



**USA Staffing**<sup>®</sup>  
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# USA Staffing Production Release Notes

Release 15.2


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# Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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### Dashboards

#### Welcome

- Added the user email address associated with a user account to the *Process Owner* and *Owner* drop-down lists to help users differentiate between accounts with the same name. Users can see this information by hovering over the username on the *Docs & Forms Ready to Transmit to eOPF*, *Documents & Forms in Transit to eOPF*, *Documents & Forms with eOPF Errors*, *Forms Awaiting HR Action*, *New Hire Account Status Totals*, *New Hires Without Process Owner*, *Task Counts* and *Tasks Due* tiles on the Welcome Dashboard.  
<https://help.usastaffing.gov/USAS/index.php?title=Welcome>

### Request

#### Request Processing Interconnection

- USA Staffing will accept values for the *Position Sensitivity and Risk* and *Trust Determination Process* request fields. These fields will remain optional for request approval and RPI; however, the system will validate values received for these two fields if they are included in an RPI transmission.
  - Position Sensitivity and Risk – The following single numeric values are accepted:
    - 1 = Non-sensitive (NS)/Low Risk
    - 2 = Noncritical-Sensitive (NCS)/Moderate Risk
    - 3 = Critical-Sensitive (CS)/High Risk
    - 4 = Special-Sensitive (SS)/High Risk
    - 5 = Moderate Risk (MR)
    - 6 = High Risk (HR)
    - 7 = NCS/High Risk
  - Trust Determination Process – The following single numeric values are accepted:
    - 1 = Credentialing
    - 2 = Suitability/Fitness
    - 3 = National Security
  - Existing validation rules governing request status for required fields remain in effect, and will now include:
    - The request status will be *Submitted* if valid values are included for both *Position Sensitivity and Risk* and *Trust Determination Process*.
    - The request status will be *Incomplete* if a valid *Position Sensitivity and Risk* value is included without a *Trust Determination Process* value.
    - The RPI transmission will be rejected if invalid values for either *Position Sensitivity and Risk* or *Trust Determination Process* are included.
    - The RPI transmission will be rejected if a value is included for *Trust Determination Process* without a value for *Position Sensitivity and Risk*.

### Assessment Package

#### Assessment Questionnaire

- Modified navigation when users click the *Continue* button on the assessment questionnaire's Checklist page to close the assessment tab and re-direct users to the Assessment Plan page within the Assessment Package.  
[https://help.usastaffing.gov/USAS/index.php/Assessment\\_Checklist](https://help.usastaffing.gov/USAS/index.php/Assessment_Checklist)

### Applicant List

- Added the applicant's name to the *Notes* and *Documents* headers for clarification and improved usability when adding applicant-level notes and documents from an applicant list.  
[https://help.usastaffing.gov/USAS/index.php?title=Viewing\\_supporting\\_documents\\_in\\_an\\_applicant\\_record](https://help.usastaffing.gov/USAS/index.php?title=Viewing_supporting_documents_in_an_applicant_record)

[https://help.usastaffing.gov/USAS/index.php?title=Viewing\\_notes](https://help.usastaffing.gov/USAS/index.php?title=Viewing_notes)

- Reordered the *Filters* located on the Applicant List page to display in the following order based on user feedback:
  - Eligibilities
  - Veterans' Preference
  - Location
  - Grade
  - Series
  - Specialties
  - Toggles
  - NOR Code
  - Status (RSC)
  - Category Rating
  - Certification Status
  - Advanced Filters
  - Application Date

[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)
- The left-aligned *Filters* panel will be collapsed when users create and save an applicant list granting more space to work within the list. **Note:** The *Filters* will be initially expanded when creating an applicant list.  
[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)
- Added an *Expired* indicator to the applicant list and applicant record when an applicant's eligibility end date has been reached based on the *Expire applications following the period of eligibility* setting on the Vacancy Settings page.  
[https://help.usastaffing.gov/USAS/index.php/Vacancy\\_-\\_Settings](https://help.usastaffing.gov/USAS/index.php/Vacancy_-_Settings)
- Added a blue highlight to the individual applicant row within an applicant list/assignment when users click anywhere on the row including the Rating Details, Veteran's Preference, Documents, and Notes links.
- Added the applicant's name to the header when adjudicating Veterans' Preference from an applicant list/assignment. Also, if the adjudicated Veterans' Preference differs from what the applicant claimed, a triangle icon is displayed to visually denote there is a difference.  
[https://help.usastaffing.gov/USAS/index.php?title=Adjudicating\\_veterans%27\\_preference](https://help.usastaffing.gov/USAS/index.php?title=Adjudicating_veterans%27_preference)
- Suppressed the *Application Received* date column by default and the option to display this column is now located within the gear icon. If an application date filter is applied, the column with the appropriate date will be automatically displayed.  
[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)

## Certificates

- Incorporated the following usability improvements to the Selections page within the Certificates tab:
  - Retained filters when users navigate away and return to the page.
  - Added a *Selection Location* filter when a vacancy includes multiple locations.
  - Updated filters from a single selection drop-down menu to a multiple-selection option.
  - When the new hire details are visible, if a search or filter is applied and filtered results do not include new hire records, the default table is reverted to its original view with the new hire details hidden.

<https://help.usastaffing.gov/USAS/index.php?title=Selections>

## New Hire

- Added functionality to pre-populate the *Security Clearance Required* item in the New Hire Questionnaire with the value entered in the linked Vacancy if the new hire was created via certificate audit, or from the Request if the New Hire was created via the Onboard New Hire *Request Type*.
- Generated an email that displays when a user selects the *Return Form for New Hire to Print* option, which can be sent to the new hire to inform them they have a form to print.  
[https://help.usastaffing.gov/USAS/index.php?title=Returning\\_a\\_submitted\\_form\\_for\\_a\\_new\\_hire\\_to\\_print](https://help.usastaffing.gov/USAS/index.php?title=Returning_a_submitted_form_for_a_new_hire_to_print)
- Added the ability to view any available attachments sent with an onboarding notification. The attachments can be viewed by navigating to the Notification History tab within the new hire record and selecting the hyperlinked document name under the *View Attachments* column.  
[https://help.usastaffing.gov/USAS/index.php?title=Notification\\_History](https://help.usastaffing.gov/USAS/index.php?title=Notification_History)
- Added the email address associated with the login.gov/USAJOBS account the new hire used to accept the offer or invitation when the new hire clicks on their name or when they elect to log out.
- The following form has been added in USA Staffing:
  - GAO 618 – Request for NCIC Check
- The following forms have been updated in USA Staffing:
  - SF 3102
  - Tax AR
  - Tax AR-E
  - Tax AZ
  - Tax CA
  - Tax CT
  - Tax DE
  - Tax HI
  - Tax IA
  - Tax ID
  - Tax IN
  - Tax KY
  - Tax LA
  - Tax LA-E
  - Tax MD
  - Tax ME
  - Tax MN
  - Tax MO
  - Tax MS
  - Tax MT
  - Tax MT-ETM
  - Tax NC
  - Tax NY
  - Tax NY IT-2104E
  - Tax OR
  - Tax PA
  - Tax RI
  - Tax SC
  - Tax WI

## Hiring Manager Functionality

- No updates.

## Administrative Functionality

### Users

- ✔ Discontinued Activity Summary emails for retired system users. If a user is reactivated, the Activity Summary emails will resume based on the *Frequency* and *Content* specified in their User Preferences.  
[https://help.usastaffing.gov/USAS/index.php?title=User\\_Preferences](https://help.usastaffing.gov/USAS/index.php?title=User_Preferences)

### Notification Templates

- Added the ability to assign a *Notification Reply To Option* for notification templates with an Onboarding *Notification Purpose*. Office Administrator will have the option to set this field to an active General Contact, Notification Sender, or the new hire Process Owner.
  - When a user elects to send a notification to a new hire and selects a template which includes a *Notification Reply To Option* value, the *Reply To* field will populate according to what is defined in the template. If a template including a value for which the conditions do not match what is set in the template is selected, the *Reply To* field will populate the email of the notification sender.  
[https://help.usastaffing.gov/USAS/index.php?title=Create\\_a\\_Notification\\_Template](https://help.usastaffing.gov/USAS/index.php?title=Create_a_Notification_Template)  
[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_notification\\_template](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_notification_template)

### Workflows

#### Tasks

- Added the following system tasks: *Send Invitation* and *Receive Invitation Response*. These tasks can be assigned individually to a new hire record or added to a workflow.
  - The system will automatically complete the *Send Invitation* task when a notification with the type of Invitation is sent to the new hire if the task is assigned. The system will automatically assign and complete the *Send Invitation* task when a notification with the type of Invitation is sent to the new hire if the task has not already been assigned.  
[https://help.usastaffing.gov/USAS/index.php?title=Workflow\\_Manage\\_Tasks](https://help.usastaffing.gov/USAS/index.php?title=Workflow_Manage_Tasks)

## Classification Functionality

- No updates.

## USA Hire Functionality

- No updates.

## 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](#).