



**USA Staffing**<sup>®</sup>  
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# **USA Staffing**

# **Stage Release Notes**

**Release 14.1**

**March 21, 2022**

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*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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### Request

- Updated the style layout of the Request Location Information page for requests in an Incomplete or Submitted status, including the following changes:
  - Moved the *Set Number of Vacancies By* and *Total Vacancies* fields from the to a new *Location Settings* section.
  - Moved the *Find Locations* search field and *Locations* table to a new *Locations* section.
  - When there are no locations associated with the request, the following message is displayed in the table: "*There are no locations associated with this Request.*"
- Updated the style layout of the Request New Hire page for requests in an Incomplete or Submitted status, including the following changes:
  - Moved the *Email Address*, *First Name*, *Middle Name*, *Last Name*, and *Suffix* fields to a new section titled *New Hire Information*.
  - Moved the *Position Description Number*, *Series*, *Grade*, and *Location* fields to a new *Position Information* section.
  - Moved the *Office* and *Workflow* fields to a new *Onboarding Details* section.

### Request Processing Interconnection

- ✔ USA Staffing will accept request types of New Vacancy, Additional Selection, and Onboard New Hire. The following fields will be saved when an Onboard New Hire request type is transmitted through the interconnection:
  - First Name – 35 characters or less
  - Middle Name – 35 characters or less
  - Last Name – 35 characters or less
  - Suffix – 4 characters or less
  - Email – 90 characters or less in standard email format
  - The request status will be *Incomplete* if required RPI fields are included and the PersonID (requester) entered does not match the email address of any USA Staffing user account regardless of how many new hire fields are included.
  - The request status will be *Submitted* if required RPI fields are included and the PersonID (requester) entered matches the email address of a USA Staffing user account with access to the Request's Customer regardless of how many new hire fields are included.

### Assessment Package

- Updated the name of the *Assign Categories based on 'GS-9+ Professional/Scientific' rules* setting to *Do not "float" eligible CP/CPS veterans when assigning Categories* on the Settings page within an Assessment Package or Assessment Package Template.

### Applicant Overview

#### Applicant Record

- Updated the *Referral History* section to add a *Certificate Type* column and no longer include stored lists on the Applicant Information page within an applicant record. Created a new *Stored List History* section to display stored lists where the applicant is included. The following information will display for each stored list:
  - Stored List Name – Clicking this link opens the stored list.
  - Certificate Type
  - Date Created
  - Created By

- The following NOR message codes have been added:

Code	Definition	Message
ELDP	Eligible, qualified for temporary promotion NTE 120 days	You have been found eligible and qualified for temporary promotion not to exceed 120 days.
IQDT	Lacks eligibility/qualifications for temporary promotion	You were not considered because you do not meet the qualifications and/or you have served on a temporary promotion not to exceed 120 days within the past 12 months.

- The following NOR message codes have been modified:

Code	Definition	Message
ELNF	Eligible, not moving forward	You are tentatively eligible for this series/grade combination. However, based on the results of the assessment(s) completed so far and the needs of the hiring agency, you are not being moved to the next phase of the hiring process at this time.
IFFM	Missing supporting documents	You were not considered because you did not submit all required documents and/or they were not in English as specified in the announcement.

## Applicant Lists

- Added the ability to mass apply or remove the *Flagged* and *Reviewed* applicant indicators from a stored list, for up to 1,000 applicants at a time. Users must have the *Update Applicant Indicators* permission to view the buttons to mass apply/remove these indicators.

## New Hire

- Removed the *Select Owner* field when filtering the Manage Tasks page within a new hire record by *New Hire* to avoid confusion since the owner of these tasks is always the new hire.
- Updated the eOPF document transmission process to prevent documents in *Processing* or *Failed to Process* status from being added to the eOPF queue.
- Updated the following forms in USA Staffing:
  - Tax CA
  - Tax GA
  - Tax HI
  - Tax KY
  - Tax LA
  - Tax MN
  - Tax NE
  - Tax RI

## Hiring Manager Functionality

- No updates.

## Administrative Functionality

- No updates.

## Announcement Templates

- Removed existing *Conditions Of Employment* sub-templates from the database, the *Types* drop-down list on the manage Announcement Templates page, and the *Template Type* drop-down list within an Announcement Template. **Note:** This was the last step in aligning with USAJOBS' new job announcement format.

## Classification Functionality

- Updated the document upload screen to better display the full document name and type.

## USA Hire Functionality

- USA Hire batteries with a cut score that have been added to a vacancy's Assessment Package will now have different defaults for the *Cut Score* setting depending on the *USAJOBS Announcement Type* selected on the Vacancy Position Information page:
  - Vacancies using the *Public (U.S. Citizens and Non-Citizens)* option will continue to have the *Cut Score* setting on the Assessment Plan page enabled.
  - Vacancies using the *Status (Federal/Veteran/Other Eligible)* and/or *Internal Merit Promotion* options will have the *Cut Score* setting defaulted to unchecked on the Assessment Plan page. Users with the *USA Hire - Apply Cut Score for Merit Promotion* permission will be able to check/uncheck the *Cut Score* setting up until the announcement has been released and opened to USAJOBS. Changes made to the *Cut Score* setting will apply to all USA Hire batteries within the Assessment Plan. For example, if the *Cut Score* setting is selected for the GS-9 grade level, it will also be automatically selected for the GS-11 grade level.
  - Vacancies using both the *Public (U.S. Citizens and Non-Citizens)* and *Status (Federal/Veteran/Other Eligible)/Internal Merit Promotion* options will not include a USA Hire battery with a *Cut Score* setting. The system will display the following message when attempting to select the USA Hire template from the library: "*This USA Hire template has a cut score setting and cannot be used with vacancies that have a USAJOBS Announcement Type of both Public and Status/Internal Merit Promotion.*"
- In a vacancy using a USA Hire battery with a *Cut Score* setting that has not yet been released and opened to USAJOBS, changing the *USAJOBS Announcement Type* selection on the Vacancy Position Information page will un-complete the Assessment Package if previously completed. In addition:
  - If the *USAJOBS Announcement Type* is modified from *Public (U.S. Citizens and Non-Citizens)* to *Status (Federal/Veteran/Other Eligible)* and/or *Internal Merit Promotion*, the *Cut Score* setting on the USA Hire battery will change from selected to not selected. The following message will display: "*You've updated the announcement type from Public to Status and/or Internal Merit Promotion. This has automatically turned OFF the Cut Score setting for the USA Hire template(s) included in this vacancy's Assessment Package. Please review the Assessment Plan and update it if needed.*"
  - If the *USAJOBS Announcement Type* is modified from *Status (Federal/Veteran/Other Eligible)* and/or *Internal Merit Promotion* to *Public (U.S. Citizens and Non-Citizens)*, the *Cut Score* setting on the USA Hire battery will be selected if it is not already selected. The following message will display: "*You've updated the announcement type from Status and/or Internal Merit Promotion to Public. This has automatically turned ON the Cut Score setting for the USA Hire template(s) included in this vacancy's Assessment Package. Please review the Assessment Plan and update it if needed.*"

- If the *USAJOBS Announcement Type* is modified to include both the *Public (U.S. Citizens and Non-Citizens)* and *Status (Federal/Veteran/Other Eligible)* and/or the *Internal Merit Promotion* options, the USA Hire battery will be removed. The following message will display: *"You've updated the announcement type to include both Public and Status/Internal Merit Promotion. This has automatically removed the USA Hire template(s) with the Cut Score setting from this vacancy's Assessment Package. Please review the Assessment Plan and update it if needed."*
- In a vacancy including any USA Hire assessment, modifying, adding, or removing a *Screen-out Criteria* on the Assessment Questionnaire or a *Screen-out* in the Announcement Questionnaire after the announcement has been released and opened on USAJOBS will display the following warning message: *"You've updated a screen-out on this USA Hire vacancy after the announcement has opened. Please note that if this screen-out change results in applicants who were initially ineligible being re-rated to eligible, the **re-rated applicants will not be sent to USA Hire automatically**. You will need to order the USA Hire assessments for them manually from an applicant list."*

## 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](#).