Legacy USA Staffing® Decommissioning Checklist

Updated: January 31, 2019

Contents

Decommissioning Legacy USA Staffing

It is our intention to decommission the Legacy USA Staffing system in June 2018. Agencies are encouraged to develop a decommission plan that includes steps to begin opening all new job opportunity announcements (JOAs) in the Upgrade USA Staffing system, procedures to close out all vacancies and onboarding activities in Legacy, and identifying staffing and onboarding projects at risk for not being out of Legacy by June 1. Appendix A provides a simplified checklist of key milestones and considerations. Your USA Staffing Account Manager is available to assist if any questions arise during your planning process.

It is important to keep the following dates in mind when establishing timelines within your Agency decommission plan:

Phase One (Prior to September 30, 2017)

Begin transitioning all new work to the USA Staffing Upgrade system. Transition of new work is defined as creating/posting all new vacancies from Upgrade.

Phase Two (October 1, 2017 to September 30, 2018)

All new JOAs are created in Upgrade. The USA Staffing Program Office will restrict the creation of new vacancies and onboarding permissions while permitting the close out of existing vacancies and onboarding actions in the Legacy system. Identify all staffing projects at risk for

not being out of Legacy by June 1, 2018. Identify all onboarding projects at risk for not being out of Legacy by September 30, 2018.

Important Milestones in Phase 2:

March 31, 2018: Teleform (1203-fx) will be discontinued in Legacy. This means that applicants will no longer be able to fax the 1203-fx and supporting documents to OPM. Agencies will need to remove ALL references to the teleform fax number from their Legacy Job Opportunity Announcements at this time.

June 1, 2018: The USA Staffing Program Office will run a script to change the Vacancy and Announcement areas of Legacy to read-only for all users.

- The script disables the ability to create, update, or release announcements to USAJOBS in Legacy. Additionally, because the Case File documents are stored in the Vacancy area, users will not be able to load any new case file documents.

- The script will NOT impact the ability to view/print documents, run reports, review/adjudicate applicants, or issue/audit certificates. This allows for the close out of existing work, including the return and auditing of certificates to be completed before the Legacy system becomes Read-Only on September 30, 2018.

- The script will be run at the office level.

- We will NOT run the script for the offices that we have already run it for.

- The script will NOT impact users who have already had their permissions re-enabled.

- The script does NOT change user permission profiles. So, for example, if a user is on the standard HR permission profile, they will remain on that profile even though vacancy and announcement areas will become read-only.

Phase Three (September 30, 2018 to September 30, 2019)

All users in Legacy will change to the Read-Only/Reports permission profile for one year. Users will no longer be able to send Selectees to Onboarding Manager (OM) from the audit page in Referral or to manually create New Hire records. Agencies must use Onboarding in Upgrade to create all new New Hire records. Both Selection Manager and Onboarding Manager will remain accessible after September 30, 2018 but with very limited functionality. Auditor access will continue being requested through Footprints.

Important Milestones in Phase 3:

September 30, 2018 – Core System: The USA Staffing Program Office will run a script to change permissions in ALL areas of the Legacy system to Read Only/Reports.

- This means that the permission profile for ALL users will be changed to the Read Only/Reports permission profile for one year.
- Selection Manager will be accessible after September 30th but with very limited functionality. For example, if a hiring manager logs in and returns a certificate to HR, HR will not receive it.

- Selection Manager will be completely removed from the server April 1, 2019.

September 30, 2018 – Onboarding Manager: The USA Staffing Program Office will run a script to disable the ability to send Selectees to Onboarding Manager (OM) from the audit page in Referral.

- The manual creation of New Hire records will no longer be permitted in Legacy Onboarding Manager. (This does not apply to OM users with the Organization Administrator role).

- Users should begin using Upgrade Onboarding for ALL new New Hires now

- Onboarding Manager will be accessible after September 30th but there will be very limited functionality.

- Onboarding users will still be able to purge onboarding records and transmit documents/forms to eOPF as long as Onboarding Manager is accessible.

- We will run reports starting September 30 to monitor the creation of new New Hire records in OM.

Onboarding Manager will be completely removed from the server June 1, 2019.

September 30, 2019 – Core System: Beginning September 1, 2019, user accounts will be deleted with the exception of one to two users per office to be identified by the agency. These users will be responsible for retrieving any data needed out of Legacy.

Phase Four (Beyond September 30, 2019)

- Limited users will have Read-only/Reports access until the system is powered down on September 30, 2021.

- After the system is powered down, Legacy data and documents will be provided to agencies. See Appendix E for the data that will be sent to the agencies.

Decommissioning Decisions for your Agency

Identify Transition Delays

In order to assist you in an efficient and effective transition, Agencies must identify special staffing and/or onboarding projects that may require continued use of the Legacy system beyond the established deadlines. During the identification process, determine the following and share it with your USA Staffing Account Manager:

1. **Identify any vacancies that may require your full use of the Legacy system beyond June 1, 2018.**

Provide a written request to your Account Manager for an extension beyond June 1, 2018. The USA Staffing Program Manager will approve/deny your request. Your request must include the following information:

- Organization, Office, Vacancy #

- Type of recruitment: Case File, Open Continuous, Standing Register, etc.

- Explanation of why the staffing project needs to continue beyond June 1, 2018.

- Proposed timeline for completion of the vacancy including open/close dates and last date to issue certs. (Certificates issued after June 1, 2018 and not audited by September 30, 2018 will need to be manually audited outside of the system.)

2. **Identify any New Hire records that may require your use of Legacy Onboarding Manager beyond September 30, 2018.**

Provide a written request to your Account Manager for an extension beyond September 30, 2018. The USA Staffing Program Manager will approve/deny your request. Your request must include a proposed timeline for the completion of onboarding activities including:

- Create/invite new hire to onboard (As of September 30, 2018, users will not be able to send New Hires to Onboarding Manager nor manually create New Hire records)

- Assign tasks to new hires

- Accept new hire documents/forms

- Transmit new hire documents/forms to eOPF. (This functionality will remain available as long as Onboarding Manager is accessible).

Note: New hires can be manually created in Upgrade to onboard selections made from Legacy certificates.

Important: The Release Notes & Feature Backlog and Glossary document on the USA Staffing Resource Center may assist in identifying these staffing projects.

Review Purge Configuration

All vacancies within the Legacy system follow specific purging protocols, dependent upon the type of action (e.g., Competitive/Delegated Examining, Merit Promotion). After a vacancy is purged from the system, it can no longer be accessed by your Agency or OPM. This protocol will continue until Legacy is fully decommissioned:

- Competitive vacancies marked as an "ACWA position" and/or marked as "Under Litigation" will not be purged. All other competitive vacancies will be purged 39 months after the last date an action is taken within the system.

- Merit Promotion and Internal Merit Promotion vacancies marked as "Under Litigation" will not be purged. All other Merit Promotion and Internal Merit Promotion vacancies will be purged according to the purge configuration in the Preferences area of the Legacy USA Staffing system. All Merit Promotion vacancies with no purge configuration set will be purged 39 months after the last date an action is taken within the system.

1. **Identify Competitive vacancies that should not be purged.**

- The "**VINS to be Archived (count)**" report can be generated from Cognos and used as a starting point for this review. This report will only give a total number VINs that will be purged. See Appendix B for instructions on how to run this report.

- The "**Vacancies to be Purged**" report is a standard report that provides additional information on the vacancies to be purged including vacancy ID, vacancy type, series/grade, announcement number, open/close dates, and locations. See Appendix C for instructions on how to run this report.

- For Competitive vacancies that are non-ACWA positions that should not be purged, mark the vacancy as "Under Litigation."

2. **Determine purge configuration for Merit Promotion vacancies.**

- Confirm the "Purge" configuration item located within the Preferences area of the Legacy system matches the Merit Promotion retention period outlined in your Merit Promotion Plan. See Appendix D for instructions on how to set the Merit Promotion Purge Configuration.

- This configuration will be applied at the Office level and only Organization or Office Administrators can make this change.

- If the purge configuration is not set, all Merit Promotion vacancies will be purged 39 months after the last date an action is taken within the system.

Establish Key Milestones in your Decommission Plan

As part of the rollout process to the Upgrade USA Staffing system, timeframes should have been identified to determine the transition off of the Legacy system. If your transition plan did not include the key milestones outlined below, it is important to include them in your agency's decommission plan.

1. Stop new work from being created in the Legacy system and begin all new work in the Upgrade environment, including all open continuous announcements, standing registers/inventories, etc. No new vacancies should be created in Legacy after June 1, 2018. Identify the last date to do the following in the Legacy system:

   - Accept applications

   - Create referrals/certificates

   - Audit returned certificates

2. If you utilize Onboarding Manager, identify the last date to do the following in the system:
   - Create a new hire/invite new hire to onboard (As of September 30, 2018, users will not be able to send New Hires to Onboarding Manager nor manually create New Hire records)

   - Assign tasks to all new hires

   - Accept new hire documents and forms

   - Transmit all new hire documents and forms to eOPF. (This functionality will remain available as long as Onboarding Manager is accessible).

   - In order to ensure a smooth transition to the new system, Onboarding users are encouraged to purge onboarding records no longer needed. (This functionality will remain available as long as Onboarding Manager is accessible).

Appendix A: Decommissioning Checklist

This checklist includes key milestones to complete and considerations when developing a decommission plan for your Agency.

Due Date	Task	
March 31, 2018	If you plan to have a JOA open in Legacy after March 31, 2018, remove all references to the fax number for teleform (1203-fx).	

June 1, 2018   Share the following with your USA Staffing Account Manager:

June 1, 2018   Share the following with your USA Staffing Account Manager:

2018 including the last date to do the following in Legacy:

○ Create a new Vacancy/open an announcement ○ Accept applications ○ Create referrals/certificates ○ Audit certificates   ○ Create a new hire in Onboarding Manager

- Offices/users that should NOT be included in the script to

		14

readonly.

		make the Vacancy and Announcement areas of Legacy	VERSION 9| **15**

Do the following in Legacy before September 30:

- Close out all vacancies
- Audit all returned certificates

	• Review your Agency Merit Promotion Plan and make	VERSION 9|

		20

necessary changes to the Purge Configuration setting in

- Mark all Non-ACWA Competitive and Merit Promotion

- Ensure case file (electronic and paper) includes all required

	information.	VERSION 9| **26**
	vacancies as "Under Litigation" if they should not be purged.	VERSION 9| **24**
	Legacy.	VERSION 9| **22**
		VERSION 9| **17**

	• Purge onboarding records no longer needed. (This functionality will remain available as long as Onboarding Manager is accessible).	
September 30, 2018	Share the following with your USA Staffing Account Manager: • Onboarding projects at risk for not being out of Legacy by September 30, 2018 including the last date to do the following in Legacy: ○ Assign tasks to new hires ○ Accept new hire documents and forms ○ Transmit new hire documents and forms to eOPF. (This functionality will remain available as long as Onboarding Manager is accessible).	
September 30, 2019	• Verify all Read-only/Reports users annually. • Identify limited users that will have Read-only/Reports access for up to 3 years. • Contact your Account Manager for assistance with data your Agency needs before the system is shut down.	

Appendix B: How to Run the VINS to be Archived (count)

- Log in to Legacy USA Staffing and go to Admin

- Click on Data Retrieval > Ad hoc Reports

- "USA Staffing – Cognos" will default for Reporting Areas • Select "Click to Continue"

- Cognos will open in a new window.

- Select Staffing Packages and Folders > Staffing Steady State v2 > Vacancy > VINS to be Archived (count)

- Enter all appropriate prompts and continue with pulling the report

Vacancies to Be Archived

Organization Name	Office Name	Vacancy Archive Date	Vacancy ID	Vacancy Position Title	Vacancy Type	Vacancy Is Competitive	Vacancy Is Internal Merit	Vacancy Is Open Merit	Vacancy Grade Series	Vacancy Grade
ASMG Demo Office	Demo Office	07/31/2017 10:11:49 AM	250357	HR Specialist	Case Exam	N	Y	N	0201	11
ASMG Demo Office	Demo Office	07/31/2017 10:11:49 AM	250357	HR Specialist	Case Exam	N	Y	N	0201	12
ASMG Demo Office	Demo Office	07/31/2017 10:11:49 AM	251599	Human Resource Specialist	Case Exam	N	Y	N	0201	09
ASMG Demo Office	Demo Office	07/31/2017 10:11:49 AM	251599	Human Resource Specialist	Case Exam	N	Y	N	0201	11
ASMG Demo Office	Demo Office	07/31/2017 10:11:51 AM	273818	Human Resource Specialist	Case Exam	N	Y	N	0201	09
ASMG Demo Office	Demo Office	07/31/2017 10:11:51 AM	273818	Human Resource Specialist	Case Exam	N	Y	N	0201	11
ASMG Demo Office	Demo Office	07/31/2017 10:11:56 AM	313950	HR Specialist	Case Exam	N	Y	N	0201	11
ASMG Demo Office	Demo Office	07/31/2017 10:11:56 AM	313950	HR Specialist	Case Exam	N	Y	N	0201	12
ASMG Demo Office	Demo Office	07/31/2017 10:12:02 AM	336341	Human Resource Specialist	Case Exam	N	N	Y	0201	09
ASMG Demo Office	Demo Office	07/31/2017 10:12:02 AM	336341	Human Resource Specialist	Case Exam	N	N	Y	0201	11
ASMG Demo Office	Demo Office	07/31/2017 10:12:04 AM	339474	Human Resources Specialist	Case Exam	N	Y	N	0201	09
ASMG Demo Office	Demo Office	07/31/2017 10:12:04 AM	339474	Human Resources Specialist	Case Exam	N	Y	N	0201	11
ASMG Demo Office	Demo Office	07/31/2017 10:12:09 AM	359665	HR Specialist	Case Exam	N	Y	N	0201	12
ASMG Demo Office	Demo Office	07/31/2017 10:12:09 AM	359665	HR Specialist	Case Exam	N	Y	N	0201	13
ASMG Demo Office	Demo Office	07/31/2017 10:12:30 AM	426311	HR Specialist	Case Exam	N	Y	N	0201	11

- After the report opens, you can view and save the report in HTML, PDF, XML, or Excel format.

USA STAFFING
Great Government Starts Here

Shannon Hazelwood   Log On ▼

Keep this version ▼ ▶

Add this report ▼

VINS to be Archived (count)

Counts the number of VINs having an Archive Date less than or equal to report execution date.

View in HTML Format
View in PDF Format
View in XML Format
View in Excel Options ▶
View in Excel 2007 Data
View in Excel 2007 Format
View in Excel 2002 Format
View in CSV Format

Organization Name	Office Name	Num of VINs
Broadcasting Board of Governors	Broadcasting Board Governors	1
DA CHRA HQ NAF	DA NAF Aberdeen Proving Ground	137
DA CHRA HQ NAF	DA NAF Anniston Army Depot	11
DA CHRA HQ NAF	DA NAF Camp Humphreys	67
DA CHRA HQ NAF	DA NAF Camp Red Cloud	108
DA CHRA HQ NAF	DA NAF Camp Zama	133
DA CHRA HQ NAF	DA NAF Carlisle Barracks	101
DA CHRA HQ NAF	DA NAF Detroit Arsenal	67
DA CHRA HQ NAF	DA NAF Dragon Hill Lodge	8
DA CHRA HQ NAF	DA NAF Dugway Proving Ground	14
DA CHRA HQ NAF	DA NAF Edelweiss Lodge and Resort	17
DA CHRA HQ NAF	DA NAF Fort Belvoir	212
DA CHRA HQ NAF	DA NAF Fort Benning	354
DA CHRA HQ NAF	DA NAF Fort Bliss	338
DA CHRA HQ NAF	DA NAF Fort Bragg	190
DA CHRA HQ NAF	DA NAF Fort Buchanan	124
DA CHRA HQ NAF	DA NAF Fort Campbell	140
DA CHRA HQ NAF	DA NAF Fort Carson	303
DA CHRA HQ NAF	DA NAF Fort Detrick	76
DA CHRA HQ NAF	DA NAF Fort Dix	52

Appendix C: How to Run the Vacancies to be Purged Report

- Log in to Legacy USA Staffing and go to Reports
- Under Vacancy, select "Vacancies to be Purged"

- Click "Go"

- Navigate to "Stored" at the top of the screen
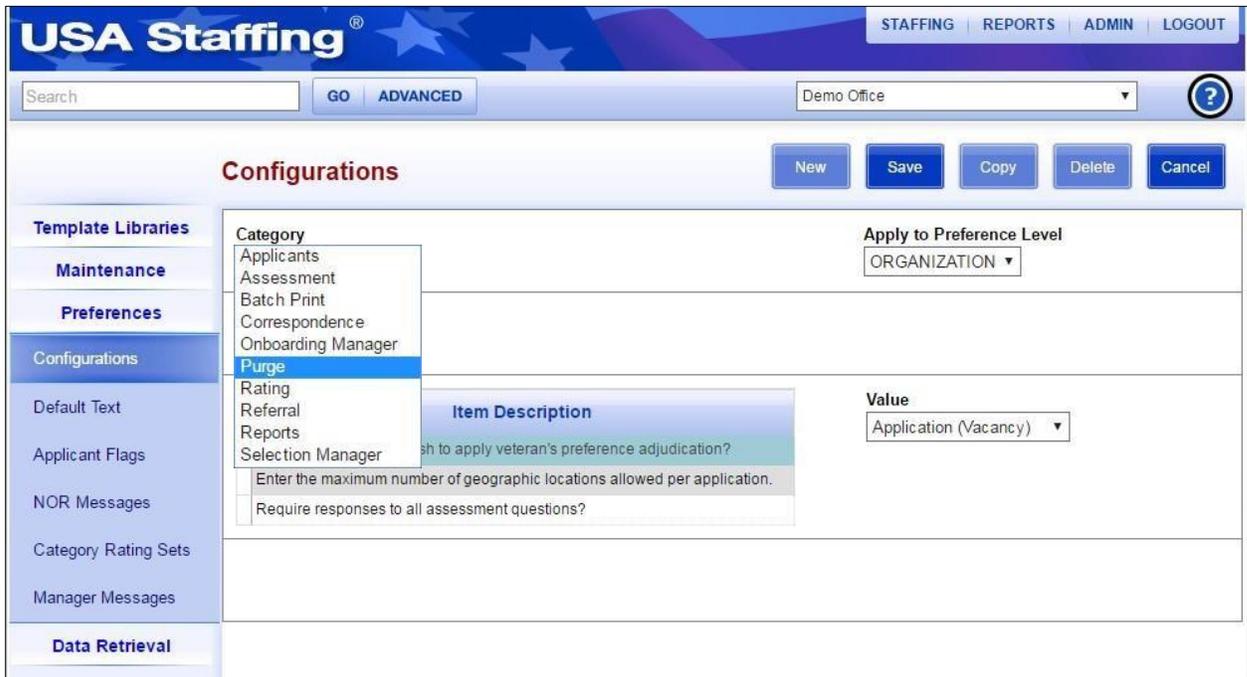
- Click on "Stored" to open the report

Appendix D: Set Purge Configuration for Merit Promotion Vacancies

Note: only Organization or Office Administrators can make this change. This change needs to be made at the Office level for each Office.

- Log in to Legacy USA Staffing and go to Admin

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- Under the Category item, click on "Purge"

Click on Preferences > Configurations
- Under the "Apply to Preference Level" dropdown, choose "Office"

- Insert the new Value and Click "Save." The system default is 39 months.

Appendix E: Legacy Data Dictionary

The Legacy Data Dictionary contains the data fields and description for each page in the Legacy system. The data for every vacancy not purged or marked "Under Litigation" will be provided to agencies. At this time the means by which the data will be provided to the agencies is still being determined.

For a copy of the Legacy Data Dictionary, please click on the following link (this document is in a pdf format, however the data to be provided will be in a flat file format – if you want to review the data fields in an excel spreadsheet, please contact your Account Manager):

https://help.usastaffing.gov/ResourceCenter/images/e/e9/Legacy_Decommission_Data_E xport _Field_List_10-4-18.pdf

Data will be provided to agencies in a flat file format based on the Data Dictionary. The data will be separated by Office. The flat file will only include reportable data. We will provide documents to your agency by request only.