



**USA Staffing®**  
Great Government Starts Here®

**USA Staffing Upgrade**

# **Stage Release Notes**

**Release 8.4**

**July 28, 2017**

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



**OPM HR SOLUTIONS**  
*by government, for government*

**U.S. Office of Personnel Management**  
1900 E Street, NW, Washington, DC 20415

## Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade 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. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.

This USA Staffing Upgrade Stage Release Notes document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the [USA Staffing Upgrade Resource Center](#).

## Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Stage environment. 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 feature that was previously identified in the "Feature Planning" section of the Feature Planning & Glossary document found on the [USA Staffing Upgrade Resource Center](#).

### Staffing Functionality

- USAJOBS has completed their updates to single sign on for Agency Talent Portal. HR Users may now click the Recruit button in USA Staffing Upgrade to gain access to USAJOBS Agency Talent Portal using their USA Staffing account.
- Opened up the use of the "Job Element" rating method to all Pay Plans other than GS.
- Improved performance on the Competency and Competency Item search in Assessment Packages by breaking the search into two distinct steps. HR Users must now select competencies on the Competencies sub-page and then select Competency Items assigned to those selected competencies when creating the assessment questionnaire. Users can no longer select competencies directly from the assessment questionnaire.
- Updated the Competency search capability in Assessment Packages to find desired competencies by Competency ID and to filter by Critical/Not Critical status.
- Allow HR Users to add a second USA Hire battery to an assessment package. This will be critical when specialized assessments including the SSJT and the written exam are made available for use.
- Added the following ineligible NOR messages:
  - IFME: "You were not considered for this position because you did not include a narrative response to the Mandatory Technical Qualifications and the Executive Core Qualifications as required by the vacancy announcement."
  - IFIC: "You were not considered for this position because you did not include a narrative response to the Intelligence Community (IC) Senior Officer Core Qualifications as required by the vacancy announcement."

- IFAC: “You were not considered for this position because you did not include a narrative response to the Mandatory Technical Qualifications, the Intelligence Community (IC) Senior Officer Core Qualifications or the Executive Core Qualifications as required by the vacancy announcement.”
  - IDSC: “You were not considered for this position because you certified that you are not willing or able to complete a State Criminal History Repository Check (SCHRC) as required by the vacancy announcement.”
  - IDFR: “You were not considered for this position because you certified that you are not willing or able to be qualified in the use of firearms and armed in the performance of duties as required by this vacancy announcement.”
  - IAOS: “You were not considered for this position because you do not meet the overseas employment eligibility requirements.”
  - IAES: “You were not considered because this position is only open to employees in the excepted service, and your application shows that you hold a competitive service appointment.”
- Updated existing NOR message text for ineligible codes IACT, IAMP, and IDKP.
  - Added the ability to export individual emails sent to an Applicant to PDF format. The export feature can be found in the Application Information sub-page of the applicant record. 
  - Added the ability to export a Stored List to a PDF format by clicking the printer icon next to the gear icon on the appropriate Stored List page.
  - Removed the Overview sub-page from the Reviews module. All review and assignment status information previously captured in the Overview tab has been moved to the Review Assignments tab to keep all relevant information for a reviewer in a single location.
  - Added a new permission option for Applicant List Reviews where a Review creator can limit the document types the individual reviewer can see. The Reviewer will only be able to see document types they are permitted to see and only those documents that are marked as HM Viewable in the document list.

## Onboarding Functionality

- Added the following forms for use in USA Staffing:
  - State tax forms for Georgia, North Carolina, Puerto Rico, New Mexico
  - DON EMPO 1.9, FRTIB EC, FRTIB OMA
- Added the ability to export individual emails sent to a New Hire to PDF format. The export feature can be found in the Notifications subpage of the New Hire record.

## Hiring Manager Functionality

- Removed the “Request Assistance” option from the Hiring Manager interface. Hiring Manager Users will no longer have the option to send a help desk ticket directly to the USA Staffing Help Desk. They will still be able to submit help desk tickets from the USA Staffing login screen if they have authentication issues.
- Added eligibility and specialty filter values to applicant list reviews so that Hiring Manager Users can more easily understand which applicant lists are tied to which specialties and eligibilities.
- Re-enabled the ability for Hiring Managers to upload documents to a request after the request has been submitted to HR.
- Re-enabled the ability for the Hiring Manager User to submit the full name, email address, and month/day of birth to HR for an Onboard New Hire request type.

## Administrative Functionality

- Improved performance on the Competency and Competency Item search in Assessment Package Templates by breaking the search into two distinct steps. Administrators must now select competencies on the Competencies sub-page and then select Competency Items assigned to those selected competencies when creating the assessment questionnaire. Users can no longer select competencies directly from the assessment questionnaire.
- Updated the Competency search capability in Assessment Package Templates to find desired competencies by Competency ID and to filter by Critical/Not Critical status.
- Allowed the inclusion of Placeholder Text in assessment items where placeholder text may be saved for use in an announcement items but the Assessment Package will not be considered complete until all Placeholder Text has been removed.
- Improved performance on the Assessment Package Templates Template Information page, allowing the assignment of larger numbers of Position Descriptions. Previously the page would not load more than 17 PD’s before timing out.

## Reporting and Analytics

### Staffing Reports Package

- Data:
  - Added the Application Last Modified Date to the Certificate namespace.
  - Added announcement questionnaire items and responses to the Certificate namespace.
  - Added a comma delimited list of application locations to the Applications namespace.
  - Added specialties to the Assessment Package Templates namespace.
- Reports:
  - Updated the Application History Tracker report to include additional prompts.
  - Updated the Closed Announcements Pending Certificates report to include additional prompts.

## Staffing Administration Package

- Data: ○ Added a new data package called Staffing Administration where information around administrative content can be accessed through Cognos. The first namespace to be added to this package is Organization which allows for the pulling of reports on Organizations and the Offices and Customers assigned to the Organization.