USA Staffing
Lock Down Triggers: Vacancy and Admin Areas

This document outlines various areas within the Vacancy and Admin levels and the trigger that locks down any changes from occurring with that area of the system. The vacancy level information below is applicable for vacancies that have not been cancelled or expired. If you have any questions, consult with your USA Staffing Account Manager.

Vacancy Level		
System Area	**Trigger when Locked Down**	**Permission Profile Functions that can Impact the System Area**
Request > Request Information	When the Request is Approved most fields are locked except for the Hiring Need Validated Date, the Request Personnel Action Date and the Request Tags. Some information and selections made in the Request can be modified within the Vacancy after the Request is approved.	Users can delete a manually created Request that has not been approved if they have **Delete Requests** enabled in their permission profile. Requests that are submitted by a Hiring Manager User or through RPI can never be deleted.
Vacancy > Position Information > USAJOBS Announcement Settings	This is not locked down except for position using USA Hire batteries with cut score requirements which will lock down the USAJOBS Announcement Type selections once the announcement is released and opened to USAJOBS. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS.	Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.
Vacancy > Position Information > Position Settings	This is not locked down. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS.	Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.

Vacancy Level

System Area	Trigger when Locked Down	Permission Profile Functions that can Impact the System Area
Vacancy > Position Information > Position Descriptions	When the announcement is released to and open on USAJOBS. Applications do not need to be submitted. This includes the ability to check or un-check 'Interdisciplinary'.	No permission profile function can change this. Users must have **View Position Information** and **Edit Position Information** enabled in their permission profile to make changes.
Vacancy > Supporting Documents > Supporting Documents	When the announcement is released to and open on USAJOBS. Applications do not need to be submitted. If the announcement is released to USAJOBS but not yet opened, it will need to be updated for updates to appear on USAJOBS.	No permission profile function can change this. Users must have **View Supporting Documents** and **Edit Supporting Documents** enabled in their permission profile to make changes. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to but not yet open on USAJOBS.
Vacancy > Eligibilities	When the announcement is released to and open on USAJOBS. Applications do not need to be submitted. If the announcement is released to USAJOBS but not yet opened, it will need to be updated for updates to appear on USAJOBS.	No permission profile function can change this. Users must have **View Eligibilities** and **Edit Eligibilities** enabled in their permission profile to make changes. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to but not yet open on USAJOBS.
Vacancy > Settings > Age Screening	When announcement is released to USAJOBS. The announcement does not have to be open or applications submitted.	Users with **View Vacancy Settings** and **Edit Age Screening** enabled in their permission profile to make changes.
Vacancy > Settings > Case File Retention	This is never locked down.	Users with **View Vacancy Settings** and **Edit Case File Retention** enabled in their permission profile can make changes.

Vacancy Level		
System Area	**Trigger when Locked Down**	**Permission Profile Functions that can Impact the System Area**
Vacancy > Settings > Application Confirmation Messages	This is not locked down. If announcement is released to USAJOBS, it will need to be updated for the message to be seen for newly submitted applications.	Users with **View Vacancy Setting**s and **Edit Notification Settings** enabled in their permission profile can make changes. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.
Vacancy > Settings > Citizenship Screening	This is not locked down. If announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS. All applicants should be re-rated if this setting is updated after the announcement is open.	Users with **View Vacancy Settings** and **Edit Citizenship Screening** enabled in their permission profile can make changes. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.
Vacancy > Settings > USAJOBS Apply Online	When announcement is released to and open on USAJOBS. Applications do not need to be submitted. If the announcement is released to USAJOBS but not yet open, it will need to be updated for updates to appear on USAJOBS.	No permission profile function can change this. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to but not yet open on USAJOBS.
Vacancy > Settings > Application Processing	When announcement is released to and open on USAJOBS. Applications do not need to be submitted. If the announcement is released to USAJOBS but not yet open, it will need to be updated for updates to appear on USAJOBS.	No permission profile function can change this. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to but not yet open on USAJOBS.
Vacancy > Settings > Period of Eligibility	This is not locked down. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS. All applicants should be re-rated if this setting is updated after the announcement is open.	Users with **View Vacancy Settings** and **Edit Period of Eligibility** enabled in their permission profile can make changes. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.

Vacancy Level

System Area	Trigger when Locked Down	Permission Profile Functions that can Impact the System Area
Vacancy > Settings > Demographic Data Collection	When announcement is released to USAJOBS. The announcement does not have to be open or applications submitted.	No permission profile function can change this. Users with **View Vacancy Settings and Edit Demographic Data Collection** enabled in their permission profile can make changes.
Vacancy > Settings > Vacancy Tags	This is never locked down.	Users with **View Vacancy Settings** and **Edit Vacancy Tags** enabled in their permission profile can make changes.
Assessment Package	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS. There are certain things you can and cannot change after the announcement is open, refer to the "Assessment Package" items below for additional details.	When something can be changed within the Assessment Package, Users must have **Uncomplete Completed Assessment Package** enabled in their permission profile to turn off the Assessment Package Complete toggle and **Complete Assessment Package** to complete an Assessment Package. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS. When something can be changed within the Assessment Package after the announcement is open on USAJOBS, Users must have **Edit Assessment Content after Announcements Opens** enabled to make changes.
Assessment Package > Assessment Plan	When Assessment Package Complete box is checked. If changes need to be made, un-check as complete. Assessments can never be added or deleted after the announcement open on USAJOBS.	Permission functions that affect the Assessment Plan page include: **Create Assessment**; **Delete Assessment**; **Manage Assessment Plan** (check/uncheck 'Rating' and 'Screen-out'); **View Assessment**; **Weights**; **Edit Assessment Weights**.
Assessment Package > Job Analysis	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete.	Users with **Edit Job Analysis** enabled in their permission profile can make changes.

Vacancy Level		
System Area	**Trigger when Locked Down**	**Permission Profile Functions that can Impact the System Area**
Assessment Package > Settings > Categories and Category Settings	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete prior to the announcement being released to and open on USAJOBS. If Categories are updated after the announcement is open, a banner will appear to inform users of this change. Once the assessment package is completed again, the system will automatically trigger a vacancy-wide re-rate so applicants can be reassigned to the updated categories as needed.	Users must have **Create/Edit Categories** enabled in their permission profile to make edits before an announcement is open on USAJOBS.
Assessment Package > Settings > USA Hire Settings	This is not locked down. Edits made to the USA Hire window will trigger automatic reorders to be sent to USA Hire for any applicants with a NOR code of PA, PS, IOIM, or any eligible NOR code. Modifying the Custom USA Hire Notifications will apply to any applications received after the modification is made.	Users must have the **USA Hire - Apply/Release Hold, USA Hire - Edit Assessment Window** and/or **USA Hire - Set Custom Notifications** permissions to make edits to the settings in this section.
Assessment > Assessment Information	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete. The "Type" option is locked as soon as you save the tab. Deleting the assessment out of the Plan will allow you to start over with the correct "Type" selected.	Permission functions that affect the Assessment Information page include: **Create Assessment**; **Delete Assessment**; **View Manual Assessment**; **Create/Edit Manual Assessments; Create/Edit Assessments that standardize scores [w/custom values]** (the last 4 permissions are only applicable to manual assessments).
Assessment > Competencies	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete. Competencies can be added/deleted at any time.	User must have **Create/Edit Competencies** enabled to create new competencies.

Vacancy Level			
System Area	**Trigger when Locked Down**	**Permission Profile Functions that can Impact the System Area**	
Assessment > Assessment Questionnaire	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete. The following assessment content can be edited after the announcement is open on USAJOBS: item text, response text, and link to competency. Adding/deleting items and response options cannot be done after the announcement is released to and open on USAJOBS.	User must have **Edit Assessment Content after Announcement Opens** enabled in permission profile to make changes after announcement is initially released. Additional permission functions that affect the Assessment Questionnaire page include: **Create/Edit Assessment Content**; **Create/Edit Multiple Choice - Multiple Select Items**; **Create/Edit Screen-outs**.	
Assessment > Screen-Out Criteria	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete. If screen-out criteria is modified after applicants have applied, then completing the assessment package again will trigger a vacancy wide re-rate.	User must have **Edit Assessment Content after Announcement Opens** enabled to make changes after an announcement has opened. User must also have **Create/Edit Screen-outs** enabled.	
Assessment > Rating Criteria	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete. If rating criteria is modified after applicants have applied, then completing the assessment package again will trigger a vacancy wide re-rate.	User must have **Edit Assessment Content after Announcement Opens** enabled to make changes after an announcement has opened. Additional permission functions that affect the Rating Criteria page include: **Add/Remove Competency and Item from Rating**; **Unlock & Edit Competency and Item Weights**.	
Assessment > Test Plan	When Assessment Package is in a Complete status. If changes need to be made, un-check as complete.	No permission profile function can change this.	

Vacancy Level		
System Area	**Trigger when Locked Down**	**Permission Profile Functions that can Impact the System Area**
Announcement > Announcement Information	'Announcement Number' and 'Work Schedule' are locked down when the announcement is released to USAJOBS. Other fields can be modified after the announcement is released to and open on USAJOBS. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS.	No permission profile function can change this. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.
Announcement > Announcement Location	Locations cannot be modified when the announcement is released to and open on USAJOBS. 'Set Number of Vacancies' and 'Total Vacancies' is never locked down. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS.	No permission profile function can change this. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.
Announcement > Announcement Questionnaire	Ability to 'Add Section' and 'Add to Section' in the 'Preferences', 'Eligibilities', and 'Custom' sections is locked down when the announcement is released to and open on USAJOBS. Announcement 'Screen-outs' are never locked down.	User must have **Edit Announcement Questionnaire Items after Release** enabled in permission profile to make changes after a job is initially released.
Announcement > Announcement Text	This is never locked down. If the announcement is released to USAJOBS, it will need to be updated for updates to appear on USAJOBS.	User must have **Edit Announcement Content after Release** enabled in permission profile to make changes after a job is initially released. Users must have **Release/Update/Remove to USAJOBS** enabled in their permission profile to update an announcement already released to USAJOBS.

Admin Level

Note, throughout the Admin area, the ability to modify items based on the settings identified in the "Permission Profile Functions that can Impact the System Area" column will apply if you have that permission enabled within the Profile assigned to your HR User account for the Owning Office of the applicable system area.

System Area	Trigger when Locked Down	Permission Profile Functions that can Impact the System Area
Admin > Users and Permissions > General Contacts	Can be edited at any time. They can never be deleted but can be retired at any time. Changes only apply to newly created vacancies.	Users must have **Create/Edit** or **Delete General Contacts** enabled in their permission profile, as applicable, to make changes.
Admin > Users and Permissions > Permission Profiles	Can be edited at any time. They cannot be deleted if in use. Changes apply immediately to all Users assigned that profile.	Users must have **Create/Edit** or **Delete Permission Profiles** enabled in their permission profile, as applicable, to make changes.
Admin > Maintenance > Customers	Can be edited at any time. They cannot be deleted if in use. Changes apply immediately to all associated Vacancies.	Users must have **Create/Edit** or **Delete Customer** enabled in their permission profile, as applicable, to make changes.
Admin > Maintenance > Tags	Can be edited at any time. They cannot be deleted if in use.	Users must have **Create/Edit** or **Delete Tags** enabled, as applicable, in their permission profile to make changes.
Admin > Default Settings	Can be edited at any time. Changes only apply to newly created vacancies.	Users must have **View Default Settings** and **Edit Default Settings** enabled in their permission profile order to make changes. Permissions apply to all default settings, not specific to any one area of the system.
Admin > Libraries > Position Descriptions	Can be edited at any time. They cannot be deleted if in use.	Users must have **Create/Edit** or **Delete Position Descriptions** permissions enabled, as applicable, to make changes.
Admin > Libraries > Announcement Items	Can be edited and deleted at any time. Changes only apply to newly created vacancies.	Users must have **Create/Edit** or **Delete Announcement Items** enabled, as applicable, in their permission profile to make changes.
Admin > Libraries > Competency Networks	Can be edited at any time. They can never be deleted but content within them can be.	Users must have **View Competency Networks** and **Create/Edit Competency Networks** enabled in their permission profile make any changes.
Admin > Libraries > Competency Network > Network Information	Can be edited at any time.	Users must have **Create/Edit Competency Networks** enabled in their permission profile to make changes.

Admin Level

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System Area	Trigger when Locked Down	Permission Profile Functions that can Impact the System Area
Admin > Libraries > Competency Network > Competencies	Can be removed (deleted) from a competency network at any time; however, it will never be permanently deleted. Changes to a single competency applies to all instances of the competency being used, regardless of Network it is assigned to. Changes will appear in new instances of the competency being used at the Vacancy and/or Assessment Package Template level.	Users must have **Create/Edit Competency Networks**, **Create/Edit Competencies** and **Delete Competencies** enabled in their permission profile to make changes in a competency network.
Admin > Libraries > Competency Network > Items	Can be removed (deleted) from a competency network at any time; however, it will never be permanently deleted if it has been used. Changes to a single item applies to all instances of the item being used, regardless of Network it is assigned to. Changes will appear in new instances of the item being used at the Vacancy and/or Assessment Package Template level.	Users with **Create/Edit Competency Networks** and **Delete Items** enabled in their permission profile can make changes in a competency network.
Admin > Libraries > Eligibilities	Can be edited and retired at any time. Changes only apply to newly created vacancies.	Users must have **Create/Edit** or **Delete Eligibility Library Items** permissions enabled, as applicable, in their permission profile to make changes.
Admin > Templates > Announcement Templates	Can be edited at any time. They cannot be deleted if in use. Changes made after creation only apply to newly created vacancies.	Users must have **Create/Edit** or **Delete Announcement Templates** permissions enabled, as applicable, in their permission profile to make changes.

Admin Level

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System Area	Trigger when Locked Down	Permission Profile Functions that can Impact the System Area
Admin > Templates > Assessment Package Templates	This can never be deleted. The assessment associated with the Package Template can be edited and deleted if the Assessment Package Complete box is unchecked. Changes made after creation will only apply to newly created vacancies using the Assessment Package Template.	There are a variety of permission functions applicable to Assessment Package Templates that can affect what can be done in this area.
Admin > Templates > Instructional Templates	Can be edited and deleted at any time. Changes only apply to newly created vacancies.	Users must have **Create/Edit** or **Delete Instructional Templates** enabled, as applicable, in their permission profile to make any changes.
Admin > Templates > Notification Templates	Can be edited at any time. If the template had been used, deleting it will simply retire it. If it had never been used, deleting will fully delete it from the system. Changes made after creation only apply to notifications sent after the change is made.	User must have **Delete Notification Templates** enabled in their permission profile to make changes.
Admin > Workflow >Tasks	Can be edited at any time. They cannot be deleted if in use (i.e. assigned to a vacancy or a new hire). Changes only apply when newly assigned to workflows, vacancy's or new hires.	User must have **Credit/Edit Tasks** or **Delete Tasks** enabled in their permission profile to make changes.
Admin > Workflow > Workflows	Can be edited at any time and deleted at any time. Changes only apply when newly assigned to vacancy's or new hires.	User must have **Delete Workflows** enabled in their permission profile to delete a workflow that is not in use.