



OPM.GOV

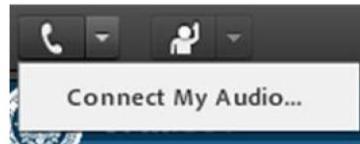
# USA Staffing®

*Great Government Starts Here®*

March 14, 2018

## The Advisory Board meeting will begin shortly.

*Please log in to Adobe Connect prior to calling in so that your name is tied to your phone number*



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# Agenda

- Welcome and Introductions
- Trending Issues on the Help Desk
- Transition Metrics and Decommissioning
- New Features & Functionality
- USAJOBS Updates
- Hiring Manager Engagement Tool
- Touchpoint Notifications
- Government-wide Supervisory Assessment
- Customer Satisfaction Survey
- Upcoming Events



*Use the Q&A feature in Adobe Connect to pose questions to the presenters.*



# Trending Issues on the Help Desk

*Presenter: Robyn Bachmann, USA Staffing Help Desk*

1. We have seen a significant decrease in the number of users reporting issues using the CAC/ PIV login method. Remember to have your users submit a help ticket if they experience any issues so we can research them further.
2. If you have a user that has an e-mail address change, please have an administrator submit a help ticket requesting the e-mail to be updated.
3. When submitting help tickets, do not include special characters in the Subject line.

4. When using the Invite Late Filer functionality, the invitation e-mail address must match the applicant's Login.gov e-mail address.



# Some of Our Most Used References

## Online Help Resources worth checking out:

- Setting up screen-out criteria for multi-grade assessments.  
[https://help.usastaffing.gov/USAS/index.php?title=Setting up screenout criteria for multi-grade assessments](https://help.usastaffing.gov/USAS/index.php?title=Setting_up_screenout_criteria_for_multi-grade_assessments)
- Adding an ACWA assessment package template to a Vacancy.  
[https://help.usastaffing.gov/USAS/index.php?title=Adding an ACWA assessment package template to a vacancy](https://help.usastaffing.gov/USAS/index.php?title=Adding_an_ACWA_assessment_package_template_to_a_vacancy)
- New Hire Forms issues: [https://help.usastaffing.gov/USAS/index.php?title=Forms Tasks](https://help.usastaffing.gov/USAS/index.php?title=Forms_Tasks)

## New Resource Center materials:

- Federal Wage System Guide:  
[https://help.usastaffing.gov/ResourceCenter/images/7/75/Wage Grade Quick Reference Guide Updated 2-6-18.pdf](https://help.usastaffing.gov/ResourceCenter/images/7/75/Wage_Grade_Quick_Reference_Guide_Updated_2-6-18.pdf)

- Quick reference guide to System Generated Emails:

[https://help.usastaffing.gov/ResourceCenter/images/1/1b/Quick Reference Guide for System Generated Emails Final Feb 2018.pdf](https://help.usastaffing.gov/ResourceCenter/images/1/1b/Quick_Reference_Guide_for_System_Generated_Emails_Final_Feb_2018.pdf)



# Transition Metrics

Presenter: Shannon Hazelwood, Account Management Branch Manager



USA Staffing JOAs posted using Upgrade

| USA Staffing Usage Statistics – week of 3/12/2018 |                   |                      |                             |
|---|-------------------|----------------------|-----------------------------|
|   | <i>Applicants</i> | <i>Announcements</i> | <i>Announcements - SPLY</i> |
| <b>Legacy</b>                                     | 13,794            | 204                  | 9,161                       |
| <b>Upgrade</b>                                    | 217,670           | 12,312               | 349                         |
| <b>% Upgrade</b>                                  | 94%               | 98%                  | 4%                          |

| FY2018 USA Staffing Usage Statistics |                      |                   |                     |                   |
|--------------------------------------|----------------------|-------------------|---------------------|-------------------|
|                                      | <i>Announcements</i> | <i>Applicants</i> | <i>Certificates</i> | <i>Selections</i> |
| <b>Legacy</b>                        | 11,551               | 788,260           | 35,707              | 58,456            |
| <b>Upgrade</b>                       | 77,615               | 3,809,867         | 111,764             | 72,153            |
| <b>Total</b>                         | 89,166               | 4,598,127         | 147,471             | 130,609           |

\*October 1, 2017 – February 28, 2018



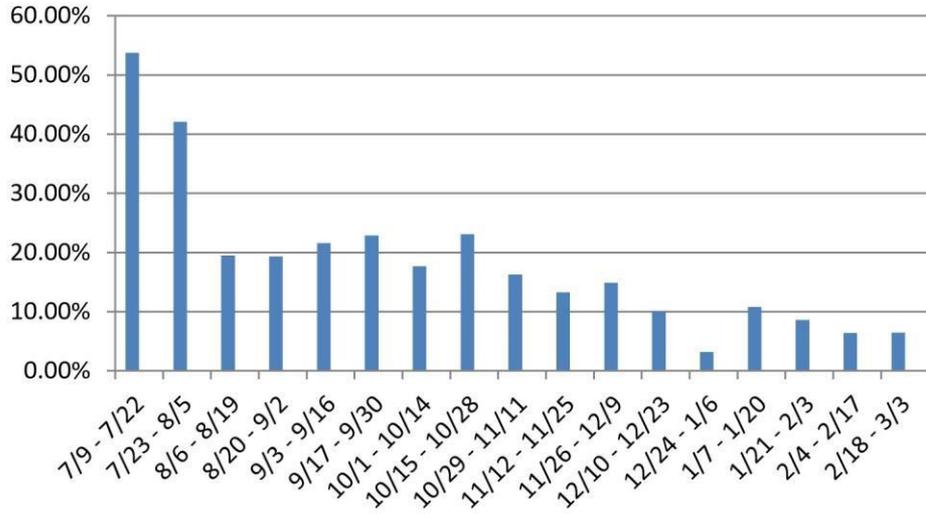
# Legacy vs. Upgrade Announcements



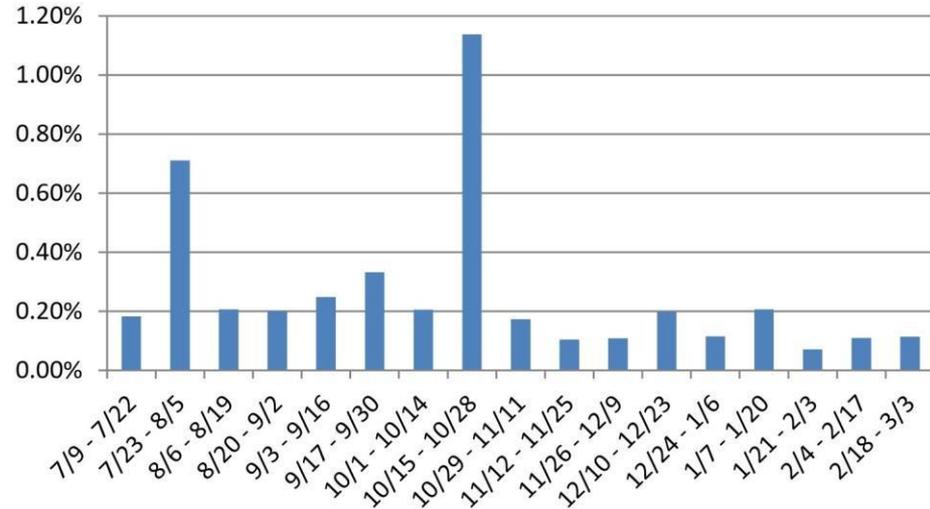


# Help Desk Ratio Trends

## Open Announcements to Core HD Tickets logged



## Applications to Applicant HD Tickets Logged





# Legacy Decommissioning Timeline

## March 31, 2018

- Teleform (1203-fx) discontinued in Legacy
- Update JOA Templates to Remove ALL References To Teleform phone number

## April 30, 2018

- Vacancy and Announcement Read-Only for all users in Legacy

## August 31, 2018

- All users in Legacy change to Read-Only/Reports permission profile for one year
- Disable ability to send Selectees to Onboarding Manager (OM) from the audit page in Referral and manually create New Hire records

## Beyond August 31

- Agencies must verify all Read-only users annually
- Limited users will have Read Only/Reports access for up to 3 years
- When Legacy is powered down, agencies will have access to some Legacy data in Cognos. All other Legacy data may be provided to agencies.

★ Alternate application submissions have dropped from .42% in FY15 to .08% in FY18 due to enhancing the online applicant experience.



# Upcoming Features & Functionality

*Presenter: Jennifer Demarais, USA Staffing Business Analyst*

## Just Released

1. Review Defaults Settings
2. ACWA
3. Vetting & Invitations for Parallel Onboarding
4. Customizable Workflows

## Coming

1. Complete Re-rate of Applicants who Re-apply (i.e., standing register functionality)
2. 2018 Tax Forms for new hires
3. Storing core system documents in .docx format instead of automatically converting to .pdf



**Release Notes: <https://go.usa.gov/A3C3>**



# ACWA Update

- Functionality released on March 10<sup>th</sup> and working to publish assessments in the next week
- See Stage Release Notes for full list of 60 series included
  - If you need additional series not covered by this list, submit a help desk ticket
- Series 1102 and 0105 available for testing/screen shots on Stage environment now



# Testing ACWA in Stage

USA Staffing® Staffing Recruit Admin Reports Search Go To 45 Test HR One (UAT) - OPM

VACANCY 10059361

Vacancy 10059361 | Assessment Package | Announcement | Reviews

USAJOBS Job Title: Social Insurance Specialist (ACWA Demo) | Pay Plan-Series-Grade: GS-0105-5/7 | Status: Incomplete | Source: ACWA Social Insurance Specialist - 0105

Overview | Job Analysis | Assessment Plan | Categories | Test Plan | Documents (0) | Notes (0) | History

### Assessment Package Checklist

No Assessment Required  Assessment Package Complete

- ✓ Assessment Package contains an Assessment.
- ! Assessment "ACWA MQ - 0105" Requirements.
- ! An Assessment is being used as a Screen-out in the Assessment Plan but does not contain any Screen-outs. Consider changing the Assessment Plan to use the [Assessment for Rating](#) or adding [Screen-outs to the questionnaire](#).
- ✓ All Items have at least two Response Options.
- ✓ + Assessment Questionnaire Requirements.
- ✓ At least one Assessment must be used for either [Screen-out or Rating](#).
- ✓ Assessment Package must be [tested](#).

### Rating Combinations

| Used                                | Series | Specialty | Grade |
|-------------------------------------|--------|-----------|-------|
| <input checked="" type="checkbox"/> | 0105   |           | 5     |
| <input checked="" type="checkbox"/> | 0105   |           | 7     |



# Changes from Legacy

USA Staffing® [Staffing](#) [Recruit](#) [Admin](#) [Reports](#) [Search](#)  45 Test HR One (MAT) - OPM

VACANCY 10059361 ✉ 🔍

Vacancy 10059361 📁 Assessment Package 📄 Announcement 👍 Reviews ✓ Assessment: ACWA MQ - 0105 ⊕

USAJOBS Announcement Title: Social Insurance Specialist (ACWA Demo) Pay Plan-Series-Grade: GS-0105-5/7

Assessment Information ➤ Competencies ➤ Assessment Questionnaire ➤ Screen-Out Criteria ➤ Rating Criteria ⚙️ 📄 History

### Assessment Questionnaire (2 Items) Add to Questionnaire

Select All

OCCUPATIONAL QUESTIONS - Mark only 1 response for each question. EDUCATIONAL BACKGROUND AND WORK EXPERIENCE This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Instructions

–  1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Social Insurance Specialist work. \*  
If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

Response Option

A I have at least one year of qualifying specialized experience equivalent to the GS-4 level in Federal Service...

B I have at least four years of qualifying education...

C I have a qualifying combination of experience and education...

D I do not have the education or experience described above...

Add Response

–  2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Social Insurance Specialist work. \*  
If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

Response Option

A I have at least one year of qualifying specialized experience equivalent to the GS-4 level in Federal Service...

B I have at least four years of qualifying education...

C I have a qualifying combination of experience and education...

D I do not have the education or experience described above...

Add Response

Save Cancel



# Copying ACWA Templates

USA Staffing® Administration

Admin Home | Template Admin | **New Assessment Package Template**

Name | Created By | Created | Owning Office | Status | 0

Overview | **Template Information** | Job Analysis | Assessment Plan | Categories | Test Plan

Documents (0) | History

### Template Information

Template Name \*  Generate Name | Owning Office \* **Select an Owning Office.**  | Tags

Template Description

External

### Position Descriptions 1

Interdisciplinary  [Add Position Description](#)

| <input type="checkbox"/> | Position Description # | Position Title       | Pay Plan | Series             | Grade(s)             | Specialties                    |
|--------------------------|------------------------|----------------------|----------|--------------------|----------------------|--------------------------------|
| <input type="checkbox"/> | <input type="text"/>   | <input type="text"/> | GS       | - Select a Series. | <input type="text"/> | <input type="text" value="+"/> |

[Save](#)



# Copying ACWA Templates

USA Staffing® Administration

Assessment Package Search

Field: Is External Operator: Is Value: No

Assessment Package Template Name: Contains Value: ACWA

Add new search field

Search Clear Form

Search Results (2)

| Name                                    | Position Title                          | Rating Combination | Position Description Number | Office Name             | Is Complete                         | Is External              | Last Edited |         |
|---|---|--------------------|-----------------------------|-------------------------|-------------------------------------|--------------------------|-------------|---------|
| ACWA Social Insurance Specialist - 0105 | ACWA Social Insurance Specialist - 0105 | 0105-5 / 0105-7    | ACWA                        | ASMG ACWA Access Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9/14/2017   | Preview |
| ACWA Series 0105                        | Social Insurance Administration         | 0105-5 / 0105-7    | ACWA                        | Program Office          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/13/2017  | Preview |

Position Description # Position Title Pay Plan Series Grade(s) Specialties

GS - Select a Series.

Save



# Edit Name & Owning Office

USA Staffing® Staffing Recruit **Admin** Reports Search Go To Jennifer Demarais (UAT) - OPM

ADMINISTRATION ▾

Admin Home Template Admin Assessment Package Template Assessment Package Template: ACWA Social Insurance Specialist - 0105 (Copy)

Name: ACWA Social Insurance Specialist - 0105 (Copy) Created By: Jennifer Demarais Created: 1/29/2018 Owning Office: ASMG ACWA Access Office Status: Draft

Overview **Template Information** Job Analysis Assessment Plan Categories Test Plan Documents (0) Notes (0) History

### Template Information

Template Name \*  Generate Name

Owning Office \*

Tags

Template Description

External

### Position Descriptions 1

Interdisciplinary  Add Position Description

| Position Description #        | Position Title                          | Pay Plan | Series                                 | Grade(s) | Specialties                      |
|-------------------------------|---|----------|--|----------|----------------------------------|
| <input type="checkbox"/> ACWA | ACWA Social Insurance Specialist - 0105 | GS       | 0105 - Social Insurance Administration | x 5 x 7  | <input type="button" value="+"/> |



# Audit Code Updates

Survey will collect feedback on existing audit codes, which we'll be rewording with the goals of:

- Avoiding redundant or vague audit codes so that it's easy for users to be consistent in how each code is used.
- Ensuring that there is always an appropriate audit code.
- Organizing codes by type where possible. For example, grouping the "Not Selected" codes, such as Failed to Reply, Declined Interview, etc.

Please distribute to SMEs in your agency. We may follow up with additional questions!

<https://www.surveymonkey.com/r/AuditCodes>



# USAJOBS<sup>®</sup>

*Presenters: Michelle Earley, USAJOBS Program Manager*



# login.gov/ Authentication



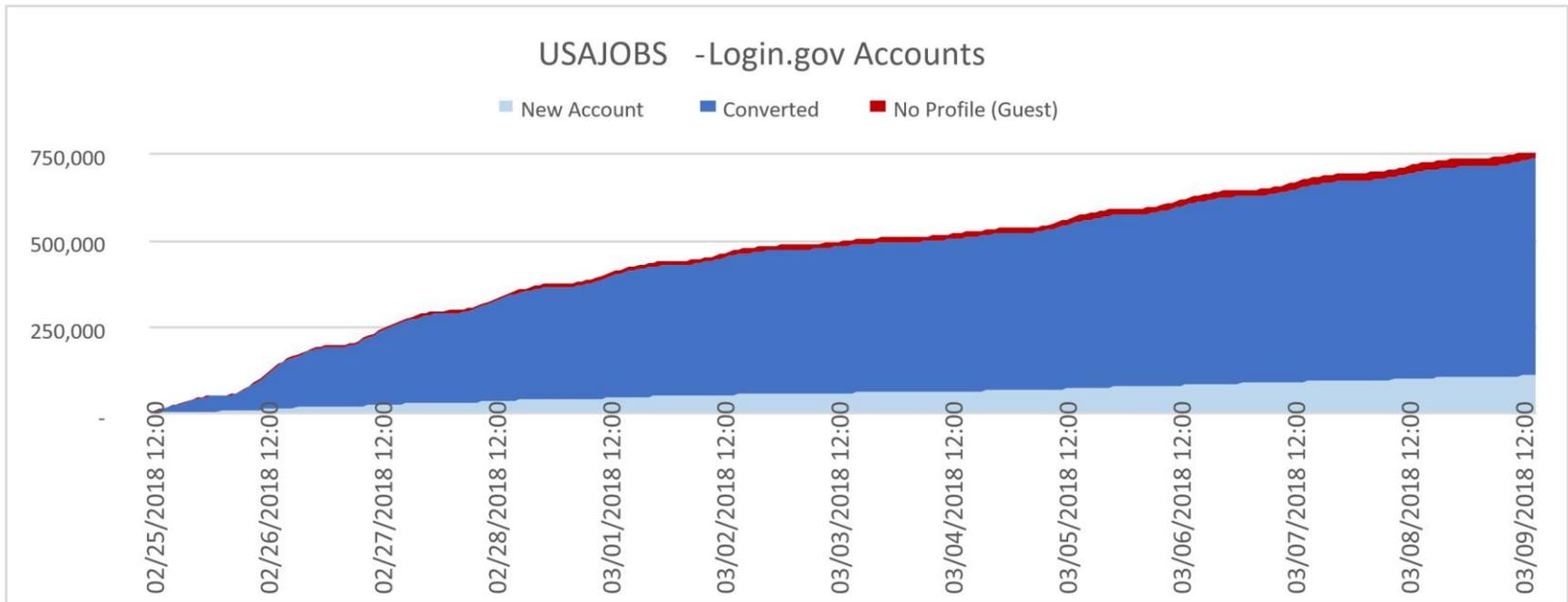
Released on Sunday, February 25th

Number of accounts on 2/25/18 11:59am: 12,135,058

Converted Accounts: 629,142

Deleted Accounts: 11,807

5.18% of Profiles Converted





# login.gov/ Authentication



## Top Help Desk Categories

- Creating a login.gov account
- Email delivery issue
- Linking USAJOBS profile to login.gov account
- International phone numbers
- Limited and no phone access

## Resolutions

- USAJOBS implemented UI changes to address account confusion
- GSA worked with AWS to resolve issues with email providers
- USAJOBS expanded the “find my profile” option to 30 days to allow users an extended period of time to link to their previous accounts
- GSA improved input form for entering international phone numbers
- USAJOBS and GSA crafted help desk and help center articles for authentication alternatives



# login.gov/ Authentication



## Next Steps

1

Agencies should continue to alert USAJOBS with any known issues at [recruiter-help@usajobs.gov](mailto:recruiter-help@usajobs.gov).

2

USAJOBS will host a feedback session the week of April 23<sup>rd</sup> to capture lessons learned from this impactful change.

3

USAJOBS will use this forum to share any future enhancements for login.gov.

4

USAJOBS will continue to share the outcomes of this change each month.



# USAJOBS Events



Log in to Agency Talent Portal

(<https://AgencyPortal.USAJOBS.gov>) to view and post your Events.



USAJOBS implemented the necessary changes to bring back event creation in the Agency Talent Portal.

It is important to note that event creators need an Agency Talent Portal account to use the event creation self-service feature.



# JOA and Hiring Path Timeline

**June 30, 2017**

Implemented hiring paths into the JOA

**January 31 – May 31, 2018**  
JOA and hiring paths change management campaign

Monitored JOAs, collected agency feedback and met with OPM Policy to understand Who May Apply issues and constraints in order to design improvements

**February 23, 2018**  
Implement hiring path updates in production

**July 2017**

Implemented hiring path adjustments

**August 2017**

Implemented hiring path adjustments

Published the JOA Playbook

**January 2018**

Finalized JOA Staffing Integration Framework (SIF) changes

Received OPM Policy approval for hiring path updates

**August 31, 2018**

Deadline to implement SIF changes





## **JOA and Hiring Paths Change Management Campaign**

Agency engagement to drive the following outcomes:

- Identify any current hiring path gaps that need to be addressed.
- Confirm requirements for government-wide hiring paths to meet area of consideration needs.
- Document use cases to assist agencies in adopting the hiring paths.
- Participate in measuring hiring path effectiveness

We are considering the following activities to solicit agency input:

- Stand up a hiring path agency workgroup
- Host office hours to discuss hiring path questions and suggestions
- Host webinars to share final updates



# JOA and Hiring Paths Change Management Campaign



Email to CHCO Council and MAESC  
Request 2 agency representatives  
Policy + frontline HR specialist



***Tentative:*** April 4 – 5 JOA and Hiring Path Workshop  
@ OPM in Washington DC



## Stay informed

We will continue to update the JOA Playbook to include system improvements. We will also use your feedback to provide examples and clarification where applicable.

<https://usajobs.github.io/ATP-Support/job-announcement-playbook/>

**Hiring Path Mapping:** <https://developer.uat.usajobs.gov/General/Hiring-Paths>

## USAJOBS

### Job announcement playbook

[Plays](#) [Guidelines](#) [Case studies](#) [Release notes](#)

## Welcome to the job announcement playbook

Our goal is to make the job announcement easier to read and understand. Improving our job announcements will help our job seekers find the job they're looking for and help our agencies hire the best talent available.

This site is for anyone who is involved in creating a job announcement. The site will help you:

- Get the latest updates to USAJOBS and the job announcement.
- Learn what you must include (and what's optional) in the job announcement.
- Get guidance and best practices on creating an effective job announcement.
- Learn how other agencies are improving their job announcements.

You'll still need to create your job announcement in your Talent Acquisition System (TAS).

This site was last updated Tue, 02 Jan 2018 14:45:05 -0500.



# Hiring Manager Engagement Tool

*Presenter: Carrie Miller, USA Staffing Account Manager*

In response to a request from OMB, OPM is leading a multi-agency work group to clarify existing needs and gaps, then develop an interactive **Hiring Manager Tool prototype**. The team is focusing on:

- Increasing transparency around the recruitment action by facilitating critical touch points between HR and Hiring Managers

- Enabling improved consultation during the pre-recruitment process through the exchange of quality information

- Integrating with USA Staffing's Hiring Manager interface

## Project HighlightsProject Highlights

- January January and February and February -- Conducted coConducted co--design sessions with Hiring Managers and HR professionals design sessions with Hiring Managers and HR professionals from across government. from across government.
- March March -- Hosting multiple sessions to test the prototype with Hiring Managers and apply their Hosting multiple sessions to test the prototype with Hiring Managers and apply their feedback for further refinements. feedback for further refinements.
- Ongoing Ongoing — Vetting the project plan and prototype with OMB.Vetting the project plan and prototype with OMB.



# Touch Point Best Practices

Presenter: Nicole McIntyre, OPM HR Specialist

Vacancy 10010857

Assessment Package

Announcement

Applicant Overview

Certificates

Reviews



## Applicant Overview

Overview

Saved Lists

Stored Lists



### Applicants (11)

Filter by Name/Email:  Flagged/Reviewed: All RSC: All Clear

| Name                            | Email                    | RSC - Applicant Status |  |  |
|---------------------------------|--------------------------|------------------------|--|--|
| Candlestick, Jack Jumpover, III | Crystal.Bozinski@opm.gov | AA                     |  |  |
| Hill, Sabrina Pia, IV           | Hill@treedale.com        | AA                     |  |  |
| Jefferson, George               | Deborah.Appling@opm.gov  | HH                     |  |  |
| Phillips, Wilson                | wilsonphillips@opm.gov   | HH                     |  |  |
| Sandiego, Carmen                | peaceout@opm.gov         | AA                     |  |  |
| Shanahan, Brendan               | brendan@opm.gov          | HH                     |  |  |
| Shoot, Mya                      | cbb@eca1.com             | AA                     |  |  |
| Smith, Fred                     | fred@gmail.com           | AC                     |  |  |

Add Applicant

Invite Late Applicant

Create List

#### TOUCHPOINT NOTIFICATIONS SENT

100% APPLICATION RECEIVED

100% NOTICE OF RESULTS

100% NOTICE OF REFERRAL

100% FINAL DISPOSITON

#### CLAIMED VETERANS' PREFERENCE

CP: 2

TP: 2

XP: 3

#### CLAIMED ELIGIBILITIES

30% DV: 2

CERT MIL SPOUSE: 1

CFOE: 1

CTAP: 2

DISABLED/SCH A: 3

FORSER: 1

ICTAP: 1



# Touch Point Best Practices



Updated 1.17.2017

## Notification Template Examples

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**OPM** HR SOLUTIONS  
*by government, for government*

**U.S. Office of Personnel Management**  
1900 E Street, NW, Washington, DC 20415

### Combined Notice of Results and Notice of Referral

**Subject Line**

Notice of Results and Referral for **USAJOBS Job Title**, **Announcement Number**

**Body Text**

Dear **Applicant's First Name** **Applicant's Last Name**,

This is a record of the results and referral status for the position of **USAJOBS Job Title** with **Customer Name** as detailed in Announcement **Announcement Number**.

**Eligible Rating Combinations**

**Ineligible Rating Combinations**

**Referred Rating Combinations**



**OPM** HR SOLUTIONS *by government, for government*

# Federal Supervisor Assessment (FSA) Development Overview

OPM Presenters:

Alix Autrey

Jaron Holmes



*As part of its mission, OPM provides technical assistance to federal agencies to meet their most critical human capital challenges. OPM's HR Solutions is dedicated to providing exceptional human resources products and services to meet the dynamic human capital and training needs of the federal government.*

*OPM's HR Solutions is operated by federal employees for federal employees. We are uniquely positioned to assist your agency in meeting its mission goals through customer-focused, optimal human capital management solutions.*

**STRATEGIZE**

**ACQUIRE**

**ENGAGE**

**TRANSFORM**



## What is the Federal Supervisory Assessment (FSA)?

- An assessment battery for Government-wide use in evaluating applicants to frontline supervisory level positions.
- Will be offered as an off-the-self assessment to Standard USA Hire customers
- FSA will focus on a subset of the ten competencies identified by OPM as most critical for frontline supervisors. Currently, these are:
  - Accountability
  - Customer Service
  - Decisiveness
  - Flexibility



- Interpersonal Skills
- Problem Solving
- Resilience
- Written Communication

## **What is the Federal Supervisory Assessment (FSA)?**

- Will be comprised of multiple-choice items, including:
  - Bio-data
  - Writing
  - Reasoning
  - Situational judgment



- Differs from existing custom supervisory/manager situational judgment tests:
- Focused only on front-line supervisor positions
- Not customized to be agency-specific
- More breadth vs. depth
- Will complement agency custom situational judgment tests

## **Why Develop the FSA?**

- Increasing demand among federal agencies for solutions for evaluating applicants for frontline supervisory position

- Agencies typically use only Assessment Questionnaire and Interviews and do not effectively assess supervisors for nontechnical competencies
- Cost of a bad hire in leadership positions is significant

## **Requirements to Develop FSA**

OPM will be looking for subject matter experts (SMEs) from across the Federal Government

SMEs should be current front-line supervisors for two major efforts:



1. 50 SMEs representing a diverse number of agencies and occupations to Help provide behavioral examples and work samples that will serve as foundation for developing FSA content.
2. 300-500 SMEs representing a diverse number of agencies and occupations for a a large-scale online pilot study. The SME's supervisors will also need to complete a research-based performance evaluation.

# Next Steps

If you would like to assist in recruiting SMEs from your agency, please provide SME names, titles and supervisory status information to your USA Staffing Account Manager.



# Thank you for your Feedback!

- The **Customer Satisfaction Survey** is currently open and closes on March 30. We value your feedback on how we can continue improving USA Staffing.
- The **Advisory Board Meeting survey** closed on March 8. Thank for your feedback on how we can improve our Advisory Board meetings! We are reviewing the survey results now.



# USA Staffing Upcoming Events

| March 2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 | 31 |

| April 2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 |    |    |    |    |    |

**March 15:** USA Hire Workgroup Meeting, Reporting and Analytics Workgroup Meeting, and USAJOBS Agency User Group Meeting

**March 16:** Stage 9.2 Release

**March 17:** Production Maintenance

**April 7:** Production 9.2 Release

**April 10-11:** Report Author Training for Beginners

**April 13:** Stage 9.3 Release

**April 18:** Small Agency User Group Meeting

**April 18-19:** Report Author Training for Advanced Users



**USA Staffing Release Schedule:** <https://go.usa.gov/A3C3>



# Questions?

**For additional information, please contact your Account Manager.**



# Legacy Decommissioning Timeline

1. Teleform (1203-fx) will be discontinued in Legacy after **March 31, 2018**
2. On **April 30, 2018**, we will run a script to make the Vacancy and Announcement areas of Legacy read-only for all users.
  - This 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.
  - This 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.
  - 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.



# Legacy Decommissioning Timeline

3. On **August 31, 2018** will we run another 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.
- Agencies must verify all Read-only users annually.
- Limited users will have Read Only/Reports access for up to 3 years.
- The USA Staffing Help Desk will be available to help with data retrieval on an as needed basis.



## Legacy Decommissioning Timeline

4. On **August 31, 2018**, we 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 use Upgrade Onboarding for ALL New Hires after **August 31**
  - We will run reports starting **August 31** to monitor the creation of new New Hire records in OM.
  - At some point after **August 31, 2018** we may run a script to completely disable the ability to access OM for all users. **This date is TBD.**
  
5. All read-only access to Legacy will be terminated when the Legacy system is powered down. After that, agencies will have access to some Legacy data in the Cognos Data Warehouse (this does not include documents). All other Legacy data may be provided to the

agencies. If there are additional reporting needs, users will need to submit a helpdesk ticket to the USA Staffing Help Desk.

