USA Staffing
Production Release Notes

Release 12.5

January 15, 2020

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

- When a New Vacancy or Onboard New Hire request is approved, any Tags added to the request will populate in the Tags field on the Vacancy Settings page or New Hire Onboarding Information page, respectively. **Note:** Users can update tags in the Vacancy or New Hire record as needed; however, those updates will not flow back to the approved request. Tags available within a Vacancy or New Hire are filtered based on the office associated with the Vacancy or New Hire. Tags available within a request are filtered based on the customer associated with the request. Therefore, a tag populated from a request and subsequently deleted may no longer be available for selection in a Vacancy or New Hire.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Request_Information

Assessment Package

Assessment

- Users will have the option to document which competencies are being assessed as part of a Manual Assessment. The Competencies page for Manual Assessments functions in the same way as it does for Assessment Questionnaires, allowing users to create new competencies or add them from the library.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_manual_assessment

- Added History records for changes made to the following fields within an assessment after an announcement has been opened and released to USAJOBS:
  - Assessment Questionnaires
    - Rating toggle
    - Screen-Out toggle
    - Owner
  - Manual Assessments
    - Rating toggle
    - Screen-Out toggle
    - Owner
    - Minimum or Maximum Raw Scores
    - Standardize Scoring toggles

  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Applicant Overview

Applicant Record

- Clarified the History entry when an unclaimed eligibility is added to an applicant's record. In this instance, History will capture the eligibility added, name of the user, and date/time the change was made. Also, an information icon will display next to the added eligibility in the Announcement Questionnaire section of the application.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

- The following NOR message codes have been added:

Code	Definition	Message
IOSC	Lacks specific certification	You were not considered for this position because you do not possess the specific type of Federal Aviation Administration (FAA) Pilot Certification as stated in the announcement.

https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes

Onboarding Functionality

New Hire

- A History entry will be recorded for changes made to an onboarding task's *Owner*, *Due Date*, and/or *Status* regardless of where the change originates (e.g., Dashboard, Vacancy Case File, Task Overview, etc.). https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

- The *Completion Date* will be cleared when a New Hire deletes a document previously uploaded to ensure the New Hire knows that task still needs to be completed. https://help.usastaffing.gov/NewHire/index.php?title=Deleting_an_uploaded_document

Forms

- Added the following form in USA Staffing:
  - National Capital Planning Commission Professional References Form (NCPC PRF)

- Updated the following forms in USA Staffing:
  - W-4

Hiring Manager Functionality

- No updates.

Administrative Functionality

Vacancy Default Settings

- Added a Period of Eligibility section to the Vacancy Default Settings. Users can check the *Expire applications following the period of eligibility* box and select the number of months after which applications will expire in the *Applicants will be eligible for X months* field. This setting will apply to vacancies created after the default setting is established for a specific office. All changes will be captured in *History*. https://help.usastaffing.gov/USAS/index.php?title=Manage_Vacancy_Default_Settings

Announcement Item Library

- Added the ability to add a screen-out option for announcement items with a Multiple Choice - Single Select *Response Type*. Users can select the *Add Screen Out* toggle to assign an *Ineligibility Code* and select disqualifying *Response Options*. The question and responses must be saved before responses can be designated for screen out. When a screen-out announcement item is added to the Announcement Questionnaire, the item will include the default screen-out setting and be added to the Screen-Outs section. https://help.usastaffing.gov/USAS/index.php?title=Creating_an_announcement_screen-out_item

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](#).