



**USA Staffing**<sup>®</sup>  
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**USA Staffing**

# **Production Release Notes**

**Release 9.6 August 26, 2018**

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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.

Staffing Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#). To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA

## Completed System Functionality

The items outlined in this section include newly added functionality in USA Staffing. 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

- When creating Announcement Items with a response type of “Narrative Textbox” or “Short Answer Textbox” on the Announcement Questionnaire page, users will now have the option to set a character limit for an applicant's response up to 20,000 characters.
  - The announcement item question will automatically denote the character limit in the online application and in the paper version of the application. ○ Users will not be able to continue filling out their application until they have met the acceptable character limits for the announcement items.
  - HR users will be able to exceed the established character limit when editing applicant responses in the applicant record.
  - Only announcement item textboxes may be assigned character limits at this time. We hope to have character limits for assessment item textboxes in the next release.  
[https://help.usastaffing.gov/USAS/index.php?title=Setting\\_a\\_character\\_limit\\_for\\_a\\_narrative\\_response](https://help.usastaffing.gov/USAS/index.php?title=Setting_a_character_limit_for_a_narrative_response)
- Added an option to the Announcement Information sub-page to set a value for Promotion Potential.
  - If the “Set Promotion Potential” option is not selected, the user will not be able to select a value for the Promotion Potential value. The Announcement Text page will display a value of “None” for the Promotion Potential and send that value to USAJOBS to meet the requirement that that field have a value.
  - If the “Set Promotion Potential” option is selected, the user will be required to select a value for Promotion potential as they are today.
  - All new Announcements will have the Set Promotion Potential field enabled as the default.  
[https://help.usastaffing.gov/USAS/index.php?title=Announcement\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Announcement_Information)

- Added an option to the Announcement Information sub-page to set an application count for the Announcement:
    - If the “Set Application Count” option is not selected, no application count may be added and the Job Opportunity Announcement will close on its official Close Date.
    - If the “Set Application Count” option is selected, USA Staffing will display an entry field where the user can provide the number of applications allowed for this Announcement. The user is required to enter any integer between 1 and 99,999. This number will be displayed to applicants in the Job Opportunity Announcement on USAJOBS. ✔
    - After midnight EST each night, USA Staffing will compare the application count established on the Announcement Information page with the number of applications received for the Announcement (including key entered applications). If the number of applications received at that time is equal to or greater than the application count set, USA Staffing will initiate a removal of the announcement from USAJOBS. Please note the following:
      - ✦ The Internal Contact for the Announcement will be sent an Alert notifying them of the removal of the announcement.
      - ✦ The Announcement will still show the originally entered Close Date and the Announcement Status will be “Removed.” Users have the option to change the Close Date to the date it was actually closed and update to USAJOBS to turn the Announcement Status back to “Closed” if they so choose. USA Staffing will not do that automatically.
      - ✦ Because the Announcement is not removed until midnight, it is very possible that the total number of applications received will exceed the limit set in the Announcement Information page. Agencies must set a policy regarding how to handle these applications. In addition, it is possible that applicants will be in the middle of filling out applications when the Announcement is removed. Those users will be able to complete their application despite the removal of the announcement.
      - ✦ HR users may still invite Late Filing Applicants after the Announcement is Removed, even if the Application Count has been reached.
- [https://help.usastaffing.gov/USAS/index.php?title=Setting\\_a\\_number\\_of\\_applications\\_per\\_announcement](https://help.usastaffing.gov/USAS/index.php?title=Setting_a_number_of_applications_per_announcement)

- Added the following ineligible NOR messages:
  - IOPI: “You were not considered because you included personally identifiable information (PII) in your resume. As stated in the vacancy announcement, resumes for this position may not include PII.”
  - IFMW: “You were not considered because you did not provide a written sample as specified in the vacancy announcement.”

[https://help.usastaffing.gov/ResourceCenter/images/6/6f/USA\\_Staffing\\_Updated\\_NOR\\_Message\\_Codes\\_August2018.pdf](https://help.usastaffing.gov/ResourceCenter/images/6/6f/USA_Staffing_Updated_NOR_Message_Codes_August2018.pdf)

- Updated the Display Preferences button on the Applicant List page to read “Display Preferences for Applicant List” and added hover text to make the purpose of the button more apparent to the user. [https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_ranking\\_list](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_ranking_list)
- Updated the Display Preferences button on the Certificate Information page to read “Certificate Display Preferences” and added hover text to make the purpose of the button more apparent to the user. [https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_list\\_from\\_the\\_certificate\\_tab](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_list_from_the_certificate_tab)

## Onboarding Functionality

- Added the following forms for use in USA Staffing:
  - USAS-SSS-01, SSA OIG2, SBA Term, SBA ODA, SBA 1335 ○ Pennsylvania State Tax Form
- Updated the following forms currently in use in USA Staffing:
  - SSA TEMP APPT-1, DD 3032, USAS-EDU-01, GPO PP-1

## Hiring Manager Functionality

- Following the return of an Applicant List Review to HR, the returning Hiring Manager will be presented with a screen that invites them to take the CHCO survey (<http://study.opm.gov/mss>). The HM user will have the option to navigate to the link or bypass the survey if desired. [https://help.usastaffing.gov/HiringManager/index.php?title=Hiring\\_Manager](https://help.usastaffing.gov/HiringManager/index.php?title=Hiring_Manager)

## Administrative Functionality

- When creating Announcement Items with a response type of “Narrative Textbox” or “Short Answer Textbox” in the Announcement Item Library, users will now have the option to set a character limit for an applicant’s response up to 20,000 characters.
  - Character limit values established in the announcement item library will carry over to the announcement questionnaire for all new items added following the release.
  - Only announcement item textboxes may be assigned character limits at this time. We hope to have character limits for assessment item textboxes in the next release.

[https://help.usastaffing.gov/USAS/index.php?title=Setting\\_a\\_character\\_limit\\_for\\_a\\_narrative\\_response](https://help.usastaffing.gov/USAS/index.php?title=Setting_a_character_limit_for_a_narrative_response)

## Reporting and Analytics

### Staffing Reports Package

- Data
  - ✦ Added new query subjects to enable reporting on Applicant Lists.
    - Applicant List Detail folder > Applicant Lists query subject ○ ‘Applicant List Certificate

- Type': The type of certificate used to create the
  - Applicant list ○ 'Applicant List Created By': The name of the user that created the Applicant list. ○ 'Applicant List Creation Date': The date the Applicant list was created.
- 'Applicant List Name': The name of the Applicant list.
- 'Applicant List Type': The type of applicant list created (e.g. Saved List or Stored List).
- Applicant List Detail folder > Applicant List Applicants query subject ○ 'Applicant List Applicant Name': The name(s) of the applicant(s) appearing in the Stored List type of Applicant list.
  - 'Applicant List Application Number': The unique identifying number associated with the application(s) of the applicant(s) appearing in the list.
- Applicant List Detail folder > Applicant List Assigned Review query subject ○ 'Applicant List Assigned Review Name': The name(s) of the review(s) the Applicant list has been assigned to.
- Applicant List Filter Detail folder > Applicant List Category Rating Filters query subject ○ 'Applicant List Filter Category Rating': The values of the Category Rating filter applied to the pool of applicants to create the list of applications on an applicant list.
- Applicant List Filter Detail folder > Applicant List Certification Status Filters query subject ○ 'Applicant List Filter Certification Status': The values of the Certification Status filter applied to the pool of applicants to create the list of applications on an applicant list.
- Applicant List Filter Detail folder > Applicant List Eligibility Filters query subject ○ 'Applicant List Filter Eligibility': The values of the Eligibility filter applied to the pool of applicants to create the list of applications on an applicant list.
- Applicant List Filter Detail folder > Applicant List Filters query subject ○ 'Applicant List Filter Actions': The values of the Action filter applied to the pool of applicants to create the list of applications on an applicant list.
  - 'Applicant List Filter Application Date': The values of the Application Date filter applied to the pool of applicants to create the list of applications on an applicant list.
  - 'Applicant List Filter Eligibilities: Displays all values of the Eligibilities filter applied to the pool of applicants to create the list of applications on an applicant list.
  - 'Applicant List Filter Grade': The values of the Grade filter applied to the pool of applicants to create the list of applications on an applicant list.
  - 'Applicant List Filter Locations': Displays all Location filters applied to the pool of applicants to create the list of applications on an applicant list. If no location filters are set, this field defaults to the position level location setting.

- 'Applicant List Series Full': Displays all Series filters applied to the pool of applicants to create the list of applications on an applicant list. If no series filters are set, this field defaults to the position level series setting.
- Applicant List Filter Detail folder > Applicant List Location Filters query subject
  - 'Applicant List Filter Location City': The values (city) of the Location filter applied to the pool of applicants to create the list of applications on an applicant list. If no location filters are set, this field defaults to the position level location setting.
  - 'Applicant List Filter Location Code': The values (location code) of the Location filter applied to the pool of applicants to create the list of applications on an applicant list. If no location filters are set, this field defaults to the position level location setting.
  - 'Applicant List Filter Location Country': The values (country) of the Location filter applied to the pool of applicants to create the list of applications on an applicant list. If no location filters are set, this field defaults to the position level location setting.
  - 'Applicant List Filter Location Description': The values City, State, and Country or City and Country of the Location filter applied to the pool of applicants to create the list of applications on an applicant list. If no location filters are set, this field defaults to the position level location setting.
  - 'Applicant List Filter Location State': The values (state) of the Location filter applied to the pool of applicants to create the list of applications on an applicant list. If no location filters are set, this field defaults to the position level location setting.
- Applicant List Filter Detail folder > Applicant List Series Filter query subject
  - 'Applicant List Filter Series': The values of the Series filter applied to the pool of applicants to create the list of applications on an applicant list. If no series filters are set, this field defaults to the position level series setting.
- Applicant List Filter Detail folder > Applicant List Specialty Filter query subject
  - 'Applicant List Filter Specialty': The values of the Specialty filter applied to the pool of applicants to create the list of applications on an applicant list. If no specialty filters are set, this field defaults to the position level series setting.
- Applicant List Filter Detail folder > Applicant List Status (RSC) Filter query subject
  - 'Applicant List Filter Status (RSC)': The values of the Status (RSC) filter applied to the pool of applicants to create the list of applications on an applicant list.
- Applicant List Filter Detail folder > Applicant List Veterans Preference Filters query subject
  - 'Applicant List Filter Veterans Preference': The values of the Veterans Preference filter applied to the pool of applicants to create the list of applications on an applicant list.

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