



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

**USA Staffing Upgrade**

# **Production Release Notes**

**Release 8.7 November 18, 2017**

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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 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.

The USA Staffing Upgrade 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 Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#).

## Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. 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 Backlog & Glossary on the [USA Staffing Upgrade Resource Center](#).

### Staffing Functionality

- Direct access to Cognos reports from the system user interface has been temporarily disabled. Recent updates to Cognos will force changes to USA Staffing's method for calling reports directly from the screen. These reports are still available in Cognos by clicking on the Reports link at the top of the screen.  
<https://help.usastaffing.gov/USAS/index.php?title=Cognos>
- Updated the list of Travel Required options for the Request and Vacancy to meet the updated values used by USAJOBS for a Job Opportunity Announcement.  
<https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Position Information>
- Adding filtering options to a vacancy's Task Overview screen.  
<https://help.usastaffing.gov/USAS/index.php?title=Task Overview>
- Enabled the option to create Manual Assessments as part of the assessment package. Manual assessments allow users to create a placeholder assessment within their assessment package so that applicant scores that are collected outside the system can be imported into USA Staffing Upgrade and used for certification. 

○ There are three scoring options available for manual assessments, including: ○ Do not standardize scores – this option uses the exact score values that are imported as the applicant’s assessment score; it should be the default when the manual assessment is the only assessment in the vacancy.

- Standardize scores – this option mathematically standardizes all assessment raw scores, including the value(s) imported for the manual assessment, and converts them to be on the same scale. Users must specify the Min and Max Raw Scores to be used for the calculation; it should be the default when multiple assessments are used to generate a composite final rating.

Standardize scores with custom values – this option also standardizes raw scores, but it allows users to specify the transmutation range, as well as the mean and standard deviation to be used in the calculation; it should only be used in very specific, special cases by knowledgeable experts, such as I/O Psychologists and statisticians.

[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_manual\\_assessment](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_manual_assessment)

Manual Assessment scores may be added to applicant records in two ways: ○ Users may manually add applicant scores into an individual applicant record’s Rating Details screen.

[https://help.usastaffing.gov/USAS/index.php?title=Manually\\_entering\\_an\\_applicant\\_rating](https://help.usastaffing.gov/USAS/index.php?title=Manually_entering_an_applicant_rating)

- Users may export a formatted list of applicants in .csv format from the gear icon of a saved applicant list, enter assessment-level ratings into the downloaded file (.csv or .xlsx format), and import the complete file back into USA Staffing from the same gear icon.

[https://help.usastaffing.gov/USAS/index.php?title=Exporting\\_applicant\\_data\\_for\\_manual\\_rating](https://help.usastaffing.gov/USAS/index.php?title=Exporting_applicant_data_for_manual_rating)

[https://help.usastaffing.gov/USAS/index.php?title=Importing\\_applicant\\_ratings\\_for\\_manual\\_assessment](https://help.usastaffing.gov/USAS/index.php?title=Importing_applicant_ratings_for_manual_assessment)

**Attention: If you have not used manual assessments in the past or have questions about the use of manual assessments in USA Staffing Upgrade please contact your Account Manager. Users are cautioned to not create assessment packages with the Manual Assessment type until they have consulted the USA Staffing Program Office on their use. A special permission limiting users’ abilities to apply manual assessments is coming in a future release.**

- Added the following ineligible NOR messages:
  - IOIA: “You were not considered because this job opportunity announcement is for an intermittent position, and you indicated you were unwilling to accept an intermittent appointment.”
  - IOFA: “You were not considered for this position because you failed a required assessment within the last 6 months.”
  - IOIC: “You were not considered for this position because you do not possess the required Federal Aviation Administration (FAA) Certified Instrument Instructor Certificate.”
  - IOFI: “You were not considered for this position because you do not possess the required Federal Aviation

Administration (FAA) Certified Flight Instructor Certificate for Airplane with instrument and Rotorcraft Helicopter with instrument. “ ○ IODN: “You were not considered for this position because you did not provide the back and front side of your current Federal Aviation Administration (FAA) Pilot Certification. Both sides are required as proof of a valid pilot’s license as specified in the announcement.” ○ IOFF: “You were not considered for this position because a review of the submitted flight log(s) determined that you do not meet the required flight hours as specified in the announcement.”

- IOFL: “You were not considered for this position because you did not submit the required flight log(s) with your applicant record.”
- IDHR: “You were not considered for this position because you certified that you have not acquired 100 flight hours within the last 12 months.”
- IOMC: “You were not considered for this position because you did not provide proof of your valid Federal Aviation Administration (FAA) Medical Certificate as specified in the announcement.” ○ IOLR: “You were not considered for this position because you did not provide valid U.S. Coast Guard, Merchant Mariner Credentials (MMC). Your valid Merchant Mariner Credentials must include the following: (1) the capacity page, (2) expiration page and (3) an expiration date after the closing date of the announcement.”

- IOLE “You were not considered for this position because your U.S. Coast Guard, Merchant Mariner Credentials (MMC) expired prior to the closing date of this announcement.” ○ IAIC: “You were not considered for this position because it is only open to veterans who are eligible under the Veterans Employment Opportunities Act (VEOA) and displaced or surplus federal employees who are eligible under the Interagency Career Transition Assistance Plan (ICTAP).” ○ IOWF: “You were not considered for this position because you do not possess the required 90 days ontheground wildland firefighting experience.”
- IOFP: “You were not considered for this position because you do not meet the Interagency Fire Program Management (IFPM) requirements.” ○ IFTM: “You were not considered for this position because your transcript(s) did not contain sufficient information (for example, student name, total number of credits completed, date degree conferred) to show you meet the requirements as specified in the vacancy announcement.” ○ IDPR: “You were not considered for this position because either you certified that you were not willing to undergo a pre-employment polygraph exam; or you certified that you failed a polygraph exam within the last 2 years.”
- IONA: “You were not considered for this position because you do not meet the overseas employment requirements for non-US citizens. To be employed overseas, non-US citizens must be US resident alien family members of a US sponsor and citizens of a North Atlantic Treaty Organization (NATO) country.”
- IAVR: “You were not considered because this position is only open to Veterans' Recruitment Appointment (VRA) eligible applicants, and the documentation you submitted does not meet the VRA eligibility requirements.”

[https://help.usastaffing.gov/ResourceCenter/images/5/52/USA\\_Staffing\\_Updated\\_NOR\\_Message\\_Codes\\_November\\_22\\_2017.pdf](https://help.usastaffing.gov/ResourceCenter/images/5/52/USA_Staffing_Updated_NOR_Message_Codes_November_22_2017.pdf)

- Updated the following ineligible NOR messages:

- IANC: “You do not meet the requirements for non-competitive consideration under merit promotion procedures. You have not previously held, or do not currently hold a Federal position at the same or higher target grade of this position; you are not eligible for a Veterans' Recruitment Appointment (VRA) for grades up to GS-11; you are not a 30 percent or higher disabled veteran; or you are not eligible for Schedule A.” ○ IOIP: “By law, Indian Preference candidates are entitled to consideration for Federal employment before other applicants. There were sufficient Indian Preference candidates for this vacancy; therefore, your application was not considered.” ○ IQED: “You were not considered for this position because your application does not show that you possess either a degree in the required field of study; or a degree that includes the required curriculum as specified in the announcement.”
- IOEA: “You were not considered because your education was not earned through an institution that is accredited by an agency recognized by the U.S. Department of Education.”
- IQFA: “You were not considered because your responses to the online assessment did not reflect possession of the required competencies for this position.”

- IQTE: “You are ineligible because you failed to meet the training/education qualification requirements for this series/specialty/grade combination.”
- IQLR: “You are ineligible for this position because either you indicated that you are not proficient in the required language(s); or you failed the required language proficiency evaluation(s).”

IFLC: “You were not considered because either you certified that you do not possess the required license(s) or certification(s) for this position; or you failed to submit sufficient documentation demonstrating you possess the required license(s) or certification(s) for this position.”

[https://help.usastaffing.gov/ResourceCenter/images/5/52/USA\\_Staffing\\_Updated\\_NOR\\_Message\\_Codes\\_November\\_22\\_2017.pdf](https://help.usastaffing.gov/ResourceCenter/images/5/52/USA_Staffing_Updated_NOR_Message_Codes_November_22_2017.pdf)

- Updated the printable version of a certificate to include the name of the Certificate Issuer, display the ranking of alternate selections on the certificate, and to ensure that changes to the certificate post-issuance are updated in future printed certificate iterations including amendments, removals, and re-ordering of applicants.  
[https://help.usastaffing.gov/USAS/index.php?title=Printing\\_a\\_certificate](https://help.usastaffing.gov/USAS/index.php?title=Printing_a_certificate)
- Updated printed certificates and stored lists to display an error message if attempting to print a list with greater than 1,500 applicants. Attempts to process PDFs with more than 1,500 names causes time out errors due to the size of the pdf document being generated.  
[https://help.usastaffing.gov/USAS/index.php?title=Printing\\_a\\_certificate](https://help.usastaffing.gov/USAS/index.php?title=Printing_a_certificate)



## Onboarding Functionality

- Added the following forms for use in USA Staffing:
  - State tax forms for the states of Minnesota and New Jersey.
  - Regional tax forms for Kansas City and Fort Campbell.
  - CNS Service Doc, DEA SR-DI, DoD IG NAI, BIA BEAN-1, BIA SSR-1, DON SECNAV 5512/1, NTSB Ethics, and USM Voluntary Leave.
- Updated the following existing forms for use in USA Staffing:
  - SF 2809, SF 2817, SF 15, and SF 144.
- Implemented the Onboard New Hire Workflow default setting when viewing the New Hire sub-page of an Onboard New Hire request. [https://help.usastaffing.gov/USAS/index.php?title=New\\_Hire](https://help.usastaffing.gov/USAS/index.php?title=New_Hire)



## Hiring Manager Functionality

- Updated the list of Travel Required options for a Hiring Action to meet the updated values used by USAJOBS for a Job Opportunity Announcement.

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[https://help.usastaffing.gov/HiringManager/index.php?title=Request\\_Hiring\\_Action](https://help.usastaffing.gov/HiringManager/index.php?title=Request_Hiring_Action)

## Administrative

### Functionality

- Updated Tasks to allow Draft, Published, and Retired statuses. Tasks must be in a Published state to be added to Task Workflows or to be assigned to New Hires.

[https://help.usastaffing.gov/USAS/index.php?title=Edit\\_Task\\_Template](https://help.usastaffing.gov/USAS/index.php?title=Edit_Task_Template)

- Updated custom Onboarding tasks to identify if a task can be assigned to a new hire with a status of Vetting. This is part of a larger set of updates necessary for the addition of the Parallel Onboarding feature and serves no purpose at this time.

[https://help.usastaffing.gov/USAS/index.php?title=Edit\\_Task\\_Template](https://help.usastaffing.gov/USAS/index.php?title=Edit_Task_Template)

- Added restrictions on which tasks can be added to a Workflow identified for use with new hire with a status of Vetting. This is part of a larger set of updates necessary for the addition of the Parallel Onboarding feature and serves no purpose at this time.

[https://help.usastaffing.gov/USAS/index.php?title=Workflow\\_Tasks](https://help.usastaffing.gov/USAS/index.php?title=Workflow_Tasks)

- Removed the automatic addition of the Send Official Offer task to staffing workflows and enabled the ability to remove the task from existing staffing workflows. Also added the ability to add the task to onboarding workflows.

[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_workflow](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_workflow)

[https://help.usastaffing.gov/USAS/index.php?title=Deleting\\_a\\_task\\_from\\_a\\_workflow](https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_task_from_a_workflow)

- Removed the ability to add Onboarding tasks to a Staffing workflow.

[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_workflow](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_workflow)

## Reporting and Analytics

### Staffing Reports Package

- Reports:
  - Added the “Selections Without Request Number” report to the Certificate folder.
  - Added the “Assessment Usage” report to the Assessment folder.

[https://help.usastaffing.gov/USAS/index.php?title=Team\\_Content](https://help.usastaffing.gov/USAS/index.php?title=Team_Content)

### Staffing Analytics Package

- Reports:
  - Removed the Percent of Unpaid Licenses column from both the User License Office Totals and User License Organization Totals reports.

[https://help.usastaffing.gov/USAS/index.php?title=Team\\_Content](https://help.usastaffing.gov/USAS/index.php?title=Team_Content)