USA Staffing

Production Release Notes
Release 10.4 May 4, 2019

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.

OPM HR SOLUTIONS
by government, for government

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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 USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. 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 feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

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Staffing Functionality

Dashboard

Welcome

- Added a new tile titled *Announcements Closing*. When added to the Welcome Dashboard, this tile displays up to ten announcements by close date. Defaults to announcements closing over the next five days for which the logged in user is the announcement's Internal Contact.
    - This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides the following additional options:
        - ✦ Tile Name – Users can change the tile name from Announcements Closing to something that may better describe the filters applied. This field has a 40-character limit.
        - ✦ Internal Contact – Users can change this value from the default of the user logged in to another contact.
        - ✦ Close Date – Users can select a date range of up to +/- 10 days from the current date. The default range is five days forward including the current date.
    - Each announcement listed will display the following information:
        - ✦ Announcement Number – Clicking this link takes the user to the Announcement Information page for the selected announcement.
        - ✦ Close Date – Indicates the closing date of the announcement.
        - ✦ Eligible – Indicates the number of eligible applicants in the vacancy.
        - ✦ Ineligible – Indicates the number of ineligible applicants in the vacancy.
        - ✦ RA – Indicates there are applicants with who claimed a Reasonable Accommodation (RA) who are still pending adjudication.
    - **Note:** Announcements are ordered by *Close Date* in descending order with the most recent filtered date at the top. If more than 10 results are found for the filter settings selected, a message will display at the bottom of the tile showing the remaining number of announcements that meet the search criteria but are not displayed within the tile.
- Updated the default title of the Upcoming Tasks tile to *Tasks Due* along with its description "Displays up to ten tasks by due date. Defaults to tasks due over the next five days for which you are the task owner." Added the ability to filter this tile by *Due Date*. Users can now select a date range of up to +/- 10 days from the current date. The default range is five days forward including the current date. All other functionality remains the same for this tile.
- Updated the default title of the Upcoming Applicant List Reviews tile to *Reviews Due* along with its description "Displays up to ten reviews by due date. Defaults to all reviews coming due over the next five days for which you are the review owner." This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides the following additional options:
    - Tile Name – Users can change the tile name from Reviews Due to something that may better describe the filters applied. This field has a 40-character limit.

- o Owner – Users can change this value from the default of the user logged in to another review owner. o Review Type – Users can select a specific type from the list instead of the default value of All Review Types.
  - o Due Date – Users can select a date range of up to +/- 10 days from the current date. The default range is five days forward including the current date.
  - o **Note:** If more than 10 results are found for the filter settings selected, a message will display at the bottom of the tile showing the remaining number of reviews that meet the search criteria but are not displayed within the tile.
- Updated the Recent Alerts tile. This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides the following additional options:
- Tile Name – Users can change the tile name from Recent Alerts to something that may better describe the filters applied. This field has a 40-character limit.
- Alert Type – Users can select a specific type from the list instead of the default value of All Alerts.
  https://help.usastaffing.gov/USAS/index.php?title=Welcome

Request

☐ Added the following two fields to the Request Information page: o *Position Sensitivity and Risk* – This single selection drop-down field is optional. The following values are available as provided by USAJOBS:

  - ✦ Non-sensitive (NS)/Low Risk
  - ✦ Noncritical-Sensitive (NCS)/Moderate Risk
  - ✦ Critical-Sensitive (CS)/High Risk
  - ✦ Special-Sensitive (SS)/High Risk
  - ✦ High Risk (HR)
  - ✦ NCS/High Risk o Trust Determination Process – This field only displays if a *Position Sensitivity and Risk* is indicated. This multiple selection drop-down field is optional. The following values are available as provided by USAJOBS:
    - ✦ Credentialing
    - ✦ Suitability/Fitness
    - ✦ National security o **Note:** Selections made for these fields will populate in the Vacancy > Position Information page where they can be updated if necessary at any point (including after the Announcement has been opened and released to USAJOBS), which will in turn update the values indicated for these fields in the

  Announcement Text page. Changes made after the announcement has been released and opened will be captured in the Vacancy History. As usual, if changes are made after the announcement has been released, the announcement must be updated in USAJOBS to apply any changes made. These fields will be added to Request Processing Interconnections (RPI) in the next few months.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Request_Information

Applicant Overview

Applicant Record

- When merging applicant records, the system will no longer merge the documents submitted with both applications into the merged record. The main record selected to be merged will retain its original documents. If two merged records are subsequently reconsidered as separate applications, each record will retain its originally submitted documents. This is to prevent issues with future applications when a merged applicant subsequently reuses some or all of those same merged documents in future applications.
  https://help.usastaffing.gov/USAS/index.php?title=Resolving_potential_applicant_matches

- The following NOR messages have been added and/or modified:

Code	Definition	Message
ELEP	Eligible -Not amongst highly qualified executive panel	Your application was found minimally qualified and was referred to an executive rating panel for further consideration. However, you were not ranked amongst the group of highly qualified candidates for referral to the interview panel.
ELRP	Eligible - Referred executive panel	An executive panel has convened to review your qualifications. Your application was ranked amongst the best qualified candidates and has been referred to the selecting official for further consideration. At this time, you may be contacted by a representative from within the hiring organization.
IFCE	Missing eligibility documentation	You were not considered for this position because the documentation you provided failed to support the eligibility you selected at the time of application.
IORA	Failed to respond to RA	You were not considered for this position because you failed to respond to the request for documentation needed to adjudicate your request for Reasonable Accommodation for the online assessments and did not otherwise complete the online assessment without an accommodation.
ELRQ	Eligible - Not Referred, Quality	Your application has been reviewed, and you have been determined to be eligible but not among the best qualified applicants based on the quality of your work experience and/or education.

IAMS	Not a PPP match for this position	You were not considered because you are not eligible for Military Spouse Preference. To be eligible for Military Spouse Preference you must be married to your active duty sponsor, exercise your preference within the local commuting area of your military sponsor's current duty station, and be ranked among the "best qualified" for this vacancy.

https://help.usastaffing.gov/ResourceCenter/images/a/ae/USA_Staffing_Updated_NOR_Message_Codes_ https://help.usastaffing.gov/ResourceCenter/images/a/ae/USA_Staffing_Updated_NOR_Message_Codes_-_May_2019.pdf_May_2019.pdf

Applicant List

- Added the following *Priority Order* options to the Rule Of Three certificate type: o *Float Priority Referrals* – When this option is selected, applicants will be listed in the following order: CTAP/ICTAP followed by all other applicants regardless of veterans' preference. **Note:** If the *Order* selected is Rating and two applicants have the same rating, the tie breaker used will be Veterans' Preference.
    - o *None* – When this option is selected, applicants will be listed as one group regardless of priority or Veteran's Preference. **Note:** If the *Order* selected is Rating and two applicants have the same rating, the tie breaker used will be Veterans' Preference.
    https://help.usastaffing.gov/USAS/index.php?title=Creating_a_rule_of_three_certificate

- Added the ability to select which Manual Assessment will be exported for Saved Lists. This new functionality will display the *Assessment ID* and *Assessment Name* in the Export window, and allow the user to select any or all the Manual Assessments associated with the vacancy.
    https://help.usastaffing.gov/USAS/index.php?title=Exporting_applicant_data_for_manual_rating_from_a_saved_list

- Removed Rating Details as an option under Display Preferences for Applicant Lists and Certificates. **Note:** This update is part of ongoing work to ensure display preferences indicated by HR users are presented correctly to Hiring Managers when viewing reviews.
    https://help.usastaffing.gov/USAS/index.php?title=Certificate_Information

- Updated Audit Codes to reflect a more comprehensive yet concise list for HR users. Audit codes not listed in the below table remain unchanged. **Note**: Applicants previously audited with an archived code will not be affected. Applicants previously audited with a modified code will display the modified description.

Audit Code	Audit Code Description	Status
DC	Selected on a Different Certificate	New
PP	Not Selected Pending Passover Approval	New
DA	Declined Interview/Assessment	New
DN	Declined During Negotiations	New
RF	Removed from Consideration	New
RM	Removed - Medical	New
DG	Declined Salary/Grade	Modified from *Declined Grade*
CA	Cert Cancelled	Archived
UN	Certificate Unused	Archived
DS	Declined Salary	Archived

https://help.usastaffing.gov/USAS/index.php?title=Applicant_List

Onboarding Functionality

Forms

☐ Added the following forms for use in USA Staffing:

  o CBP 334-1, DOJ LS-1, DOJ OARM 9, DOJ 54, EOUSA FW-1, EOUSA SOC, SOU 15, SOU 16, Tax MT-ETM ☐

Updated the following forms currently in use in USA Staffing: o CES-1, CES-2, CES-3, CES-4, CES-6, CES-7, CES8, CES-9, CES-10, DD 2365, HHS ROB-SPATC, OF 178, TAX
  AR, TAX AZ, TAX CA, TAX CT, TAX GA, TAX HI, TAX IA, TAX IN, TAX ME, TAX NC, TAX NJ, TAX MS, TAX MD, TAX RI, TAX WI, TSP-1, TSP-1-C

Hiring Manager Functionality

Administrative Functionality

Position Descriptions Library

☐ Added the ability to link related Position Descriptions (PDs) within the library (e.g., career-ladder PDs). Clicking the *Link Position Description* button on the Details section of the Position Information page allows users to select from a list of available PDs in the same series (or exact match combination of series for interdisciplinary) to which the users has access within their assigned offices. A series must be selected for users to be able to link PDs. Users can link up to 10 PDs. All changes are captured in History when the PD is in both, Draft or Published status.
https://help.usastaffing.gov/USAS/index.php?title=Create_Position_Description
https://help.usastaffing.gov/USAS/index.php?title=Linking_position_descriptions

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](#).