



Requesting and Implementing Data Self Service (DSS)

The steps to request and implement the Data Self Service (DSS) interconnection with USA Staffing are outlined below, to include the Memorandum of Understanding (MOU) and Interconnection Security Agreement (ISA) documentation process. If you have any questions throughout the process, please consult with your USA Staffing Account Manager.

Phase I: Planning

1. Verify the DSS interconnection will meet your needs by reviewing the “Interconnections, Reporting, and Analytics Fact Sheet”, found on the [Interconnections Resource Center](#).
2. Identify internal systems that could benefit from USA Staffing data and can use the DSS interconnection.
3. Complete and submit the [Data Self Service Request Form](#) to your USA Staffing Account Manager.
4. Your USA Staffing Account Manager will submit the request internally via a Footprints ticket so the IP addresses provided can be whitelisted.
5. Obtain from, and complete and submit the MOU and ISA templates to your USA Staffing Account Manager. Also submit the agency system ATO memo(s).

Note: Refer to the [MOU and ISA process](#) below for additional information as it will run concurrently to the DSS request and implementation phases.

Phase II: Requirements

1. Define how DSS will support your processes and supplement the Request Processing Interconnection (RPI), if applicable.
2. Using the USA Staffing Cognos Package Outline Report (i.e., USA Staffing data dictionary), identify needed data and associated “triggers.” For example, your internal tracking system needs a daily feed of open announcements with series/grade/position title.

- a. The USA Staffing Cognos Package Outline Report can be found in USA Staffing Cognos at the following path: Team Content > USA Staffing Packages and Folders > Cognos Package Outline Report.

Note: This report may be updated on a bi-weekly basis, during each release, so ensure you have the most up-to-date version when completing your review.

- b. The following data models are available to use with DSS: Staffing Reports and Staffing Analytics.



Phase III: Design

1. DSS accounts do not have Report Author access. As such, DSS account holders should partner with agency USA Staffing Cognos Report Authors, or submit a request to your USA Staffing Account Manager to be granted access as a Report Author, to design custom DSS queries in Cognos.

Note: The USA Staffing Program Office can provide best practices, recommendations and help design the queries based on agency-specific requirements. Contact your USA Staffing Account Manager for this type of discussion.

2. Review the sample project's found on the [Interconnections Resource Center](#) and work with your USA Staffing Account Manager to schedule a brief demonstration of the development process.
3. Obtain DSS signon information for the ability to test the interconnection in the [USA Staffing Stage](#) environment.
4. Refer to the [Tips and Tricks](#) section below for additional things to remember during the design phase.

Phase IV: Testing

1. Partner with agency USA Staffing Admin POCs and/or Super Users to create test data in the [USA Staffing Stage](#) environment.
2. If applicable, align RPI and DSS testing phases.

Phase V: Implementation

After all testing in the Stage environment is complete, and approval is granted for access to the Production environment, begin to migrate any queries created in Stage to Production and/or develop new ones. **MOU and ISA process**

This process can take the longest amount of time, so starting this process early is beneficial.

1. Once approved drafts of the MOU and ISA are received, obtain internal signatures as appropriate.
2. Return the signed MOU and ISA drafts to your USA Staffing Account Manager.
3. Your USA Staffing Account Manager will route the paperwork through the internal OPM channels for review and signature.
 - a. USA Staffing's HRSITPMO signs the MOU.
 - b. USA Staffing's ISSO submits the ISA signature package (ISA, MOU, USA Staffing ATO memo, agency system ATO memo) to OPM's CISO for signature.
4. After the ISA signature package is signed by the OPM CISO, the USA Staffing CISSO will grant approval to enable the interconnection in the [USA Staffing Production](#) environment.

5. Copies of all signed documentation will be returned to the agency for internal recordkeeping.

DSS Design Tips and Tricks

1. Save custom DSS queries in the "Custom DSS" folder within USA Staffing Cognos as access to that folder can be limited to agency Report Authors.
2. When retrieving data initially to build out the data in the agency system, it is best to do small incremental pulls first, then collect only new data/changed data with each pull thereafter. This can be achieved by retrieving data based on various "Last Update Date" in the different query subjects.
3. New Hire data should be retrieved from the New Hire (End-of-Day) package when possible. The data is not realtime however, performance is more successful using this package.
4. Keep in mind, modifying, moving, or deleting a DSS reports may "break" your DSS pulls.
5. When running multiple DSS calls, do not schedule them to run at the same time. Try to spread them out, taking into account their run-time. This will reduce the possibility of any impact to performance.