USA Staffing
Production Release Notes

Release 13.1

July 2, 2021

OPM HR SOLUTIONS
by government, for government

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

Announcement

- ✅ Added the ability to add a custom *Location Label* to each location added on the Announcement Location page. Users can select the *Add Label* option from the gear icon next to a location to add specific location information. This optional field has a 30-character limit. Once a label is added, it can be edited or deleted as needed by selecting the appropriate action from the gear icon list. Locations and labels cannot be edited/deleted once an announcement has been released and open. When using the *Copy Locations* option, any labels added will be copied along with the locations from the previous vacancy. Location labels will display in Label, City, State format in USAJOBS, the online application, application PDF, and announcement review.
  https://help.usastaffing.gov/USAS/index.php?title=Announcement_Location
  https://help.usastaffing.gov/USAS/index.php?title=Adding_an_announcement_location_label
  https://help.usastaffing.gov/USAS/index.php?title=Editing_an_announcement_location_label
  https://help.usastaffing.gov/USAS/index.php?title=Deleting_an_announcement_location_label

Assessment Package

- Added the option to include either filtered or all applicants and the ability to include email and/or phone number(s) in a manual export file.
  https://help.usastaffing.gov/USAS/index.php?title=Exporting_applicant_data_for_manual_rating_from_a_saved_list

Applicant Record

- The following NOR message code has been modified:

Code	Definition	Message
ELSM	Eligible as rated by SMEs, moving on to next phase	Subject matter experts have reviewed your resume for evidence of the required qualifications and determined you should move on to the next phase of the process. You may be contacted for one or more interviews to further assess your qualifications.

- The following NOR message code has been added:

Code	Definition	Message
IOTX	Ineligible based on 2019 Taxpayer First Act	You are ineligible based on the 2019 Taxpayer First Act (Title 26 U.S.C, Chapter 80, Subchapter A, Section 7804), which prohibits IRS from rehiring any employee involuntarily separated from the service for performance or misconduct. This includes removals under (1) Title 5 U.S.C, Chapter 43, (2) Title 5 U.S.C, Chapter 75, or (3) Public Law 105-206, Section 1203, Internal Revenue Service Restructuring and Reform Act of 1998.

https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes

Applicant List

- Added a new *Rank By* filter option titled *Transmuted Rating* within non-USAH vacancies with one assessment used for rating. This option is available for the *Competitive Merit Promotion* and *Ranking List* certificate types only. When selected, users will be able to use the *Cutpoint Refer Method* with a transmuted rating of up to two decimal places.

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

- Modified the alternate selection functionality for both HR and HM users. Users will have the option to manually specify the *Alternate Selection Order* and indicate any subsequent selections without the system automatically marking the next alternate selection as *Selected*. Changes made are tracked in *History*.
https://help.usastaffing.gov/USAS/index.php?title=Designating_alternate_selections_in_an_audit
https://help.usastaffing.gov/HiringManager/index.php?title=Designating_an_alternate_selection

Onboarding Functionality

New Hire

- Added the option to sort the list of uploaded documents or assigned forms within a New Hire record by any column in ascending or descending order. Documents display in ascending order by Received by default. Forms are sorted alphabetically by Form Name in ascending order by default. This allows users to, for example, more easily group Transmission Status and Agency Next Action.
https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Documents
https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Forms

- Added the ability to upload multiple documents at once and add documents via drag and drop from the Assignments and Overview pages. In consistency with other system areas, users will see the *Documents* button on the top right and have the option to drag and drop or choose up to five files to upload from their computer. **Note:** The option to add documents from other areas in USA Staffing will be included in a later release.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_document

- New Hire users accessing a cancelled record from an Invitation, Tentative Job Offer, or Official Job Offer notification will receive a "No Active Records" message. They will be advised to contact their HR office for assistance.
https://help.usastaffing.gov/USAS/index.php?title=Sending_an_invitation,_tentative_or_official_offer_notification_to_a_new_hire

- Added the following forms in USA Staffing:
    o ICE EL CI 01
    o OCHR EOD 18
    o SROC VSS
    o DHS e5207
    o SEC PERSEC Determination Interns
    o PC BI-CV
    o PC PO
    o PC Form 1336
    o USM 163
    o USBP ACA
- Updated the following forms in USA Staffing:
    o FCA ECF
    o CBPHC 6-6
    o Treasury Employment Information
    o Treasury Veterans Data

Hiring Manager Functionality

- Modified stored lists without a certificate type to display in alphabetical order for consistency with the HR view.
  https://help.usastaffing.gov/HiringManager/index.php?title=Opening_a_stored_list

Administrative Functionality

Permissions

- Modified the following permissions in the Position Description Library and updated their definition:
  - View Position Descriptions - Enables user to view a list of position descriptions and associated position description reviews within the library.
  - Create/Edit Position Descriptions - Enables user to create and edit position descriptions and to create, edit, send, and recall position description reviews.
    https://help.usastaffing.gov/USAS/index.php?title=Modifying_a_custom_permission_profile

Vacancy Default Settings

- Added the *Do not collect Lowest Acceptable Grade for this application* as an Application Processing default setting. This new setting will be defaulted off for new and existing offices. This setting will only apply to newly created vacancies after the default setting is enabled. Changes made are captured in *History*.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Vacancy_Default_Settings

- Added Position Description Review Default Settings to Review Default Settings. This includes the ability to set a default due date, auto-recall date, return to HR permission setting, and instructional text.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Review_Default_Settings

Competency Networks

- Added the following HR Manager competency networks to the Competency Network Library:
  - Cybersecurity
    - Cybersecurity IT Program Management (2210)
    - Cybersecurity Electronics Engineering (0855)
    - Cybersecurity Computer Engineering (0854)
    - Cybersecurity Telecommunications (0391)
  - HR Management
  - Human Resources Management (0201)
  - Financial Management
    - Budget Analysis (0560)
    - Financial Administration and Management (0501, 0505)
    - Accounting (0510)
    - Auditing (0511)
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network

Classification Functionality

- Added a *Retired* status to clearly identify PDs that have been retired. PDs can only be retired when they are in *Draft* status. Retired PDs cannot be edited (all fields are disabled for edit). Most fields within PDs in *Published* status will also be disabled for edit, except for *Tags*, *Customers*, and *Linked Position Description*. PD reviews can only be created for PDs in *Draft* status.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Position_Descriptions

- Added the ability to Create and Manage Position Description (PD) Reviews. The *View Position Descriptions* permission allows a user to see PD reviews. The *Create/Edit Position Descriptions* permission allows a user to PD

create, edit, issue, update and recall a PD review. A PD review can be sent to multiple hiring manager reviewers for comments about the position information, competencies, duties, or factor information. Alternatively, it can be sent to one hiring manager for final *Supervisory Authorization*. The supervisory authorization will produce the *Supervisory Authorization* of the Authentication page. These options are available under the gear icon within a Position Description:

- o *Create Review*: This option will appear when a PD is in a *Draft* status.
    - ▪ *Review Information page*: When creating a review, users can enter a *Review Name*, *Owner*, *Due Date*, and *Auto Recall Date*.
    - ▪ *Review Assignments*: Users can add reviewers and designate access to return the review with comments or authorize the Position Description.
        - • Disabled the *Allow Authorization* checkbox until the *Return to HR* box is checked. This ensures the Hiring Manager user submitting the authorization is also permitted to return the review
        - • Disabled the *Add Reviewer* button when the *Allow Authorization* box is checked since only one reviewer can authorize a PD.
        - • Prevent issuance of a review with the *Allow Authorization* box checked when the PD already has a supervisory signature on the *Authorizations* page, or an active review already exists with the *Allow Authorization* box checked for the PD.
        https://help.usastaffing.gov/USAS/index.php?title=Create_Position_Description_Review
    - o *Manage Review: A*llows users to see a list of existing reviews and their details (including *Reviewers*, *Sent Date, Due Date, Returned Date*, and *Status*). Reviews can also be opened from this page for editing.
    https://help.usastaffing.gov/USAS/index.php?title=Manage_Reviews-PD
- A notification email will be sent to the review owner and reviewers associated with a review when a PD review is issued, recalled, and returned.
- Reviewers issued a PD review will see a *Position Description* review type in their *Dashboard* and in their *Reviews* menu pages of the Hiring Manager Interface. Upon opening the PD Review, reviewers will view the following four pages:
    - o *Position Details:* Allows reviewers to view and provide comments regarding the position description details, status, security, competition, function, and conditions of employment items.
    - o *Position Competencies:* Allows reviewers to view and provide comments regarding the competencies linked to the position description.
    - o *Position Duties:* Allows reviewers to view and provide in-line comments and track changes to the introductory statement, duties statements, and other duties statements in the position description.
    - o *Classification Factors:* Allows reviewers to view and provide comments regarding the position description factor statements and classification references.
    https://help.usastaffing.gov/HiringManager/index.php?title=Performing_a_position_description_review
- Reviewers can access review instructions or download a PDF.
- HR users can interact with a returned review through the Review Assignments page of the PD Review.
    - o On the *Position Details*, *Position Competencies* and *Classification Factors* pages, HR users can view reviewer comments.
    - o On the *Introduction*, *Duties*, and *Other Duties* pages, HR users can perform a side by side comparison of the reviewer's feedback and the current PD text and make any necessary changes to a PD introductory statement, duties, and other duties without navigating outside the review.
    https://help.usastaffing.gov/USAS/index.php?title=Review_Assignments-PD

USA Hire Functionality

- Updated the USA Hire *Assessment Name* to display the template name only. The *Battery Name* can be seen by hovering over the information icon next to the assessment name.
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Plan

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](#).