



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing
Production Release Notes

Release 14.6

August 26, 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

Dashboards

Requests

- Added pagination when the number of filtered requests exceeds 100 and removed the 200 total request limitation. Users may navigate between pages using the next, back, first page, and last page buttons.
<https://help.usastaffing.gov/USAS/index.php?title=Request>

Vacancy

- Vacancies with an interdisciplinary PD with a pay plan of DC or the *Supervisory Position* setting selected will include the *Enable custom USA Hire interdisciplinary settings* on the Vacancy Settings page.
<https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Settings>

Assessment Package

- Made the *Assessment Method Details* drop-down for a Manual assessment a required field for all assessment methods to improve reporting data.
<https://help.usastaffing.gov/USAS/index.php?title=Assessment Information>
<https://help.usastaffing.gov/USAS/index.php?title=Creating a manual assessment>

Certificates

- Added the *Location Label* information to the certificate PDF.
<https://help.usastaffing.gov/USAS/index.php?title=Printing a certificate>
- Added the following error message to better inform users when auditing a selectee with a location the applicant did not select in their response to the locations preferences question on the Announcement Questionnaire: *"The following applicant(s) did not select [Location] as a location they want to consider for the current certificate. Please select the correct location to successfully audit the application."*
<https://help.usastaffing.gov/USAS/index.php?title=Auditing a certificate>

New Hire

- The following forms have been added in USA Staffing:
 - BEP DFFWP Drug Free Federal Workplace Program
 - BEP YES Fort Worth Year End Shutdown Fort Worth
 - BEP YES DC Year End Shutdown Washington DC
 - CSOSA-SEC-0008 CSOSA Credit Release Form
 - DOJ OIG TDP DOJ OIG Random Drug Testing
 - NSA P2271B Statement of Conditions of Employment – Employee
- The following forms have been updated in USA Staffing:
 - CC 3104 OCC Short Term Disability Enrollment Form

Selective Service System Interconnection

- Added error messages returned by the SSS interconnection for the *Verify Selective Service System Registration for Eligible New Hires* task. If the interconnection returns a response of Error 99, upon updating the task note users will see any applicable errors. Examples include:
 - There are no records in the Database before January 1, 1960
 - To register for Selective Service, you must be at least 17 Years Old
 - Last Name must be between 1 and 20 characters

For additional information about error messages and other helpful content specific to this feature, please refer to the [USA Staffing Selective Service System Interconnection FAQs](#) document.

Hiring Manager Functionality

- No updates.

Administrative Functionality

Users

- Added *History* to the User Preferences page within a user record. History entries including changes made, user's name, and date/time will be recorded for changes made to *Frequency* and *Content* on this page. https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Assessment Package Templates

- Added a *Copy Template* button on the Template Information page. Users with *Create/Edit Assessment Package Templates* permission have the option to copy a published assessment package template, which is not marked as *External*. Removed the *Copy from Template* option which previously appeared in the Gear icon for Assessment Package Templates that were in a Draft status. https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Template_-_Template_Information
https://help.usastaffing.gov/USAS/index.php?title=Copying_an_assessment_package_template

Tasks

- Modified the columns included in the Task Administration area by removing the following columns *Created By*, *Last Modified By*, *Last Modified* and adding a *Task Status* and *Owned By* column to help users easily see if a task is in Draft or Published status and which user type owns the task directly from the Manage Tasks list. https://help.usastaffing.gov/USAS/index.php?title=Workflow_Manage_Tasks

Classification Functionality

- USA Staffing will automatically generate PDF documents for the Cover Page, the Position Description, and the Evaluation Statement when a Position Description is published with a *Supervisory Certification* electronic signature and a *Classification/Job Grading Certification* electronic signature. These documents will be available in the *Documents* modal for the Position Description and enabled as *HM Viewable*. Users may toggle a document to disable the Hiring Manager viewable option at any time. **Note:** Re-publishing a Position Description with the above signatures will re-generate and replace the above listed documents. https://help.usastaffing.gov/USAS/index.php?title=Viewing_a_document_from_a_position_description

USA Hire Functionality

- When recruiting for an interdisciplinary supervisory position and the *Enable custom USA Hire interdisciplinary settings* option is selected on the Vacancy Settings page, USA Hire assessment templates can be added to the Assessment Package. **Note:** This option should only be used for Federal Supervisor Assessments or the Supervisory Situational Judgement Test, as Standard USA Hire assessments are not appropriate to use for supervisory positions. https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Settings

Reporting and Analytics

- Added a *Reports* option to the main navigation bar, which includes access links to Cognos and Power BI. This is preliminary work to enable customer access to Power BI. Users will not be able to access Power BI through this link at this time. We expect to enable access later this year.
https://help.usastaffing.gov/USAS/index.php?title=Accessing_Cognos
- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).