



New System Features and Enhancements

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SYSTEM

Location Codes

In support of the USAJOBS 3.0 mandate effective June 3, 2012, this release changes the way users identify the geographic locations of job announcements. The locations enhancement allows USAJOBS to transition from the current 4-digit standard that only allows for 9,999 unique values to a standard containing over 50,000 unique values worldwide.

Effective April 2, 2012, USA Staffing users are required to use the new 9-digit GSA Geo Location Codes (GLCs) or Zip Codes instead of the 4-digit location codes. The 9-digit Geo Location Codes will be available in USA Staffing following this release. The ZIP Codes will be available in a future release to allow USAJOBS additional time to conduct applicant search testing on ZIP Codes representing multiple cities. This will not impact compliance or users' ability to announce positions – the 9-digit codes represent a comprehensive list of specific duty locations.

The 9-digit GLCs structure replaces the existing Organization, Office, and Customer tables of 4-digit location codes. Consequently, the customized Office and Customer tables in the Admin area have been removed and are no longer viewable. The full list of 9-digit codes is available on the USAJOBS Schema Site at <http://schemas.usajobs.gov/>.

Between Monday, April 2 and Friday, June 1, 2012, users **can** make changes to open case exams and standing registers containing the retired 4-digit location codes and update and/or re-release these announcements to USAJOBS.

If there are no changes needed to locations in an agency's existing vacancies, users should not make any modifications to the announcement location table. This will ensure that there are no duplicate locations originating from both 4-digit and 9-digit location codes as this is critical to the referral process. If a different location is added to the vacancy, users must use the new 9-digit location standard.

Effective June 3, users **cannot make any changes** to open case exams and standing registers which contain the retired 4-digit location codes, as USAJOBS will be enforcing this new data standard for all Talent Acquisition Systems, including USA Staffing. The update and/or re-release process will fail because the 4-digit codes will no longer be recognized by USAJOBS. The 4-digit location code structure cannot be automatically mapped to the new structure because the location code is tied to an existing applicant record. Therefore, users with open announcements requiring changes to any portion of the JOA after June 1 should prepare to **close these announcements between April 2 and June 1** and re-announce using the new location code structure.

Users can continue issuing certificates from vacancies that include the 4-digit location code structure after the release. Vacancies using the 4-digit location codes will continue to be searchable on USAJOBS until those vacancies close. USA Staffing will retain the 4-digit codes in existing vacancies for auditing purposes.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT' links. Below this is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu shows 'Testing Office'. The main content area is titled 'Current Vacancy' and 'Select Announcement Location'. It features a 'Vacancy' dropdown menu with 'Vacancy 109491' selected. To the right are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The interface is divided into two main sections: 'Search' and 'Browse'. The 'Search' section has a 'Search by GSA Geo Location' box with a 'Go' button. The 'Browse' section has dropdown menus for 'Country' (United States), 'State' (IL), 'City' (Springfield), and 'County' (-- Please Select a County --). Below these sections is a table of vacancies.

	Vacancies	Code	City	State	Country	County
<input type="checkbox"/>		990000000	Location Negotiable After Selection		United States	
<input type="checkbox"/>	Many	178220167	Springfield	IL	United States	Sangamon County

Users can search without entering specific GSA Geo Location Codes (GLCs) by selecting the State and City or the State and County. When browsing by an international GLC, users can select the Country and City.

If the Geo Location code is known, users can enter the code in the **Search by GSA Geo Location** box, click **Go**, and the location will populate in the table. If the GLC for a location is unavailable, such as for an unlisted international location, agencies can contact GSA for assistance via:

<http://www.gsa.gov/portal/category/21420>.

Elimination of HTM/HTML Document Uploads

To ensure document processing efficiency and maintain alignment with USAJOBS standards, Application Manager and USA Staffing will no longer accept HTM and HTML document types for applicant supporting document uploads.

ADA/Section 508 Standards

The USA Staffing system, including Selection Manager and the online help wikis, will incorporate additional interface changes to ensure compliance with ADA/Section 508 standards.

Security

This release includes several security upgrades to both USA Staffing and Application Manager to ensure USA Staffing remains fully compliant with Federal IT security requirements. These upgrades include an updated Rules of Behavior warning message on the Admin > Data Retrieval > Exports page and Ad hoc Discoverer opening screen.

The new warning message is: **Warning:** All users are required by the USA Staffing Rules of Behavior to ensure proper handling of personally identifiable information (PII) exported from the system. Data with PII should be encrypted and then deleted within 90 days, unless official use is still required."

STAFFING AREA

Veterans' Preference Warning Message

When the announcement template used in a VIN marked as **Competitive** only does not collect veterans' preference, military dates, or both items, a warning message displays when the **Complete** box is checked on the Announcement > Preview page. Users should make the appropriate corrections before releasing the announcements to USAJOBS.

The screenshot shows the 'Preview' interface for a vacancy. On the left is a navigation menu with 'Announcement' selected. The main area displays the following information:

- Announcement Number:** CR 568
- USAJOBS Control Number:** (empty dropdown)
- Complete** (with a 'Print' button)
- Release to USAJOBS**
- Last Released:** (empty field)

A red warning message at the bottom states: "This vacancy is marked Competitive; however, veterans' preference and military dates are not checked on the Announcement > Templates page."

Referral Home Page Interface

User interface changes have been made to the Referral Home page. The **View Certificates/Stored Lists Only** checkbox replaces the **Show Deleted Requests** checkbox. The **View Certificates/Stored Lists Only** checkbox allows users to view a table containing the certificate line-level data (i.e. Certificate Number, Certificate Type, Issue Date, Referral Status, Due Date, Return Date, and Audit Date) without having to expand each request and ordering criteria.

The screenshot shows the 'Referral Home' interface. On the left is a navigation menu with 'Referral' selected. The main area displays a table of certificate data:

Certificate Number	Certificate Type	Issue Date	Referral Status	Due Date	Return Date	Audit Date
Stored List	Competitive Merit Promotion	03/16/2012	Not Sent to Customer			
MT-12-HHA-0242080	Competitive Merit Promotion	03/15/2012	Not Sent to Customer	03/29/2012		

At the bottom, there are buttons for 'New Request', 'New Criteria', and a checked checkbox for 'View Certificates/Stored Lists Only'.

Combining Online Assessments with Assessment Questionnaires

OPM offers online assessments for use in hiring for some of the most popular occupations Government-wide. The online assessment process is designed to be user-friendly and attractive for both applicants and HR Specialists. To include technical competencies in the assessment process, online assessments can now be combined with assessment questionnaires in USA Staffing containing rating factors. Online assessment users can use this method for both competitive and merit promotion announcements to score applicants. For more information, contact Jennifer.Minor@opm.gov.

ADMIN AREA

Tracking Number Field in Discoverer

Discoverer Plus contains a new **Tracking Number** field for Request for Personnel Action reporting purposes. This field has been added to the following views (data folders):

Standard List

- 80-Day Hiring Model
- Application Certification
- Request Tracking – **New!**
- Vacancy Tracking – **New!**

Legacy List

- App 45 Day Model
- App Cert History
- App Responses
- Certificate App Location
- Certification

Limited Access Permission Level to Restrict Applicant Response Changes by HR Users

The **Limited Access** permission level has been added to the Applicants area on the Profile Edit page. This new permission level prevents users from changing assessment questionnaire responses in applicant records. Users with this permission level can still create and update applicant information.

The screenshot shows the USA Staffing Profile Edit interface. The 'Profile' field is set to 'Standard User - Limited Access'. The 'Permission Profile Area Setup' section is expanded to show the 'Applicants' module. A table lists four permission levels: Organization Access, Limited Access (selected), View Only Access, and No Access. The 'Limited Access' row is highlighted with a red border.

Assign	Access Level	Description
<input type="radio"/>	Organization Access	Permits user to create and update applicant information.
<input checked="" type="radio"/>	Limited Access	Permits user to create and update applicant information, but not change applicant assessment questionnaire responses.
<input type="radio"/>	View Only Access	Permits user to view applicant information.
<input type="radio"/>	No Access	Restricts user from accessing this module of the system.

The Applicants > Questionnaire page will now be read-only for all users with the Limited Access permission profile. This page incorporates new functionality that allows authorized users to modify applicant responses and view the change history in USA Staffing. This page includes the following three new buttons:

- **Edit Responses.** This button allows users with the **Organization Access** permission level to modify applicant responses for the selected section. To change a response, authorized users should select the questionnaire section, click **Edit Responses**, change the response, and click **Save**. The **Edit Responses** button is grayed out for users with **Limited Access** and **View Only Access** permission levels. Users with the **No Access** permission level are unable to view the Applicants module.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy
Vacancy 109113

Questionnaire [New] [Save] [Copy] [Delete] [Cancel]

Vacancy: 109113 AA Announcement: CR 568
 SSN: XXX-XX-5001 Name: SIMPSON, HOMER

Section: Skill in implementing staffing p [Edit Responses] [View History] [Notes] [Print Narratives]

8. Plan, initiate, and execute large scale recruiting campaigns with a variety of recruiting sources over a wide geographical area, e.g., State Employment Service, college, universities and publications.

A I have no education, training, or experience in performing this task.
 B I have had education or training in performing this task, but have not yet performed it on the job.
 C I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 D I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 E I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

- **View History.** This button changes the Questionnaire page view to allow users with the *Limited Access, Organization Access, or View Only Access* permission levels to see the full name of the USA Staffing user who changed applicant responses, date, time, and details of the changes. The *View History* button is replaced by the *View Responses* button once clicked.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

Search GO ADVANCED Testing Office

Current Vacancy
Vacancy 109113

Questionnaire [New] [Save] [Copy] [Delete] [Cancel]

Vacancy: 109113 AA Announcement: CR 568
 SSN: XXX-XX-5001 Name: SIMPSON, HOMER

[Edit Responses] [View Responses] [Notes] [Print Narratives]

Name	Date	History
Carl Carlson	3/19/2012 12:31:11 PM	Question 1 response changed from A to C .
Lenny Leonard	3/19/2012 12:24:00 PM	Question 3 response changed from C to D .

- **View Responses.** This button allows users to exit the history view and return to the default Questionnaire page view.

To apply the new **Limited Access** permission level, a new system-level permission profile, **Standard User - Limited Access** has been created. This new system-level permission profile includes the same access levels as the **Standard User** profile except it designates the new **Limited Access** permission level for the Applicants area. The following three options are available to the Organization/Office Administrators that need to implement the new **Limited Access** permission level in their agencies:

1. Assign the new system-level **Standard User - Limited Access** permission profile to users within the office or organization. For instructions on assigning a permission profile, see the following online help topic: [http://help.usastaffing.gov/USASTaffing/index.php/Assigning a permission profile to an existing user](http://help.usastaffing.gov/USASTaffing/index.php/Assigning_a_permission_profile_to_an_existing_user).
2. Assign the **Limited Access** permission level to an existing customized permission profile at the Organization or Office levels. Once a permission profile is modified, all users assigned to that permission profile will have limited access to the Applicants area preventing them from changing applicant responses. For instructions on how to modify an existing permission profile, see the following online help topic: [http://help.usastaffing.gov/USASTaffing/index.php/Modifying a permission profile](http://help.usastaffing.gov/USASTaffing/index.php/Modifying_a_permission_profile).
3. If a large number of users within the office/organization need to be assigned to the new system-level **Standard User - Limited Access** permission profile, Organization or Office Administrators can contact the USA Staffing Account Managers or submit a help desk ticket via FootPrints at <https://eshelp.opm.gov/> to request USA Staffing Program Office assistance.

System Changes

STAFFING AREA

Case File Document Upload Validation

Additional validation has been added when case file documents are uploaded to prevent document processing errors.

Professional Series Field on the Certificate of Eligibles Report Control Sheet

The Certificate of Eligibles Control Sheet has been corrected to accurately display the **Professional** field under **Vacancy Information** according to the occupational series.

HH Applicants on Certificates

The issue causing hired (HH) applicants to appear on certificates after being selected has been corrected.