



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

USA Staffing Production Release Notes

Release 12.0

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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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Announcement

- Users will have the option to select either IAOC or IASA in the *Ineligibility Code* field when creating an eligibility screen-out item in the Announcement Questionnaire page. IAOC will continue to be the default code.

Code	Message
IAOC	You were not considered because you do not meet the Area of Consideration requirements as specified in the announcement.
IASA	You were not considered because you answered “No” to all eligibility questions for this job opportunity announcement.

https://help.usastaffing.gov/USAS/index.php?title=Adding_an_eligibility_screen-out_to_an_announcement_questionnaire_item

Assessment Package

- Users will only see published assessment packages when adding an Assessment Package Template to a Vacancy. A *Template Status* field was added when searching for an assessment package and defaults to Published. Users have the option to search for assessment packages in *Retired* status if appropriate.

https://help.usastaffing.gov/USAS/index.php?title=Adding_an_assessment_package_template_to_a_vacancy

Applicant List

- Applicant lists created in vacancies where no assessment is required will display the applicants’ NOR code in the *Rating* column. Clicking the NOR code link will open a pop-up box where the code and description can be reviewed and modified if appropriate.

https://help.usastaffing.gov/USAS/index.php?title=Create_List_Tasks

Certificates

- Modified the certificate *Status* field to update automatically based on the following user actions:
 - Issued – User issues the certificate.
 - Selection Made – User audits the certificate with at least one applicant designated as Selected.
 - No Selection Made – User audits the certificate with no applicant designated as Selected.
- Enhanced Certificates tab for enhanced usability by modifying how information is displayed as follows:
 - Renamed the *Assigned Reviews* column “*Reviews*”. This column will display the number of reviews in each status (e.g., 5-Active, 2-Returned). This data is hyperlinked allowing users to open a pop-up box including the Review Name, Status, Due (date), and Completed (date). Auto Recalled and HR Recalled counts are combined and listed with a Recalled status; however, users will see the detailed status in the pop-up box.
 - Added a *Certificate Status* column that displays the certificate status.
 - Renamed the *Audited* column “*Audit Complete*”. This column displays a Yes/No value for each certificate instead of displaying the audit date.
 - Added a *Certificate Status* filter to narrow down results on the page. The default value is All Certificate Statuses.
 - Changed the *Show Cancelled Certificates* field from a checkbox to a toggle.

https://help.usastaffing.gov/USAS/index.php?title=Certificate_Overview



Onboarding Functionality

New Hire

- Users with permission to view a specific document type when viewing the Documents sub-page on the Assignments tab of a New Hire record will see the Document Name hyperlinked for view. Users without permission to view a specific document type, will now see the Document Name listed; however, it will not be hyperlinked for access. This is now consistent with how permissions are implemented in the Forms sub-page. Like Form permissions, Document type permissions can be managed by enabling *View* permission for the corresponding form category under *Onboarding Forms* within the appropriate Permission Profile.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_a_new_hire_document
- Added the ability to view and add *Notes* in the Task Details sub-page for a specific task assigned within a NH record. Users with permission to Edit Task Details, will have the option to add, view, or delete notes within a new hire record. Users can make the note visible only within a task by selecting the *Show as Task Note Only* checkbox when creating a note. Otherwise, the note will be visible both for the specific task and in the NH record's Notes on the Overview sub-pages. Once a note is created, it can be toggled to be visible in the record's Notes by checking or unchecking the *Show on this tab only checkbox*. Task Notes made visible in the NH record have a rollover text over the *Task Note* indicating the specific task to which it is related.
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_task_note

Forms

- Added the following forms in USA Staffing:
 - DOI BIE ECF – Emergency Contact Form
 - DOI BIE FPAR – Fingerprint Privacy Act
 - DOI BIE PAL – Places Applicant Lived
 - DOI BIE ECP – Ethics Cover Page
 - DOI BIE SPA – Seasonal Position Agreement
 - DOI BIE NPPNS – Notice of Probationary Period – New Supervisor
 - DOI BIE NPPNE – Notice of Probationary Period – New Employee
 - DOI BIE ERSME – Employee's Responsibilities for Supplies, Material and Equipment
 - DOI BIE CTE TEMP – Conditions of Temporary Employment
 - DOI BIE CTE TERM – Conditions of Term Employment
 - DOI BIE UCLP – Understand for Career Ladder Position
 - DOI BIE NNIP – Notice of Non-Indian Preference
 - DOI USGS SOU TLCSFTP – Time Limited Cooperative Summer Field Training Program
 - DOI UGSC SOU TCSFTP – Temporary Cooperative Summer Field Training Program
 - DOI USGS 9-3113 – Initial Ethics Orientation for New USGS Employees
 - DOI USGS 9-1909 – Employee Financial Interests Certification
 - DOI USGS 9-1644 – Nepotism Certification
 - IRS 12114 – OF 306 Continuation Form
- Updated the following forms in USA Staffing:
 - CNS Statement of Service
 - CBPHC 3-1 – Provisional Clear Statement of Understanding
 - CBPHC 5-1 – Relocation Form
 - DD 1618
 - SF 2809 – *released to Production on 7/24*

Hiring Manager Functionality

- Added the ability to upload multiple documents at once and add documents via drag and drop in the Documents window within Hiring Actions and all Reviews types. HM Users will see a new option to drag and drop or choose up to five files to upload from their computer.
https://help.usastaffing.gov/HiringManager/index.php?title=Adding_documents_to_a_review

Administrative Functionality

Tasks

- Added a new system-level task titled *Set Onboarding Document Type for Application Documents*. This task is for Onboarding purposes and owned by HR Users. It can be assigned by HR Users to serve as a reminder to assign the appropriate Onboarding document type for any documents submitted as part of the application. In a future release, the assignment of this task will be automated based on the presence of documents submitted as part of the application that have not been assigned an onboarding document type.
https://help.usastaffing.gov/USAS/index.php/Manage_Workflow_Templates

Competency Network Library

- Modified how series are displayed in the Competency Network Library page. If less than three series are included in the network, they will be displayed in the *Series* column separated by a slash (e.g., 0801/0802/0803). If more than three series are included in a network, Multiple Series: Show All will display in the *Series* column. Users can click the Show All hyperlink to open a list of all series included in the selected network.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Compentency_Network
- Added the ability to create a draft Competency Network and *Publish Network Content* once a network is finalized. Competency Networks in Draft status will not be automatically displayed when searching for competencies while creating an assessment package or assessment package template. In the Competency Network Library, users will have the option to filter by Competency Network *Status*. This filter will default to display only networks in Published status. Users have the option to apply filters that will include networks in Draft status if appropriate.
https://help.usastaffing.gov/USAS/index.php?title=Publishing_a_competency_network
https://help.usastaffing.gov/USAS/index.php?title=Unpublishing_a_competency_network

Classification Functionality

- ✔ Updated Position Descriptions to include the ability to create, classify, and print a PDF version of positions using the Narrative Description *Classification Standard*. Major differences for this new functionality are found in the Factors, Criteria, and Evaluation sub-pages when Narrative Description is selected on the Position Information sub-page within a Position Description. Users will notice that Factor Levels are not included in the Factors and Evaluation sub-pages for this specific standard. Users will have the option to include up to six criteria in the Criteria sub-page. For each criterion, users will need to populate the following two fields:
 - *Criteria Title* – This field is alpha-numeric and has a 100 character-limit.
 - *Criteria Description* – This field is alpha-numeric and has a 3,000 character-limit.https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Criteria

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](#).