



USA Staffing[®]
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USA Staffing

Production Release Notes

Release 9.7 September 22, 2018

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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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.

Staffing Stage and Production environments, please visit [USA Staffing Resource Center](#). To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA

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](#).



Staffing Functionality

- Updated the Vacancy > Supporting Documents page to allow the HR user to set the New Hire and Hiring Manager Viewable values by document type.
 - For each document type, the user may choose to accept the document from the applicant. For documents marked as Accepted, the user may also designate that document as Required, New Hire Viewable, and Hiring Manager Viewable.
<https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Supporting Documents>
 - When applicants submit their application or documents are manually uploaded into the applicant record by an HR user, the Hiring Manager Viewable and New Hire Viewable values will be defaulted based on the configurations set in the Vacancy > Supporting Documents page.
<https://help.usastaffing.gov/USAS/index.php?title=Uploading a document to an applicant record>
 - All settings on the Supporting Documents page are editable by permissioned users until the announcement is released and open. At that time, all settings are locked to future edits.
<https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Supporting Documents>
 - For all existing vacancies, the New Hire Viewable and Hiring Manager Viewable values have been set based on the previous system defaults:
 - ✦ Hiring Manager Viewable option is enabled for all Resumes, Cover Letters, and Executive Core Qualifications marked as Accepted.
 - ✦ New Hire Viewable option is enabled for all supporting documents marked as Accepted.

- For all new vacancies, only the Resume will be defaulted to Accepted, Required, Hiring Manager Viewable, and New Hire Viewable.
- As part of this update, we have removed the option to mark all supporting documents as Accepted at once. We plan to enable administrators to set up default settings for the Supporting Documents page at the Office level in an upcoming release. [https://help.usastaffing.gov/USAS/index.php?title=Vacancy -
Supporting Documents](https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Supporting_Documents)

Note: If at any point a document type is unchecked/set to non-viewable, that action will override any other setting regardless of the level at which the change is made; Applicant, Applicant List, or Review. Users will not be able to see that document in the applicant record within a Review or in the NH record respectively if that document is unchecked at any time after the initial Vacancy setting is applied.

- Added a rich text editor to the create/edit Assessment Questionnaire Instructions screen to allow for more formatting options such as bolding, italics, and paragraph spacing. [https://help.usastaffing.gov/USAS/index.php?title=Adding instructions to an assessment questionnaire](https://help.usastaffing.gov/USAS/index.php?title=Adding_instructions_to_an_assessment_questionnaire)
- Added a header to the Application Preview screen that more clearly informs applicants that the Application Preview page is for previewing the application questions only, and not the actual application. <https://help.usastaffing.gov/Apply/index.php?title=Applicant>
- Added the following Eligible NOR messages:
 - ELMG: “An Executive Resources Board convened to review your qualifications, and you were rated among the “Middle” group of candidates for this position. However, only the best qualified candidates from the Top and Non-Competitive Groups were referred to the selecting official for consideration.”
 - ELBG: “An Executive Resources Board convened to review your qualifications, and you were rated among the “Bottom” group of candidates for this position. However, only the best qualified candidates from the Top and NonCompetitive Groups were referred to the selecting official for consideration. https://help.usastaffing.gov/ResourceCenter/images/1/10/USA_Staffing_Updated_NOR_Messages_September2018.pdf
- Added the following ineligible NOR messages:
 - IFCS: “You were not considered because the veteran document(s) you provided do not reflect character of service.”
 - IFCR: “You were not considered because this position requires the incumbent to be CPR certified and to maintain CPR certification, and you either indicated you were not able/or willing to obtain and maintain CPR certification; or you failed to submit documentation demonstrating you possess the required certification.”
 - IADP: “You were not considered because our records indicate that you have already accepted, declined or are pending placement in a permanent position, and as a result, you no longer meet the criteria for

Military Spouse Preference eligibility.” ○ IFFF: “You were not considered because you either indicated that you do not possess one or more of the Firefighter certification(s) required for this position; or you failed to submit documentation demonstrating you possess the required certification.”

○ IAFM: “You were not considered because you are not eligible to apply for consideration as a Family Member Preference candidate until you are within 30 days of your sponsor's report no later than date to that location.”

○ IAMS: “You were not considered because you are not eligible for Military Spouse Preference. To be eligible for Military Spouse Preference you must be registered in the DoD Priority Placement Program (PPP) for this pay plan, series, grade and geographic location. You were not a PPP match for this position and did not identify another appointment eligibility within the area of consideration.”

○ IANF: “You were not considered because you must have one year of continuous service with NAF/AAFES and be a current NAF/AAFES employee to be eligible for appointment under the Interchange agreement. Your application does not reflect one year of continuous service and/or current status as a

NAF/AAFES employee.” ○ IOHS: “You were not considered because the veteran documents you provided reflect your military service was not under honorable conditions; therefore, you are not eligible for a VEOA or VRA appointment.” ○ IOFT: “You were not considered for this position because while encumbering a formal training program position you are excluded from competitive promotion consideration up to and including the target grade of your formal training program position.”

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https://help.usastaffing.gov/ResourceCenter/images/1/10/USA_Staffing_Updated_NOR_Message_Codes_September2018.pdf

- Updated the following ineligible NOR message:

○ IOII: Changed from “Your application was not considered for the position listed because you submitted inappropriate information (e.g. classified information or illicit or lewd content) in your application package” to “Your application was not considered for the position listed because you submitted inappropriate information (e.g. classified information, a photograph, or illicit or lewd content) in your application package.”

https://help.usastaffing.gov/ResourceCenter/images/1/10/USA_Staffing_Updated_NOR_Message_Codes_September2018.pdf

- Updated the custom filters displayed on a Certificate to allow users to click on the filter and view the custom advanced criteria settings used to create the filter.

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

Onboarding Functionality

- Added the following forms for use in USA Staffing:

○ CBPHC 1, CBPHC 2-1, CBPHC 2-2, CBPHC 2-3, CBPHC 4-1, CBPHC 4-2, CBPHC 5-1 Updated the following forms currently in use in USA Staffing:

- SF 2809, SF 1152, SF 2823, SF 3102
 - Enabled users to manually change the status of a New Hire record under certain circumstances:
 - If the New Hire was created by auditing a certificate, the New Hire record status may be changed from Active to Complete or Inactive to Active or Complete. The user will be prevented from manually changing the status to Complete if any assigned HR owned task is Incomplete.
 - If the New Hire was created from an Onboard New Hire request, the New Hire record status may be changed from Active to Complete or Cancelled or Inactive to Active, Complete or Cancelled. The user will be prevented from manually changing the status to Complete if any assigned HR owned task is Incomplete.
- https://help.usastaffing.gov/USAS/index.php?title=Changing_the_status_of_a_new_hire_record

Hiring Manager Functionality

- None

Administrative Functionality

- Updated the Factors page of the Factor Evaluation System (FES) Position Description to limit the selectable options for each level to ensure that only valid options may be chosen.

https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Factors
- Updated the Evaluation page of the Factor Evaluation System (FES) Position Description to automatically assign points for each factor level based on the assigned levels on the Factors page. The Final Points, Point Range, and Grade are all denoted as well based on the points assigned.

https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Evaluation

Reporting and Analytics

Staffing Reports Package

- Workflows namespace ○ Added a new query item to enable reporting on the role of task owner. ✦ Workflow Detail folder > Workflow Tasks query subject
- ‘Workflow Task Owned By’: Identifies the entity responsible for a task in the workflow (e.g., Human Resources, New Hire, Hiring Manager).

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

Applicant Flow Data Analytics

- The Applicant Flow Data data warehouse package has been restructured and is now available for use in reporting on all data in USA Staffing. <https://help.usastaffing.gov/USAS/index.php?title=Cognos>

Reports

- Upgrade DE Audit Reports: in response to requests for data in support of OPM's Delegated Examining Audit government-wide, reports were created for agencies to gather the required information. Reports are stored here: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > DEU Audit Reports
 - DEU Production Activity Report: provides a high-level summary of the number of applications processed, certificates issued, certificates with no selections, selections, and preference eligible selections by organization and office.
 - DEU Announcement List with Selections Report: provides announcement and vacancy-level data, including the name of the selectee if a selection was made.
 - DEU Announcement List with Selections and Effective Date of Appointment: provides announcement and vacancy-level data, including the name of the selectee if a selection was made and the effective date of appointment.

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