



USA Staffing®
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USA Staffing

Stage Release Notes

Release 14.3

May 13, 2022

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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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Dashboard

New Hires

- Added the option to search new hire records by email address.

Request

- Added a *Remote Job* checkbox to the Incentives section on the Request Information page. Upon request approval, the setting will flow to the associated vacancy and the following validations are applied:
 - The *Telework Eligible* checkbox is disabled. A job may only be designated as either remote or telework eligible.
 - *Anywhere in the U.S. (remote job)* is automatically set as the only available location. This location is exclusive to remote jobs and cannot be combined with other locations.
 - **Note:** A series of validations and warning messages are enforced and displayed to inform users of these business rules when users make changes to the *Remote Job*, *Telework Eligible*, and/or *Locations* fields.
 - For additional information specific to this feature, please refer to the [Remote Work FAQs](#) document.
- Modified the style on the Staffing Approach and Other Information pages to match the Request Information page within a Request.

Vacancy

- Added a *Remote Job* checkbox to the Position Settings section on the Position Information page. When this box is checked, the following validations are applied:
 - The *Telework Eligible* checkbox is disabled. A job may only be designated as either remote or telework eligible.
 - *Anywhere in the U.S. (remote job)* is automatically set as the only available location. This location is exclusive to remote jobs and cannot be combined with other locations.
 - **Note:** A series of validations and warning messages are enforced and displayed to inform users of these business rules when users make changes to the *Remote Job*, *Telework Eligible*, and/or *Locations* fields.

Announcement

- Added the *Remote Job* field to the Overview section on the Announcement Text page. This field will populate Yes/No values based on the selection made in the Vacancy Position Information page. If *Remote Job* is enabled:
 - Users can add an optional description by clicking the edit icon. This description field has a 500-character limit.
 - Also, the *Telework Eligible* field is set to *Not applicable, this is a remote position* by default as it will appear on USAJOBS. These fields will display on the Application PDF and JOA Reviews as appropriate.
 - **Note:** Once an announcement has been released to USAJOBS, the *Remote Job* checkbox cannot be modified to ensure the location and telework business rules are properly applied. We strongly encourage users to carefully review the announcement preview before releasing each announcement.
- Multiple choice-single select announcement items set as *Screen Out* in the Announcement Item Library and added to the *Standard Announcement Questions* section on the Announcement Default Settings page will be pre-populated on the *Screen-Outs* section of the Announcement Questionnaire page when an announcement is created.

Applicant Overview

Applicant Record

- Modified the *Updated Application* alert to include a link, which redirects users to the Eligibilities and Ratings page for the specific applicant record.
- The following NOR message code has been added:

Code	Definition	Message
NF	Not moving forward	You are tentatively eligible for this series/grade combination. However, based on the results of the assessment(s) completed so far and the needs of the hiring agency, you are not being moved to the next phase of the hiring process at this time.

Note: Added a corresponding NF Record Status Code (RSC). When the NF NOR message code is applied to an applicant; for example, through an HR override or manual assessment import, the NF RSC will apply. To avoid duplication, the ELNF NOR code, which has the same message as the new NF NOR code, will be removed in a future release.

Applicant Lists

Stored List

- Updated the style of the Stored List Information page and added an *Instructions* section. Users can enter instructions in the textbox or choose an instructional template to be include in the Panel Review by clicking the *Select Instructions* button.

Reviews

- The *Owner* field will default to a blank value in the Review Information page when the previously selected review owner no longer has permission to the vacancy's office.

New Hire

- Added the *Preliminary Acceptance* date on the Overview page within a New Hire record when a new hire accepts an invitation notification type by clicking "Yes, please continue" but does not enter their login.gov credentials to proceed.
- New Hires will see a "No Active Records" message when accessing an inactive or cancelled record via the link included in an *Invitation, Tentative Offer, or Official Offer* notification.
- Modified the *Credentials Registered Successfully* notification to include the name, email, and department of the *Process Owner* assigned to the New Hire record. If no *Process Owner* is assigned, the email will include the information for the user who sent the *Invitation, Tentative Offer, or Official Offer* notification.
- When an *Additional Agency Contact* has been added in the New Hire record, a new section will display in the *New Hire Contact Us* pop-up information titled *Additional Agency Contacts*. If a custom title is used for the *Additional Contacts* field on the New Hire Overview, the custom title will also display. This section will contain the name, email, and phone number for the contact(s) added in the new hire record.
- Updated the following forms in USA Staffing:
 - SF 3102
 - BPA 5632.09e

Selective Service System Interconnection

- Created the ability for the *Verify Selective Service System Registration* system task to automatically assign to eligible new hire records after their initial submission of the OF-306 when they answer yes to being born a male after December 31, 1959.
- Finished the integration work needed to request a new hire's Selective Service Registration status, using data submitted through the OF-306, and update the *Verify Selective Service System Registration* Task Result based on the response received by the Selective Service System integration.
- Provided a way for users to manually update the *Verify Selective Service System Registration* Task Result if the interconnection returns a "Not Verified", "Error - See Notes", or "Other - See Notes" result according to their agency policy.
 - For additional information specific to this feature, please refer to the [USA Staffing Selective Service System Interconnection FAQs](#) document.

Hiring Manager Functionality

- HM users will have access to view *Instructions* included in panel reviews when accessing a Stored List. See [Stored List](#) above.

Administrative Functionality

Customers

- Added an *Additional Contacts* field to the Onboarding Defaults page within Customer Administration. Users can specify the title of the contact by clicking the edit icon and selecting the appropriate contact to display. This contact field can be edited in the Onboarding Information page of the New Hire record as needed and will display in the New Hire Onboarding record if specified.

Notification Templates

- Added a *Work Schedule* data insert to Onboarding notifications under the available data inserts *Position* section.
- The *Owning Office* and *Tags* fields will pre-populate when copying any notification template.

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](#).