



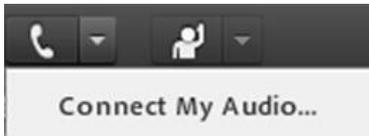
USA Staffing®

Great Government Starts Here®

April 3, 2019

The Advisory Board meeting will begin shortly.

▶▶▶ **Please log in to Adobe Connect prior to calling in so your name is tied to your phone number.**



Audio Conference Options:

- Dial-out [Receive a call from the meeting] – *This is the preferred method*
- Dial-in to the Audio Conference via Phone ○ 1-800-832-0736
 - Conference Room Number: 7563371
 - Once joined to the audio, follow the instructions to identify yourself
- Use Microphone (Computer/Device)

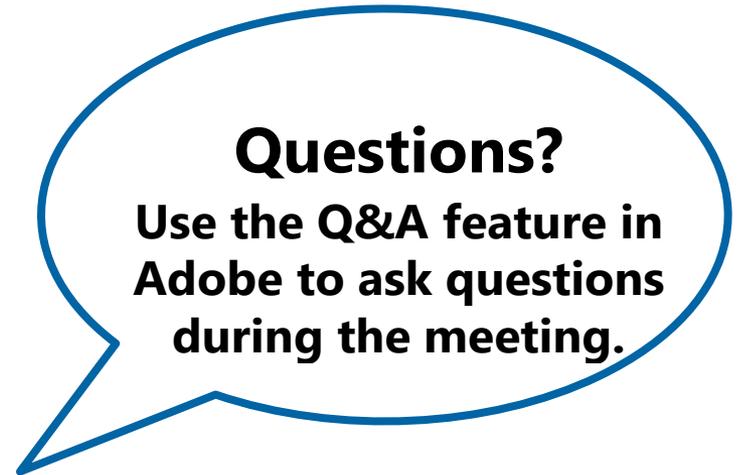


otherwise legally exempt from disclosure. If you have received this presentation in error, please notify the USA Staffing Program Office

immediately and delete all copies of the material.

Agenda

- **USA Staffing Updates**
 - New ACWA Retention Rules
 - Decommissioning Legacy
 - New Hire Interconnections
 - PD Migration Services
 - USA Staffing Roadmap
 - New and Upcoming Functionality
 - Applicant Flow Data Access Changes
 - Troubleshooting New Hire Login Issues
- **USAJOBS**
 - Veterans API Project
- **USA Hire**
 - Cut-scores
 - Federal Supervisory Assessment Pilot
- **Upcoming Events**



New ACWA Data Retention Rules

Presenter: Bridget Dongarra, USA Staffing Program Manager



A new retention schedule for ACWA examining cases will be published in the new DEOH (expected in April 2019).

All examination materials associated with positions formerly covered by the Luevano Consent Decree (including Administrative Careers with America, Outstanding Scholar and Bilingual/bicultural positions) including job opportunity announcement files, applications, supplemental forms, certificate case files, etc. should be retained for a total of three years.

Purging Legacy ACWA Cases

Given the revised ACWA data retention rules, **we will begin purging Legacy ACWA vacancies on May 15, 2019.**

- Competitive vacancies marked as ACWA will be purged 39 months after the last date an action is taken within the system*.



- Merit Promotion vacancies marked as ACWA will be purged according to the purge configurations in the Admin area of the system.
(Admin > Preferences > Configurations > Purge)
- ACWA vacancies marked “Under Ligation” will not be purged. To mark a large group at once, send your Account Manager a list of ACWA vacancies you would like marked Under Ligation by April 30, 2019.

**The last date a Certificate was modified by a user. For example, Audit Date, Return Date, Issue Date and Due Date.*

Legacy Decommissioning Progress

Legacy Server Migration - March 15-22, 2019

- Legacy’s production Oracle database servers and the Storage Area Network reached end-of-life and have been migrated to new servers.



- The new servers help us ensure system security and availability through the decommissioning phase.

Legacy Data Purging – March 2019

- Vacancies with a last action date on or prior to 1/30/2015 (MP) and 12/27/2015 (DE) have been purged.
- We have purged over 820 thousand vacancies and over 224 million documents from Legacy.

Please continue reviewing vacancies marked as under litigation - our goal is to only have 39 months of data when Legacy fully shuts down.



Legacy Decommissioning Plans

Key Legacy Interface Shutdown Dates:

- Selection Manager – April 1, 2019



- Onboarding Manager – June 1, 2019

Thinking ahead: Make a plan to receive Legacy Data

- Legacy data will be provided in “flat” data files optimized for filtering and sorting static data.
- Decide if you need applicant documents along with flat data
- Decide which office and file server will store and be responsible for Legacy data.

[The Legacy Decommissioning Checklist](#) reflects current plans that may need to change if security, privacy, or other concerns emerge.



Legacy Decommissioning Plans



September 1 – 30, 2019

- We will delete all Legacy user accounts save one or two per office by September 30, 2019.
- Please provide the name(s) of the remaining users to your Account Manager by August 1, 2019.
- The one or two remaining users will be responsible for retrieving any Legacy data for their office(s).
- We will delete Legacy accounts ahead of schedule upon request.

CHCO Council Transmittals



OPM issues policy guidance on new and/or updated rules and regulations which may impact staffing procedures.

- **Recent policy updates**
- Noncompetitive Hiring Authority for Military Spouses ○
<https://chcoc.gov/content/recent-changes-noncompetitive-hiring-authoritymilitaryspouses>
- Eligibility of Land Management Employees in a Time-Limited Appointment into the Competitive Service ○
<https://chcoc.gov/content/eligibility-land-management-employeestimelimited-appointment-competitive-service>
- **General information**
- Draft Job Family Standard for Professional and Administrative work in the Accounting, Auditing and Budget Group, 0500
- Human Capital Reviews



More information at <https://chcoc.gov/transmittals>

New Hire Interconnections

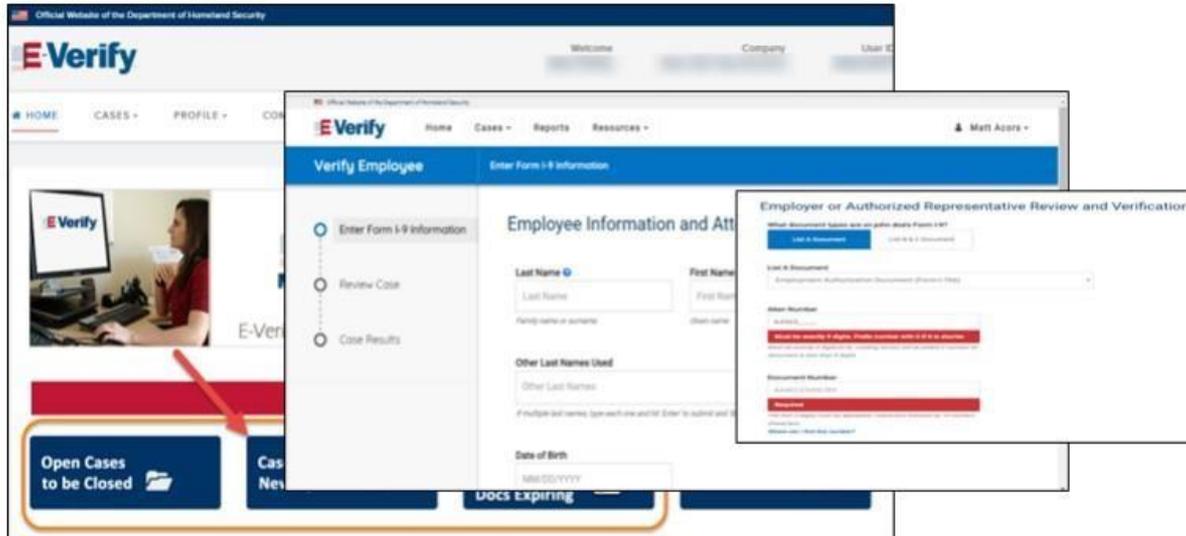
NHI pushes data to systems involved in Onboarding including personnel, payroll, identity management, and suitability tracking tools.

NHI Partner	Purpose and Scope	Status
HRBE (CBP)	Initiate the pre-employment process for frontline hiring.	In production since August 2018



EIE/ISMS (DHS)	Transmit new hire data through EIE to ISMS and ALM for identity management and IT provisioning.	Go Live: April 2019
MVI (VA)	Transmit new hire data at four points in the onboarding process to automated initial identity management.	Go Live: May 2019
E-Verify (DHS)	Automatically verify US work eligibility with I-9 form content.	In planning
eQIP/eApp (NBIB)	Initiate background investigation cases.	Proposed

E-Verify in Government: Current State



Agencies manually create cases in E-Verify and key enter New Hire data.

Human Resources staff:

- **Obtain a completed I-9** from prospective employees;
- **Log into an established account** in the E-Verify system;
- **Manually enter the information collected** on the I-9 into the E-Verify software application; and then



- Document the E-Verify task completion manually in USA Staffing.

E-Verify in Government: Future State

USA Staffing will interconnect with E-Verify to automate the process for **confirming a New Hire's eligibility to work in the United States.**



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

- **Automates employment verification.** USA Staffing will transmit New Hire data to E-Verify and receive the result back. Agencies will not have to key enter New Hire data into E-Verify.

- Allows agencies to **continue automating I-9 forms** in Onboarding.

- Helps agencies achieve and monitor **compliance with required use of EVerify.**

E-Verify interconnection is **included in the**

- **USA Staffing license agreement.**



Position Description Migration Service

HR offices experiencing time or staffing constraints may need external support in order to migrate existing PDs into USA Staffing's library in an efficient and consistent manner. To meet this need, OPM's Position Classification team is **offering a PD migration/loading service** to help agencies maximize the value of USA Staffing's PD Library. Starting at \$500 per PD loaded, OPM staff will review and upload position description data and supporting documents into the agency's USA Staffing PD Library

Cost per PD	Services Included
\$500	<ul style="list-style-type: none">• Set a minimally-acceptable standard for PD content• Review the position description• Track and document review results• Load PD content and supporting files



If you have any question about this or other Position Classification services from OPM, contact Jason.Hohman@opm.gov.



Position Description Migration Service

Collaborate

- Create a consistent method (scorecard) for reviewing and tracking existing PDs prior to adding to the customer's PD library.

Review

- Review every PD to ensure it complies with Classifier's Handbook guidance and OPM classification standards.
- Review additional fields (e.g., FLSA designation, competitive level codes, etc.) at the agency's request.

Track

- Alert agency customer if content does not meet agency-established minimally acceptable standards prior to loading the PD into USA Staffing.

Identify

- Identify any classification issues that require additional analysis before finalizing the PD.



USAJOBS

Presenter: Michelle Earley, USAJOBS Program Manager



Military service

All fields are optional unless otherwise noted.

Have you served in the U.S. Armed Forces? (Required)

Yes
 No

Bring your service information from the VA to USAJOBS

We can collect your military service information from the VA and automatically add it to your USAJOBS profile. It's a one-time action—you just need to sign into the VA site and give us permission to access your DD-214.

We can grab the following information:

- Entry date
- Separation date
- Grade, rate, or rank
- Department, component, and branch
- Character of service

Would you like us to get this information for you?

Don't want to use your VA account? That's okay. You can still manually fill out



Why should I give access to my VA account?

1. **Save time**—we can automatically update your service information, so you don't have to spend time finding or entering it manually.
2. **Update your eligibility**—we can automatically verify if you're eligible for a special hiring preference or authority.
3. **Avoid mistakes**—the VA has your most up-to-date service history.

VA-OPM Veterans API Project

- ✦ VA is building an API for consumers to verify veterans' military service
- ✦ Prototypes and UX testing are in progress
- ✦ Collect military service information, as well as, disability information



✦ Determining when the work can begin within the USAJOBS roadmap ✦

Significant change management strategy required

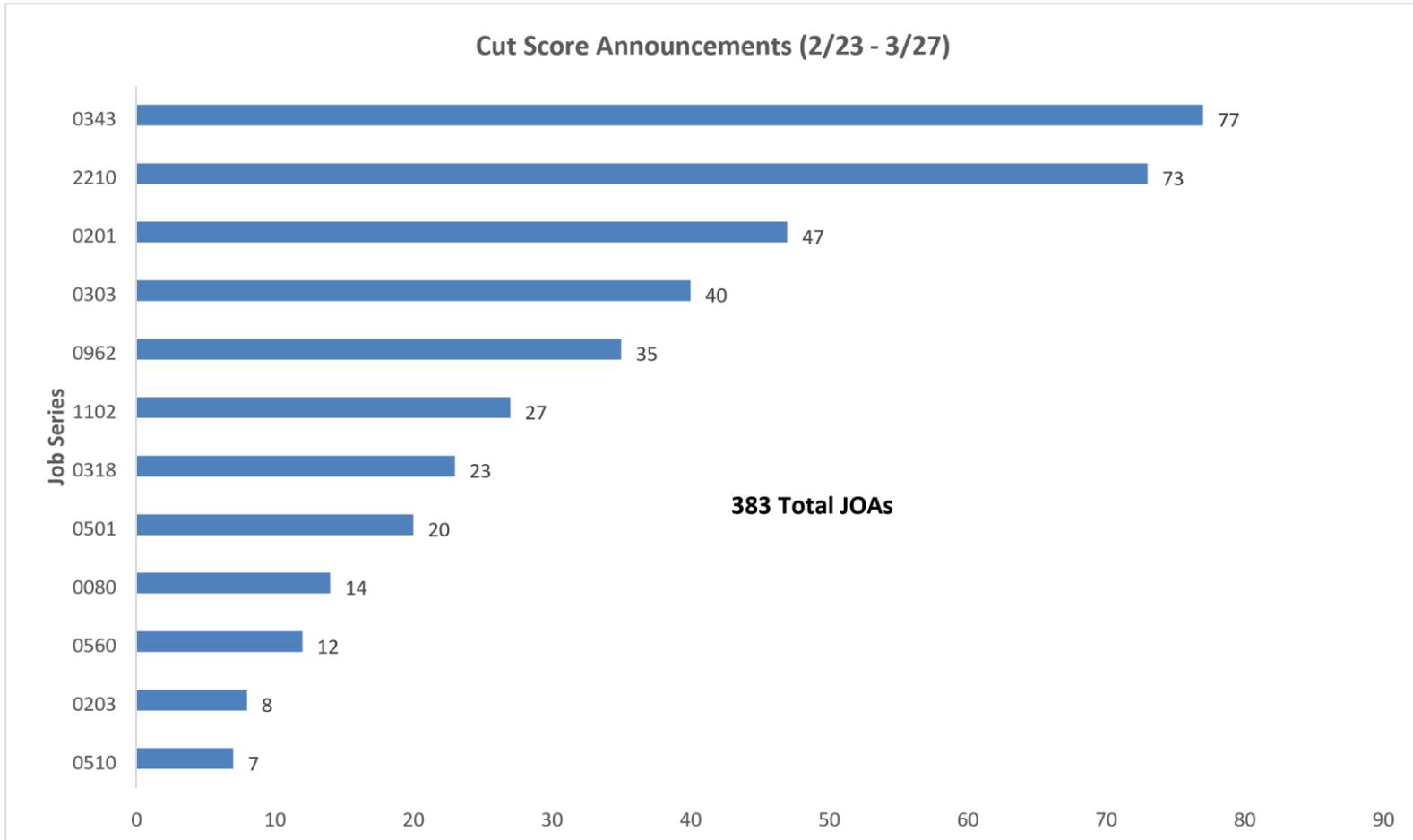


USA HireSM
Transforming Government One Hire At A Time

Presenter: Sharon Wilborn, USA Hire Program Office, Customer Outreach



USA Hire Cut Score Usage by Series





USA Hire Federal Supervisory Assessment

We need your help developing an innovative method to ensure the next generation of Federal supervisors is equipped for success!

The screenshot shows a web form titled "Performance America" and "U.S. Office of Personnel Management". The form is for an "FSA Participation Survey". It includes a thank-you message and seven numbered questions:

- *1. Name: [Text input field]
- *2. Email Address: [Text input field]
- *3. Agency: [Dropdown menu with "--Please Select One--"]
4. If Other selected above, please specify: [Text input field]
- *5. What is your pay category/grade?: [Dropdown menu with "--Please Select One--"]
- *6. What is your occupational family?: [Dropdown menu with "--Please Select One--"]
- *7. What is your Occupational Series (for example, 0180)? [Text input field]

- OPM is recruiting current Federal supervisors to take a pilot version of a new Federal Supervisor Assessment.
- Participants must have at least one year of experience as a supervisor and at least six months of experience in their current supervisory position in the Federal Government.
- Volunteers must register by April 12, 2019 using the link provided in the email.

FAQs: https://help.usastaffing.gov/ResourceCenter/images/8/8d/FSA_Pilot_Test_FAQ.PDF



New and Upcoming Functionality

Presenter: Jennifer Reaves, USA Staffing Business Analyst



USA Staffing Roadmap

Announcement Updates

Classification for HR

Staffing Data Performance

Document Processing





Upcoming Functionality

What We're Working on Now:

- Enable user access to AFD



- Additional applicant document types
- Announcement item bundles
- Updates to audit codes
- Display preferences for stored lists
- 2019 state tax forms
- Career ladder position descriptions
- Display age on applicant lists (when applicable)
- Advanced filters for new hires
- Application data improvements

- Foundational data in the data warehouse
 - Organization, Office, Vacancy, and Announcement data

What's Coming Next:

- New hire tiles for the HR dashboard
- Eligibility bundles
- Hiring Manager dashboard
- Hiring Manager position description library
- Assessment-level panel reviews
- Production statistics enhancements

- Administrative reporting to support library management

- Foundational data in the data warehouse

– Applications, Applicant, and Announcement Item and Response data



Feature Backlog and Glossary: <https://go.usa.gov/A3C3>



Current Document Types

- Cover Letter
- DD-214 - renamed to DD214/Statement of Service
- Executive Core Qualifications (ECQs)
- OF-306
- Resume

Application Progress

Position Title: Loan Specialist
Agency: Office of Personnel Management
Announcement Number: DE-10082549-19-AF
Open Period: Monday, March 25, 2019 to Wednesday, July 31, 2019
Application Package Status: Received

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

Any available documents that are not assigned to an Accepted Document type will NOT be submitted as part of your application.

You MUST assign at least one supporting document for each **required** document type in order to submit your application.

Accepted Documents	Available Documents
Resume (required)	<input type="text" value="resume upload - View"/>

Are you missing a document?



- SF-15
- SF-50 - renamed to SF- 50/Notification of Personnel Action
- Transcript

New Document Types

- BIA-4432
- Diploma/ GED
- Disability Letter (Schedule A)
- Disability Letter (VA)
- License
- Mandatory Technical
- Qualifications (MTQs)
- PCS Orders
- Performance Appraisal
- Professional Certification
- Proof of Enrollment
- Proof of Marriage Status



- Reasonable Accommodation Documentation
- Separation Notice (RIF)
- Supplemental Application
- Writing Sample

“Other” Document Types

- Other - renamed to Other (1)
- Other Veterans Document - renamed to Other (2)
- Other (3)



- Other (4)
- Other (5)

USA Staffing®

VACANCY 10082166

Office: Washington Services Branch
Customer: Customer A
Hiring Official: Allison Smith

USAJOBS Job Title
JR Competency-level scoring - example 1

Pay Plan Series Grade
GS-0201-11/12

Status
New

Case File Position Information Supporting Documents Eligibilities Settings Documents (0) Notes (0) History

Supporting Documents

Supporting Documents	Upload Options	View Options
Cover Letter	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
DD-214	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Executive Core Qualifications (ECQs)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
OF-306	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other <input type="text"/>	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other Veterans Document <input type="text"/>	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Resume	<input checked="" type="checkbox"/> Accepted <input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
SF-15	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
SF-50	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Transcript	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable

Save Cancel



Admin > Vacancy Default Settings

Supporting Documents Settings

Available	Supporting Documents	Upload Options	View Options
<input type="checkbox"/>	Cover Letter	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	DD-214	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	Executive Core Qualifications (ECQs)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	OF-306	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	Other <input type="text"/>	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	Other Veterans Document <input type="text"/>	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	SF-15	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	SF-50	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
<input type="checkbox"/>	Transcript	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable



Hiring Manager Interface Timeline

Now

Phase 2

Phase 3

Beyond

Foundational Improvements

*General Usability



Basic Classification

*Dashboard



*Layout/Navigation



*Access to PDs



Long Term Vision

*Initiate classification need



Collaborate via Reviews

Sign & Approve



Redesign Reviews

Redesign Requests (Hiring Actions)

Design

Development

* Design influenced by the Hiring Manager Advisor Tool



PD Library Prototype



USA Staffing

Step 1

What do you need?

- Backfill or new position?
- Find a Position Description
- Some other action
- Some other action

Select from this list of classified position descriptions.

- 
[Human Resources Specialist](#) [View](#)
 GS-201-11
 Other helpful summary text goes here
 Created 2/12/2017
- 
[Human Resources Specialist](#) [View](#)
 GS-201-11
 Other helpful summary text goes here
 Created 2/12/2017
- 
[Human Resources Specialist](#) [View](#)
 GS-201-11
 Other helpful summary text goes here
 Created 2/12/2017

I don't see one I can use

Search Position Descriptions

Position Title or PD #

Search

Filter

Grade

Series

Status



'Set Applicant Count' Best Practices

The screenshot shows the 'Announcement Information' section of a USAJOBS announcement form. The form includes fields for 'Announcement Number', 'Open Date', 'Close Date', 'Salary Type', 'Minimum Salary', 'Maximum Salary', 'Appointment Type', 'Hiring Paths', 'Work Schedule', 'Set Promotion Potential', 'Linked JOA Control Number', and 'Set Application Count'. The 'Set Application Count' field is highlighted with a red border. The 'Set Application Count' checkbox is checked.

- JOA removed from USAJOBS at approximately midnight once the **number of applications reaches the set applicant count.**



- If the applicant count is reached early in the day, then **applicants may continue to apply** until the announcement is removed from USAJOBS.



'Set Applicant Count' Best Practices

The screenshot displays the USA Staffing interface for a specific announcement. At the top, the navigation bar includes 'USA Staffing', 'Staffing', 'Recruit', 'Admin', 'Reports', and 'Search'. The main header shows 'VACANCY 10081002'. Below this, a summary row contains 'USAJOBS Job Title: HR Specialist', 'Pay Plan-Series-Grade: GS-0201-7/9/11', and 'Status: Removed'. The 'Status' field is highlighted with a red box. A secondary navigation bar includes 'Announcement Information', 'Announcement Location', 'Announcement Questionnaire', and 'Announcement Text'. The 'Announcement Information' section contains fields for 'Announcement Number' (DE-10081002-19-KB), 'Open Date' (02/26/2019), 'Salary Type' (Per Year), 'Minimum Salary' (23,000), 'Appointment Type' (Permanent), 'Work Schedule' (Full-Time), and 'Set Promotion Potential' (checked). A 'History' panel on the right, also highlighted with a red box, lists the following actions:

User	Action	Timestamp
USA Staffing	Removed Announcement from USAJOBS	3/6/2019 0:34 EST
Kristi Balant	Updated Announcement to USAJOBS	3/4/2019 18:50 EST
Kristi Balant	+ Updated Announcement Information	3/4/2019 18:49 EST
Kristi Balant	Released Announcement to USAJOBS	2/26/2019 19:37 EST
Kristi Balant	Created the Announcement	2/26/2019 19:33 EST

- The announcement status will update to 'Removed' and no **new applicants** may apply.



'Set Applicant Count' Best Practices

Although the announcement is removed from USAJOBS, some applications may be

To prevent additional submissions, **update the Close Date** to the date the announcement was removed & **re-release to USAJOBS**

submitted through the Close Date.

- 1) Applicants who begin their application prior to midnight may still complete and submit their application after the announcement is removed.



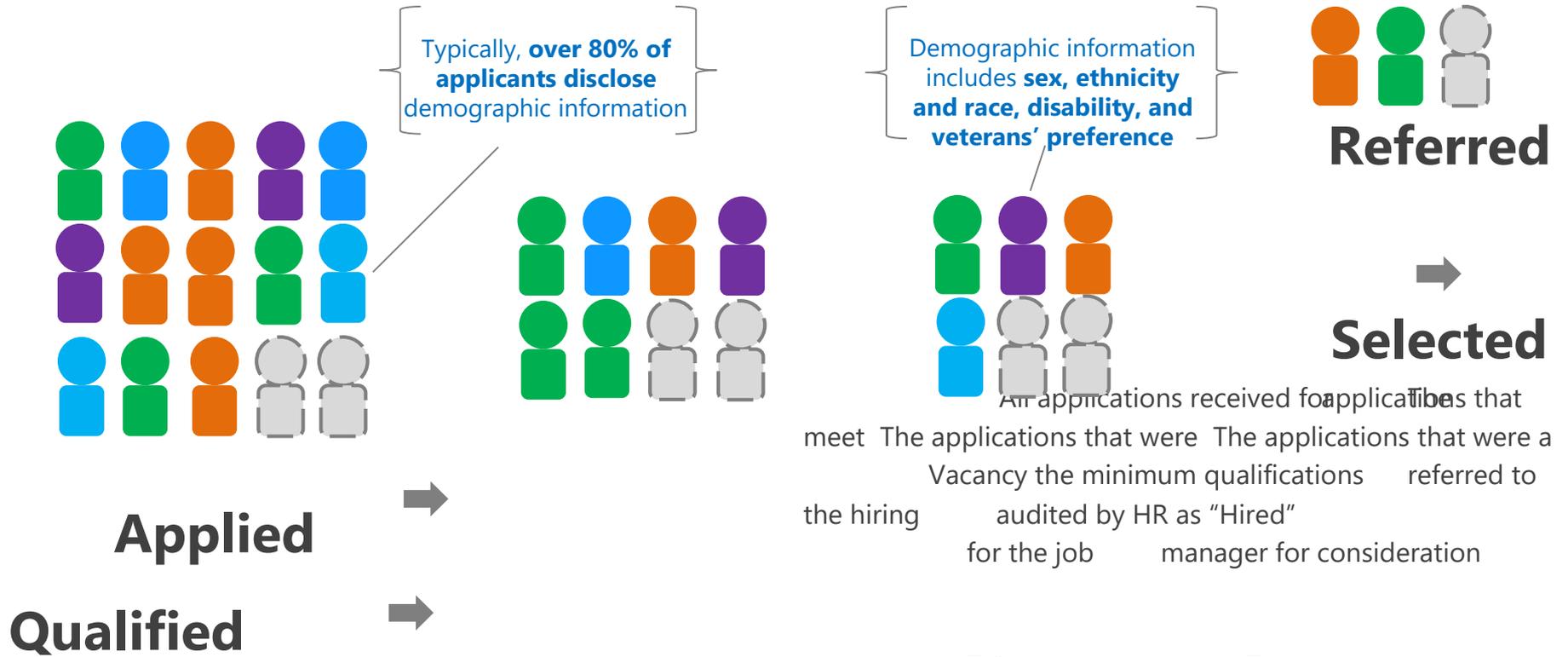
2) Applicants who at any time started an application may return to their application and submit it up until the closing date listed in the announcement, even if the announcement has since been removed.

Reporting & Analytics

Presenter: Caleb Judy, USA Staffing Product Development Branch Manager **How**

Applicant Flow Data Works

Demographic information is voluntarily collected from job seekers in the USAJOBS profile and combined with **milestones in the hiring process** in USA Staffing



Applications that meet the minimum qualifications for the job are referred to the hiring manager for consideration. The applications that were audited by HR as "Hired" for the job are referred to the hiring manager for consideration.

Applicant Flow

Data Guidelines for Use

Applicant Flow Data **may** be used for:



- Aggregate human capital reporting
- Determining rates of demographic representation in recruitment efforts
- Determining rates of demographic representation in hiring or merit promotion selections
- Determining rates of qualifications among demographic groups
- Evaluating the effectiveness of recruitment in reaching targeted demographic groups

Applicant Flow Data **may not be used for:**

- Influencing the decision to close or extend job announcements
- Influencing the decision to cancel recruitment actions
- Influencing the decision to use or not use a referral list of applicants
- Influencing selection decisions
- Identifying the race, ethnicity, or gender of specific named employees



Rules of Behavior:

[http://help.usastaffing.gov/USASTaffing/images/3/34/User Guide Requesting Access for U](http://help.usastaffing.gov/USASTaffing/images/3/34/User_Guide_Requesting_Acess_for_U)

[SAS Cognos Applicant Flow Data v2 FINAL 12 8 14 smh.pdf](#) **AFD**

Business Rules

AFD is made available to users only if the vacancy is inactive, defined by these two conditions:



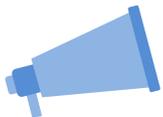
- ✓ **The announcement is not currently open All certificates for a vacancy are audited**

If either of these conditions is not met, AFD will not be visible to users.

Additionally, if a previously inactive vacancy becomes active (e.g. the announcement is reopened, an additional cert is issued, or a cert is un-audited), AFD for that vacancy will no

longer be visible • People apply for the job

- Announcement Closes



- Announcement Opens

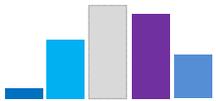


- Certificates Issued to Hiring

Manager

- Hiring Manager makes Selections

- HR reviews and audits all certs ✓



- Inactive vacancies are added to the AFD dataset nightly

Current Safeguards in Place

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.



Access

Users with an active USA Staffing account cannot have access to AFD

Availability

Data are only released after hiring actions are complete (certificates audited)

No PII

Personally-identifiable information is not included in the data provided

Changes to Access (In Progress)

We are in the process of making changes to the system to enable **users with an active USA Staffing account to have access to Applicant Flow Data**

-Business rules related to the release of AFD (announcement <> open and all certs audited) will remain the same and PII will still not be included in the dataset

Account Details

Date Account Created
9/12/2014 13:11 EDT

Date of Last Login
Human Resources User: 2/1/2019 10:46 EST

Applicant Flow Data Access



-Agencies will have the flexibility to flag HR users in Admin to enable AFD access

-The "Applicant Flow Data Only" user type will

eventually be phased out (changed to "Reports Only" users)

Expected

Summer 2019

Troubleshooting New Hire login issues

Presenter: Dana Robinson, USA Staffing User Support Team

- The USA Staffing Onboard system uses the new hire's USAJOBS login credentials.
- Login.gov was implemented to increase security of USAJOBS accounts (February 2018).
- This login process affects some new hire's ability to access Onboard.



- What can we can do to help? ○ Verify the account is in Active status. ○ Ask new hire to clear browser cache and try again.
 - New hire deletes account due to no access to phone and/or personal key:
- New hire needs to contact USAJOBS to unlink account before creating a new account, or
- You will need to create a manual record for the new hire



New and Updated Resources

Recent updates to the Resource Center page

- Alert Inventory as of February 25, 2019
- NOR Message Codes as of February 7, 2019
- Quick Reference Guide to System Generated Emails as of March 22, 2019
- Onboarding Forms Available List as of March 20, 2019





New Addition

- Multigrade Assessments Instructional Video as of February 27, 2019
- Rating Criteria Instructional Video as of February 27, 2019

USA Staffing Resource Center: <https://go.usa.gov/A3C3>



USA Staffing Upcoming Events



April 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 4: Cognos Production Release

April 6: USA Staffing Production Release

April 11: Cognos Stage Release

April 12: USA Staffing Stage Release

April 16-17: Mixed Agency New User Training

April 18: Cognos Production Release

April 24: Customer Sprint Review **April**

25: Cognos Stage Release



USA Staffing Release Schedule: <https://ao.usa.gov/AR33>

Questions?



**For additional information, please contact
your Account Manager.**