



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

USA Staffing Production Release Notes

Release 13.0

June 4, 2021

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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

Request

- Defaulted the *Request Type* field blank to allow users to actively select the type of request they need to create and help prevent inadvertently creating an Onboard New Hire request when creating a request from the New Hires Dashboard.
- Added the following warning banner: “This request is associated with a retired customer.” to inform users when a request is tied to a retired customer. Users will be able to create a new vacancy from these requests, if necessary.
- All fields in the Position Settings section from the original request will be copied when creating an additional request from a Certificate. Previously, only the Security Clearance Required, Travel Required, and Supervisory Position settings were copied.

https://help.usastaffing.gov/USAS/index.php?title=Create_Request_Information

Applicant List

- Combined batch printing options allowing users to print applications and documents in one file. Users can print any grouping of documents, applications, and assessment questionnaires. This option is available when selecting Print from the *Apply Action* button on certificates, applicant lists, and stored lists.

https://help.usastaffing.gov/USAS/index.php?title=Batch_printing_documents_from_a_saved_list

Onboarding Functionality

New Hire

- Added the *Task Status* on the Task Details page within a New Hire record to better inform users of the status of a specific task.

https://help.usastaffing.gov/USAS/index.php?title=Task_Details

- Added the following forms in USA Staffing:
 - CNS FCRA - Fair Credit Reporting Disclosure
 - CNS Rules of Behavior
 - NSSC75 - Educational Data
 - MS 642 A - Conditions of Employment with Peace Corps Outside the Continental U.S.
 - PC FCRA - Peace Corps FCRA Release
 - USM 280C - Disclosure of Relatives Employed at the U.S. Department of Justice
 - SEC PERSEC Determination Interns - Request for PERSEC Determination (Intern)
- Updated the following forms in USA Staffing:
 - OF 306
 - SF 2809
 - DA 5434
 - TSP 3

Hiring Manager Functionality

- Expanded Hiring Manager access to *Notes* on Reviews associated with multiple customers. The Hiring Manager’s access to see and interact with notes will now be determined by the customers added in the Vacancy Position Information page instead of the customers added in the Request(s) associated with the Review.

https://help.usastaffing.gov/HiringManager/index.php?title=Adding_notes_to_a_review

Administrative Functionality

Permissions

- Added a *Profile Description* field on the Permission Profile Information page. This field is not required and has a 450-character limit. Changes will be captured in History. The *Profile Description* will also be displayed on the Manage Permission Profiles page.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

Competency Networks

- Added the Competency Model for Executive Core Qualifications to the Competency Network Library.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network

Notification Templates

- ✓ Added the ability to include the Agency CPDF logo in the notification's header. Users can toggle the *Display Agency CPDF Logo* option under the Header Image section of a template to display the agency logo when notifications are sent using that template. When toggled on and the notification template is sent, the logo will also appear in the PDF view within an applicant's and/or new hire's Notification History. **Note:** Users can preview the image by clicking the *Agency Logo* hyperlink next to the CPDF Agency field in the Customer Administration area. Please contact your USA Staffing Account Manager if you need to update the logo image on file for your CPDF Agency Code.
https://help.usastaffing.gov/USAS/index.php?title=Create_a_Notification_Template

Classification Functionality

- Updated the appearance and layout of filters, headers, borders, and labels throughout the Position Description for consistency across pages.
https://help.stage.usastaffing.gov/USAS/index.php?title=Create_Position_Description
https://help.stage.usastaffing.gov/USAS/index.php?title=Edit_Position_Description
- Disabled the buttons to add or clear signatures on the Position Description Authorizations page while the PD is in a Published or Retired status.
https://help.stage.usastaffing.gov/USAS/index.php?title=Adding_an_Authorization_to_a_PD

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](#).