



USA Staffing[®]
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USA Staffing Stage Release Notes

Release 12.6

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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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

Assessment Package

Assessment

- Added the ability to test assessments individually when more than one Assessment Questionnaire is used within an Assessment Package.
 - Each Assessment Questionnaire will include its own Test Plan page following the Rating Criteria. The Vacancy Assessment Package checklist validations have been updated to apply to each Assessment Test Plan respectively.
 - Users will now be able to test their Assessment Questionnaires after adding a USA Hire or Manual Assessment Questionnaire to the package.
 - **Note:** Vacancy Assessment Packages with Test Plan content will have existing Test Scenarios copied to each Assessment Questionnaire Test Plan page.

Applicant Overview

Applicant Record

- The following NOR message codes have been added or modified:

Code	Definition	Message
IOWE	Failed to complete written assessment and/or proctored exam	You were not considered because you failed to complete the written assessment and/or proctored exam for this position.
IQWA	Failed written test and/or proctored exam	You were not considered because you did not obtain a sufficient score on the written assessment and/or proctored exam.
IQLQ	Not among the best qualified	We have reviewed your application and you were not among the best qualified candidates. Therefore, your application will not be referred to the selecting official for further consideration.

Onboarding Functionality

New Hire

- When assigning a Document Review task, users can view any attached documents and/or attach new or additional documents for the new hire to acknowledge receipt by adding a *Completion Date* during their onboarding process. Each individually attached document must be 5MB or less, and when adding multiple documents, they may not exceed 12MB combined. File names must be 100 characters or less. If no document is attached to the review task, the task will not be displayed to the New Hire. If the Document Review task is in Complete status, the *Add Documents* button is not visible and users are no longer able to add documents to the task. Also, the delete icon is not visible and users are unable to delete documents already attached to the task.

Forms

- Added the following form in USA Staffing:
 - ICE EL CI 06 Lautenberg Certification

- Updated the following forms in USA Staffing:
 - DA 5521
 - Tax AZ
 - Tax CT
 - **Note:** We are working through state tax form updates and will have them available as soon as possible.

Hiring Manager Functionality

- No updates.

Administrative Functionality

Review Default Settings

- Added a *Print Assessment Questionnaire* default setting option for Applicant List and Panel Review Default Settings. If this default setting is checked, the *Print Assessment Questionnaire* option will pre-populate as enabled on the Review Assignments page when new reviews are created.

Competency Networks Library

- The following usability improvements have been incorporated in the Competency Networks Items page:
 - Updated the *Show Only Screen-Out Items* filter to a toggle. When disabled, all items will be displayed; when enabled, only screen-out items will be displayed.
 - Updated *Item Stem* to *Item Text* for clarity.
 - Updated column header from *Is Screenout* to *Screen-Out*.
 - Updated the *Item Text* from a hyperlink to an edit icon, which opens an Edit Item pop-up box.
 - Added an *Item ID* in a new column to the left of the *Item Text*.

Assessment Package Templates

- Added the ability to test assessments individually, when more than one Assessment Questionnaire is used within an Assessment Package Template.
 - Each Assessment Questionnaire will include its own Test Plan page following the Rating Criteria. The Assessment Package Template checklist validations have been updated to apply to each Assessment Test Plan respectively.
 - The following updates were made to the Assessment Package Templates Overview page:
 - Removed the *Assessment Package Complete* indicator.
 - Added the *Publish Template*, *Delete Template*, and *Unretire Template* (previously labeled *Unpublish Template*) buttons.
 - **Note:** Assessment Package Templates with Test Plan content will have existing Test Scenarios copied to each Assessment Questionnaire Test Plan page.

Tasks

- Added a new *Task Type* titled Document Review, when creating or editing an existing *Task Template* with the *Purpose* set to Onboarding and *Owned By* set to New Hire. Users can create a *Document Review* task and attach documents for the new hire to acknowledge receipt by adding a *Completion Date* during their onboarding process. Each individually attached document must be 5MB or less, and when adding multiple documents, they may not exceed 12MB combined. File names must be 100 characters or less. **Note:** Users will not be prevented from publishing the task without attached documents; however, a warning message will be presented reminding users a document needs to be attached in the Task Details view within the New Hire record. If no document is attached to the review task, the task will not be displayed to the New Hire.

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](#).