



Onboarding Manager

New System Features and Enhancements

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NEW FEATURES AND ENHANCMENTS

System security

The Onboarding Manager (OM) system is being moved behind Akamai to comply with OPM’s IT security initiatives.

What is Akamai?

Akamai is an extra level of firewall security. It is a Web Application Firewall (WAF) that has security capabilities.

Why are we moving all USA Staffing systems behind Akamai?

Because it is an OPM-wide Security Initiative. All OPM applications will be moved behind Akamai. Placing the systems behind Akamai will greatly improve our performance in SSL renegotiations (i.e. PIV Card) and monitoring.

Will there be any impact?

There will no impact to OM users. However, if your HR users or selectees report any issues with Onboarding Manager, please contact the USA Staffing Program Office as soon as possible.



HR USER INTERFACE ENHANCEMENTS

eOPF Effective Dates for USA Staffing Documents

The date the applicant submitted his/her application package through USA Staffing's Application Manager system will be the date used as the Effective Date for all USA Staffing documents transmitted from OM to eOPF. The USA Staffing documents in OM are the supporting documents that the selectee submitted when applying to the position he/she was selected.

eOPF Effective Dates for Manually Uploaded Documents

OM now requires HR users to enter an Effective Date for uploaded documents when adding the file to the eOPF transmission queue. This update will ensure that manually uploaded documents will be transmitted from OM with the appropriate effective date that will display in the eOPF.

eOPF Transmission Status tab

A **Queued Date** column has been added to the **eOPF Transmission Status** tab. This column will display the date the HR user marked the file for eOPF transmission.

In addition, the **Date** column has been updated to read **Transmitted Date** to distinctly identify when the file was successfully transmitted to the eOPF system.

Air Force PCS Authorization (**This section applies to the Department of Air Force PCS Unit only*)

The DD 1614 functionality has been updated to allow Organization and Office Administrators to unlock the form so corrections can be made to the data.

The new process is as follows:

When the DD 1614 has been completed and the second HR signature is applied, the form is locked. The Administrator is presented with these options when viewing the PDF version of the form:

- a. Unlock
- b. Approving Official
- c. Cancel

When the Administrator unlocks the form, the system:

- a. Retains all questionnaire data on the form.

- b. Clears all HR signatures from the form.
- c. The form status is set to *Submitted*.

When the form is unlocked, the Administrator is presented with these options when viewing the PDF version of the form:

- a. Decline
- b. Authorizing Official
- c. Cancel

System Corrections

HR USER INTERFACE

eOPF Transmission Status tab.

The OM system has implemented an internal setting that will prevent files from being added to the eOPF Transmission service multiple times. The user will be able to refresh the page immediately after transmitting files without the files duplicating on the **eOPF Transmission Status** tab.

SELECTEE INTERFACE

Control Matrices on Benefit forms

Selectees will no longer be able to edit questionnaire data on benefit (e.g. enrollment, beneficiary etc.) forms or any other forms with control matrix tables after submitting the forms to HR.