



New System Features and Enhancements

CATEGORY RATING

To facilitate the use of Category Rating procedures within USA Staffing, several system changes have been implemented. These system changes are described below.

Preferences > Category Rating Sets

A new preference item has been created under Administration > Preferences titled *Category Rating Sets*. On this page, users with at least *Office Administrator* permission can create a pre-defined set. This *Category Rating Set* will be used for competitive vacancies created after the category rating set is established. To create the category rating set, click the *New* button. The system will create a line item to enter the *Title* and *Cut-Off Rating*. The set must contain at least two categories. The cut-off rating for the highest quality category cannot be greater than 100 and the lowest quality category cannot be less than 70.

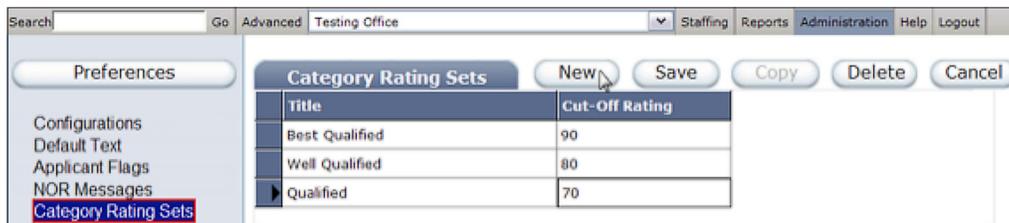


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Preferences > Configurations > Referral

A new configuration has been added under the *Referral* category which will let users set the value as *Yes* or *No* for the following item: *Use office category rating set to define vacancy categories for all competitive vacancies?*

The screenshot shows the 'Configurations' page for the 'Referral' category. The page title is 'U S OFFICE OF PERSONNEL MANAGEMENT TFS TICKET TESTING OFFICE'. The 'Apply to Preference Level' is set to 'ORGANIZATION'. The table below shows the configuration items:

Item Description	Value
Enter the number of days for the default time standard of auditing returned Certificates.	Yes
Enter the number of days for the default time standard of returning Certificates.	No
Enter the number of days after a Request is received that Certificates should be issued.	Yes
Use office category rating set to define vacancy categories for all competitive vacancies?	Yes

Vacancy > Categories

Once a *Category Rating Set* is created and the *Use office category rating set to define vacancy categories for all competitive vacancies?* configuration item is set to *Yes*, the system will automatically populate the pre-defined categories on the Vacancy > Categories page. Users will still have the ability to modify the category titles and cut-off ratings on this page if necessary. Changes made directly on the Categories page, will not affect the *Category Rating Set* stored in the Administration area.

The screenshot shows the 'Vacancy Category' page. The page title is 'Vacancy Category'. The table below shows the vacancy categories:

Title	Cut-Off Rating
Best Qualified	90
Well Qualified	80
Qualified	70

If no *Category Rating Set* is created in the Administration area or the *Use office category rating set to define vacancy categories for all competitive vacancies?* configuration item is set to *No*; users may manually enter the category titles and cut-off ratings on this page. Once the announcement is marked as released to USAJOBS or Stored Lists/ Certificates have been created, this page will become read-only and changes cannot be made.

Referral > Ordering Criteria

To facilitate the referral process, a new Certificate Type titled *Category Rating* has been created. When this certificate type is selected, the system will pre-populate the *Ordering Criteria* fields. Some of the fields have more than one option as explained below.

The screenshot shows the 'Ordering Criteria' form for Vacancy 104201. The form is titled 'Ordering Criteria' and has buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The fields are as follows:

- Criteria Name: GS9 R&P Arg
- Applicant Referral Status: Open Dual Certify
- Certificate Type: Competitive (dropdown menu is open showing options: Competitive, Competitive Merit Promotion, Merit Referral List, Non-Traditional, Category Rating, Random Number)
- Rank By: Rating (exclude Veteran F) (dropdown menu)
- Priority Order: Normal Floating Rules (dropdown menu is open showing options: Normal Floating Rules, GS-09+ Prof & Scientific)
- Refer Method: Cut Off Score (dropdown menu)
- Number/Score: 90
- Order: Rating (dropdown menu)
- Categorize Applicants:
- CTAP/ICTAP Score: 85

- **Rank By.** The only value listed is rank by *Rating (exclude Veteran Preference)*.
- **Priority Order.** There are two options available, *Normal Floating Rules* and *GS-09+ Prof & Scientific*. The option selected will inform the system to apply the appropriate priority order rules when issuing certificates.

The system defaults to *Normal Floating Rules*. Users *must* select the second option *GS-09+ Prof & Scientific* when creating certificates for Professional and Scientific positions at the GS-9 or above. The system will display a warning message to alert users if they chose the wrong *Priority Order* option for professional series and grades.

The screenshot shows the 'Ordering Criteria' form for Vacancy 104686. The form is titled 'Ordering Criteria' and has buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The fields are as follows:

- Criteria Name: GS-0510-11
- Applicant Referral Status: Open Dual Certify
- Certificate Type: Category Rating
- Rank By: Rating (exclude Veteran)
- Priority Order: Normal Floating Rules
- Tie Breakers: None
- Category Cut Off: Best Qualified
- Cut Off Score: 90
- Order: Name
- Categorize Applicants:
- CTAP/ICTAP Score: 85

A red warning message is displayed: "Certificates for professional series and grades cannot float veterans."

- **Tie Breaker.** This field is defaulted to *None*.

- Category Cut Off.** The *Refer Method* automatically changes to *Category Cut Off* for this certificate type. The categories listed in this field are based on the Vacancy Categories. The system will automatically use the top category (e.g., *Best Qualified*) to create the Stored List/Certificate. We recommend this default setting not be changed.

A screenshot of a web form showing three fields: 'Tie Breakers' with a dropdown set to 'None', 'Category Cut Off' with a dropdown menu open showing 'Best Qualified', 'Well Qualified', and 'Qualified', and 'Cut Off Score' with a text input field containing '90'.

- Cut Off Score.** The score displayed is based on the cut-off rating of the *Category Cut Off* selected (e.g., Best Qualified = 90).

Merging Categories: Users can merge categories by changing the *Cut Off Score* directly on the Ordering Criteria page. For example, if the *Cut Off Score* is lowered from 90 to 80 for the *Best Qualified* category, the 80 *Cut Off Score* becomes the Best Qualified *Cut Off Score*. The system will then merge the applicants with a score of 80 or above into the top category.

A screenshot of the 'Ordering Criteria' page in a web application. The page has a left sidebar with navigation buttons like 'Vacancy', 'Assessments', 'Announcement', 'Applicants', and 'Referral'. The main content area has several sections: 'Criteria Name' (Merging Top 2 Categories), 'Applicant Referral Status' (Open Dual Certify), 'Certificate Type' (Category Rating), 'Rank By' (Rating (exclude Veteran)), 'Priority Order' (Normal Floating Rules), 'Tie Breakers' (None), 'Category Cut Off' (Best Qualified), 'Cut Off Score' (80), 'Order' (Name), 'Categorize Applicants' (checked), and 'CTAP/ICTAP Score' (85). A red box highlights the 'Category Cut Off' and 'Cut Off Score' fields.

- Order.** Users have the option of ordering the Category Rating certificate by either *Name* or *SSN*.

A screenshot of a web form showing the 'Order' dropdown menu open with 'Name' and 'SSN' options. To its right is a 'Categorize Applicants' checkbox which is checked and grayed out, and a 'CTAP/ICTAP Score' text input field containing '85'.

- Categorize Applicants.** This box is automatically checked and grayed out for the *Category Rating* certificate type.
- CTAP/ICTAP Score.** Users must enter the appropriate score based on their office CTAP/ICTAP well-qualified score requirements.

Referral > Certificate

The new Category Rating Certificate of Eligibles displays the *Category Name* at the top of the certificate.

<p>Certificate of Eligibles Certificate Number: MT-11-BIS-01866S0 Issued for Other Agencies and Independent Organizations VacancyID: 104708 Agency Request Number: Testing Merging Issue Date: 10/27/2010 HR Specialist, GS-0201-12 Category Name: Best Qualified</p>			
Appointment Type:	Career/Career Conditional		
Option:	001 - Recruitment & Placement Grade: 12		
Locations:	0999 - Antarctica, AA		
This certificate must be returned by 11/10/2010.			
This certificate is valid only for the position, grade and duty location shown on the SF-39.			
<p>This office has not verified that veterans who claim 5 point tentative veteran preference (TP) are entitled to it under 5 USC 2108, as amended. Prior to making a selection from this certificate, your office must determine that such veterans who are within reach for appointment meet the requirements for length and dates of service, honorable discharge and military retirement status. Veterans who serve after October 14, 1976 must also prove service in a campaign or expedition for which a medal or badge was authorized. When tentative preference is not confirmed, you must notify this office so that we can adjust the eligible rating and order of the certificate.</p>			
When contacting applicants, always use the address and telephone number from the certificate rather than from the application.			
The following are CTAP/ICTAP candidates. As you are aware, you are to consider and select these candidates, if you wish to make a selection/appointment outside your agency.			
Agency Action	Veterans Preference	Name / Address	SSN
Well Qualified Priority Referral Candidates			
_____	NV CTAP	APPLICANT-ONE, TEST 1900 E ST NW WASHINGTON USA 59857	XXX-XX-1111
_____	NV ICTAP	APPLICANT-TWO, TEST 1900 E ST WASHINGTON DC 20548 TEST2@APPLICANTTEST.COM	XXX-XX-8888
Non Priority Referral Candidates			
_____	CPS	APPLICANT-FOUR, TEST 1900 E ST NW WASHINGTON DC 20415 TEST4@TESTFOUR.COM	XXX-XX-4444
_____	TP	APPLICANT-SIX, TEST 1900 E ST NW WASHINGTON DC 20415 TESTAPPLICANTSIX@TEST.COM	XXX-XX-9999
_____	CP	APPLICANT-THREE, TEST 1900 E ST WASHINGTON DC 20548 TEST3@APPLICANTTEST.COM	XXX-XX-7777
For Official Use Only			Page 2 of 4

Preferences > Default Text

Configurable default text items have been created for the **Category Rating** certificate type under the Notification Letter, Disposition Letters, Certificate of Eligibles, and Electronic Certificate default text categories. The current default text for these items can be modified for the Organization, Office, Customer, Vacancy, or Certificate levels as necessary.

Note: Users should verify that the content on these items meets the needs of their organization/office prior to creating Category Rating (Competitive) vacancies.

The screenshot displays the 'Default Text' configuration interface. At the top, there is a search bar and navigation tabs for 'Advanced', 'Testing Office', 'Staffing', 'Reports', 'Administration', 'Help', and 'Logout'. The left sidebar contains menu items: 'Template Libraries', 'Maintenance', 'Locations', 'Preferences', 'Configurations', 'Default Text' (highlighted), 'Applicant Flags', 'NOR Messages', 'Category Rating Sets', and 'Data Retrieval'. The main content area is titled 'Default Text' and includes buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. Below these buttons, the 'Category' is set to 'Certificate of Eligibles' and the 'Apply to Preference Level' is set to 'ORGANIZATION'. The 'Preference For' field contains the text: 'U S OFFICE OF PERSONNEL', 'MANAGEMENT TFS TICKET', and 'TESTING OFFICE'. A table lists various 'Item Description' items, with 'Category Rating Certificate Text' selected and highlighted in red. Below the table, the 'Configurable Text' field contains two paragraphs of text: 'This certificate is valid only for the position, grade and duty location shown on the SF-39.' and 'This office has not verified that veterans who claim 5 point tentative veteran preference (TP) are entitled to it under 5 USC'.

Item Description
Competitive Certificate Text
Merit Promotion Certificate Text
Merit Promotion Non-Competitive Referral List
Priority Referral Text
Non-Traditional Certificate Text
Category Rating Certificate Text

ARCHIVING PHASE ONE

To reduce the amount of data in the USA Staffing live database, archiving and purging procedures will be implemented in several phases. The first phase will be focused on archiving VINs and associated data for competitive-only, case examining, and non-ACWA cases older than 3 years. Subsequent phases will focus on archiving inventories/standing registers, ACWAs, and Merit Promotion vacancies, and purging (permanently removing) data from the archive database in accordance with records retention schedules.

As part of phase one of the archiving process, we will implement a regular quarterly schedule for archiving and purging USA Staffing data from the live database. Vacancies and associated data in the archive database will be read-only and users will not be able to alter the data. Agencies will be notified prior to the first archiving cycle.

Vacancy > Position Information Page

In preparation for the archiving process, two fields have been added to this page. Users can annotate a vacancy that is under litigation or complaint by checking the box titled *Under Litigation* and entering the litigation/complaint type, point of contact, and related notes. Vacancies designated as *Under Litigation* will not be archived or purged from USA Staffing. All data and applicant documents in these VINs will remain on the live database indefinitely or until the *Under Litigation* box is unchecked.

The screenshot displays the 'Position Information' page for Vacancy ID 104201. The interface includes a search bar at the top left, a navigation menu on the left with options like 'Vacancy', 'Position Information', 'Assessments', and 'Applicants', and a main content area with various input fields and buttons. The 'Under Litigation' checkbox is checked and highlighted with a red border. Below it, a text area contains the following information:

<input checked="" type="checkbox"/> Under Litigation	Enter Type of Litigation/Complaint, Point of Contact, and Notes
JSMITH 8/19/2010 9:26:07 AM	EEO Complaint For questions contact Jill Smith at 123-456-7890. Notes:

Other visible fields include: Position Title (Testing Version 1003 8.19.10), Competitive (checked), Merit Promotion (unchecked), Internal Merit Promotion (unchecked), Employer Type (Federal), Vacancy Type (Case Exam), Pay Plan (GS), Salary (Annually), Minimum Salary (50,000.00), Maximum Salary (75,000.00), Period of Eligibility (3 Months), Status (Pending), and Applicant Counts (Eligible: 0, Ineligible: 0, Pending: 0, Pending Review: 0, Total: 0).

Vacancy Search Page

A new column titled **Archived** has been added to the vacancy search results table. The **Archived** column will remain blank for vacancies that are still active in the system. The results will display **No** if the Vacancy has been marked as **Under Litigation** and **Yes** if the Vacancy has been archived.

When a user opens an archived VIN, navigation will be limited to the Position Information page.

Reports

A new report titled **Vacancies to be Archived** can now be found on the Reports > Vacancy section. The vacancies listed on this report are the ones not marked as under litigation; therefore, these vacancies are ready to be archived on the next archiving cycle.

Administration > Preferences > Configurations

A new preference configuration **Category** titled **Archive** has been added. This configurable item will allow users to enter the number of months Merit Promotion Vacancies (VINS) should be retained in the archive database before being purged. This configuration can be applied at the Organization, Office, Customer, and Vacancy preference levels. After the specified number of months all eligible Merit Promotion VINS will be permanently deleted from the archive database.

The screenshot shows the 'Configurations' page in the USA Staffing system. The breadcrumb trail is 'Administration > Preferences > Configurations'. The page title is 'Configurations' and the current configuration is for the 'Archive' category, applied to the 'OFFICE' preference level. The configuration is for the 'Testing Office'. The 'Value' field is set to '3'. The 'Item Description' field contains the text: 'Enter the number of months that Merit Promotion VINS should be retained before being purged. The value entered must be 1 through 999.' The left sidebar contains navigation links: Template Libraries, Maintenance, Locations, Preferences, Configurations (selected), Default Text, Applicant Flags, NOR Messages, Category Rating Sets, and Data Retrieval. The top navigation bar includes Search, Go, Advanced, Testing Office, Staffing, Reports, Administration (selected), Help, and Logout.

Application Manager

The following text has been added to the Re-Use Documents, Document Upload, and Package Detail pages to alert applicants that documents and notifications are only retained in a closed VIN for a maximum of 3 years.

"Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement."

REQUEST MANAGEMENT

Vacancy > Request Management Page

This page has been added to accommodate the three end-to-end (E2E) tracking dates (*Date of Validation of Hiring Need*, *Position Description Review Date*, and *Job Analysis/Assessment Confirmation Date*) formerly located on the Assessment Information page, and to provide a way for tracking RPAs/SF-52s within USA Staffing. This enhancement allows users to add numbers generated by back-end personnel action processing systems to USA Staffing, track them through the staffing process, and assign them to selectees/hires. By adding tracking number(s) at the vacancy level, connecting it to a request, and finally assigning it to a selectee, users will be able to track the progress of staffing actions through reports which will be available in a future system enhancement. Once the number is added, the system will populate the table with the following information:

- **Tracking Number**—as entered in the *Tracking Number* field. This field has a 30-character limit and allows letters, numbers, and symbols.
- **Date Added**—date and time the number was added to the system in MM/DD/YY HH:MM format.
- **Submitted By**—full name of USA Staffing user who added the number.

Once a *Tracking Number* is assigned to a selectee, the name will display in the *Selectee* field on this page.

Tracking Number	Date Added	Submitted By	Selectee
10OGC102401BSC	09/17/10 00:09	Jill Smith	

To add a number, enter the number in the *Tracking Number* field then click the *Add* button. Tracking Numbers must be unique within a Vacancy and across an Office. When a *Tracking Number* is entered, the system will check for an existing record. The following two scenarios are possible:

- **Record not found.** The tracking number is added to the table and tied to this VIN.
- **Record found/linked to another VIN.** The system will display a message indicating “*This Tracking Number is already tied to another vacancy.*”

To delete a *Tracking Number*, click anywhere on the row, click the *Delete* button, and click *Save*. Once a number is added, it cannot be modified. If an erroneous tracking number is added, the user will need to delete it and re-add it.

Note: To delete a *Tracking Number* that has been associated with a request or a selectee, users will need to delete the tracking number from the selectee’s entry on the *Audit* page first, then delete it on the Request Information page (if applicable), and finally delete it on the Request Management page.

Referral > Request Information Page

Once tracking numbers have been added on the Vacancy > Request Management page, users will be able to assign them to referral requests. To link a tracking number to a request, click the *Add* button on the *Request Tracking* section and a new row will display. Then select the tracking number from the drop-down list, and click *Save*. Tracking Numbers assigned to a request will be listed in the *Tracking Number* field of the Audit page for any of the certificates issued under that request. The *Status* field will update according to the Vacancy status.

The screenshot displays the 'Request Information' page. On the left is a navigation menu with buttons for 'Vacancy', 'Assessments', 'Announcement', 'Applicants', 'Referral', and 'Request Information' (which is selected). The main content area includes:

- Request Info:** Fields for Request Number (HR Spec GS-9 Cuba), Date Request Received (9/6/2010), and Personnel Action Date.
- Send To Contacts (1):** A table with columns: Contact Name, Online Access, Make Selections, Share Access. One contact, John Manager, is listed with Online Access and Make Selections checked.
- Submitted By:** A text input field.
- Select Customer:** A dropdown menu showing 'USA Staffing Program Office'.
- Appointment Type:** A dropdown menu showing 'Career/Career Conditional'.
- Name Request:** A table with columns: SSN, FirstName, M.I., LastName.
- Request Tracking:** A table with columns: Tracking Number, Status, Certificate Name, Selectee. It contains two rows:

Tracking Number	Status	Certificate Name	Selectee
* 100GC102401			
100GC102401SLM			
- Other options:** 'Multistage Certificate' and 'Complete' checkboxes, and 'Notes' and 'Next' buttons.

Referral > Audit Page

Users will be able to assign tracking numbers to selectees by selecting the appropriate number from the drop-down list on the Audit page. All unassigned tracking numbers (not linked to a selectee) will be available for assignment. A tracking number can only be assigned to one selectee. If a manager decides to make subsequent selections, new **Tracking Numbers** can be added in the Vacancy > Request Management page, linked to the Referral > Request Information Page, and assigned to the selectees.

Search [] Go Advanced Testing Office [v] Staffing Reports Administration Help Logout

Vacancy 104201 [v]

Vacancy
Assessments
Announcement
Applicants
Referral

Request Information
Ordering Criteria
Certificate

Audit [New] [Save] [Copy] [Delete] [Cancel]

Certificate: MT-11-BIS-01813S0
Audit Type: Each Applicant [v]

Complete - To amend an audited certificate, uncheck the Complete box.

Announcement: 104201 1003 Version: 9/27/2010 - 10/1/2010 [v] [Certificate Notes]

	Name	SSN	Vel	Rat	Audit Code	Return Status	Audit Date	Tracking Number
[+]	APPLICANT-THREE, TEST	7777	NV	EL	Not Selected - Not Contacted	Active	10/13/2010 11:52:07 AM	
[+]	APPLICANT-TWO, TEST	8888	NV	EL	Not Selected - Not Contacted	Active	10/13/2010 11:52:07 AM	
[+]	APPLICANT-ONE, TEST	1111	NV	EL	Selected	Hired	10/5/2010 3:15:20 PM	100GC102401B [v] 100GC102401SLM1 100GC102401BSC

[<] [] [>]

[Set Remaining Applicants]

VACANCY AND ASSESSMENT

Position Information Page

The character limit in the **Position Title** field has been increased from 60 to 100 characters to match the USAJOBS limit.

Assessment Information and Assessment Home Pages

Vacancy re-rates will execute if any data element on these pages is changed. The following system message will display on the screen to alert users of the re-rate action: *Changes you made in this session have triggered an automatic re-rate for this VIN. You will receive an email as soon as the re-rate is complete, and you should wait until you get the email before issuing certificates/referral lists.*

ANNOUNCEMENT

Announcement Page > External Contact

The issue causing erroneous *External Contact* information to display on the USAJOBS announcement has been corrected. When users assign the *External Contact*, the address, phone, and fax information can be obtained from two sources. If the user selects *OK*, the system will use the information in the *Office* profile. However, if the user selects *Cancel*, the system will use the information in the *Customer* profile.

The screenshot displays the 'Announcement' form in the USA Staffing system. The form is titled 'Announcement' and is associated with 'Vacancy 104201'. The form includes the following fields and options:

- Announcement No:** 104201 1003 Version
- Work Schedule:** Full Time (dropdown)
- Who May Apply:** United States Citizens (dropdown)
- Part Time Hours:** (text input)
- Opening Date:** 9/27/2010 (dropdown)
- Closing Date:** 10/1/2010 (dropdown)
- Appointment Type:** Career/Career Conditional (dropdown)
- Not to exceed:** (text input)
- Accept USAJOBS Resumes and Portfolio Documents** (with a [What's this?](#) link)
- Accept Online Applications**
- Agency URL:** (text input)
- URL Description:** (text input)
- TDD Phone:** (text input)
- USA Staffing Program Office:** Jill Smith
- Customer:** (button)
- Internal Contact:** (button)
- External Contact:** (button with a yellow star icon)

A 'Message from webpage' dialog box is overlaid at the bottom of the form, containing the following text: 'Click 'OK' if the contact is a member of your office. Click 'Cancel' if the contact is a member of your Customer.' The dialog box has 'OK' and 'Cancel' buttons.

Overview (Job Summary) Page

The character limit in the Job Summary section has been increased from 5,000 to 10,000 characters to match the USAJOBS limit.

APPLICANTS

Applicants > Questionnaire Page

When a staffing user changes an applicant's response to an assessment question and clicks the **Save** button, the system will automatically re-rate the applicant's record and update the **Rating** as appropriate. Users are no longer required to go back to the Assessment Information page and click the **Re-Rate** button.

Note: We do not encourage users to change applicants' responses in the Questionnaire. If responses are changed, we advise users to enter an explanation in the applicant **Notes** section for the record.

REFERRAL

Ordering Criteria Page

The Promotion Potential grade entered on the Referral > Ordering Criteria page will now display in the certificate report on both the control sheet and the certificate.

REPORTS

Disposition Letter

This report now includes additional information which makes it clearer for the applicant to identify the specific referral instance for which the Disposition Letter was sent. The additional fields included in this report are the following:

- **Announcement Number.** This field is included in the report as reflected on the Referral > Certificate > Audit page.
- **Hiring Office.** This field was renamed from **Agency** to **Hiring Office** and it reflects the **Customer** name.
- **Referral Type.** The information displayed under this field will vary according to the Certificate Type selected on the Ordering Criteria page:
 - *Competitive and Category Rating*—Open to all qualified candidates.
 - *Competitive Merit Promotion*—Current or former employees with Federal Civil Service status or VEOA candidates.
 - *Merit Referral List*—Former employees eligible for reinstatement and current employees eligible for transfer without competition.
 - *Non-Traditional*—Non-Traditional.
- **Appointment Type.** This field is included in the report as reflected in the Referral > Request Information page.
- **Specialty/Grade.** This information is request-specific and is displayed as selected on the Ordering Criteria page.
- **Promotion Potential.** This information is included in the report as entered in the **Promotion Potential** field of the Referral > Ordering Criteria page. If the promotion potential was not entered on the Ordering Criteria page, the system will use the promotion potential entered on the Announcement > Specialty/Grade page. If promotion potential was not entered on either of these two pages, the letter will display **None** under **Promotion Potential**.
- **Locations.** The locations included in the report are the ones selected in the Ordering Criteria page.

Below is an example of the new Disposition Letter.

U S OFFICE OF PERSONNEL MANAGEMENT TFS TICKET TESTING OFFICE TESTING OFFICE 1900 E STREET NW TRAINING ROOM 1430 AB ROOM 4 WASHINGTON PA 20415-6223	October 05, 2010			
	TEST APPLICANT-ONE 1900 E ST NW WASHINGTON DC 20415			
Dear TEST APPLICANT-ONE,				
This refers to the application you recently submitted to this office for the position below:				
Position Title:	HR Specialist v.1003			
Pay Plan/ Series/Grade:	GS-0201-09/11			
Vacancy ID:	104201			
Announcement Number:	104201 1003 Version			
Hiring Office:	USA Staffing Program Office			
Results regarding your recent referral to the Hiring Official are as follows:				
<u>Referral Type</u>	<u>Appointment Type</u>	<u>Specialty / Grade</u>	<u>Promotion Potential</u>	<u>Locations</u>
Open to all qualified candidates	Career/Career Conditional	0201 - 09	12	1546 - Cuba & Caribbean Islands, AA
The hiring office has decided not to fill the position at this time.				
<u>Audit Code</u>	<u>Code Definition</u>	<u>Code Explanation</u>		
UN	Certificate Unused	The selecting office that advertised this job has decided not to use the certificate, or list, of highly qualified candidates.		
Thank you for your interest in Federal employment. You are encouraged to visit www.usajobs.gov to view additional Federal employment opportunities and information.				
For Official Use Only				

The following items have been added under Administration > Preferences > Default Text > Disposition Letter, *Referral Information Statement (Competitive)*; *Referral Information Statement (Merit Promotion)*; and *Referral Information Statement (Category Rating)*. The current default text for these three items is: *Results regarding your recent referral to the Hiring Official are as follows.*

Also, configurable items have been added for *Selection Made (Category Rating)*, and *Unused Certificate (Category Rating)*. The current default text for these two items is the same one as previously used for *Competitive* certificates. Users will be able to customize the text for these items at the Organization, Office, Customer, Vacancy, or Certificate levels as necessary.

The Configuration Item Description labeled *"Display name of selectee on Disposition Letters?"* was changed to *"Display the name of selectee(s) on Disposition Letter for Merit Promotion Certificates?"* This configuration is now enabled and working properly.

DEU Application Counts Workbook

The DEU Application Count workbook has been modified to count only the following:

- **Competitive Totals.** All Delegated Examining activity totaled in a single sum.
- **Pay Plan (NSPS v. Non-NSPS).** All Delegated Examining activity is split by Pay Plan.

Also, the Ranking Method (Traditional v. Category Rating) and the Mix (Pay Plan & Ranking Method) have been eliminated. With the required use of category rating, there was no reason to keep these 2 sub-sheets.

ADMINISTRATION

User Maintenance

All phone number fields for users, contacts, and applicants' accounts now allow up to 16 digits to accommodate overseas phone numbers. This change is effective in the following system areas Applicant Biographic Information page, Office Maintenance, User Maintenance, Customer Maintenance, and Contact Maintenance; also in Selection Manager and Application Manager.

Application Manager

Fax Cover Page

The following changes have been made to the USA Staffing fax cover page:

- **Provided additional instructions.** The instructions now read: *“Please print, fill out, and use this form as the cover page to fax your application materials to the fax number indicated below, unless otherwise directed in the Vacancy Announcement. The information provided must be complete and accurate or your faxed documents will not be processed.”*
- Deleted **Address** fields.
- Included the USA Staffing fax number.

Document Upload

The document upload limit in Application Manager has been increased from 2MB to 3MB to match USAJOBS current 3MB file upload limit.

Document Retrieval Email

The email that notifies the applicant when a document upload attempt failed for invalid supporting documents will now be sent immediately. It is important to keep in mind that if applicants upload new documents, these documents still have to go through the virus scan before the email can be sent.

Also, the text in the failed document email has been modified. Below is a sample email sent when USA Staffing can't process a document submitted by an applicant via USAJOBS.

```
From: usastaffingoffice@opm.gov [mailto:usastaffingoffice@opm.gov]
Sent: Monday, October 25, 2010 1:05 PM
To: ApplicantTestOne
Subject: Problem with Your Application For 103742

Dear Applicant,

There may have been a technical problem processing the document(s) you attempted to submit from your USAJobs account for the position of:Testing Item 702

Submitted: 4/28/2010 12:12:15 PM
Document Name:
Document Type: Resume

You may verify whether the above document(s) has been processed for this announcement by:

* Logging into your USAJobs account; go to the 'Application Status' page and find the announcement.
* Click the 'More Information' link in the column labeled 'Application Status'
This will take you to the details tab in Application Manager.

If the announcement for this position is still open, you may add the document(s) to your existing Application Package by following these steps:

* Click the Add Documents button.
* Follow the instructions on the Document Upload page to upload the file.

The following restrictions apply to files submitted through this Document Upload Service:

* File format must be JPG, PDF, TXT, RTF, DOC, DOCX, WPD, or HTM/HTML.
* File size must not exceed 3 megabytes.
* File must not include macros or scripts of any kind.
* File must not be password protected.

If you continue to experience problems uploading this file, please consult the Application Manager Online Help at:
http://eshelp.opm.gov/robo/projects/appman001/appman001.htm
or, contact the Application Manager Help Desk at:
ApplicationManagerHelpDesk@opm.gov

If the announcement for this position is now closed, please contact the hiring office identified on the Vacancy Announcement for instructions.
You may submit a copy of this e-mail as confirmation of the technical problem you have encountered while applying for this position.

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THIS IS BEING SENT FROM AN UNMONITORED MAILBOX.
PLEASE DO NOT REPLY TO THIS EMAIL.
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System Corrections

STAFFING AREA

Item Editor

We have upgraded the Infragistics platform. This upgrade corrected the problem with the cursor jumping from the bottom to the top of the item editor textbox when users insert a TAG or copy/paste text.

Announcement Page

Under appointment types, the *Student Temporary Experience* choice now reads ***Student Temporary Employment Program***.

The system now allows the ***Close Date*** be set to the current day. Previously, users received the following error message when setting the closing date to the current date *"If announcement is released, the closing date cannot be set earlier than today's date."*

Applicants > Supporting Documents Page

When applicants apply to a Vacancy with multiple announcements and update the USAJOBS resume in subsequent applications, the system will retain any previous USAJOBS resumes submitted as well as the later ones. Previously, the system would override the previous resume with the new resume information.

For applicants who applied more than once to the same announcement the USAJOBS portfolio documents submitted on the initial application remained in the Duplicate Processed (DP) application instead of transferring over to the Active application. This has been corrected.

Referral > Request Information Page

When users clicked the ***Copy*** button the "Send To" and "Submitted By" contacts were not being copied. This has been corrected.

When users who also had a contact profile was assigned in the ***Send To*** and ***Submitted By*** fields, they were not allowed to use the ***Share Hiring Actions*** function in Selection Manager. This has been corrected.

Referral > Certificate Page

When users amended a categorized certificate for an interdisciplinary vacancy, some applicants were getting duplicated in the list of available applicants. The duplicate entries caused an error message to be displayed. This has been corrected.

REPORTS AREA

Notice of Results (NORs)

The *Eligibility Expiration Date* field on the NOR report now includes the day and displays in MM/DD/YYYY format instead of month and year.

Office Staff Report

Deleted users will no longer be included in this report.

Referral Letter

The issue causing the *Specialty/Grade* section to come up blank when the configuration item for indicating which rating or score to display on applicant referral letters was set to *None* or *Raw Score*, has been corrected. The system will now display the *Specialty/Grade* information independent from this configuration setting.

The *Rating* information displayed will be based on the configuration selection. When the preference value for this item is set to None, the Rating section will not display in the Referral Letter.

When the preference value for this item is set to *Raw Score* or *Augmented Rating*, the indicated rating will display. If the value is set to *Raw Score* or *Augmented Rating*, and a numerical rating is not available (e.g., the applicant rating is EL), the Rating section in the letter will be blank. If the value is set to *Raw Score* or *Augmented Rating*, and the applicants rating is ineligible, the IN rating will display.

When the preference value is set to *Min Quals Rating*, the EL and IN ratings will display in the letter.

The screenshot shows the 'Configurations' window in the USA Staffing system. The window title is 'Configurations' and it has buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The 'Category' is set to 'Reports' and the 'Apply to Preference Level' is set to 'ORGANIZATION'. The preference is for 'U S OFFICE OF PERSONNEL MANAGEMENT TFS TICKET TESTING OFFICE'. The 'Item Description' list includes 'Indicate which rating or score to display on applicant referral letters.', which is highlighted with a red box. The 'Value' dropdown menu is open, showing options: 'Augmented Rating', 'Raw Score', 'Min Quals Rating', 'Augmented Rating', and 'None'. The 'Augmented Rating' option is selected.

Item Description	Value
notification letters.	Augmented Rating
Display applicant address and phone number on Ranking List?	Raw Score
Tag name requests on Certificates?	Min Quals Rating
Display the name of selectee(s) on Disposition Letter for Merit Promotion Certificates?	Augmented Rating
Indicate which rating or score to display on applicant referral letters.	None
Which envelope to be used for applicant correspondence? (This affects page layout. See Help.)	