



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

# USA Staffing Stage Release Notes

Release 14.0

February 18, 2022

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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

### System

- Increased the account inactivation threshold from 35 to 60 days per new security guidelines. Accounts that remain inactive for 60 days or more will be labeled as inactive.

### Request

- Updated the style layout of the Request Information page for requests in an Incomplete or Submitted status, including the following changes:
  - Moved the *Hiring Need Validated* and *Personnel Action Request Date* fields from the *Request Information* section to a new *Request Tracking Dates* section.
  - Moved the *Position Sensitivity and Risk*, *Security Clearance Required*, and *Travel Required* fields from the *Position Settings* section to a new *Position Settings* section.
  - Moved the *Drug Testing Required* and *Financial Disclosure Required* fields from the *Position Settings* section to a new *Other Requirements* section.
  - Moved the *Supervisory Position* and *Bargaining Unit Position* fields from the *Position Settings* section to a new *Position Identifiers* section.
  - Moved the *Telework Eligible* and *Relocation Authorized* fields from the *Position Settings* section on the Request Information sub-page to a new *Incentives* section.

### Vacancy

- ✔ Added an *Applicant Total* setting titled *Display total number of applications submitted for closed announcement*. If this setting is enabled, the total number of applications submitted will display on the applicant's USAJOBS dashboard once the announcement closes. This setting will be defaulted off unless enabled by default in [Vacancy Default Settings](#). Users with [Edit Applicant Total](#) permission will have the ability to enable this setting at the Vacancy level at any time until the closing date of the announcement. **Note:** Users must update the announcement on USAJOBS to apply changes to this setting before the announcement closes.
- Completed the following additional layout changes on the Vacancy Settings page:
  - Added a *USAJOBS Announcement Configurations* section, which includes all USAJOBS-related settings.
  - Moved *Citizenship Screening* and *Age Screening* settings under a new section titled *Application Screening*.
  - Moved *Period of Eligibility* to the *Application Processing* section.

### Applicant Overview

#### Applicant Record

- Added *Cancelled* or *Expired* visual indicators when applicable for certificates listed in the *Referral History* section on the Applicant Information page of an applicant record.

### New Hire

- Added the ability to include documents from the Position Description in the New Hire record. Users with permission to upload documents, will see PD documents listed when they select the *Add from USA Staffing* option.
- Added the following forms in USA Staffing:
  - VA ROB – VA Rules of Behavior
- Updated the following forms in USA Staffing:
  - FRTIB EC
  - ICE EL CI 03
  - Tax AR
  - Tax AR-E
  - Tax CT

- Tax IA
- Tax ID
- Tax ME
- Tax NC
- Tax NC-EZ
- Tax OK
- Tax SC
- Tax WI
- Tax WV

## Hiring Manager Functionality

- No updates.

## Administrative Functionality

### Permissions

- Added an *Edit Applicant Total* permission under the *Vacancies* section. This permission enables users to display the total number of applications submitted for a closed announcement. This is a paid permission and is enabled by default for the following system-level HR User permission profiles: HR Assistant, Standard HR User, and Office Administrator.

### Vacancy Default Settings

- Added an *Applicant Total* default setting titled *Display total number of applications submitted for closed announcement* under the *USAJOBS Announcement Configurations* section. When this default setting is enabled, it will flow to the Vacancy Settings page for newly created vacancies. This setting gives HR users the option to display the total number of applications submitted on the applicant's USAJOBS dashboard once an announcement closes. This setting will be defaulted off and can be enabled by office. **Note:** Agencies are strongly encouraged to consider enabling this default setting to provide applicants with a better understanding of the applicant pool and time to hire for the position.
- Completed the following additional layout changes on the Vacancy Default Settings page:
  - Added an *Application Screening* section, which includes *Citizenship Screening*.
  - Grouped items and added *Questionnaire Settings* and *Application Submission* headers under the *Application Processing* section.
  - Moved *Period of Eligibility* to the *Application Processing* section.

### Applicant List Default Settings

- Added a *Certificate Display Settings* section that allows users to set display preferences by certificate type per office. Any updates made to certificate display settings will apply to stored lists or certificates created after the office settings are updated and will be captured in *History*. The following settings are enabled by default:

	Final Rating	Category Rating	Veterans' Preference	Eligibilities	Assessment Questionnaire	Announcement Questionnaire
Ranking List	X	X	X	X	X	X
Category Rating	X	X	X	X	X	X
Rule of Three	X	X	X	X	X	X
Competitive MP	X			X	X	X
Merit Referral List				X	X	X

## Classification Functionality

- Updated the *Conditions of Employment* (formerly *Details*) section on the right side of the Position Description Settings page.
- Updated the *Financial Statement Required* checkbox to include additional options. If checked, the *Filing Required* drop-down list field will display and include the following forms for selection:
  - OGE Form 450 - Employment and Financial Interest
  - OGE Form 278 - Executive Personnel Financial Disclosure
    - **Note:** Hiring Manager users will be able to see this information while reviewing the associated field in a Position Description Review.

## USA Hire Functionality

- Added a *History* entry on the Assessment Package when a USA Hire assessment window start or end date is updated resulting from the announcement open or close date being updated after it has been released to USAJOBS.
- Disabled the *Announcement Type* for edit on the Vacancy Position Information page once an announcement containing a USA Hire assessment with a cut score setting is released and opened on USAJOBS.

## 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](#).