



**USA Staffing**<sup>®</sup>  
*Great Government Starts Here*<sup>®</sup>

# **USA Staffing**

## **Production Release Notes**

**Release 13.2**

**July 30, 2021**

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


# Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

# Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system’s performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system’s already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

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## Staffing Functionality

### Requests

- Updated the names of the following request statuses for clarity:
  - From *Request Failed* to *Request Cancelled - Request Failed*
  - From *Request Not Filled* to *Request Cancelled - Request Not Filled*
  - From *Alternate Selection Made* to *Request Cancelled - Alternate Selection Made*  
<https://help.usastaffing.gov/USAS/index.php?title=Request>
- Removed the ability to create or approve an additional request on expired or cancelled vacancies created through USA Staffing. In these instances, the *Create Additional Request* or the *Show Un-approved Requests* buttons will not display.  
[https://help.usastaffing.gov/USAS/index.php?title=Linking an additional selection request to a vacancy](https://help.usastaffing.gov/USAS/index.php?title=Linking_an_additional_selection_request_to_a_vacancy)

### Announcement

- Updated the *Promotion Potential* field to allow a grade lower than the grade(s) included in the announcement. Users will be presented with a warning validation message upon release.  
[https://help.usastaffing.gov/USAS/index.php?title=Announcement Information](https://help.usastaffing.gov/USAS/index.php?title=Announcement_Information)

### Assessment Package

- Defaulted the *Competency Status* dropdown Published status. HR users are still be able to select other statuses to search for if needed.  
[https://help.usastaffing.gov/USAS/index.php?title=Competency Library](https://help.usastaffing.gov/USAS/index.php?title=Competency_Library)

### Assessment

- Added a Checklist page when creating an Assessment Questionnaire within an Assessment Package or Assessment Package Template. This allows users to verify all required validations are met directly from the assessment.
- [https://help.usastaffing.gov/USAS/index.php?title=Assessment Checklist](https://help.usastaffing.gov/USAS/index.php?title=Assessment_Checklist)

### Applicant Record

- Updated the *Late Filer Application Submitted* alert to include a link, which redirects users to the Eligibilities and Ratings page for the specific applicant record.  
[https://help.usastaffing.gov/USAS/index.php?title=Viewing user alerts](https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts)

### Reviews

- Updated the *Requests* section within a review to allow users to select multiple requests at once when accessing the *Add Request* button. When more than one request is available, a 'select all' checkbox will be displayed on the top row.  
[https://help.usastaffing.gov/USAS/index.php?title=Adding multiple requests to a review](https://help.usastaffing.gov/USAS/index.php?title=Adding_multiple_requests_to_a_review)
- Applicant List review followers will be notified via email each time an individual selection is returned to HR for a review in which they are designated as a *Follower*.

## Onboarding Functionality

### New Hire

- Added the following forms in USA Staffing:
  - CD-314
  - DFAS USAFMCOM FM CERT NOTICE

- OCHR-EOD 19
- PC-2158
- PC-2158-CD
- SOU 18
- USAGM Drug Policy
- USAGM Insurance Eligibility
- WHS TDP
- Updated the following forms in USA Staffing:
  - DD 1172-2
  - OCHR-EOD 16
  - OF 306
  - SOU CCTA

## Hiring Manager Functionality

- In consistency with other system areas, added a unique color bar and label to the Stage and Training environments header so users can quickly and easily distinguish each site when logged into the Stage, Training, or Production environments.
- Added the ability for HM users to see bulleted and numbered lists within *Review Instructions*.

## Administrative Functionality

### Review Default Settings

- A *History* entry will be captured when changes are made to which documents can be viewed within a review from the *Applicant List Review Documents* and *Panel Review Documents* lists.  
[https://help.usastaffing.gov/USAS/index.php?title=Browsing\\_History](https://help.usastaffing.gov/USAS/index.php?title=Browsing_History)

### Competency Networks

- Added the following HR Manager competency networks to the Competency Network Library:
  - IT Management
    - IT Program Management (0340, 0343, 2210)
    - IT Project Management (0343, 2210)
  - Law Enforcement and Compliance
    - Safety and Occupational Management (0018)
    - Security Administration (0080)
    - US Marshall (0082)
    - Police (0083)
    - Intel (0132)
    - General Investigation (1810)
    - Criminal Investigation (1811)
    - Hour and Wage (0249)
    - EEO Compliance (0360)

[https://help.usastaffing.gov/USAS/index.php?title=Manage\\_Competency\\_Network](https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network)

## Classification Functionality

- Updated the way electronic signatures are displayed on the PD Authorizations page, Position Description Coversheet PDF, and PD Package PDF.
  - When users click *Authorize PD* for the Classification/Job Grading Certification, the system will display *Electronically Signed by {User Full Name}*.

- When users return a PD review with *Supervisory Certification*, the system will display *Electronically Signed by {User Full Name}*.  
[https://help.usastaffing.gov/USAS/index.php?title=Position\\_Description-Authorizations](https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Authorizations)
- Added the ability for users with Create/Edit Position Description permission to add documents to a Position Description review from documents previously uploaded to the Position Description.  
[https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_document\\_to\\_a\\_PD\\_review](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_document_to_a_PD_review)

## USA Hire Functionality

- USA Staffing will trigger an automatic helpdesk ticket for every applicant who requested a reasonable accommodation (RA) for the online assessments and whose claim needs to be adjudicated. The OPM team RA team will communicate with the applicant via this ticket to obtain the needed information to verify their claim.
- The USA Hire system notifications have been updated to:
  - Replace references to the [helpdesk@usahire.opm.gov](mailto:helpdesk@usahire.opm.gov) email address with a link to a new helpdesk ticket submission form where an applicant can request assistance with a USA Hire or RA inquiry.
  - Replace references to the RA team email address with language instructing RA applicants to communicate with the RA team via their helpdesk ticket email.  
[https://help.usastaffing.gov/USAS/index.php?title=Sending\\_USA\\_Hire\\_custom\\_notifications](https://help.usastaffing.gov/USAS/index.php?title=Sending_USA_Hire_custom_notifications)

## Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).