



**USA Staffing**<sup>®</sup>  
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USA Staffing

# Production Release Notes

Release 10.9 September 21, 2019

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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.




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

**U.S. Office of Personnel Management**  
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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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### Dashboards

#### New Hires

- Performed database work to ensure the eOPF transmissions filter includes all new hire records when filtering by the following statuses. **Note:** When this filter was first introduced, results did not include pre-existing records.
  - Has Files Ready for eOPF Transmission – This filter will display all existing records that meet at least one of the following two conditions:
    - ✦ New Hire has at least one uploaded document with a transmittable document type.
    - ✦ New Hire has at least one completed form with a transmittable form number. ○ Has Pending eOPF Transmissions – This filter will display all existing records that meet at least one of the following two conditions:
      - ✦ New Hire has at least one document with a transmittable document type and a transmission status of Queued or Transmitted.
      - ✦ New Hire has at least one form with a transmittable form number and a transmission status of Queued or Transmitted.
  - Has eOPF Errors – This filter will display all existing records that meet at least one of the following two conditions:
    - ✦ New Hire has at least one document with a transmittable document type and a transmission status of Error.
    - ✦ New Hire has at least one form with a transmittable form number and a transmission status of Error.  
[https://help.usastaffing.gov/USAS/index.php?title=New\\_Hires](https://help.usastaffing.gov/USAS/index.php?title=New_Hires)

### Requests

- Made usability improvements to the document upload screen to include the following:
  - Ability to upload multiple documents at once and add documents via drag and drop. Users will see a new option to drag and drop or choose up to five files to upload from their computer. This new feature is available in the *Documents* screen from Requests and in the following pages:
    - ✦ Vacancy
      - ✦ Assessment Package and Assessment Package Template ✦ Reviews
      - ✦ Competency Networks ○ Users can upload Excel and CSV files in the *Documents* screen from Requests as well as from the following pages: ✦ Vacancy
      - ✦ Assessment Package and Assessment Package Template ✦ Reviews
      - ✦ Competency Networks

- ✦ Position Descriptions ○ Users can upload documents which file names contain the following special characters: hyphen, apostrophe, ampersand, and underscore in the *Documents* screen from Requests and in the following pages:
- ✦ Vacancy
- ✦ Assessment Package and Assessment Package Template ✦      Reviews
- ✦ Competency Networks
- ✦ Position Descriptions ○ **Note:** All these updates are available to users with the *Edit Documents* permission enabled.

Requests: [https://help.usastaffing.gov/USAS/index.php?title=Uploading\\_a\\_document\\_to\\_a\\_request](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_a_request)

Vacancy: [https://help.usastaffing.gov/USAS/index.php?title=Uploading\\_a\\_vacancy\\_document](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_vacancy_document)

Assessment Package:

[https://help.usastaffing.gov/USAS/index.php?title=Uploading\\_a\\_document\\_to\\_an\\_assessment\\_package](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_an_assessment_package)

Assessment Package Template:

[https://help.usastaffing.gov/USAS/index.php?title=Uploading\\_a\\_document\\_to\\_an\\_assessment\\_package\\_template\\_job\\_analysis](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_an_assessment_package_template_job_analysis)

Review: [https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_document\\_to\\_a\\_review](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_document_to_a_review)

Competency Network:

[https://help.usastaffing.gov/USAS/index.php?title=Uploading\\_a\\_document\\_to\\_a\\_competency\\_network](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_a_competency_network)

Position Description:

[https://help.usastaffing.gov/USAS/index.php?title=Uploading\\_documents\\_to\\_a\\_position\\_description](https://help.usastaffing.gov/USAS/index.php?title=Uploading_documents_to_a_position_description)

## Vacancy

- Added a setting titled *Do not collect Lowest Acceptable Grade for this application*. When users with Edit Application Setting permission select this option, the Announcement Questionnaire, online application, or application PDF will not display the Lowest Acceptable Grade question in the Preferences section, and the lowest grade within the vacancy will be automatically populated as the response. When manually adding an applicant, users will be required to select the appropriate grade for this question. **Note:** This setting is not editable after the announcement has been released and opened on USAJOBS. Also, there is no default setting available for this option in the Vacancy Default Settings section within the Administration area.  
[https://help.usastaffing.gov/USAS/index.php?title=Vacancy\\_-\\_Settings](https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Settings)

## Applicant Overview

### Applicant Record

- Updated the Referred Rating Combinations data insert to exclude Cancelled certificates.  
[https://help.usastaffing.gov/USAS/index.php?title=Data\\_Inserts](https://help.usastaffing.gov/USAS/index.php?title=Data_Inserts)

- When a certificate is cancelled or un-cancelled, the system will update applicant record status codes (RSCs) if appropriate. For example, if all certificates associated with an applicant are cancelled, the applicant RSC will be updated from AC back to AA.  
[https://help.usastaffing.gov/USAS/index.php?title=Cancelling\\_a\\_certificate](https://help.usastaffing.gov/USAS/index.php?title=Cancelling_a_certificate)
- Incorporated the following enhancements to the *Documents* window in the applicant record:
  - Made a series of user interface updates to include a toggle button for various options like HM Viewable, and a gear icon providing additional options for each document. <https://help.usastaffing.gov/USAS/index.php?title=Documents>
    - The option to separate documents by pages is now found under the gear icon.  
[https://help.usastaffing.gov/USAS/index.php?title=Separating\\_pages\\_from\\_an\\_uploaded\\_applicant\\_document](https://help.usastaffing.gov/USAS/index.php?title=Separating_pages_from_an_uploaded_applicant_document)
    - Documents uploaded by an HR user can now be deleted by selecting the *Delete* button under the gear icon. Documents can only be deleted by the HR user who uploaded the document granted the user has Edit Documents permission. All document actions are captured in the applicant's History.  
[https://help.usastaffing.gov/USAS/index.php?title=Deleting\\_a\\_document](https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_document)
    - Users can now sort and/or filter documents by Document Type.  
<https://help.usastaffing.gov/USAS/index.php?title=Documents>
- The following NOR messages have been added/modified:

Code	Definition	Message
<b>IFSQ</b>	Missing narrative response to SPQs	You were not considered for this position because you did not include a narrative response to the Senior Professional Qualifications (SPQs) as requested by the vacancy announcement.
<b>IOVW</b>	Does not meet 120 day provision of the VOW to Hire Heroes Act	You were not considered because the documents you provided reflect your anticipated release date from active duty in the armed forces is more than 120 days from the date of their submission.
<b>IFPA</b>	Missing performance appraisal or required info	You were not considered because you failed to submit a copy of your latest performance appraisal, or the performance appraisal you submitted was missing necessary information (i.e., supervisor signature, performance dates, final/official rating, etc.).

## Onboarding Functionality

### New Hire Record

- Improved usability when adding tasks to a New Hire record. When users click the *Add Tasks* button on the Manage Tasks page within a New Hire record, they will see the following features:
  - A Search Tasks box which allows users to search tasks by typing any alphanumeric values to filter tasks by name.
  - List of New Hire or Human Resources tasks, sorted alphabetically with ability to sort tasks in ascending or descending order. [https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_new\\_hire\\_task](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_task)

### Forms

- Added the following forms for use in USA Staffing: ○

VRA Trial Period Statement of Understanding •

Updated the following forms for use in USA Staffing:

- HHS 476 – Record of Home Address
- DD 1617 – Transportation Agreement Transfer of Civilian Employees Outside CONUS

## Hiring Manager Functionality

- No updates.

## Administrative Functionality

### New Hire Default Settings

- Added instant validation messages when creating a custom address to be used for an Office for new hire purposes. [https://help.usastaffing.gov/USAS/index.php?title=Manage\\_New\\_Hire\\_Default\\_Settings](https://help.usastaffing.gov/USAS/index.php?title=Manage_New_Hire_Default_Settings)

### Position Descriptions

- Lowered the uniqueness constraint of Position Description Numbers from the Tenant to the *Owning Office* level. Users with Create/Edit Position Descriptions permission will be able to save position descriptions with the same number in different owning offices within a tenant.  
[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_position\\_description](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_position_description)  
[https://help.usastaffing.gov/USAS/index.php?title=Editing\\_a\\_position\\_description](https://help.usastaffing.gov/USAS/index.php?title=Editing_a_position_description)



## 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](#).