

# USA Staffing Upgrade ACWA User Guide

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**OPM** HR SOLUTIONS by government, for government

U.S. Office of Personnel Management 1900 E Street, NW, Washington, DC 20415

# **ACWA Background and Access**

The Administrative Careers with America (ACWA) rating schedules are assessment tools that comply with the requirement to use validated (i.e., job-related) assessment tools when examining applicants for competitive service positions. The ACWA rating schedules are validated for use with the professional and administrative positions found on Appendix D in the Delegated Examining Operations Handbook

(DEOH). www.opm.gov/deu/handbook\_2007/deo\_handbook.pdf

• The ACWA rating schedules were developed to provide agencies with an alternative to the ACWA written tests. These rating schedules and the ACWA Assessment Delivery System (ADS) streamlined versions of ACWA assessments are available only through USA Staffing. The following series are available at this time:

| 0105 | 1102 | 0301 | 0201 | 1910 | 0343 | 0560 | 0025 | 0901 | 2210 |
|------|------|------|------|------|------|------|------|------|------|
| 1170 | 0501 | 1801 | 0018 | 1101 | 1103 | 0346 | 0110 | 0341 | 0996 |
| 0950 | 1150 | 1165 | 1176 | 1035 | 0028 | 0193 | 0080 | 1083 | 0150 |
| 0020 | 1147 | 2001 | 2003 | 2010 | 2130 | 0101 | 1146 | 1104 | 2101 |
| 1171 | 1811 | 1173 | 0391 | 2032 | 2030 | 1082 | 0170 | 0132 | 0130 |
| 0107 | 2150 | 1001 | 0685 | 0993 | 0965 | 1420 | 1412 | 1015 | 0023 |

 Additional series will be added per request. To request an additional series, submit a help desk ticket with the series number and target date of need.

## Notable Changes to ACWA in the Upgrade

- All scoring content is hidden from HR Users, so the need for test security is greatly lessened. Given this, HR users are no longer required to complete and track test security training every two years.
- Agencies will have access to all ACWA assessments rather than getting approval for a specific set of series. All series currently stored in the system are available for all users in all agencies.
- Applicant scores will not be reused across vacancies. Applicants will be required to complete the ACWA assessments each time they apply to a vacancy that uses them. The assessments take approximately 12 minutes to complete, so this is not an undue burden to applicants.
- HR users will be able to create their own minimum qualifications and screen-out items. In legacy USA Staffing, minimum qualifications items were standard across government and agencies were only allowed to insert customize specialized experience statements. In the Upgrade, agencies may build custom ACWA templates using their own minimum qualifications response options and specialized experience language. We encourage agencies with frequently-filled positions to create templates with standard specialized experience and response option language so that individual HR users are not required to recreate them for every vacancy.

### **Vacancy Settings and Default Configurations**

Some questions in the ACWA rating assessment instruct applicants to "Skip this question" if the content is not relevant. For example, one question asks the grade they typically received in college; applicants who did not attend college are instructed to skip the question. For this reason, questionnaire items will not require an answer. If your regular business process is to require responses to all items, a different business process should be established for ACWA vacancies. • The Administration area's Vacancy Default Settings Page allows offices to **Override individual announcement** and assessment question requirement indicators to set all questionnaire items as Required. This setting is <u>disabled</u> for offices where ACWA vacancies are announced.

| USA Staffing 🕺 🖸 Staffing Recruit Admin Reports Search 💿 🔍 🔍 🛋 Jennifer D   | emarais (STG) - OPM 🛛 🗸 |  |  |  |  |  |  |  |  |
|---|-------------------------|--|--|--|--|--|--|--|--|
| ADMINISTRATION -  | 9                       |  |  |  |  |  |  |  |  |
| Admin Home     Vacancy Default Settings Default Settings  |                         |  |  |  |  |  |  |  |  |
| Vacancy Default Settings Assessment Default Settings Announcement Default Settings Review Default Settings New Hire Default Settings  | 🖨 History               |  |  |  |  |  |  |  |  |
| Office<br>Program Office  | •                       |  |  |  |  |  |  |  |  |
| Application Confirmation Messages  Automatically respond to all submitted online applications with the selected notification template  Standard Application Received (DO NOT DELETE)  * |                         |  |  |  |  |  |  |  |  |
| Display online application confirmation message   |                         |  |  |  |  |  |  |  |  |
| Thank you for submitting your application   |                         |  |  |  |  |  |  |  |  |
| Application Processing  Applicants may not update assessment responses after submitting an application  |                         |  |  |  |  |  |  |  |  |
| Override individual announcement and assessment question requirement indicators to set all questionnaire items as Required  |                         |  |  |  |  |  |  |  |  |
| Do not collect Veterans' Preference for this application  |                         |  |  |  |  |  |  |  |  |

• The **Override individual announcement and assessment question requirement indicators to set all questionnaire items as Required** control in the Application Processing section in the Vacancy will automatically be disabled.



• The system will also automatically check the Administrative Careers with America checkbox in the Case File Retention section and add the ACWA tag to the Appointing Authorities field.

| VACANCY 10063888 -  | C 🛎 9  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| Varancy 10063888  |  |  |  |  |  |  |  |
| Office: Washington Services Branch USAJOBS Job Title Pay Plan Series Grade Sta<br>Customer: Customer C<br>Hirting Official: Casye Gabbard Contract Specialist GS-1102-5/7 N | tus<br>New *   |  |  |  |  |  |  |
| Case File Position Information Supporting Documents Eligibilities Settings  | 🗈 Documents 🕡 🗨 Notes 🕡 🖨 History  |  |  |  |  |  |  |
| Age Screening   | USAJOBS Apply Online   |  |  |  |  |  |  |
| Do not screen applicants based on age     Screen applicants based on age     Les him none   | <ul> <li>Standard Announcement (include 'Apply Online' button)</li> <li>View-Only Announcement (remove 'Apply Online' button)</li> </ul>   |  |  |  |  |  |  |
| Use Max Age   | Application Processing   |  |  |  |  |  |  |
| Use age formula for selected occupations     Exclude Veterans   | Applicants may not update assessment responses after submitting an application     Override individual announcement and assessment question requirement indicators to set all  |  |  |  |  |  |  |
| Case File Retention   | questionnaire items as Required         Do not collect Veterans' Preference for this application         Limit the user to       selected location(s).         Collect the applicant's Service Computation Date for this application         Period of Eligibility |  |  |  |  |  |  |
| Administrative Careers with America (ACWA) position - Do not archive  |  |  |  |  |  |  |  |
| Application Confirmation Messages   |  |  |  |  |  |  |  |
| Automatically respond to all submitted online applications with the selected notification template  | Expire applications following the period of eligibility.  Applicants will be eligible for  |  |  |  |  |  |  |
| Standard Application Received (DO NOT DELETE) +   | 3 v<br>months  |  |  |  |  |  |  |
| Display online application confirmation message   | Demographic Data Collection  |  |  |  |  |  |  |
|   | Collect USA JOBS RNO Data  |  |  |  |  |  |  |
| Citizenshin Screening   | Vacancy Tags   |  |  |  |  |  |  |
| d Screen out onnells Citizens   | Appointing Authority   |  |  |  |  |  |  |
|   | 1 DUTD   |  |  |  |  |  |  |
|   | Mission Critical Occupation  |  |  |  |  |  |  |
|   | Save Cancel  |  |  |  |  |  |  |

#### **Copying a system ACWA template into a vacancy**

There are system-level templates for the sixty most frequently used occupational series. For information on creating agency-level versions of templates, see the **Creating System-level Templates** section of this guide.

• From the Assessment Package Overview Page, click the gear icon and select Select Template from the dropdown.

| ι                            | JSA Staffing                             | ° 🔺                 | Staffi                 | ng Recruit                      | Admin    | Reports | Search             |          | Go To     | Q | ×1     | 💄 Jenni | fer Demarais (STC | G)-ОРМ 🗸 |
|------------------------------|--|---------------------|------------------------|---------------------------------|----------|---------|--------------------|----------|-----------|---|--------|---------|-------------------|----------|
| ١                            | VACANCY 10063888 ~ 🛛 🖉 🛛                 |                     |                        |                                 |          |         |                    |          |           |   |        |         |                   |          |
|                              | 🖀 Vacancy 10063888                       | State Assessment i  | Package                | 🛷 Announcement                  | 4        | Reviews |                    |          |           |   |        |         |                   |          |
|                              | USAJOBS Job Title<br>Contract Specialist | Pay Plan-S<br>GS-11 | ieries-Grade<br>02-5/7 | <sub>Status</sub><br>Incomplete | Sour     | ce      |                    |          |           |   |        |         |                   |          |
|                              | () This Vacancy is open to the           | he public but doe   | s not contain a        | ny Categories!                  |          |         |                    |          |           |   |        |         |                   |          |
|                              | Overview Job Ana                         | lysis Asses         | sment Plan             | Categories                      | Test Pla | an 🔪    | <pre></pre>        | • B      | Documents | 0 | Note   | es 🔘    | 🖨 History         | y .      |
| Assessment Package Checklist |  |                     |                        |                                 |          |         |                    |          |           |   | mplete |         |                   |          |
|                              | Assessment Package                       | e must have at le   | east one <u>Asse</u>   | ssment.                         |          |         | d Save as Template | Select 1 | Template  |   |        |         |                   | - 1      |

• The search criteria will default based on the vacancy's series and grade. Select the corresponding ACWA Template to copy it into the vacancy.

| USA          | Staffing <sup>®</sup> |              | <b>fi</b> 5      |             |                   |   |                                |   |                            |   | i sin bi         |                | 9   | 2 <sup>1</sup> ± |   |            |            |
|--------------|-----------------------|--------------|------------------|-------------|-------------------|---|--------------------------------|---|----------------------------|---|------------------|----------------|-----|------------------|---|------------|------------|
| VAC          | Assessment Pa         | ckage        | Searc            | ۱           |                   |   |                                |   |                            |   |                  |                |     |                  |   | C          | <u>8</u> 8 |
| <b>≡</b> U,s | Field                 |              |                  |             |                   | 3 | Operator                       |   | Value                      |   |                  |                |     |                  |   |            |            |
| Cor          | Grade                 |              |                  |             | Ŧ                 |   | ls                             | ٠ | x 5 x 7                    |   |                  |                |     | 6                | 8 |            |            |
| 0            | Series                |              |                  |             |                   |   | ls                             | ٣ | x 1102 - Contracting       |   |                  |                |     | 0                | 2 |            | ö          |
| 10           | Add new search fiel   | Id           |                  |             |                   |   |                                |   |                            |   |                  |                |     |                  |   |            |            |
| As           | 1 <sup>2</sup> -      |              |                  |             |                   |   |                                |   |                            |   |                  |                |     |                  |   |            | liete      |
|              |                       | etwo Colo    |                  |             |                   |   |                                |   |                            |   |                  |                |     | Search           |   | Clear Form |            |
|              | Search Results        | (2)          |                  |             |                   |   |                                |   | l≱                         |   |                  |                |     |                  |   |            |            |
|              | Name                  | e Posit      | ion Title        | e Ral<br>Co | ting<br>mbination | ¢ | Position Description<br>Number | ۰ | Office Name                | * | ls<br>Complete ° | ls<br>External | 0   | Last<br>Edited   | • |            |            |
| Ra           | 2 ACWA 1102           | Conl<br>Spec | tract<br>cialist | 11          | 02-5 / 1102-7     |   | ACWA                           |   | ASMG ACWA Access<br>Office |   | ×                |                |     | 4/20/2018        | 3 | Preview    |            |
| Used.        | _                     | 3            | series           |             |                   |   | t Special                      | 6 |                            |   |                  | a Gra          | ide |                  |   |            |            |
| 1.00         |                       |              | 1102             |             |                   |   |                                |   |                            |   |                  | 3              |     |                  |   |            |            |

• The template will copy into the vacancy in a **Complete** status. Uncheck the **Complete Assessment Package** checkbox and go to the Assessment tab's Assessment Questionnaire page. System-level ACWA templates <u>must</u> be edited before they can be used, because they do not contain full minimum qualifications questions.

| USA Staffing 🐐 Staffing Recruit Admin Reports Search 💿 🛛 🔍 🛋 Jennifer Demarais (STG)- OPM 🗸   |
|---|
| VACANCY 10063888 - 🛛 🖉 🔮  |
| Vacancy 10063888     Assessment Package     Announcement     Announcement     Assessment: ACWA Min Quals 1102     +   |
| Contract Specialist GS-1102-5/7   |
| Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria  |
| Assessment Questionnaire (2 Items)  |
| Select All  |
| <ul> <li>         I. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to<br/>perform GS-5 Contracting work. If your highest level of education is not described below, choose the letter that describes experience or<br/>lower level education that you do have.     </li> </ul>  |
| Response Option   |
| A RESPONSE TO BE ENTERED BY SERVICE CENTER  |
| B RESPONSE TO BE ENTERED BY SERVICE CENTER  |
| Add Response  |
| <ul> <li>         2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to<br/>perform GS-7, Contracting work. If your highest level of education is not described below, choose the letter that describes experience or<br/>lower level education that you do have.     </li> </ul> |
| Response Option   |
| A RESPONSE TO BE EDITED BY SERVICE CENTER   |
| B RESPONSE TO BE EDITED BY SERVICE CENTER 🖸 🔞   |
| Add Response  |
|   |
| Save Cancel   |

• Replace the **RESPONSE TO BE EDITED BY SERVICE CENTER** response options with responses that meet the requirements of your position. Be sure to include a null response, such as "My education and/or experience is not reflected in any of the above statements."

• Navigate to the Screen-Out Criteria page and create a screen-out for the grade 5 as you normally would for a twograde vacancy.

|  |                               | 045                     |                     |   | 200202-00  |   |   |  |   | 12  |              |
|--|-------------------------------|-------------------------|---------------------|---|--|---|---|--|---|---|--------------|
| ame *  |                               |                         |                     |   | Apply Scree  | n-Out to Ratir  | ig Combinations   | •  | Ineligibility Code  |   | N (131)      |
| Vin Quals GS   | -5                            |                         |                     |   | 1102-3   |   |   |  | IQID - You are it   | neligible because you do n  | ot meet th * |
| Add all Ite<br>Remembe   | ems that sho<br>er that the s | uld be co<br>elected It | nsidered<br>ems and | l in this Screen-Ou<br>Response Option  | t. Then, select a<br>s should be spe   | all Response C<br>cific to the Ra   | ptions that shou<br>ting Combination  | ld disqualify app<br>s selected above  | licants for the selected  | Rating Combinations.  |              |
|  | Item                          |                         |                     |   |  |   |   |  |   |   |              |
|  | 1. From                       | the descr               | iptions l           | below, select the li  | etter that descr   | ribes the educa   | ation or experien   | ce you have that   | demonstrates your abi   | lity to perform GS-5, Con.  | in w         |
| Response Options   |                               |                         |                     |   |  |   |   |  |   |   |              |
| A I have completed a 4-year course of study leading to a bachelor's degree or I possess a bachelor's degree that would equip me to perform the work of the position. OR At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.   |                               |                         |                     |   |  |   |   |  |   | to  |              |
| <ul> <li>B</li> <li>I have education beyond the bachelor's degree, e.g., one full year of graduate study or more, master's degree, P</li> <li>etc. My field of study for at least one year of my postgraduate education was in one or a combination of the foll accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantit or organization and management. (Refer to the instructions on how to define 1 academic year of graduate level</li> </ul> |                               |                         |                     |   |  |   |   |  | 's degree, Ph.D., LL.B., J.D.<br>n of the following fields:<br>ing, quantitative methods<br>duate level study)  | ,   |              |
|  | ×                             | 0                       | с                   | My education a  | y education and/or experience is not reflected in any of the above statements.   |   |   |  |   |   |              |
|  |                               | 0                       |                     | Failed to respo   | nd   |   |   |  |   |   |              |
|  |                               |                         |                     |   |  |   | Or  |  |   |   |              |
|  | Item                          |                         |                     |   |  |   |   |  |   |   | 0            |
|  | 2. From                       | the descri              | iptions t           | pelow, select the le  | tter that descr  | ibes the educa  | ation or experien   | ce you have that   | demonstrates your abi   | lity to perform GS-7, Con   |              |
|  | Respon                        | se Option               | 15                  |   |  |   |   |  |   |   |              |
|  | ۰                             | 0                       | А                   | I have a bachel<br>achievement. (I  | or's degree in a<br>Refer to the ins   | field that wou<br>tructions for i   | Ild equip me to p<br>nformation on th   | erform the work<br>e Superior Acade  | of the position, and I h<br>mic Achievement prov  | ave superior academic<br>ision)   |              |
|  | ۵                             | 0                       | в                   | I have at least of<br>presenting terr<br>contract modifi<br>administering t<br>performance u<br>evaluating tech<br>and evaluating | one year of exp<br>ns and conditio<br>ications, and su<br>he terms and c<br>nder the contra<br>nical and audit<br>methods of all | erience perfor<br>ins in bids or p<br>bcontracts; or<br>onditions of co<br>ict, and contra<br>reports, forec<br>ocating costs t | ming work of the<br>roposals related<br>in legal practice<br>ontracts, includin<br>ct termination; o<br>asting price tren<br>hrough various t | type listed in the<br>to the award of o<br>involving the ana<br>g such aspects as<br>r analyzing prop-<br>ds, evaluating ec-<br>ypes of overhead | e following examples:<br>contracts; or negotiatin<br>alysis of procurement p<br>is preparing contract mo<br>soed prices or costs, inc<br>onomic factors, estimai<br>d and general administr | developing, preparing, and<br>g and awarding contracts,<br>olicies and procedures; or<br>idifications, evaluation of<br>luding such aspects as<br>ting production efficiencie<br>ative expense. | 1<br>55,     |
|  | 8                             | 0                       | с                   | I have less than<br>but I have a cor  | the full amoun<br>nbination of th  | it of graduate<br>e type of grad  | education descri<br>uate education d  | bed in "B" and le<br>escribed in "B" a   | ss than the amount of e<br>nd the type of experien  | experience described in "C<br>ce described in "C."  |              |
|  | 2                             | 8                       | D                   | My education a  | nd/or experien   | ice is not refle  | cted in any of the  | above statemer   | its.  |   |              |
|  | 2                             | 0                       |                     | Failed to respo   | nd   |   |   |  |   |   |              |

• Next, create a screen-out for the grade 7 as you normally would for a two-grade vacancy.

| Name •               |   |                          |                       | Apply Screen-Out to Rating Combinations *   | Ineligibility Code *  |         |  |
|----------------------|---|--------------------------|-----------------------|---|---|---------|--|
| Min Quals G          | S-7   |                          |                       | □ 1102-5<br>☞ 1102-7  | IQID - You are ineligible because you do not mee  | t th *  |  |
| Add all II<br>Rememb | tems that sho<br>ber that the s   | ould be co<br>elected It | onsidered<br>tems and | I in this Screen-Out. Then, select all Response Options that should disqualify a<br>Response Options should be specific to the Rating Combinations selected ab  | applicants for the selected Rating Combinations.<br>ove.  | Add Ite |  |
|                      | Item  |                          |                       |   | 0   |         |  |
|                      | 2. From   | the desc                 | riptions l            | below, select the letter that describes the education or experience you have the  | hat demonstrates your ability to perform GS-7, Con *  |         |  |
|                      | Respon  | ise Optio                | ns                    |   |   |         |  |
|                      | A I have a bachelor's degree in a field that would equip me to perform the work of the position, and I have superior academic achievement. (Refer to the instructions for information on the Superior Academic Achievement provision) |                          |                       |   |   |         |  |
|                      |   | 0                        | В                     | I have at least one year of experience performing work of the type listed in<br>presenting terms and conditions in bids or proposals related to the award<br>contract modifications, and subcontracts; or in legal practice involving the<br>administering the terms and conditions of contracts, including such aspect<br>performance under the contract, and contract termination; or analyzing pr<br>evaluating technical and audit reports; forecasting price trends, evaluating<br>and evaluating methods of allocating costs through various types of overh | n the following examples: developing, preparing, and<br>of contracts; or negotiating and awarding contracts,<br>analysis of procurrent policies and procedures; or<br>s as preparing contract modifications, evaluation of<br>roposed prices or costs, including such aspects as<br>economic factors, estimating production efficiencies,<br>lead and general administrative expense. |         |  |
|                      | 0   | 0                        | c                     | I have less than the full amount of graduate education described in "B" and<br>but I have a combination of the type of graduate education described in "B   | d less than the amount of experience described in "C,"<br>" and the type of experience described in "C."  |         |  |
|                      | ×   | 8                        | D                     | My education and/or experience is not reflected in any of the above states  | nents.  |         |  |
|                      | 8   | 0                        |                       | Failed to respond   |   |         |  |

• When you have finished customizing the minimum qualifications questions and built screen-outs for each grade, navigate to the Assessment Package tab's Categories page to ensure your agency's category rating policy is being applied. You will likely need to add categories before testing your assessment package. Do not check any of the **Category Settings** options.

| VACANCY 10063888 -  | e 3                         |
|---|-----------------------------|
| 🞬 Vacancy 10063888 🕞 Assessment Package 🛹 Announcement 👍 Reviews +  |                             |
| USAJOBS Job Title Pay Plan-Series-Grade Status Source<br>Contract Specialist GS-1102-5/7 Incomplete ACWA 1102 |                             |
| Overview Job Analysis Assessment Plan Categories Test Plan 🔅 🗄 Documents 💿 🗨 Not                              | es 💿 🖨 History              |
| Categories Final Score Cutpoint *   | Add Category                |
| Category Name Final Rating Cutpoint   |                             |
| Best Qualified 90   | 3                           |
| Well Qualified 80   | 3)                          |
| Qualified 70  | 9                           |
| Category Settings   |                             |
| Assign Categories based on Augmented Rating (Only use with Demo Projects that                                 | lo not use Category Rating) |
| □ 1102-7 □ 1102-7   |                             |
|   | Save Cancel                 |

• Navigate to the Test Plan page. Create test scenarios as you would for any two-grade assessment. Follow your agency's business process for testing assessments; we recommend one test scenario per screen-out and at least one eligible scenario.

• When your ACWA minimum qualifications assessment has been successfully tested, click **Complete Assessment Package.** 

| U | SA Staffing® 🐐 💷   | ng Recruit Ad                   | lmin Reports        | Search                           | Ga Ta Q   | 2 💄 Test HR (STG) - OPM 😽 |  |  |  |  |  |  |  |
|---|--|---------------------------------|---------------------|----------------------------------|---|---------------------------|--|--|--|--|--|--|--|
| V | /ACANCY 10063888 ~ 🛛 🐨 🔮   |                                 |                     |                                  |   |                           |  |  |  |  |  |  |  |
|   | 🖀 Vacancy 10063888 🛛 🖥 Assessment Package                                  | Announcement                    | de Reviews          | ✓ Assessment ACWA Min Quals 1102 |   |                           |  |  |  |  |  |  |  |
|   | USAJOBS Job Title Pay Plan-Series-Grade<br>Contract Specialist GS-1102-5/7 | <sub>Status</sub><br>Incomplete | Source<br>ACWA 1102 |                                  |   |                           |  |  |  |  |  |  |  |
|   | Overview Job Analysis Assessment Plan                                      | Categories                      | Test Plan           | ¢ 6                              | Documents 🧿 🗬 Notes   | 💿 🖨 History               |  |  |  |  |  |  |  |
|   | Test Scenarios (3)   |                                 |                     |                                  | Complete Assessment Package   | Add Scenario              |  |  |  |  |  |  |  |
|   | Scenario ¢   | Responses                       | Rating Combo        | Expected Outcome                 | Actual Outo   | ome                       |  |  |  |  |  |  |  |
|   | Eligible both grades   | Α, Α                            | 1102-5<br>1102-7    |                                  |   | E-70<br>E-70              |  |  |  |  |  |  |  |
|   | Incligible both grades   | C, D                            | 1102-5<br>1102-7    | IQID<br>IQID                     | 00) Solori So |                           |  |  |  |  |  |  |  |
|   | EL 5, IN 7   | A, D                            | 1102-5<br>1102-7    | ELTE<br>IQID                     | S ELTE<br>S IQIC  | - 70                      |  |  |  |  |  |  |  |

#### **Creating Agency-specific ACWA Templates**

USA Staffing allows HR users with the **Create/Edit Assessment Package Templates** permission enabled to copy ACWA templates and build agency-specific minimum qualifications questions. Doing so shortens the process for traditional HR users because they are no longer required to edit the minimum qualification response options for every variation. It also reduces the risk of error and ensures consistent terminology for applicants. We highly recommend creating agency-specific templates for the most commonly filled series within your agency.

- To create an agency-specific ACWA Assessment Package Template, open the Manage Templates tab and click **Create Template.**
- Do not enter any information into the blank template. Click the gear icon and select **Copy from Template** from the dropdown.

| USA Staffing® 🖷 Staffing R                        | ecruit Admin Reports Search              | 😳 To 🔍 🔍 📲 Test HR (STG) - OPM 🗸 |
|---|--|----------------------------------|
| ADMINISTRATION ~                                  |  | •                                |
| 🗘 Admin Home 🔺 Templates 🏾 🋃 New Assessment       | Package Template                         |                                  |
| Name Created By Created Owning Office Status<br>O |  |                                  |
| Overview Template Information Job Analysis Ass    | sessment Plan Categories Test Plan       | 🗘 🖹 Documents 🕡 🚔 History        |
| Template Information                              |  | copy from Template               |
| Template Name *                                   | Owning Office * Select an Owning Office. | Tags                             |
| Generate Name                                     | Select an Owning Office *                |                                  |
|   |  |                                  |

Enter ACWA [series] into the Template Name search box and click Search. Click on the name of the
corresponding ACWA template. This will copy the system-level template into your newly created template. The
template name will default to "ACWA [series] (Copy)" and may be customized according to your agency's
naming conventions.

• If you have access to multiple offices, select the appropriate **Owning Office** from the dropdown.

| USA Staffing <sup>®</sup> 🔺 <sup>staffing Recruit</sup>                          | Admin Reports Sea                              | rch              |  |                           | Go To           | Q. 🗵              | 💄 Jennifer Dema | arais (UAT) - OPM 🛛 🗸 |  |  |  |
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| ADMINISTRATION ~   |  |                  |  |                           |                 |                   |                 | ?                     |  |  |  |
| 💠 Admin Home 🛞 🊓 Template Admin 🛛 🚓 Assessment Package Templa                    | te 🕂 Assessment Package Te                     | emplate: ACWA S  | ocial Insurance Specialist - 0105 (Copy) |                           |                 |                   |                 |                       |  |  |  |
| Name<br>ACWA Social Insurance Specialist - 0105 (Copy)                           | <sub>Created By</sub><br>Jennifer Demarais     | Created 1/29/201 | Owning Office<br>8 ASMG ACWA ACC         | cess Office               | Status<br>Draft |                   |                 |                       |  |  |  |
| Overview Template Information Job Analysis Assessment Pla                        | Categories Test P                              | lan              |  | 0                         | Docume          | ents 🕕 🗨          | Notes 0         | 🔒 History             |  |  |  |
| Template Information   |  |                  |  |                           |                 |                   |                 |                       |  |  |  |
| Template Name * OPM ACWA Social Insurance Specialist - 0105 Generate Name        | Owning Office *<br>San Antonio Services Branch |                  |  | Tags<br>San Antonio Servi | ces Branch      |                   |                 |                       |  |  |  |
| Template Description<br>ACWA Social Insurance Specialist - 0105 Copy Description |  |                  |  |                           |                 |                   |                 |                       |  |  |  |
| External   |  |                  |  |                           |                 |                   |                 |                       |  |  |  |
| Position Descriptions 1  |  |                  |  |                           |                 | Interdisciplinary | Add Position    | n Description         |  |  |  |
| Position Description #     Position Title  |  | Pay Plan         | Series                                   |                           | Grade(s)        | Specialties       |                 |                       |  |  |  |
| ACWA ACWA Social In:   | urance Specialist - 0105                       | GS v             | 0105 - Social Insurance Administrat      | ion 🔻                     | x 5 x 7         |                   |                 |                       |  |  |  |
|  |  |                  |  |                           |                 |                   |                 | Save                  |  |  |  |

- Once the copied template has been saved with an appropriate name and owning office, complete the template according to the instructions in the Copying a System ACWA Template into a Vacancy section of this user guide. This should include:
  - Customizing the minimum qualifications response options according to the specialized experience language commonly used in your organization.
  - Building screen-outs for the GS-5 and GS-7 grades.
  - Adding categories according to your agency's category rating policy.
  - Creating test scenarios to thoroughly test your assessment.

#### **FREQUENTLY ASKED QUESTIONS**

- 1. Am I required to use ACWA assessments for all positions covered by the Luevano consent decree?
  - No, agencies are free to use any valid alternative assessment. USA Hire is a valid alternative to ACWA, and many of the ACWA series are covered by standard USA Hire assessments. USA. The full list of series can be found here: https://help.usastaffing.gov/USASUpgResCtr/images/c/cf/USA\_Hire\_ACWA\_-\_\_June\_2017.pdf
  - b. We encourage you to consult your Office of General Counsel before using an agency-developed ACWA alternative.
- 2. How do I request an ACWA assessment be added for a new series?
  - a. Submit a help desk ticket with the series and target date of need and we will add the assessment in approximately two weeks.