



**USA Staffing**<sup>®</sup>  
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# **USA Staffing Stage Release Notes**

**Release 12.4**

**November 20, 2020**

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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

### Requests

- Added grades 46 through 90 for Pay Plans with no designated grade range; for example, CN.

### Applicant List

- When printing the PDF version of a Stored List the following information will be displayed based on the display preferences selected when the PDF is generated:
  - Min Quals – The minimum qualifications code will display if only one code is available in the applicant record or the word *Multiple* will display if there is more than one.
  - Rating – The Final Rating will replace Augmented Rating, which was previously displayed.
  - Eligibilities – Eligibility labels will be displayed for all eligibilities adjudicated as *Eligible* for each applicant.

### Stored List

- The following usability improvements have been added to stored lists assigned to a panel review:
  - Added the ability to add *Notes*.
  - Added links so users can easily navigate between the Stored List and the Review Ratings under a new header labeled *Panel Ratings*.
  - Added the ability to Print Applications from the *Apply Action* drop-down menu.

## Onboarding Functionality

### New Hire

- Users with Transmit Documents to eOPF and/or Transmit to eOPF permission will have the ability to select the *Don't Transmit to eOPF* option at any time during the onboarding process, allowing for greater flexibility in managing documents and forms transmission. If the Verify New Hire Arrived Task has not been completed, users will have the option to select *Don't Transmit to eOPF*. If the Verify New Hire Arrived task has been completed, users will have the option to select *Add to eOPF Queue* or *Don't Transmit to eOPF*. If a document or form was previously set to Do Not Transmit, users will have the option to select *Retransmit to eOPF*.

### Forms

- Added the following forms in USA Staffing:
  - DA 7782 Statement for Selective Service Registration
  - DOI BLM 1400 Explanation of Prohibitions for BLM Employees
  - DOI BLM ARCPAR Explanation of Prohibitions for BLM Employees
  - DOI BOR IMBE Inventions Made By Employees
  - DOI BTFA CTE TEMP Conditions of Temporary Employment (BTFA)
  - DOI BTFA CTE TERM Conditions of Term Employment (BTFA)
  - DOI BTFA EB ESOU EMPLOYEE BENEFITS EMPLOYEE STATEMENT OF UNDERSTANDING
  - DOI BTFA ECP Ethics Cover Page
  - DOI BTFA ERSME Employee's Responsibilities for Supplies, Material and Equipment
  - DOI BTFA NNIP Notice of Non-Indian Preference
  - DOI BTFA NPPNE NOTICE OF PROBATIONARY PERIOD - NEW EMPLOYEE
  - DOI BTFA NPPNS NOTICE OF PROBATIONARY PERIOD - NEW SUPERVISOR
  - DOI BTFA UCLP Understanding for Career Ladder Position
  - ICE EL CI 03 CLG Statement of Understanding
  - ICE EL CI 04 CI Acknowledgment
  - ICE EL CI 05 CI Mobility Agreement
  - ICE EL CI 07 Modified BI SOU

- ICE EL CI 08 Probationary Period
- NAF RCS Release/Consent Statement for Non-Childcare Positions
- NASA NSSC74 Acknowledgment of Requirement to Submit Health / Life Insurance Forms
- OCHR EOD 17 Overseas Living And Working Conditions

- Updated the following forms in USA Staffing:
  - DEA Office of Forensic Science Mobility Agreement
  - IRSOF-306 Continuation Sheet
  - NAF Consent Release Statement



## Hiring Manager Functionality

- No updates.



## Administrative Functionality

### Users

- Added a *Service Account (Bot)* toggle option, which allows agencies using software applications to run automated tasks within USA Staffing to identify these robot (bot) accounts. Bots use standard system accounts; however, since they are not system users, USA Staffing has implemented a registration service for approving the use of Bots. Agencies must contact their Account Manager to register and implement the use of Bots by completing the Robotic Process Automation Request Form.
  - If the *Service Account (Bot)* option is toggled on, a Service Account Details section will display the following fields for completion:
    - Unattended Bot toggle (optional)
    - Agency Bot ID (optional)
    - Responsible Organization (required)
    - Sponsor Name (required)
    - Custodian Name (required)
    - Description (required)

### Competency Networks

- Added the ability to retire competency networks. The *Retire* button will only be displayed for users with the *Retire Competency Networks* permission. This new, unpaid permission function enables users to remove competency network content from active use by retiring or deleting a network. This permission will be defaulted as enabled for the system-level Office Administrator profile and for any newly created custom permission profile. Existing custom permission profiles will remain unchanged.
  - If a competency network is retired and has never been used in another network or assessment, it will be deleted from the system.
  - If a competency network is retired and has been used in another network or assessment, it will be flagged as retired and can be reactivated at any time if needed.
  - The competency network status will determine if the competencies and items within it are accessible from other networks, assessment package templates, or assessment packages through the *Add From Library* option. When the competency network status is:
    - Draft or Retired – Content (competencies and items) will not be available, unless they are included in another network in Published status.
    - Published - Content (competencies and items) will be available.

## Classification Functionality

- No updates.

## USA Hire Functionality

- Applicants in vacancies using a dynamic USA Hire assessment window will only be re-ordered when they re-apply if the subsequent application results in a different outcome for their eligible rating combinations.
- When using the USA Hire hold with dynamic assessment windows, all initial orders (including those for RA applicants) will set applicant windows based on the date that the USA Hire hold is released.

## 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](#).