

USA Staffing[®]


Production Release Notes

Release 15.9

September 8, 2023

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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 Program Roadmap. 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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Staffing Functionality

System

Updated the Rules of Behavior to add the following requirement: *"Users are required to sign out at the conclusion of work assignments or at any time they are not actively involved in work assignments requiring the usage of USA Staffing."*

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

Request

Added an optional *Request Process Owner* field to the Request Information section within a request. HR users with *Create/Edit Request* permission may select any Human Resources or Onboarding user associated with the request's Customer as the *Request Process Owner*. This field may be added, changed, or removed on any request that is not in *Complete* or *Cancelled* status. All changes are tracked in *History*.

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

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

Request Processing Interconnection

USA Staffing will accept the optional Request Process Owner field when submitted via the Request Processing Interconnection.

USA Staffing will validate that the submitted value meets the following validation criteria when accepting the transmission:

- Must be a properly formatted email - e.g. *username@agency.gov*
- Be 120 characters or fewer

In addition, for the submitted Request Process Owner to be added to a Request, they must have either Human Resources or Onboarding user type permission to the Requesting Customer assigned to the request. RPI transmissions containing no Request Process Owner value—or those which contain a Request Process Owner without permission to the request—will still be accepted, with no value populated for the Request Process Owner. This value can be updated from the request screens as needed.

Assessment Package

Restricted the *SME Evaluation* Assessment Type to be available only in vacancies using a single rating combination.

Note: The *Subject Matter Expert (SME)* review functionality is not currently designed to be used with interdisciplinary, multi-grade, or multi-specialty vacancies.

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

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

Applicant Overview

Updated the Manage Late Filers page by streamlining the content presented, giving users the option to open the HTML/PDF copy of the late filer invitation email and modified the invitation button to dynamically update based on the invitation status as follows:

- *Resend Invitation* – Displays when the previous link access duration date/time has not expired.
- *Send New Invitation* – Displays when the previous link access duration date/time has expired.

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

Certificates

Modified the appearance of eligibilities used to create a certificate to display in bold font to inform HR users and Hiring Managers that applicants may not be selected for non-bolded eligibilities, even if they are adjudicated, since they were not used to create that specific certificate.

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

New Hire

The following forms have been added in USA Staffing:

- AOUSC 1 – Prior Service Questionnaire
- ARC MOU ESA RRB – Employee Service Agreement - Recruitment and/or Relocation Bonus
- IF 238 – Military Service Information

The following forms have been updated in USA Staffing:

- ARC MOU TEMP APPT
- DD 1617
- I-9
- Tax PR

Hiring Manager Functionality

No updates.

Administrative Functionality

No updates.

USA Hire Functionality

Enabled the use of USA Hire Assessment Package Templates on non-GS vacancies based on corresponding series and grades.

Modified the *Update USA Hire Assessment Data* option under the gear icon on the Assessment Package tab to apply any updates to the template. Selecting this option will update USA Hire attributes, assessment standard deviation, mean, transmutation range, and assessment weight.

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](#).