



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

# Stage Release Notes

Release 10.9 August 30, 2019

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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 [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
  - Dashboards ..... 3
  - Requests..... 3
  - Vacancy ..... 4
  - Applicant Overview ..... 9
- Onboarding Functionality..... 9
  - New Hire Record ..... 9
  - Forms ..... 10
  - Hiring Manager Functionality..... 10
  - Administrative Functionality ..... 10
  - Vacancy Default Settings ..... 10
  - New Hire Default Settings..... 10
  - Position Descriptions ..... 10
  - Reporting and Analytics ..... 10

## Staffing Functionality

### Dashboards

#### New Hires

- Performed database work to ensure the eOPF transmissions filter includes all new hire records when filtering by the following statuses. **Note:** When this filter was first introduced, results did not include pre-existing records.
  - Has Files Ready for eOPF Transmission – This filter will display all existing records that meet at least one of the following two conditions:
    - ✦ New Hire has at least one uploaded document with a transmittable document type.
    - ✦ New Hire has at least one completed form with a transmittable form number.
  - Has Pending eOPF Transmissions – This filter will display all existing records that meet at least one of the following two conditions:
    - ✦ New Hire has at least one document with a transmittable document type and a transmission status of Queued or Transmitted.
    - ✦ New Hire has at least one form with a transmittable form number and a transmission status of Queued or Transmitted.
  - Has eOPF Errors – This filter will display all existing records that meet at least one of the following two conditions:
    - ✦ New Hire has at least one document with a transmittable document type and a transmission status of Error.
    - ✦ New Hire has at least one form with a transmittable form number and a transmission status of Error.

### Requests

- Made usability improvements to the document upload screen to include the following:
  - Ability to upload multiple documents at once and add documents via drag and drop. Users will see a new option to drag and drop or choose up to five files to upload from their computer. This new feature is available in the *Documents* screen from Requests and in the following pages: ✦ Vacancy
    - ✦ Assessment Package and Assessment Package Template ✦ Reviews
    - ✦ Competency Networks
  - Users can upload Excel and CSV files in the *Documents* screen from Requests as well as from the following pages: ✦ Vacancy
    - ✦ Assessment Package and Assessment Package Template ✦ Reviews
    - ✦ Competency Networks
    - ✦ Position Descriptions
  - Users can upload documents whose file names contain the following special characters: hyphen, apostrophe, ampersand, and underscore in the *Documents* screen from Requests and in the following pages:

✦ Vacancy

Reviews

✦ Assessment Package and Assessment Package Template ✦

✦ Competency Networks

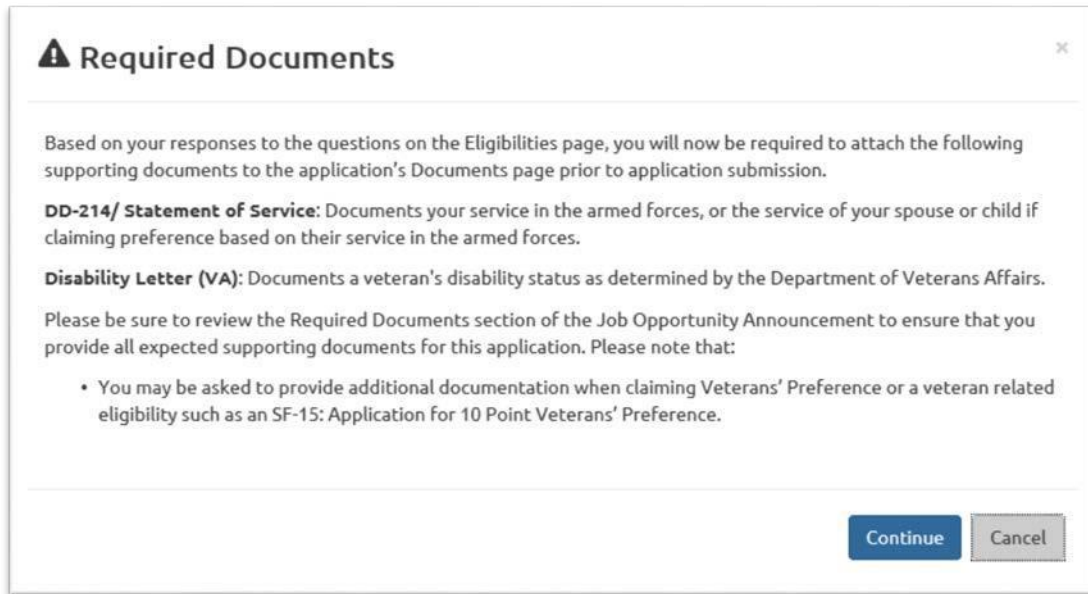
✦ Position Descriptions ○ **Note:** All these updates are available to

users with the *Edit Documents* permission enabled. [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 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 in this way cannot be unchecked on the Supporting Documents subpage. To remove the document as Accepted, this option would need to be unchecked in the Vacancy settings page. Resetting the Supporting Documents subpage 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 opened on USAJOBS. See the [Vacancy Default Settings](#) section below for details on setting a default value for this option by Office.

- **Note:** This setting will remain in the Stage site while customer agencies have an opportunity to review the new functionality. We ask that users take time to test out a variety of use cases in our Stage environment and provide any feedback via their Account Manager. Once we have buy in, we will be alerting customers when this feature will be available in Production.
- Added a setting titled *Require Eligibility supporting documents for application* in the Application Processing section of the Vacancy Settings page.
  - When users with 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/ of Statement Service X	Disability Letter (VA) SF-50	Separation Notice
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	Proof of Enrollment	Transcript	BIA-4432	Disability Letter (Schedule A)
Appointment of Certain Military Spouses	X				
Pathways Internship		X			
Pathways Recent Grads			X		
Indian Preference				X	
Schedule A					X

- Any document marked as Accepted in this way cannot be unchecked on the Supporting Documents subpage. 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.

## ⚠ Required Documents ✕

Based on your responses to the questions on the Eligibilities page, you will now be required to attach the following supporting documents to the application's Documents page prior to application submission.

**SF-50/ Notice of Personnel Action:** Documents your service in the Federal workforce. More than one SF-50 may be required to determine eligibility.

**Separation Notice (RIF):** Documents your eligibility for employment based on your qualification for the Career Transition Assistance Plan (CTAP/ ICTAP).

**DD-214/ Statement of Service:** Documents your service in the armed forces, or the service of your spouse or child if claiming preference based on their service in the armed forces.

**Disability Letter (VA):** Documents a veteran's disability status as determined by the Department of Veterans Affairs.

**Proof of Marriage:** Documents the status of your marriage to the individual for whom you are deriving your preference or eligibility for this position.

**Proof of Enrollment:** Documents your current enrollment in an academic program.

**Transcript:** Documents your level of academic achievement at your college or university.

**BIA-4432:** Documents your status as a Native American.

**Disability Letter (Schedule A):** Documents your disability that justifies eligibility for Schedule A appointments.

Please be sure to review the Required Documents section of the Job Opportunity Announcement to ensure that you provide all expected supporting documents for this application. Please note that:

- You may have been asked to submit a recent performance appraisal when declaring an eligibility based on previous government service.
- You may be asked to provide additional documentation when claiming Veterans' Preference or a veteran related eligibility such as an SF-15: Application for 10 Point Veterans' Preference.

Continue
Cancel

- This new Application Processing setting option will be defaulted to disabled and it cannot be changed after the announcement has been released and opened on USAJOBS. See the [Vacancy Default Settings](#) section below for details on setting a default value for this option by Office.
- **Note:** This setting will remain in the Stage site while customer agencies have an opportunity to review the new functionality. We ask that users take time to test out a variety of use cases in our Stage environment and provide any feedback via their Account Manager. Once we have buy in, we will be alerting customers when this feature will be available in Production.
- Added a setting titled *Do not collect Lowest Acceptable Grade for this application*. When users with Edit Application Setting permission select this option, the Announcement Questionnaire, online application, or application PDF will not display the Lowest Acceptable Grade question in the Preferences section, and the lowest grade within the vacancy will be automatically populated as the response. When manually adding an applicant, users will be required to select the appropriate grade for this question. **Note:** This setting is not editable after the announcement has been released and opened on USAJOBS. Also, there is no default setting available for this option in the Vacancy Default Settings section within the Administration area.



## Applicant Overview

### Applicant Record

- Updated the Referred Rating Combinations data insert to exclude Cancelled certificates.
- When a certificate is cancelled or un-cancelled, the system will update applicant record status codes (RSCs) if appropriate. For example, if all certificates associated with an applicant are cancelled, the applicant RSC will be updated from AC back to AA.
- Incorporated the following enhancements to the *Documents* window in the applicant record:
  - Made a series of user interface updates to include a toggle button for various options like HM Viewable, and a gear icon providing additional options for each document.
  - The option to separate documents by pages is now found under the gear icon.
  - Documents uploaded by an HR user can now be deleted by selecting the *Delete* button under the gear icon. Documents can only be deleted by the HR user who uploaded the document as long as the user has Edit Documents permission. All document actions are captured in the applicant's History.
  - Users can now sort and/or filter documents by Document Type.
- The following NOR messages have been added/modified:

Code	Definition	Message
IFSQ	Missing narrative response to SPQs	You were not considered for this position because you did not include a narrative response to the Senior Professional Qualifications (SPQs) as requested by the vacancy announcement.
IOVW	Does not meet 120 day provision of the VOW to Hire Heroes Act	You were not considered because the documents you provided reflect your anticipated release date from active duty in the armed forces is more than 120 days from the date of their submission.
IFPA	Missing performance appraisal or required info	You were not considered because you failed to submit a copy of your latest performance appraisal, or the performance appraisal you submitted was missing necessary information (i.e., supervisor signature, performance dates, final/official rating, etc.).

## Onboarding Functionality

### New Hire Record

- Improved usability when adding tasks to a New Hire record. When users click the *Add Tasks* button on the Manage Tasks page within a New Hire record, they will see the following features:
  - A Search Tasks box which allows users to search tasks by typing any alphanumeric values to filter tasks by name.

- List of New Hire or Human Resources tasks, sorted alphabetically with the ability to sort tasks in ascending or descending order.

## Forms

- Added the following forms for use in USA Staffing: ○

### VRA Trial Period Statement of Understanding •

Updated the following forms for use in USA Staffing:

- HHS 476 – Record of Home Address
- DD 1617 – Transportation Agreement Transfer of Civilian Employees Outside CONUS

## 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

### New Hire Default Settings

- Added instant validation messages when creating a custom address to be used for an Office for new hire purposes.

### Position Descriptions

- Lowered the uniqueness constraint of Position Description Numbers from the Tenant to the *Owning Office* level. Users with Create/Edit Position Descriptions permission will be able to save position descriptions with the same number in different owning offices within a tenant.



## 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](#).