

USA Staffing[®]


Stage Release Notes

Release 16.3

December 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

Dashboard

Tasks and New Hires

Modified the Tasks and New Hires dashboards to no longer load results upon accessing the page. Users are now required to enter filter/search criteria or apply default filters for the system to retrieve results. This will help conserve system resources and provide a consistent user experience across dashboards.

Request

Updated requests to always display the Location Information page and added the ability to change the number of vacancies on a Request after approval. Users may update either the *Announcement Total Vacancies* or location-specific vacancies for requests in Pending Recruitment, Active Recruitment, Selection Made, and Complete statuses. All changes are tracked in *History*.

Added *History* entries for all changes made on the Location Information page within a Request, including added or deleted location(s) on unapproved requests and changes made to the number of announcement or location-specific vacancies on both approved and unapproved requests.

Assessment Package

Assessment

Added a toggle option titled *Include narrative textbox follow-up item* to all questionnaire item response types, which allows users to link a narrative textbox to a specific questionnaire item. This will prompt applicants to enter a narrative response following their question response.

Applicant Overview

Applicant Record

The following NOR message code has been added:

Code	Definition	Message
ELBC	Eligible, below cut-off score	Your application was not reviewed because the score based on your responses to the assessment questionnaire was below the cut-off score for best qualified candidates.

Certificates

Removed the *Selected* and *Alternate Selection* options from the *Audit Code* drop-down list and the *Hired* and *Vetting* options from the *Return Status* drop-down list on expired certificates to ensure new hire records are not created from a certificate that has expired.

New Hire

The following form has been added in USA Staffing:

- 11-40 – Notice of Trial Period for Newly Appointed Schedule A Staff

The following forms have been updated in USA Staffing:

- OCHR-EOD 11 - Employment Agreement for Dependent Spouses and Family Members Hired Locally under Competitive Appointments in the Foreign Area
- C 2 - Air Force Key Position Condition of Employment Agreement

Hiring Manager Functionality

✔ Enabled the *Request Event Log* for the Hiring Manager Dashboard. When accessing *Positions Being Filled*, users will have the ability to see additional details by clicking *View Event Log* for each hiring action. Entries displayed relate to Request creation/approval, review actions, and new hire milestones such as offer acceptance. For a full list of possible events, please review the [USA Staffing Resource Center](#). **Note:** For requests created prior to this feature's release, the following message will be displayed: “*The Request was created prior to event tracking. The event log will not contain entries for all events.*”

✔ Added a section titled *My Boards* within Candidate Inventory. Upon accessing Candidate Inventory the first time, a default board will be available for Hiring Managers to save candidates for continued evaluation. Hiring Managers will have the following options to manage their boards or candidates within a board:

- See the following detail for each board: board's name, last updated date, and available board categories of *Interested*, *Interviewed*, and *Top Candidate*.
- Change the order of board categories by selecting *Make First*, *Make Last*, *Move Right*, or *Move Left*.
- Save a candidate to their personalized *Boards* by clicking the bookmark icon and assign them to a specific category within the candidate details.
- Update candidates saved within a category by selecting *Make First*, *Make Last*, *Move Up*, or *Move Down*. Additionally, users may elect to move a candidate to a different board category or remove a candidate from the board entirely.

Administrative Functionality

Permissions

Updated the *Edit Task Status* definition to: "Enables user to manually change the status of a task, includes changing the task completion date." When this permission is enabled, users are allowed to change the value of the *Status* and the *Completion Date* for tasks to which they have access. **Note:** When the *Edit Task Details* permission is enabled, users are allowed to update the task *Due* date for tasks to which they have access.

Notification Templates

Added *History* entries for all changes made to Onboarding notification templates, including when attachments are added or deleted and clarified history entries when the *Notification Reply To* option is updated to *Process Owner*.

USA Hire Functionality

Expanded the use of USA Hire assessments to vacancies with more than one *Specialty* indicated per *Grade*.

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](#).