# USA Staffing
# Stage Release Notes

## Release 12.1

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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.

## Table of Contents

## Staffing Functionality

### Dashboard

#### Tasks

- Added the ability to search by Task Name on the Tasks Dashboard. Results will contain any whole or partial matches applicable and related to filters previously applied.

### Announcement

- Added the ability to copy the *Agency Marketing* section of an announcement from an existing vacancy or new template type. This section will now display a *Copy* button in the Announcement Text page.
    - When users click this button, they will see the following options:
        - *From Vacancy* – Selecting this option will present a field to enter a vacancy number from which to copy the *Agency Marketing* section. The following content will be copied:
        - *Marketing Message*
        - *Marketing Link*
        - *Marketing Video Link*
        - *Benefits Link*
        - *Display Default Benefits Text* checkbox
        - *From Template* – Selecting this option will insert the template data in the appropriate sections.
    - If there are no templates for the associated template type in the Announcement Template library, *From Template* will not be listed as an option.
    - If text had been previously entered in any of the sections, the existing text will be overwritten upon user confirmation.
    - Whether content is copied from a vacancy or template, everything will be copied over exactly as it is when the content is copied; including text, style, data inserts, placeholder text, links, etc.
    - The *Copy* button will no longer display once an announcement is released and open. If the announcement is removed from USAJOBS, they will once again be available. See the Administrative Functionality section below for information on this new announcement template type.

### Applicant Overview

#### Applicant Record

- Added a *New Hire Document Type* field that gives HR or Onboarding users the option to properly categorize documents designated as NH Viewable within an applicant record. Users with Edit Documents permission can click the gear icon next to the document and will see this new field under the Manage Document section. Changes will be captured in History. Upon new hire creation, documents that have been set as NH Viewable and categorized using the appropriate Onboarding document type will flow into the new hire record based on the *New Hire Document Type* set in the Applicant Record.
- The following NOR message codes have been added:

| Code | Definition | Message |
| --- | --- | --- |
| **IAOM** | Ineligible for Overseas Military Spouse Preference | You were not considered because you are not eligible to apply as an Overseas Military Spouse Preference candidate until you have arrived within the commuting area of your sponsor's new duty station. |
| **ELCS** | Eligible for DHS Cybersecurity Service | You have completed the mandatory assessments for the DHS Cybersecurity Service, and you may be referred to a hiring manager to be considered for a position that matches your background. |

| | | |
|---|---|---|
| **IFAO** | Missing documentation of military flight experience | You were not considered because you did not provide the aeronautical order, forms, or logbooks to verify your military flight experience as specified in the announcement. |

## Applicant List

- Added the ability to batch print applications from an Applicant List, Stored List, and Certificate. Users can generate a batch print file by selecting one or more applicants from the list and choosing the Print Applications option from the Apply Action button. The following options will then be presented in a pop-up box:
  - o Choose Application Type
    - ▪ Complete Application – Prints the entire application to include Position Information, Biographic Information, Announcement Questionnaire, and Assessment Questionnaire, and Documents list.
    - ▪ Assessment Questionnaire – Prints the application to include Position Information, Biographic Information, and Assessment Questionnaire; excludes the Announcement Questionnaire and Documents list.
  - o Choose Print Order
    - ▪ Order by List Rank
    - ▪ Order by Last Name
- Added an Expiration Date option in the *Application Date* field to filter applicant lists. This option will be available when the *Expire applications following the period of eligibility* box is enabled within the Vacancy Settings page. When the Expiration Date option is selected, and a date range is entered, applicants expiring on/between the dates entered will be included in the list considering any other filter(s) applied.

## Certificates

- ✅ When a certificate is expired/unexpired, the system will re-evaluate each applicant's Record Status Code (RSC) and update as appropriate. If a user modifies the *Expiration Date* on a certificate, they'll be presented with the following message: "The Record Status Codes for the applications on this certificate will be updated in the background. This process may take a few minutes to complete, depending on the number of applications."

## Reviews

- Added pagination to the Reviews tab for improved performance when there are 31 or more reviews within a vacancy. Additional results will display in a separate page. Users can navigate back and forth between pages using the pagination options at the bottom right of the page.
- Added the ability to search reviews in the Reviews tab by Review Name and Reviewer Name.
- Added a *Review Statuses* filter on the Reviews tab that allows users to filter reviews by status:
  - o Active
  - o Note Sent
  - o Recalled
  - o Returned

## Onboarding Functionality

## New Hire

- HR and Onboarding users will see the name of the user who completed the Verify the New Hire Arrived for their First Day of Duty task and the date and time the task was completed at the bottom of the Overview tab within a record in which the Verify the New Hire Arrived for their First Day of Duty task is in Complete status. This information will display in the following format:
  - o *Verify the New Hire Arrived for their First Day of Duty task completed by [First Name Last Name on XX-XX-XXXX]*

## Forms

- Added the following forms in USA Staffing:
  - CBP-OFO Recruitment Incentive Service Agreement (CBP OFO RI SA)
  - DOI BIE Employee Benefits Statement of Understanding (DOI BIE EB ESOU)
  - DOI BIE Statement of Policy Employee Responsibilities and Conduct (DOI BIE SOP ERAC)
  - Lautenberg Amendment Compliance Form (IGM Form 317-01)
  - NCPC Certification of Official Transcript (NCPC COT)
  - NCPC Emergency Contact Form (NCPC ECF)
  - NCPC e-QIP & PIV Initiation Data (NCPC EQIP PIV)
  - NCPC Rules of Behavior (NCPC ROB)
  - USGS Conditions of Seasonal Employment (DOI USGS CSE)
  - USGS SOU Conditions Temp NAGT Appointment (DOI USGS CTNA)
  - USGS MOU Intermittent Employment (DOI USGS MOU IE)
  - USGS SOL SOU Time-Limited Appointment (DOI USGS SOL SOU TLA)
  - USGS SOU Concerning Conditions of Excepted Limited Appointment (DOI USGS SOU CCELA)
  - USGS SOU Concerning Conditions of Term Appointment (DOI USGS SOU CCTA)
  - USGS SOU Conditions Mendenhall PostDoc Appt (DOI USGS SOU CMPDRA)
  - USGS SOU Conditions PostDoc Research Appt (DOI USGS SOU CPDRA)
  - USGS SOU Conditions Temp Ltd Appt Comp Service (DOI USGS SOU CTLACS)
  - USGS SOU Temporary Cooperative Summer Field Training Program (DOI USGS SOU TCSFTP)
  - USGS SOU Time Limited Cooperative Summer Field Training Program (DOI USGS SOU TLCSFTP)
  - USPS OIG Applicant Medical Questionnaire (PS 2485D)
  - USPS OIG Special Agent Mobility Agreement (USPS OIG MA)
- Updated the following forms in USA Staffing:
  - TSP 1-C
  - SOU 12

## Hiring Manager Functionality

- No updates.

## Administrative Functionality

### Customers

- Added History entries for changes made to any of the fields in the Onboarding Defaults subpage within a Customer record, including:
  - Default Agency Information
    - *Agency/Department*
    - *Bureau/Division* (*Use External Name)*
    - *Branch/Organization Name* (*Use External Name*)
    - *Activity/Unit Name* (*Use External Name*)
  - Default Contact Information
    - *HR Contacts*
    - *Benefits Contacts*
    - *Payroll Contacts*

### Default Settings

- Added History entries for changes made to the Announcement Number Format and Announcement Text Section Visibility in the Announcement Default Settings tab.

### Announcement Templates

- Added the ability to create an Agency Marketing template type. This allows users to use an existing template to populate the *Agency Marketing* section of an announcement as described in the Staffing Functionality section above. When creating an announcement template, users will see Agency Marketing listed as an option in the *Template Type* field.

### Workflows

- When creating/editing a workflow with the *Purpose* of Staffing and electing to add a task rule, users will see a new system event titled Announcement Closed in the *Activate task when [Select a system event]* field. This rule will set the specified task to active status when the announcement closes.
- When creating a workflow with the *Purpose* of Onboarding, users will no longer see the Request Approved option listed in the *Calculate Due Dates Starting From When* field. Workflow Assigned will be the default option.

## 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.