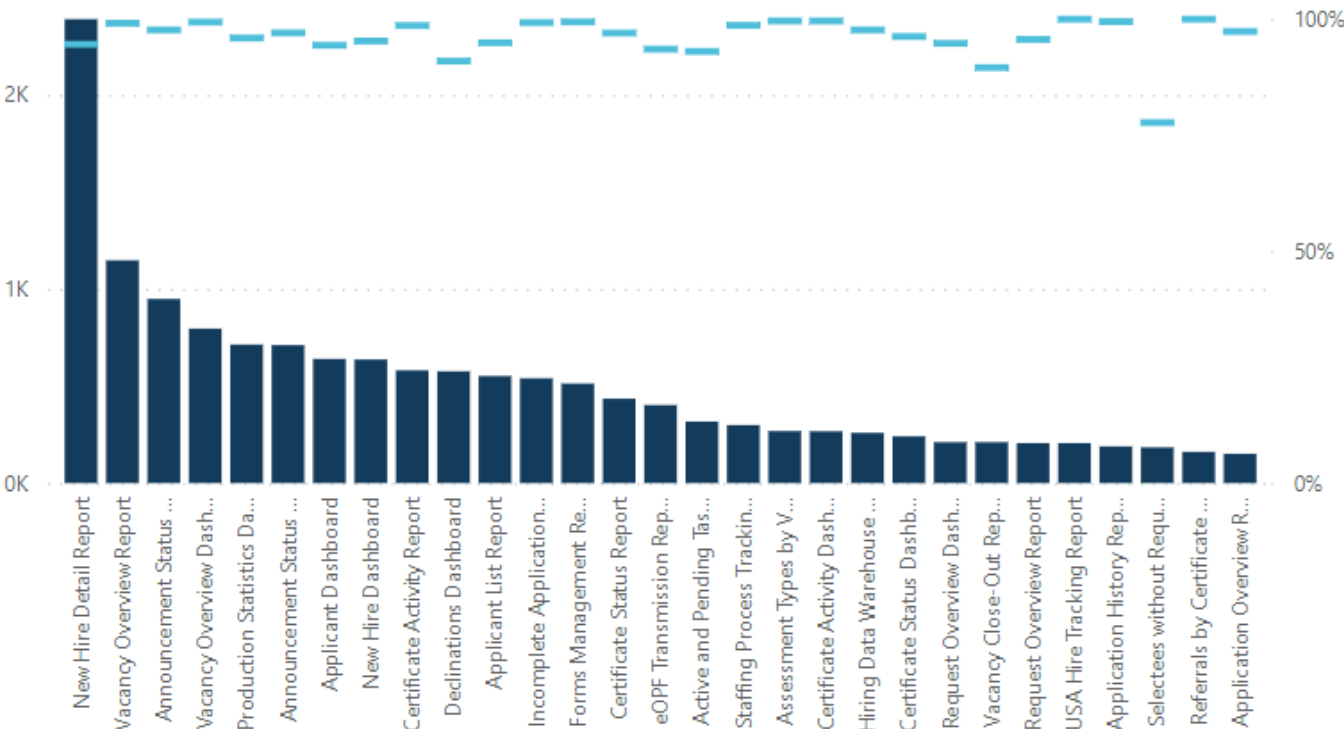
Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	2,391	94.60%	116.11
Vacancy Overview Report	1,148	99.13%	3.33
Announcement Status Report	949	97.68%	4.37
Vacancy Overview Dashboard	796	99.37%	5.98
Production Statistics Dashboard	714	95.94%	41.70
Announcement Status Dashboard	711	97.05%	5.83
Applicant Dashboard	640	94.38%	43.74
New Hire Dashboard	637	95.29%	113.55
Certificate Activity Report	581	98.62%	2.58
Declinations Dashboard	576	90.97%	143.33
Applicant List Report	552	94.93%	29.89
Incomplete Applications Report	540	99.26%	8.51
Forms Management Report	513	99.42%	1.90
Certificate Status Report	435	97.01%	12.55
eOPF Transmission Report	402	93.53%	65.52
Active and Pending Tasks Report	317	93.06%	58.80
Staffing Process Tracking Report	299	98.66%	33.21
Assessment Types by Vacancy Dashboard	268	99.63%	14.91
Certificate Activity Dashboard	267	99.63%	2.47
Total	**16,783**	**96.36%**	**47.29**

Data Source: USAJOBS   Data Through: September 2022

Time to Hire

Cognos Total Runs

2,871
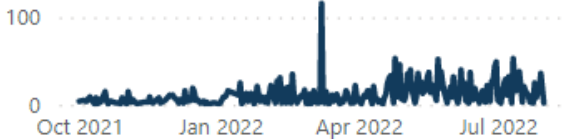
Avg. Success Rate

93.17%
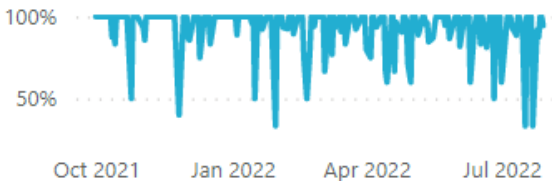
Avg. Runtime (Sec)

9.91
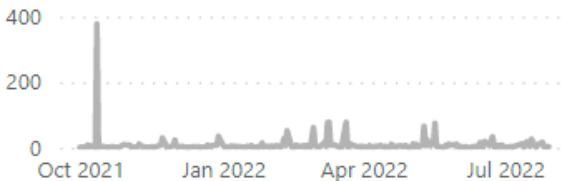
Cognos Total Runs and Cognos Success Rate
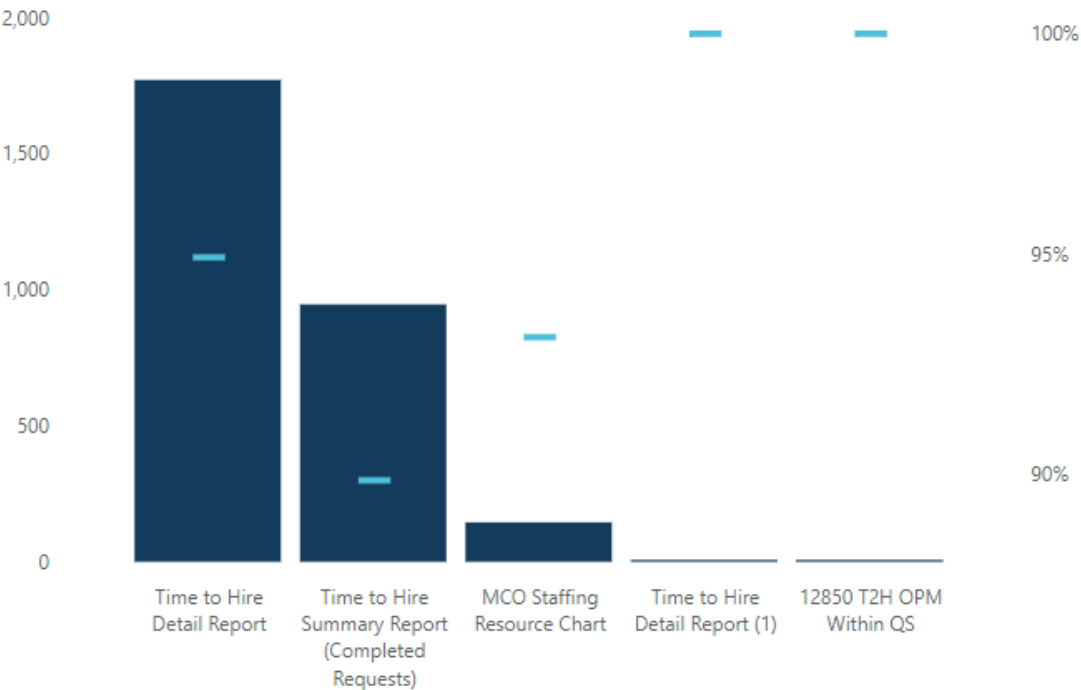
Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	1,771	94.92%	6.31
Time to Hire Summary Report (Completed Requests)	946	89.85%	14.56
MCO Staffing Resource Chart	145	93.10%	25.65
Time to Hire Detail Report (1)	7	100.00%	7.14
12850 T2H OPM Within QS	2	100.00%	0.34
Total	**2,871**	**93.17%**	**9.91**

Data Source: USAJOBS   Data Through: July 2022

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Cognos Total Runs

5,001

Avg. Success Rate

93.82%
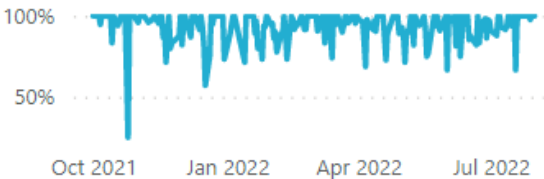
Avg. Runtime (Sec)

47.86
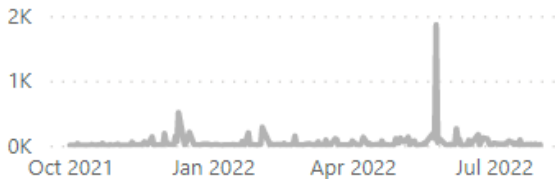
Cognos Total Runs and Cognos Success Rate
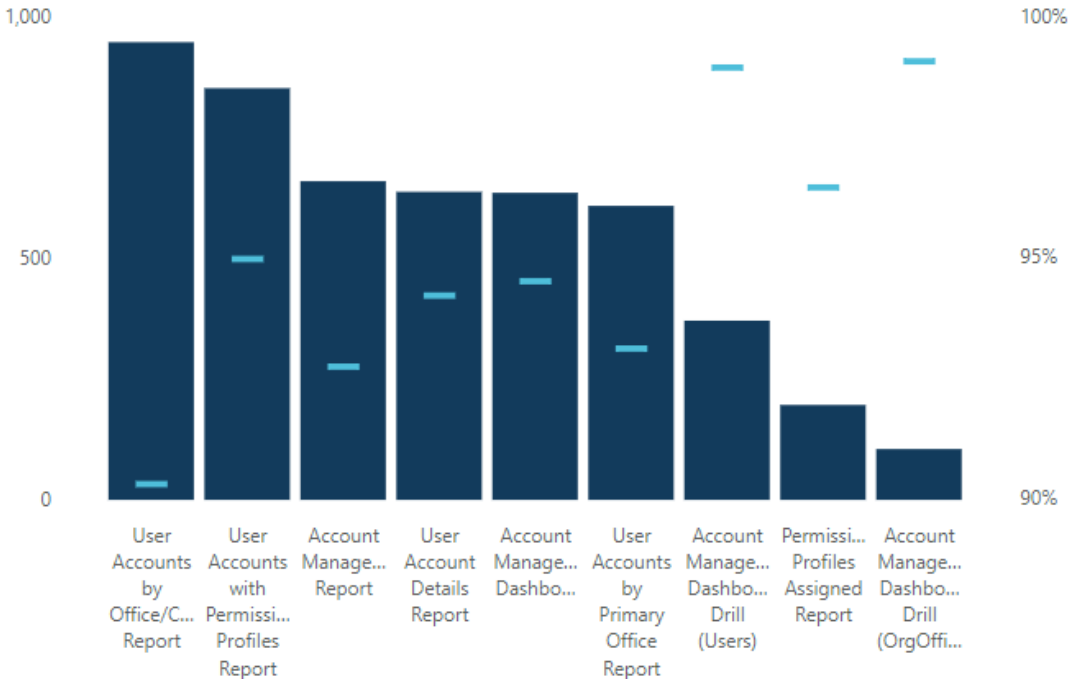
Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts by Office/Customer Report	945	90.26%	52.35
User Accounts with Permission Profiles Report	850	94.94%	33.73
Account Management Report	658	92.71%	136.04
User Account Details Report	636	94.18%	24.14
Account Management Dashboard	634	94.48%	36.15
User Accounts by Primary Office Report	607	93.08%	36.85
Account Management Dashboard Drill (Users)	370	98.92%	19.69
Permission Profiles Assigned Report	196	96.43%	23.57
Account Management Dashboard Drill (OrgOffice)	105	99.05%	10.68
Total	**5,001**	**93.82%**	**47.86**

Data Source: USAJOBS   Data Through: July 2022

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User License
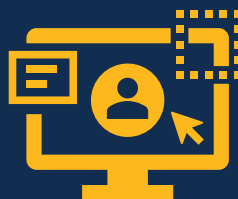
Cognos Total Runs

1,260

Avg. Success Rate

98.65%
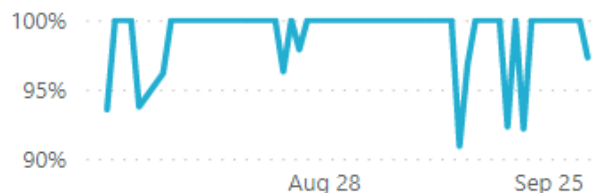
Avg. Runtime (Sec)

37.72

Cognos Total Runs and Cognos Success Rate
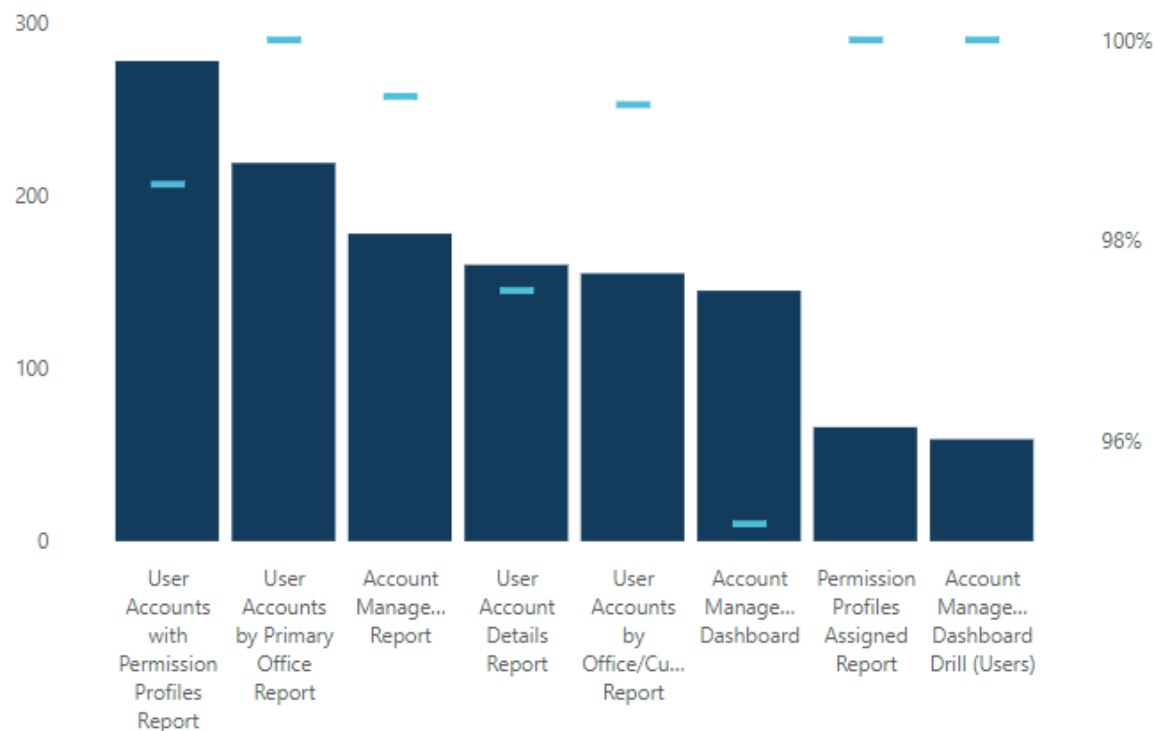
Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts with Permission Profiles Report	278	98.56%	26.09
User Accounts by Primary Office Report	219	100.00%	2.79
Account Management Report	178	99.44%	16.01
User Account Details Report	160	97.50%	196.42
User Accounts by Office/Customer Report	155	99.35%	6.21
Account Management Dashboard	145	95.17%	19.53
Permission Profiles Assigned Report	66	100.00%	14.85
Account Management Dashboard Drill (Users)	59	100.00%	17.19
Total	**1,260**	**98.65%**	**37.72**

Data Source: USAJOBS   Data Through: September 2022

Cognos Training Program

Available Trainings

	Report Consumer Training	Report Author Training	Advanced Author Forum
Who?	• New USA Staffing reports users	• New report authors	• Experienced report authors
What?	• How to navigate to and run reports	• How to get started building reports	• Open forum for authors to ask questions
Time?	• ½ day	• 1 ½ days	• 1 hour
When?	One session per month, alternating between each Report Consumer Training and Report Author Training		• The first Thursday of each month at 11:00 AM EDT
How?	Contact your USA Staffing Account Manager to sign-up.		• All report authors are welcome. Questions can be submitted in advance

Upcoming Trainings

	Report Consumer Training	Report Author Training	Advanced Author Forum
Dates	Wednesday, November 9 1:00 – 4:00 PM EDT	Tuesday, October 18 10:00 AM – 3:00 PM EDT + Wednesday, October 19 10:00 AM – 3:00 PM EDT Wednesday, December 14 10:00 AM – 3:00 PM EDT + Thursday, December 15 10:00 AM – 3:00 PM EDT	Thursday, November 3 11:00 AM – 12:00 PM EDT Thursday, December 1 11:00 AM – 12:00 PM EDT Thursday, January 5 11:00 AM – 12:00 PM EDT Thursday, February 2 11:00 AM – 12:00 PM EDT
How to Register		Contact your USA Staffing Account Manager.	No registration required. Questions can be submitted in advance.

Modifications to Reports and Data Models

Sprint 32 deployed to Production on September 14th
Sprint 33 deployed to Production on September 28th
Sprint 34 will be deployed to Production on October 12th

New or Modified Reports

Hiring Data Warehouse Reports

Applicant Scores by Assessment Report **– deployed September 14th**
The Applicant Scores by Assessment Report was modified. This report shows provides tabular data identifying the scores an applicant received on each assessment completed for each rating combination to which they applied. The report was modified to include optional prompts for record status code and application rating notification message code. Additionally, a new page titled "Applicant Results" was added to include application ratings and application rating combination message data.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Assessment

Forms Management Report **– deployed September 14th**
The Forms Management Report was modified. This report provides tabular data displaying new hires with incomplete forms and the next agency action that needs to be taken for each incomplete form. The report was modified to include an optional prompt for new hire status as well as to include new hire status as a column in the report output.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > New Hire

New or Modified Reports

Applicant Flow Data Warehouse Reports

Applicant Flow Vacancy-Level Detail Report – deployed September 14th The Applicant Flow Vacancy-Level Detail Report was modified. This report provides detailed data related to applicant responses to the ethnicity/race, sex, and disability demographic questions in the USAJOBS job seeker profile as well as applicant progress through the staffing process at the vacancy level (i.e., across all rating combinations). Information gathered from this report can be aggregated to respond to MD-715 reporting requirements or to complete other Applicant Flow Data analyses. The report was modified to include an optional prompt for Application Last Submitted Date Range.

- Team Content > USA Staffing Packages and Folders > Applicant Flow Data Warehouse

Data Model Changes

Applicant Flow Data Warehouse

Application Rating Combination Namespace **– deployed September 14th**
Development of a new namespace to eventually enable reporting on applicant flow at the application rating combination level (pay plan-series-grade-specialty) has begun, with the first few query subjects and associated query items becoming available.

The new AFDW Data Relationships and Metrics Job Aid is available on the Reporting and Analytics page of the USA Staffing Resource Center. This job aid provides details about how information in the AFDW will be organized, considerations for determining which namespace to use for reports, and guidance on how to use metrics within each namespace.

Data Model Changes

Applicant Flow Data Warehouse

Application Rating Combination Namespace – deployed September 14th

The first query subjects and query items available within the Application Rating Combination namespace of the AFDW are provided below.

Vacancy Information folder
- Customer query subject
  - [Application Rating Combination].[Customer].[Agency Code]
  - [Application Rating Combination].[Customer].[Agency Name]
  - [Application Rating Combination].[Customer].[Customer Name]
  - [Application Rating Combination].[Customer].[Department Code]
  - [Application Rating Combination].[Customer].[Department Name]

- Organization and Office query subject
  - [Application Rating Combination].[Organization and Office].[Hiring Organization Name]
  - [Application Rating Combination].[Organization and Office].[Staffing Office Code]
  - [Application Rating Combination].[Organization and Office].[Staffing Office Name]
  - [Application Rating Combination].[Organization and Office].[Staffing Organization Code]
  - [Application Rating Combination].[Organization and Office].[Staffing Organization Name]

Data Model Changes

Applicant Flow Data Warehouse

Application Rating Combination Namespace (continued) – deployed September 14th

Vacancy Information folder
- Position Description query subject
  - [Application Rating Combination].[Position Description].[Vacancy Grade]
  - [Application Rating Combination].[Position Description].[Vacancy Pay Plan]
  - [Application Rating Combination].[Position Description].[Vacancy Position Description Number]
  - [Application Rating Combination].[Position Description].[Vacancy Position Description Title]
  - [Application Rating Combination].[Position Description].[Vacancy Series]
  - [Application Rating Combination].[Position Description].[Vacancy Series Title]
  - [Application Rating Combination].[Position Description].[Vacancy Specialty]

- Tenant query subject
  - [Application Rating Combination].[Tenant].[Tenant Code]
  - [Application Rating Combination].[Tenant].[Tenant Name]

Data Model Changes

Applicant Flow Data Warehouse

Application Rating Combination Namespace (continued) –
deployed September 14th

Vacancy Information folder
- Vacancy query subject
  - [Application Rating Combination].[Vacancy].[ACWA Position?]
  - [Application Rating Combination].[Vacancy].[Announcement Types]
  - [Application Rating Combination].[Vacancy].[Interdisciplinary?]
  - [Application Rating Combination].[Vacancy].[Internal Merit Promotion?]
  - [Application Rating Combination].[Vacancy].[Manual Assessment Used?]
  - [Application Rating Combination].[Vacancy].[No Assessment Used?]
  - [Application Rating Combination].[Vacancy].[Public?]
  - [Application Rating Combination].[Vacancy].[Questionnaire Used?]
  - [Application Rating Combination].[Vacancy].[RNO Data Collected?]
  - [Application Rating Combination].[Vacancy].[Status?]
  - [Application Rating Combination].[Vacancy].[USA Hire Used?]
  - [Application Rating Combination].[Vacancy].[Vacancy Appointing Authorities]
  - [Application Rating Combination].[Vacancy].[Vacancy Creation Date]
  - [Application Rating Combination].[Vacancy].[Vacancy Job Title]
  - [Application Rating Combination].[Vacancy].[Vacancy Last Modified Date/Time]
  - [Application Rating Combination].[Vacancy].[Vacancy Mission Critical Occupations]
  - [Application Rating Combination].[Vacancy].[Vacancy Number]
  - [Application Rating Combination].[Vacancy].[Vacancy Pay Plan-Series-Grade]
  - [Application Rating Combination].[Vacancy].[Vacancy Status]

Data Model Changes

Applicant Flow Data Warehouse

Application Rating Combination Namespace (continued) – deployed September 14th

Vacancy Information folder
- Vacancy query subject
  - [Application Rating Combination].[Vacancy].[Vacancy Supervisory Position?]
  - [Application Rating Combination].[Vacancy].[Vacancy Telework Eligible?]
  - [Application Rating Combination].[Vacancy].[Vacancy Type]

API Updates

USA Staffing Data APIs

ExternalIDs – deployed September 21st
The USA Staffing Data APIs listed below were updated with a new link within the JSON return that will allow customers to retrieve IDs to help create joins between data sets. A new ExternalIDs link has been added to each API, and the expand parameter will have a new optional value '[APIName]externalIDs' which will open a list of IDs for each linked external entity. This will retrieve external IDs with the main data set.

- Reviews
- Onboarding Tasks
- Certificate Applications

USA Staffing Applicant Flow APIs

API Performance – deployed September 21st and October 12th

The Pathfinder team continues to review and update APIs to make continuous performance improvements. During the last 2 sprints the team has made updates to the following APIs to increase response time.

- Applications
- Staffing Tasks
- Announcements
- Vacancies

Cognos Tip

Selective Service Interconnection Reporting

Selective Service at a Glance

All U.S. citizens born a male after Dec. 31, 1959 must be registered with the Selective Service.

- Announcements can include this requirement in the 'Conditions of Employment' section.
- Some exemptions exist: https://www.sss.gov/register/who-needs-to-register/.

Agencies are responsible for verifying Selective Service registration for selectees who are required to register.

- If selectee is required to register but did not, Agency may proceed with another selectee.

Selective Service Interconnection

The Selective Service Interconnection was developed to **reduce duplicate data entry** and **improve data quality and transparency** into the Selective Service registration verification process.

USA Staffing Onboarding

Selective Service System

1 New Hire submits OF-306 to USA Staffing

2 If New Hire is deemed required to register, USA Staffing **sends basic data from OF-306** to Selective Service System (SSS)
- Last Name
- SSN
- DOB

3 SSS **initiates verification for New Hire** based on data sent from USA Staffing and **sends registration status** back to USA Staffing

Visit the Selective Service System Interconnection Frequently Asked Questions document for additional information.

Selective Service Interconnection Steps

New Hire (NH)

HR User / USA Staffing

Selective Service System (SSS)

NH submits OF-306

Born a Male after 12/31/1959?

No → Verification Complete

Yes

HR User assigns OF-306 to NH in USA Staffing

'Verify Selective Service' HR Owned Task Automatically Assigned

Required data sent to SSS; Task Result is 'Pending'; Task Status is 'Active'

SSS registration verified?

Yes → Task Result is 'Verified'; Task Status is 'Complete'; notes added → Verification Complete

No → Task Result updated; Task Status is 'Active'; notes added**

**Follow Agency policy for next steps

Selective Service Interconnection Reporting

Reporting on the Selective Service Interconnection can be performed using **existing data items** within the Hiring Data Warehouse, however **custom query items** must be developed using **onboarding task** query items and **new hire notes** query items.

New Hire Number	New Hire Name	Selective Service Task Status	Selective Service Verification Status	Selective Service Notes	Selective Service Note Created By	Selective Service Note Created By User Type	Selective Service Note Created Date/Time
H12SL-FQXR	Matthew Bernardy	Active	Not Verified				
H135R-GJJ1	David Zhang	Complete	Verified	Selective Service System Note: Selective Service Number: 0002275246; Accession Date: 3/3/2018	Amanda Slade	Human Resources User	Jul 12, 2022 3:42:28 PM
H17WJ-GYA6	Daniel Molina	Cancelled	Not Verified				
H188M-DY95	ADRIAN HALIBURTON	Active	Not Verified				
H196O-KIWO	Jose Sebastian Linares	Complete	Error - See Notes		Susan Galvan	Human Resources User	Aug 10, 2022 9:20:22 AM
H1QOK-N5VI	Nataniel Vaca	Complete	Verified	Selective Service System Note: Selective Service Number: 0106381650; Accession Date: 7/9/2019	Amanda Slade	Human Resources User	Jul 18, 2022 3:46:08 PM
H1SZB-NACH	Nestor Batista	Complete	Verified	Selective Service System Note: Selective Service Number: 9602977556; Accession Date: 3/24/2014	Amanda Slade	Human Resources User	Aug 9, 2022 5:47:37 PM

Visit the Reporting and Analytics page of the USA Staffing Resource Center to view the Selective Service Reporting Job Aid.
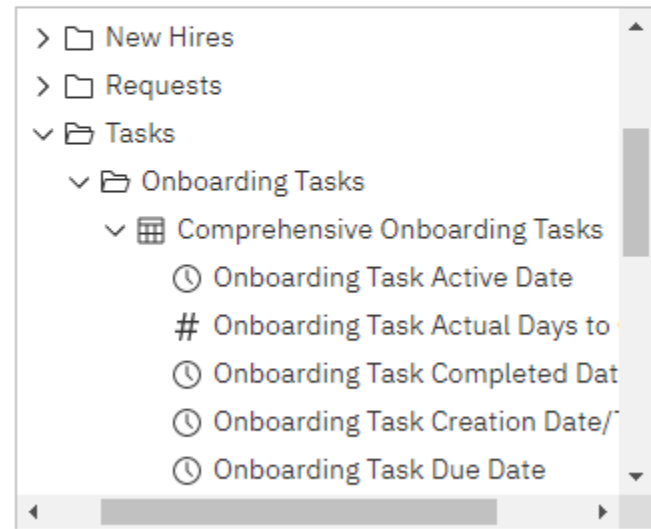
Selective Service Interconnection Reporting

The **status of verification** can be tracked using query items in the Comprehensive Onboarding Tasks query subject and limiting data to **task type "Verify Selective Service System Registration."**

Data item expression - Selective Service Task Status   ✕

Name: Selective Service Task Status

Available Components:

> 📁 New Hires
> 📁 Requests
∨ 📂 Tasks
  ∨ 📂 Onboarding Tasks
    ∨ 🎛 Comprehensive Onboarding Tasks
      🕐 Onboarding Task Active Date
      # Onboarding Task Actual Days to
      🕐 Onboarding Task Completed Dat
      🕐 Onboarding Task Creation Date/
      🕐 Onboarding Task Due Date

Expression Definition:

```
case
when [Presentation View].[Comprehensive Onboarding Tasks].
[Onboarding Task Type] = 'Verify Selective Service System
Registration'
then
[Presentation View].[Comprehensive Onboarding Tasks].
[Onboarding Task Status]
else null
end
```

- Active Date
- Actual Days to Complete
- Completed Date/Time
- Creation Date/Time
- Due Date
- Instructions
- Task Name
- Owner Name
- Purpose
- Task Result
- Task Status
- Target Days to Complete
- Task Type

Set the Summary and Detail Aggregation in the custom query item properties to Maximum.
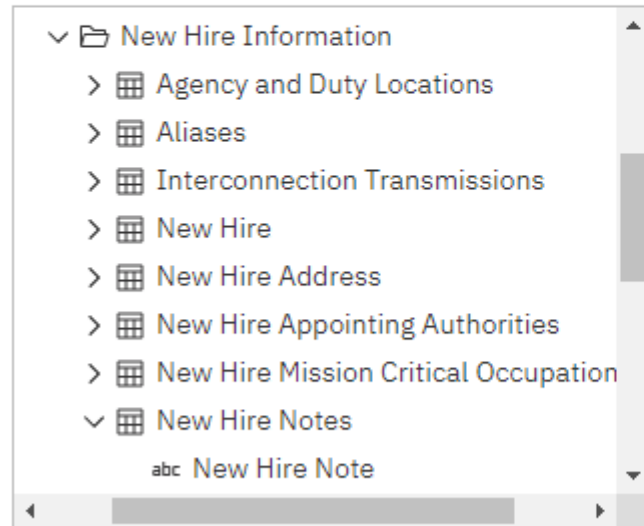
Selective Service Interconnection Reporting

Notes resulting from interconnection results can be tracked using query items in the New Hire Notes query subject and limiting data to **notes containing "Selective Service."**

Data item expression - Selective Service Notes ✕

Name: Selective Service Notes

Available Components:

- ∨ 📁 New Hire Information
  - › ▦ Agency and Duty Locations
  - › ▦ Aliases
  - › ▦ Interconnection Transmissions
  - › ▦ New Hire
  - › ▦ New Hire Address
  - › ▦ New Hire Appointing Authorities
  - › ▦ New Hire Mission Critical Occupation
  - ∨ ▦ New Hire Notes
    - abc New Hire Note

Expression Definition:

```
case
when [Presentation View].[New Hire Notes].[New Hire Note]
contains 'Selective Service'
then
[Presentation View].[New Hire Notes].[New Hire Note]
else null end
```

- Note
- Created By
- Created By User Type
- Note Date/Time
- Note Visible to Hiring Manager?

Set the Summary and Detail Aggregation in the custom query item properties to Maximum.

Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases

Events

October 18 – 19	Report Author Training
November 3	Advanced Author Forum
November 9	Report Consumer Training
November 10	Applicant Flow Data Workgroup
November 22	Reporting and Analytics Workgroup

Releases

October 12	Reporting Production
October 19	Reporting Stage
October 26	Reporting Production
November 2	Reporting Stage
November 9	Reporting Production
November 30	Reporting Stage

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

Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:
https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources: **https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center**

Need Help?

If you are experiencing issues accessing Cognos 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**