



USA Staffing[®]
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USA Staffing Production Release Notes

Release 15.4


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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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✔ Feature Highlight: Structured Resume Review

Assessment Package

- Added the *SME Evaluation* option to the *Assessment Type* list when creating an assessment. Users will be able to choose either the *Structured Resume Review (EO Compliant)* or *Structured Resume Review* assessment method. When the *EO Compliant Structure Resume Review* method is chosen, the *Number of SME Evaluations Required* will be set to 2 and *Evaluation Justification Notes* will be set to *Required For All Responses* to meet the requirements of Executive Order (EO) 13932.
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Information
https://help.usastaffing.gov/USAS/index.php?title=SME_Evaluation_Items

Reviews

- Added the ability to create a *Subject Matter Expert (SME)* review when a corresponding *SME Evaluation* assessment is created for the Vacancy. SME Reviews provide an opportunity for Human Resources users to leverage subject matter experts' technical knowledge to improve the quality of candidates referred to the hiring official. Furthermore, when used in accordance with OPM guidance and best practices, the review will count as a valid assessment hurdle in compliance with EO 13932. For additional information, see the SME Evaluation HR User Guide available on the [USA Staffing Resource Center](https://help.usastaffing.gov/USAS/index.php?title=Subject_Matter_Expert_(SME)_Review).
[https://help.usastaffing.gov/USAS/index.php?title=Subject_Matter_Expert_\(SME\)_Review](https://help.usastaffing.gov/USAS/index.php?title=Subject_Matter_Expert_(SME)_Review)
<https://help.usastaffing.gov/USAS/index.php?title=Evaluations>

Permissions

- Created the following permissions:
 - *View SME Evaluation Items permission* – Enables user to view items in the SME Evaluation Item Library.
 - Enabled by default for the Office Administrator, Standard HR User, HR Assistant, and HR View Only system-level permission profiles.
 - **Note:** Existing Custom-level permission profiles have all three of these permissions disabled by default. However, new Custom-level permission profiles will have all three of these permissions enabled by default.
 - *Create/Edit SME Evaluation Items* – Enables user to create or edit items in the SME Evaluation Item Library.
 - Enabled by default for the Office Administrator system-level permission profile only.
 - *Delete SME Evaluation Items* – Enables user to delete items in the SME Evaluation Item Library.
 - Enabled by default for the Office Administrator system-level permission profile only.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

SME Evaluation Items Library

- Added an *SME Evaluation Items Library* under the Libraries section in the Admin area. Users with *SME Evaluation Item Library* permissions enabled will be able to create, edit, and delete SME Evaluation Items. SME Evaluation Items can be imported into an SME Evaluation within an Assessment Package or Assessment Package Template. All changes are captured in *History*.
https://help.usastaffing.gov/USAS/index.php?title=SME_Evaluation_Items
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_SME_Evaluation_Item

Hiring Manager Functionality

- Added the ability to access a *Subject Matter Expert Review* from the *Assignments* tile on the Hiring Manager Dashboard. Managers may use the *Sort By*, *Filters*, and *Search* fields to further refine results.
<https://help.usastaffing.gov/HiringManager/index.php?title=Assignments>
- Added the ability for Hiring Manager users to complete *Subject Matter Expert Reviews*. When accessing the review, SMEs will automatically be presented with candidates and resumes to evaluate against assessment

questions established by HR. Each evaluation the SME completes will be transmitted to HR to review and finalize. For additional information on the SME experience and how HR users may configure reviews, see the SME Review Assignment User Guide available on the [USA Staffing Resource Center](https://help.usastaffing.gov/HiringManager/index.php?title=Subject_Matter_Expert_Review).
[https://help.usastaffing.gov/HiringManager/index.php?title=Subject Matter Expert Review](https://help.usastaffing.gov/HiringManager/index.php?title=Subject_Matter_Expert_Review)

Staffing Functionality

Applicant Overview

Applicant Record

- The following NOR message code has been updated:

Code	Definition	Message
IDPR	Unwilling or failed polygraph	You were not considered for this position because either you certified that you were not willing to undergo a pre-employment polygraph exam, or you certified that you failed a polygraph exam within the timeframe set forth by agency policy.

[https://help.usastaffing.gov/USAS/index.php?title=Notice of Results \(NOR\) Message Codes](https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes)

Certificates

- Consolidated on-screen confirmation messages when an applicant with an *Audit Code* of Selected and a *Return Status* of Hired or Vetting or an *Audit Code* of Alternate Selection and a *Return Status* of Vetting are edited to a different audit combination resulting in the cancellation of the New Hire Record, the following confirmation will display to *Confirm Onboarding Cancellation*:

"Changing the Audit Code from 'Selected' to a non-selected code or the Return Status from 'Hired' or 'Vetting' to 'Available' will cancel the applicant's New Hire Record and remove the associated Request Number, if one is assigned. Are you sure you want to continue?"

"If cancelled, please upload the appropriate supporting documentation."

[https://help.usastaffing.gov/USAS/index.php?title=Auditing a certificate](https://help.usastaffing.gov/USAS/index.php?title=Auditing_a_certificate)

New Hire

- The following forms have been added in USA Staffing:
 - AOUSC 2 – AO Code of Conduct Acknowledgment Form
 - AOUSC 3 – IT Code of Conduct
 - AOUSC 4 – SOU for Temporary Appointments
 - CFPB Dental – CFPB Dental Enrollment Form
 - CFPB Vision – CFPB Vision Enrollment Form
 - DOC CD 314 – Statement Relating to Employee Responsibilities and Conduct
 - DOC FCR – Fair Credit Reporting Act
 - IF 231 – Appointment Affidavit
 - IF 264 – Supervisory Probationary Period SOU
 - IF 270 – Trial Period SOU
- The following form has been updated in USA Staffing:
 - VA ROB 01

Hiring Manager Functionality

- ✔ Updated the Chief Human Capital Officer's (CHCO) Council Manager's Satisfaction Survey to automatically include recruitment data. When a Hiring Manager returns an Applicant List Review, the CHCO Survey URL will automatically include the following data elements:
 - USAJOBS Control Number
 - Position Title
 - Interdisciplinary designation
 - Series
 - Pay Plan
 - Grade
 - Cybersecurity Code(s)
 - Remote designation
 - Telework-eligible designation
 - Location information – including documenting if the position is *Location Negotiable* or *Outside the U.S.*
 - CPDF Code
 - Sub-Organization = CPDF Agency Name associated with the CPDF Code from the first customer associated with the Vacancy
 - List of Certificate Numbers for each Applicant List associated with the Review
 - If a selection was made from at least one Applicant List associated with the Review

Administrative Functionality

- Some system-generated emails will now be sent from email addresses tailored to the content being generated. Agencies may wish to add these new email addresses to their spam filters to ensure they are delivered. While most emails will continue to be sent from USAStaffingOffice@opm.gov for now,
 - Activity Summary emails will be sent from USASActivitySummary@opm.gov
 - CHCO Survey emails will be sent from USAS.Surveys@opm.gov

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](#).