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USA Staffing

Production Release Notes

Release 11.3 February 7, 2020

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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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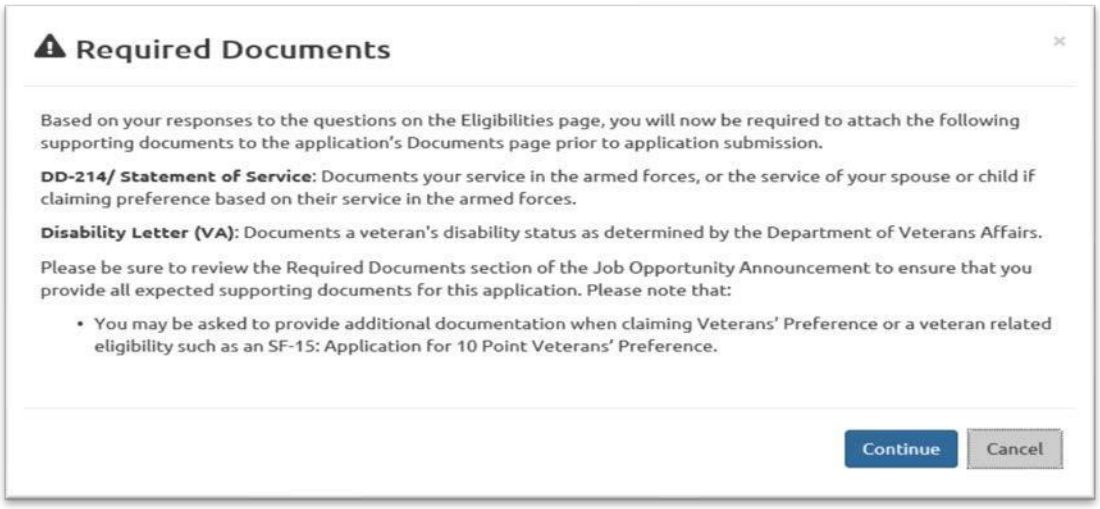
Staffing Functionality

Vacancy

- Added a setting titled *Require Veterans' Preference supporting documents for application submission* in the Application Processing section of the Vacancy Settings page.
    - When users with an Edit Application Processing permission select this option in a vacancy collecting Veterans' Preference information (Public or Status announcement AND with the *Do not collect Veterans' Preference* setting disabled), the system will automatically check the following document types as Accepted on the Supporting Documents sub-page:
        - DD-214/ Statement of Service
        - Disability Letter (VA) ○ Any document marked as Accepted (Conditional) cannot be unchecked on the Supporting Documents sub-page. To remove the document as Accepted, this option would need to be unchecked in the Vacancy settings page. Resetting the Supporting Documents sub-page through the gear icon will not remove documents accepted based on this setting being enabled.
    - When an applicant responds affirmatively to the Veterans' Preference question and then navigates to the Documents page, the DD-214/ Statement of Service and/or Disability Letter (VA) will be considered required.
        - This is designated by a red *Required* indicator.
        - The document is listed at the top along with any other required documents.
        - Finally, the applicant will not be able to submit their application until they associate a document with each required document type or change their Veterans' Preference response.
    - The DD-214 and/or VA letter are required based on the applicant's response to the Veterans' Preference question as follows:

Veterans' Preference	DD-214	VA Letter
SSP	X	
TP	X	
CP	X	X
CPS	X	X
XP	X	
XP (derived)	X	

- When applicants select a response that requires them to submit one or both of these documents, they will be presented with a message indicating so during the online application process. For example, if an applicant claims CPS preference, the following message will display for their information.



- This new Application Processing setting option will be defaulted to disabled and it cannot be changed after the announcement has been released and open to USAJOBS.

- Added a setting titled *Require Eligibility supporting documents for application* in the Application Processing section of the Vacancy Settings page.
  - When users with an Edit Application Processing permission select this option, the system will automatically check document types as Accepted on the Supporting Documents sub-page based on each eligibility marked as Accepted on the Eligibilities sub-page:

Eligibility Type	**DD-214/ Statement of Service**	**Disability Letter (VA)**	**SF-50**	**Separation Notice**
	X			
30% Disabled Veteran		X		
Veterans Employment Opportunity Act	X			
VRA	X			
Career Transition Assistance Program			X	X
Interagency Career Transition Assistance Plan			X	X

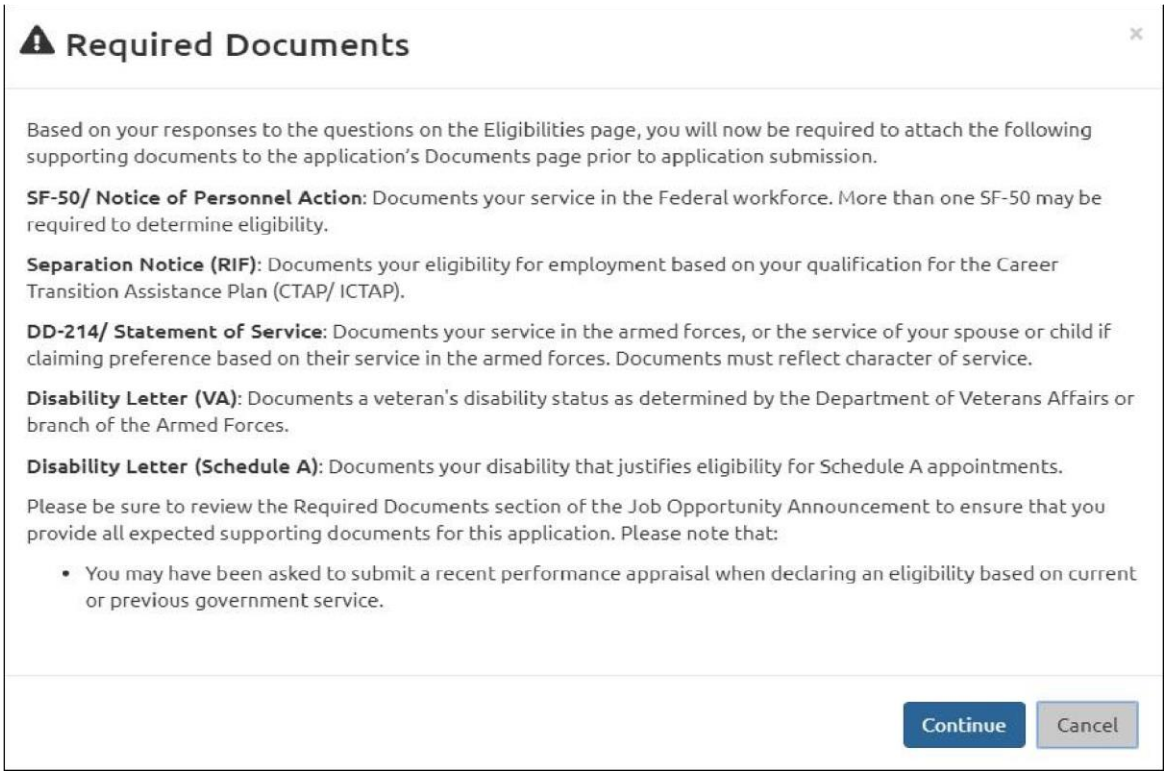
Certain Former Overseas Employees	X
Current Agency Employee	X
Foreign Service Employees	X
Land Management	X
National Service (Peace Corps/VISTA)	X
Reinstatement	X
Transfer	X

Eligibility Type	Proof of Marriage	PCS Orders	Proof of Enrollment	Transcript	BIA-4432	Disability Letter (Schedule A)
Appointment of Certain Military Spouses	X					
Military Spouse Preference	X	X				
Pathways Internship			X			
Pathways Recent Grads				X		
Indian Preference					X	
Schedule A						X

- Any document marked as Accepted (Conditional) cannot be unchecked on the Supporting Documents sub-page. To remove the document as Accepted, this option would need to be unchecked in the Vacancy settings page. Resetting the Supporting Documents sub-page through the gear icon will not remove documents accepted based on this setting being enabled. ○ When an applicant responds affirmatively to one or more eligibilities and then navigates to the Documents page, the appropriate document(s) will be considered required.
    - ✦ This is designated by a red *Required* indicator.

- ✦ The document is listed at the top along with any other required documents.
- ✦ Finally, the applicant will not be able to submit their application until they associate a document with each required document type or change their eligibilities response(s).

- Documents are designated as required during the application process using the same business rules shown in the table above for each eligibility type.
- When applicants select a response that requires them to submit a specific document, they will be presented with a message indicating so during the online application process. The following message contains all possible *Required Documents* based on all available eligibility types:



This new Application Processing setting option will be defaulted to disabled and it cannot be changed after the announcement has been released and open to USAJOBS.

https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Settings
https://help.usastaffing.gov/USAS/index.php?title=Setting_up_a_vacancy_to_collect_conditional_documents

Announcement

- Added and modified a variety of system validations upon releasing an announcement to USAJOBS to better inform users why the release process failed; for example, when the closing date exceeds one year from the opening date and is not accepted by USAJOBS. https://help.usastaffing.gov/USAS/index.php?title=Announcement_Text

Applicant Overview

Applicant Record

- The following NOR messages have been added:

Code	Definition	Message
ELRR	Eligible, referred to ERB	Your application was found qualified and was referred to the Executive Resources Board (ERB) for further consideration.
ELRN	Eligible, rated by ERB, not best qualified	Your application was reviewed and rated by the Executive Resources Board (ERB). However, you were not ranked amongst the best qualified candidates for referral to the selecting official.
ELRB	Eligible, rated by ERB, best qualified	Your application was reviewed and rated by the Executive Resources Board (ERB) and ranked amongst the best qualified candidates for referral to the selecting official.
ELOM	Eligible, recruitment filled through other means	Your application is eligible but it was not considered because this vacancy was filled via another recruitment source. Under federal law, selecting officials may fill vacancies through an alternative recruitment source outside of a vacancy announcement.
IQQE	Lacks qualifying experience	You are ineligible because you do not possess the qualifying experience required for this position.

- The following NOR message has been disabled because it is duplicative of IQWG:

Code	Definition	Message
IQTS	Lacks trade skills	You were rated ineligible for this position because your application does not indicate that you possess the required trade skills for this position.

https://help.usastaffing.gov/ResourceCenter/images/6/63/USA_Staffing_Updated_NOR_Message_Codes__Feb_2020.pdf

Applicant List

- Added an indicator under the *Age* column to alert users when an applicant's Effective Age is calculated by subtracting the job-related experience from the actual age based on the date of birth.

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

- Added an *Assessment Filter +* option for vacancies that use at least one assessment. It allows users to filter an applicant list based on a cut-point applied to the *Transmuted Rating* calculated for an individual assessment that is included in the Assessment Package.
  https://help.usastaffing.gov/USAS/index.php?title=Identifying_assessment_filter

- When users generate a Stored List without a certificate type, the default applicant sorting will be alphabetically by last name instead of by Veterans' Preference. Additionally, when no certificate type is present to enforce a specific ranking order, columns are now sortable by clicking the column header of the Stored List.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_stored_list

Onboarding Functionality

New Hire

- Users can now view, edit, and add Notes from the Overview tab and all its subpages within a new hire record in the same way as in the Assignments tab.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

- When users send a Tentative Offer notification, the system will automatically assign the *Send Tentative Offer* system level task if it has not been previously assigned. The task will be in Complete status and the *Complete Date* will be pre-populated based on the date/time captured in History.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

- When users send an Official Offer notification, the system will automatically assign the *Send Official Offer* system level task if it has not been previously assigned. The task will be in Complete status and the *Complete Date* will be pre-populated based on the date/time captured in History.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

Forms

- Updated the following forms currently in USA Staffing: ○ CBPHC Form 6-2, Tax AZ, Tax AR, Tax HI, Tax IL, Tax MA, Tax MI, Tax MS, Tax NC-4EZ, Tax WI

Hiring Manager Functionality

- No updates.

Administrative Functionality

Vacancy Default Settings

- Users with Edit Default Settings permission can set the following Application Processing options as enabled or disabled within the Vacancy Default Settings page for vacancies created within the selected Office:

○ Require Veterans' Preference supporting documents for application submission ○ Require Eligibility supporting documents for application submission

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

Position Description

- To better align with classification work processes and to improve performance and usability, the following fields from the Position Information page are now located in a new subpage titled Settings:
  - ○ Position Status ○ Service
  - ○ Fair Labor Standards Act ○ Position Sensitivity and Risk ○ Competitive Level Code ○ Bargaining Unit Status ○ Bargaining Unit Code ○ Functional Classification Code ○ Cyber Security Code ○ Acquisition Position ○ Acquisition Level ○ Testing Designated Position ○ Financial Statement Required ○ Firearm Required ○ Physical / Medical Requirements
- Added a Remarks textbox to the Settings page, which also displays on the PD Cover Sheet. The character limit for this field is 1500. https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Settings

Notification Templates

- Added the following data inserts to New Hire notifications under the Position available data inserts section, which are populated from the Position Information Questionnaire:
  - ○ Duty Location Address Line 1 ○ Duty Location Address Line 2 ○ Promotion Potential
- Modified the Salary Type data insert to display the full salary type instead of its abbreviation; for example, per year instead of PA (per annum). https://help.usastaffing.gov/USAS/index.php?title=Data_Inserts

Workflows

- Workflows now display in Draft Status upon copy. Users can assign a name and make any necessary edits before publishing a new workflow. https://help.usastaffing.gov/USAS/index.php?title=Copying_a_workflow

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.