



**USA Staffing**<sup>®</sup>  
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# **USA Staffing Production Release Notes**

**Release 12.2**

**October 16, 2020**

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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](#).

## Table of Contents

- Introduction ..... 2
- Completed System Functionality ..... 2
- Staffing Functionality ..... 3
  - System ..... 3
  - Advanced Search ..... 3
  - Dashboard ..... 3
  - Request ..... 3
  - Assessment Package ..... 3
- Onboarding Functionality ..... 3
  - New Hire ..... 3
  - Forms ..... 4
- Hiring Manager Functionality ..... 4
- Administrative Functionality ..... 4
  - User Profile ..... 4
  - Permissions ..... 4
  - Default Settings ..... 4
  - Workflows ..... 5
- Classification Functionality ..... 5
- USA Hire Functionality ..... 5
- Reporting and Analytics ..... 5

## Staffing Functionality

### System

- Added a unique color bar and label to the Stage environment header so users can quickly and easily distinguish each site when logged into the Stage or Production environments.

### Advanced Search

- Added the option to search for a Vacancy by *Mission Critical Occupations* tags.  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Basic\\_and\\_Advanced\\_Search](https://help.stage.usastaffing.gov/USAS/index.php?title=Basic_and_Advanced_Search)

### Dashboard

#### Tasks

- Limited status options available for selection for the *Verify New Hire Arrived for First Day of Duty* task. If this task is in Pending status, it can be manually updated to Active. If it is in Active status, users will no longer have the option of changing the status to Complete from the Task Dashboard. Users can click the task name to access the New Hire Overview page and mark this task Complete within the new hire record if appropriate.  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Manage\\_Tasks](https://help.stage.usastaffing.gov/USAS/index.php?title=Manage_Tasks)

#### Request

- When changing the status from Selection Made to Alternate Selection Made within an Onboard New Hire request linked to a New Hire, after selecting a *Request Cancel Reason* and confirming the request cancellation, the associated New Hire record will also be updated to a status of Cancelled. When viewing a New Hire record linked to a request in Alternate Selection Made status, users will be unable to update the status of the new hire record from Cancelled to Active.

### Assessment Package

- Added the ability to set the purpose of the assessment on the Assessment Information page:
  - Screen-Out (enabled by default)
  - Rating (enabled by default)[https://help.stage.usastaffing.gov/USAS/index.php?title=Assessment\\_Information](https://help.stage.usastaffing.gov/USAS/index.php?title=Assessment_Information)
- Rearranged the options presented on the Assessment Information page. Changes include:
  - Moved the *Assessment ID* to the header of the assessment.
  - Removed the *Date Created* field from the page. This date is captured in *History*.[https://help.stage.usastaffing.gov/USAS/index.php?title=Assessment\\_Information](https://help.stage.usastaffing.gov/USAS/index.php?title=Assessment_Information)
- For manual assessments, standardization options will display as appropriate based on selected toggles:
  - If the manual assessment is used for Rating, the option to *Standardize scores* can be enabled.
  - If the option to Standardize Scores is enabled, the option to *Standardize using custom values* can be enabled.[https://help.stage.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_manual\\_assessment](https://help.stage.usastaffing.gov/USAS/index.php?title=Creating_a_manual_assessment)

## Onboarding Functionality

### New Hire

- HR or Onboarding users will have the option to view all responses for multiple item/multiple response (MIMR) questions from the *Complete New Hire Questionnaire* task. Users can click the *Complete New Hire Questionnaire* task link, then click the *View* button on all questionnaires assigned to the new hire to navigate to each sub-page

including a completed MIMR and click the *View* button to review the new hire's responses.  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Viewing\\_a\\_new\\_hire\\_questionnaire](https://help.stage.usastaffing.gov/USAS/index.php?title=Viewing_a_new_hire_questionnaire)

## Forms

- Added the following forms in USA Staffing:
  - DD 1616
- Updated the following forms in USA Staffing:
  - TSP-1
  - SOU 2A

## Hiring Manager Functionality

- No updates.

## Administrative Functionality

## User Profile

- Added the Tenant to the Activity Summary email to provide context for users with access to multiple tenants.  
[https://help.stage.usastaffing.gov/USAS/index.php?title=User\\_Preferences](https://help.stage.usastaffing.gov/USAS/index.php?title=User_Preferences)

## Permissions

- Updated the *Create/Edit Assessments that do not standardize scores* permission name under both the Assessment Packages and Assessment Package Templates to:
  - *Create/Edit Manual Assessments* - Enables users to create or edit manual assessments.
- Updated the *Onboarding Forms* permission name to *Onboarding Forms/Documents* as well as all other permissions under this function:
  - View Administrative Forms/Documents
  - View Benefit Forms/Documents
  - View Employment Condition Forms/Documents
  - View Entrance-On-Duty Forms/Documents
  - View Investigation Forms/Documents
  - View Payroll Forms/Documents
  - View Pre-Employment Forms/Documents
  - View Security Forms/Documents
  - View Training Forms/Documents
- Updated the *Transmit to eOPF* sub-permission under each forms/documents permission to *Transmit Forms to eOPF*.  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_permission\\_profile](https://help.stage.usastaffing.gov/USAS/index.php?title=Creating_a_permission_profile)  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Modifying\\_a\\_custom\\_permission\\_profile](https://help.stage.usastaffing.gov/USAS/index.php?title=Modifying_a_custom_permission_profile)

## Default Settings

- Added the option to clear a previously selected contact for the *Questions About This Job* setting. When no contact is set for an office, the request approver (user who reviews and approves the request from which the vacancy is created) is added by default to this field for each Announcement. **Note:** The option to default to the request approver or leave this field blank for a contact to be selected per announcement will be included in a future enhancement.  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Manage\\_Announcement\\_Default\\_Settings](https://help.stage.usastaffing.gov/USAS/index.php?title=Manage_Announcement_Default_Settings)  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_default\\_for\\_questions\\_about\\_this\\_job](https://help.stage.usastaffing.gov/USAS/index.php?title=Adding_a_default_for_questions_about_this_job)  
[https://help.stage.usastaffing.gov/USAS/index.php?title=Deleting\\_a\\_default\\_for\\_questions\\_about\\_this\\_job](https://help.stage.usastaffing.gov/USAS/index.php?title=Deleting_a_default_for_questions_about_this_job)

## Workflows

- Added the ability to filter workflows by:
  - *Purpose*
    - All Purposes – default
    - Staffing
    - Onboarding
  - *Status*
    - All Statuses – default
    - Draft
    - Published

[https://help.stage.usastaffing.gov/USAS/index.php?title=Manage\\_Workflow\\_Templates](https://help.stage.usastaffing.gov/USAS/index.php?title=Manage_Workflow_Templates)

## 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](#).