



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing Stage Release Notes

Release 13.1

June 11, 2021

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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 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.

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.

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.

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.
- 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*.

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

Hiring Manager Functionality

- Modified stored lists without a certificate type to display in alphabetical order for consistency with the HR view.

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.

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*.

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)

Classification Functionality

- Added the following error message when users attempt to save a Position Description (PD) review with multiple reviewers granted *Allow Authorization* permission: "Only one reviewer may be included on a PD review when Authorization is allowed."
- 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.
- Separated the Position Duties page within a returned PD review into the following three separate pages: Introduction, Duties, and Other Duties. On these 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.

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.

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](#).