



**USA Staffing®**  
*Great Government Starts Here®*

# **USA Staffing**

# **Stage Release Notes**

**Release 13.3**

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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

### Requests

- Added a validation preventing the cancellation of a *New Vacancy* or *Additional Selection* request which has a new hire associated with it. Users will be prompted with the following message: *“The request you are trying to cancel is associated with a new hire record. If the new hire is no longer going to enter on duty, update the certificate audit as appropriate to make this determination in the system.”*
- Updated and added validations to the *Hiring Need Validated Date* and *Request Personnel Action Date* to require the fields, when populated, to be equal to or greater than ‘1/1/2000’ and in ‘mm/dd/yyyy’ format.
- Replaced the *Search* hyperlink with an *Advanced Search* button within *Additional Selection* requests and enabled partial vacancy number searches in the *Search For Vacancy To Link* field. Search results now exclude vacancies that are expired, cancelled, or already linked to the request. Additionally, upon linking additional vacancies to an approved *Additional Selection* request, a banner is displayed to confirm the action taken.


### Vacancy

- Reordered settings found under the *Application Processing* section on the Vacancy Settings page under one of the following two sub-sections and reworded some of the items for clarity and consistency:
  - *Questionnaire Settings*
    - *Collect Service Computation Date* - formerly “Collect the applicant's Service Computation Date for this application”
    - *Do not collect Veterans' Preference* - formerly “Do not collect Veterans' Preference for this application”
    - *Do not collect Lowest Acceptable Grade* - formerly “Do not collect Lowest Acceptable Grade for this application”
    - *Limit the number of locations that a user can select to a maximum of \_\_\_\_\_* - formerly “Limit the number of locations that a user can select [ ]. Maximum number of locations”
    - *Require completion of all announcement and assessment items* - formerly “Override individual announcement and assessment question requirement indicators to set all questionnaire items as Required”
  - *Application Submission*
    - *Prevent update of application after initial submission* - formerly “Applicants may not update any part of their application after initial submission”
    - *Prevent update of assessment responses after application submission* - formerly “Applicants may not update assessment responses after submitting an application”
    - *Require eligibility supporting documents for application submission* - formerly “Require Eligibility supporting documents for application submission”

### Announcement

- Defaulted the *Ineligibility Code* field to a blank value when adding an *Eligibility Screen-Out* on the Announcement Questionnaire page. Users must select between IAOC and IASA before saving the screen-out to ensure the correct NOR code is selected.

## Assessment Package

- Made usability improvements to the gear icon on the Assessment Package page to ensure options appear consistently without users having to refresh the page.
  - When the assessment package is in Incomplete status, the following options will display:
    - *Create Review*
    - *Select Template*
    - *Save as Template*
    - *Print Assessment*
    - *Clear Assessment Package Content*
  - When the assessment package is in Complete status, the following options will display:
    - *Create Review*
    - *Save as Template*
    - *Create Competency Network*
    - *Print Assessment*
- Updated the indicators for screen-out and required questions for improved usability:
  - Screen-out questions will be designated by a blue circle icon to the left of the item number, instead of the previously used - indicator.
  - The required \* indicator will be displayed after the period for the question number, rather than at the end of the item text.
- Added the *Assessment Content Report* under the reports button  located on the Assessment Package and individual Assessment pages within a vacancy. Selecting the *Assessment Content Report* will open a new browser tab with the vacancy and assessment information pre-populated in the report prompt page. This report provides information about the content of an assessment package, including assessments, competency data, item information, and rating criteria. It can be run in various formats, including HTML and Excel.



## Assessment

- Added a *Please wait, Loading* indicator when adding a competency from the library for improved usability.
- Replaced the *Apply Action* dropdown button with single action *Apply Competency*, *Apply Scale*, and *Delete* buttons, which display when *Select All* or at least one item is selected on the Assessment Questionnaire page.

## Applicant Overview

- Updated the *Application Count Reached* alert to include a link, which redirects users to the Applicant Overview page for the Vacancy.

## Applicant List

- Updated the *Claimed* and *Adjudicated* icons for Veterans' Preference and eligibility claims where applicable in applicant records, applicant lists, assignments, and certificates. Adjudicated applicants will be designated by a blue shield icon with a white checkmark . Applicants with an un-adjudicated claim will be designated with a white shield/black outline icon with a black question mark , making it easier to quickly distinguish between the two.
- Replaced the *Apply Action* drop-down button with applicable single action buttons, which display when the select all applicants box or at least one applicant row is checked on the Applicant List, Certificate, or Stored List pages.
- Added the *Location Label* located in the Announcement Location page to the *Filters* within an Applicant List or Certificate. This information will display in Label, City, State format.

## Reviews

- Updated how the review status and associated tasks are handled when a vacancy is cancelled. Upon cancellation of a vacancy, or if the only request associated with a vacancy has been cancelled (thereby also cancelling the

associated vacancy), all active reviews are automatically recalled, and a notification is sent to the review owner, follower(s) and reviewer(s) notifying them of the auto recall. Additionally, all “Make and Return Selection” and “Return Review” tasks are moved into a *Cancelled* status.

- Updated how the review status and associated tasks are handled when a vacancy expires. Upon expiration of a vacancy, all active reviews are automatically recalled and all “Make and Return Selection” and “Return Review” tasks are moved into a *Cancelled* status.
- Added a character count indicator to the *Review Instructions* field in all review types and increased the textbox size to maximize available space.
- Disabled and removed the *Assessment* checkbox in the *Attachments* section when creating a JOA Review within a vacancy with *No Assessment Required* enabled.
- Updated the Review Assignments page for consistency across all review types by displaying the *Status*, *Reviewer Name*, *Phone*, *Email* and *Delete* (trash can icon) columns.
- Added a validation in the Review Assignments page upon clicking *Send Review* for all review types to ensure the review *Due Date* and *Auto Recall Date* have not already passed. If either due date has passed, users will receive the following error message “*Due Date should be in the future.*” or “*Auto Recall Date should be in the future.*”

## Onboarding Functionality

### New Hire

- Added the following forms in USA Staffing:
  - DOE F 5631.18 - Security Acknowledgement
  - MS 623 Attachment B - Physician Comparability Allowance Service Agreement
  - MS 642 B - Overseas Mobility Agreement
  - PC TCWC - Tax Check Waiver Consent
  - PC TSOA - Transmittal Sheet for Overseas Assignment
  - PRC PI - Payroll Information
  - PS 61 - USPS Appointment Affidavit
  - PSA FCRA - Fair Credit Release
  - SSA 221 - Information Security and Privacy Awareness
- Updated the following forms in USA Staffing:
  - Treasury Emergency Contacts
  - FMS 2231 Form - FastStart Direct Deposit

## Hiring Manager Functionality

- Updated the new hire name that appears in the *My Hires* Dashboard tile and in the Requests page to display the name as it appears in the new hire record, not in the certificate or application record.

## Administrative Functionality

### Vacancy Default Settings

- Reworded settings found under the *Application Processing* section for clarity and consistency:
  - *Do not collect Lowest Acceptable Grade* - formerly “Do not collect Lowest Acceptable Grade for this application”
  - *Do not collect Veterans' Preference* - formerly “Do not collect Veterans' Preference for this application”
  - Prevent update of assessment responses after application submission - formerly “Applicants may not update assessment responses after submitting an application”

- *Require completion of all announcement and assessment items* - formerly “Override individual announcement and assessment question requirement indicators to set all questionnaire items as Required”
- *Require eligibility supporting documents for application submission* - formerly “Require Eligibility supporting documents for application submission”

## Competency Networks

- Added the following HR Manager competency networks to the Competency Network Library:
  - Law Enforcement and Compliance
    - General Inspection, Investigation, Enforcement, and Compliance (1801)
    - Mine Safety and Health (1822)
    - Import Specialist (1889)
    - Customs and Border Protection (1895)
    - Border Patrol Agent (1896)
  - Wage Grade - Electrical Work
    - Wire Communications Equipment Installation and Maintenance Family Network (2500)
    - Electronic Equipment Installation and Maintenance Family Network (2600)
    - Electrical Installation and Maintenance Family Network (2800)
  - Wage Grade - Fabric and Leather Work
    - Fabric and Leather Work Family Network (3100)
    - Instrument Work Family Network (3300)
    - Machine Tool Work Family Network (3400)
    - General Service and Support Work Family Network (3500)
    - Structural and Finishing Work Family Network (3600)
    - Metal Processing Family Network (3700)
    - Metal Work Family Network (3800)
    - Motion Picture, Radio, Television, and Sound Equipment Operation Family Network (3900)
  - Wage Grade - Lens and Crystal Work
    - Lens and Crystal Work Family Network (4000)
    - Painting and Paperhanging Family Network (4100)
    - Plumbing and Pipefitting Family Network (4200)
    - Pliable Materials Work Family Network (4300)
    - Printing Family Network (4400)
    - Wood Working Family Network (4600)
    - General Maintenance and Operations Work Family Network (4700)
    - General Equipment Maintenance Family Network (4800)

## Notification Templates

- Added the Agency CPDF logo in the notification’s header for USA Hire notifications and Application Confirmation Messages set in Vacancy Settings or Vacancy Default Settings.

### 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](#).