



New System Features and Enhancements

The USA Staffing® Program Office will deploy the 1103 Supplemental Release January 14, 2012 through January 15, 2012. This deployment is a continuation of the October 2011 [1103 deployment](#) and includes the system enhancements and changes detailed in the following pages.

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SYSTEM

User Dashboard Phase 1

USA Staffing will include a work ownership tracking feature as the first phase of a user dashboard enhancement. Work ownership tracking provides users with the capability to assign owners and generate reports on work assignments. This includes tracking work ownership across vacancies, assessments, announcements, and stored lists/certificates. Users will be able to search for work owners using Advanced Search.



For VINs created **before** the 1103 Supplemental Release, the system will assign work owners as follows:

- **Vacancy and Announcement** – the announcement’s internal contact.
Note: If there is no internal contact, the user working in the vacancy or announcement will display as the owner when data is saved.
- **Assessment** – the assessment’s author. The **Author** field in the Assessments > History Information page has been renamed **Owner**.
- **Stored List/Certificate** – either the user who issued the certificate or the user who created the Ordering Criteria, based on the available data.

For VINs created **after** the 1103 Supplemental Release, the system will assign work owners as follows:

- **Vacancy** – the user who creates the vacancy.
- **Announcement** – the vacancy owner.
- **Assessment** – the user who creates the new assessment. If the new assessment is retrieved from the library, the user who adds the assessment to the vacancy becomes the assessment owner.
- **Stored Lists/Certificates** – the vacancy owner.

Note: For tracking purposes, work owners will continue to display even if the owners’ user accounts are deleted from an office. Other users will be able to search for and view results associated to previous owners. The owner drop-down lists will display the names of deleted users.

The screenshot displays the USA Staffing web application interface. At the top, there is a navigation bar with tabs for STAFFING, REPORTS, ADMIN, and LOGOUT. Below this is a search bar and a 'GO' button. The main content area is titled 'Current Vacancy' and shows 'Vacancy 108102' selected. The 'Assessment' section is active, displaying the following information:

Assessment ID	196107	Assessment Name	0301 12 Rating 10500
Type	Assessment Questionnaire	Assessment Owner	Amy Fowler

The 'Assessment Owner' field is highlighted with a red box. The interface also includes buttons for 'New', 'Save', 'Copy', 'Delete', 'Cancel', and 'Library'.

USA Staffing will include two new exports in Admin > Data Retrieval > Exports for tracking work ownership. The **Announcements by Owner** export generates a list of announcements by owner. Exports can be filtered by either announcement open date or close date. The **Certificates by Owner** export generates a list of certificates by owner and referral status.

The **Overdue Certificates** and **Vacancy Information** reports in Reports > Customer will respectively include **Certificate Owner** and **Vacancy Owner** fields.

In addition to the new exports and report fields, Oracle Discoverer will include the **Owner First Name** and **Owner Last Name** fields in some existing data folders to enhance ad hoc reporting capabilities.



STAFFING AREA

Case File Documents Upload

USA Staffing will include a Case File Documents upload feature. Users can add documents, such as supporting assessment and rating materials, position descriptions, SF-39s, and other documentation to vacancies.

Users can locate this feature on the new Vacancy > Case File Documents page. After clicking **New** on this page, users can upload and link case file documents to the Vacancy, Assessment, Announcement, Referral Request, and Certificate sections. Users will also be able to delete uploaded documents. The **Case File Docs** icon in the left menu bar will display the number of uploaded documents. Users can click this icon from any section of the Staffing area to view the Case File Documents page.



After a document has been uploaded, users can add notes on the Case File Documents page by clicking the icon in the **Notes** column. Any uploaded documents and accompanying notes will display in Selection Manager when the **Show in SM** box is checked.

Filename	Linked To	Added By	Date Added	Notes	Show in SM
Tally WPD.wpd	Assessment - 0301 12 Rating 10500	Amy Farrah Fowler	12/30/2011		<input type="checkbox"/>
Tally WPD.wpd	Certificate - MT-12-HHA-02350S0	Leslie Winkle	12/29/2011		<input checked="" type="checkbox"/>
Test DD214.docx	Assessment - 0301 12 Rating 10500	Amy Farrah Fowler	12/29/2011		<input checked="" type="checkbox"/>
Test Transcript.doc	Certificate - MT-12-HHA-02347S0	Leslie Winkle	12/29/2011		<input checked="" type="checkbox"/>
Notes TXT.txt	Announcement - 1103B-108102-2012	Amy Farrah Fowler	12/29/2011		<input checked="" type="checkbox"/>

USA Staffing will also include the case file documents upload feature in the following pages of the Staffing area: Assessment Information, Announcement, Request Information, and Certificate. On these pages, users will see new fields, which are highlighted by the box below:

Assessment ID: 196107 | Assessment Name: 0301 12 Rating 10500

Type: Assessment Questionnaire | Assessment Owner: Amy Fowler

Rating Method: KSA-Based | Interdisciplinary | ACWA

Complete | Retire Assessment | Test | Notes

Select File to Upload: Browse... | Upload Document

Show In SM

Documents uploaded with the **Show in SM** box checked will display in Selection Manager.

Note: When a VIN is copied, the case file documents linked to the Vacancy and Assessment sections will be included in the new VIN.

Selection Manager users will be able to upload documents and view notes entered in USA Staffing on the **Case File Documents** tab and will be able to delete only their own uploaded documents. Case file documents uploaded in Selection Manager will be visible in USA Staffing and will display as being linked to a particular certificate.

Note: Selection Manager users will be unable to add notes to case file documents but will remain able to add applicant and selection notes.

The screenshot displays the 'Selection Manager' interface for a 'Certificate View'. At the top, there are navigation links: HOME, MY ACCOUNT, BATCH DOCS (4), and LOGOUT. Below this, the 'Certificate View' header includes a 'Hiring Actions View' checkbox and an 'Applicants of Interest' checkbox. The main content area shows certificate details: Vacancy 108102, Position Title 1103B Tester, Certificate Number MT-12-HHA-02347S0, Grade 12, Location Pasadena, CA, and Specialty HR Specialist. There are buttons for 'Return List to HR Office', 'Set All', and 'Clear All', along with a 'Due: 1/4/2012' indicator and a 'Print' button. A tabbed interface shows 'Applicant List', 'Certificate Information', 'Selection Notes', and 'Case File Documents' (which is active). The 'Case File Documents' tab contains a table with the following data:

File Name	Linked To	Added By	Date Added	Notes
Test DD214.docx	Assessment - 0301 12 Rating 10500	Amy F. Fowler	12/29/2011	
Test Transcript.doc	Certificate - MT-12-HHA-02347S0	Amy F. Fowler	12/29/2011	

At the bottom right of the table, there are 'Delete' and 'Upload New Document' buttons.

Applicant Documents Upload

USA Staffing users will have the ability to upload documents to applicant records on the Applicants > Supporting Documents page. Users will also be able to delete documents uploaded in USA Staffing but will be unable to delete documents submitted by applicants. The system will maintain an audit trail for deleted documents.

Note: Applicants will be able to view any documents uploaded to their USA Staffing record in the Application Manager **Details** tab.

Uploaded documents will be initially listed in the **Failed/Pending Document Submissions** table in the Applicants > Supporting Documents page pending virus scanning. After documents are processed, they will appear in the **Applicant's Submitted Documents** table. This table will display **User Upload** as the source for applicant documents uploaded in USA Staffing.

The screenshot displays the 'Supporting Documents' page for an applicant. The interface includes a navigation menu on the left with options like 'Vacancy', 'Assessments', 'Announcement', and 'Applicants'. The main content area features a 'Supporting Documents' section with a form to upload documents and two tables: 'Required and Accepted Documents' and 'Applicant's Submitted Documents'. A red box highlights the 'Failed/Pending Document Submissions' table at the bottom, which contains one entry:

Document Type	Source	Attempt Date	Status	Original File Name
Other	User Upload	01/04/2012 04:02 PM	Received-Pending Virus Scan	Notes TXT.bt

Note: All documents uploaded in USA Staffing, Selection Manager, and Application Manager must meet the following requirements:

- File format must be in DOC, DOCX, JPG, PDF, RTF, TXT, or WPD.
- File size must not exceed 3 megabytes.
- File must not include macros or scripts of any kind.

Applicant Document Storage

To optimize system performance for our users, applicant documents dated 2008 or earlier have been stored on a backup server. Stored documents are not viewable through USA Staffing. These documents are not deleted. They have been relocated to a separate server and can be provided to agencies upon request. If you click on a document that has been stored, you will receive the following message, “This document has been stored. For access, please contact the USA Staffing Help Desk at <http://eshelp.opm.gov/>.” All other case file information including vacancy information, applicant data, and certificate information will remain intact in USA Staffing at this time.

APPLICATION MANAGER

Mandatory Responses to Assessment Questionnaire Configuration

USA Staffing users with the appropriate permission profiles for Preferences will be able to select the default settings for making assessment questionnaire items mandatory in Application Manager. Users can find this setting by going to Admin > Preferences > Configurations > Applicants > **Require responses to all assessment questions? (Yes/No)**. The default setting is **No**.

The screenshot shows the USA Staffing Application Manager interface. The top navigation bar includes 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below the navigation bar, there is a search box and a 'GO' button. The main content area is titled 'Configurations' and includes buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. On the left, there is a sidebar with 'Template Libraries' and 'Preferences' selected. The main configuration area shows 'Category' set to 'Applicants' and 'Apply to Preference Level' set to 'ORGANIZATION'. The 'Preference For' is 'Program Office Only Security'. A table lists configuration items with their descriptions and values. The item 'Require responses to all assessment questions?' is highlighted with a red box, and its value is set to 'No'.

Item Description	Value
At which level do you wish to apply veteran's preference adjudication?	No
Enter the maximum number of geographic locations allowed per application.	Yes
Require responses to all assessment questions?	No

Note: This configuration should never be used for vacancies containing Administrative Careers with America (ACWA) assessments since applicants must be permitted to skip questions in this particular assessment questionnaire type. Agencies with the authority to administer ACWA assessments in their USA Staffing office(s) should ensure that the configuration is set to **No** at the Vacancy preference level for ACWA vacancies. Also, VINs copied from pre-1103 deployment VINs will default to the customer's configuration setting. If the original VIN's customer was configured to require responses to all assessment questionnaire items in Application Manager, the copied VIN will also require responses.

Users can set this configuration at the Organization, Office, Customer, or Vacancy preference levels. After users apply this setting, Application Manager will display a red **Required** message to applicants when they skip an assessment question. Applicants will also be notified of any skipped question on the Submit My Answers page.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with buttons for 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is divided into two sections. On the left, a sidebar contains a list of menu items: 'Vacancy ID: 108102', 'Biographic Information', 'Eligibility Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The 'Submit My Answers' option is highlighted. The main content area on the right shows the following information: 'Job Title: HR Specialist', 'User: scooper', 'Announcement Number: 1103B-108102-2012', and 'USAJOBS Control Number: 300649500'. Below this, the 'Applicant Name: SHELDON COOPER' is displayed with a 'Change Name' button. A red-bordered box highlights the 'Submit My Answers' section, which contains the following text: 'Submit My Answers', 'It appears you may have skipped some sections of this assessment and/or have not completed one or more required narrative responses. Please navigate to the section(s) noted below, confirm you have provided responses, and click "Save" or "Next" to indicate you are finished with the section.', 'You will not be able to submit this Application Package until all required items are complete.', and a bulleted list item: '• Assessment Questionnaire - Section 1'.

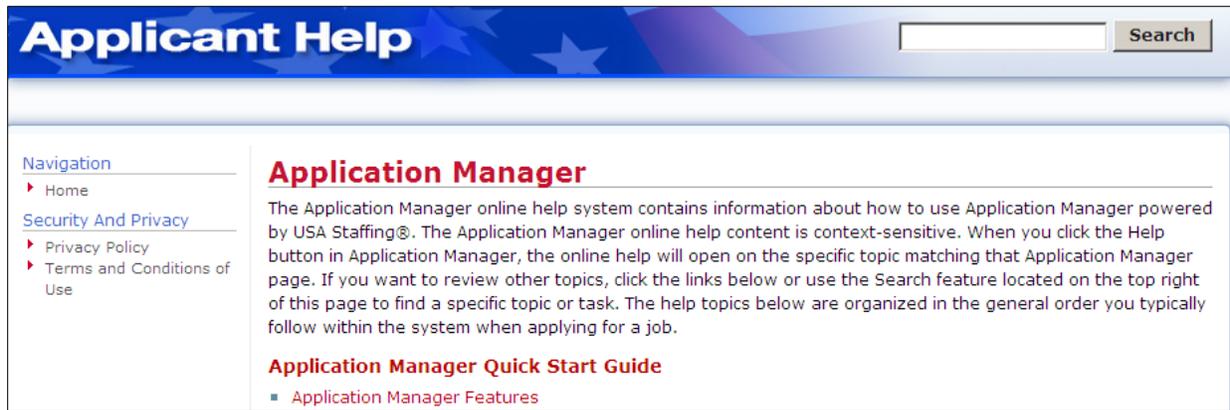
Note: Preference level setting changes apply for this configuration as they do for other Preferences. Changes made at the Organization level will affect only new offices created after the change. Changes at the Office level will affect only new customers created after the change, or new vacancies if a vacancy for the office is not linked to a customer. Changes at the Customer level will affect only new vacancies created after the change. Users can use the Vacancy preference level to override higher preference level settings, so changes will take effect on an existing vacancy.

Military Dates Population from USAJOBS Applicant Profiles

Application Manager will now populate the **Dates of Active Duty - Military Service** field in the Eligibility Information section with the military service dates entered in the applicant USAJOBS profile.

New Application Manager Online Help System

This system deployment will include a complete refresh and reorganization of help content for Application Manager. The help platform has migrated to MediaWiki, which is already in use for USA Staffing, Selection Manager, and Onboarding Manager. The MediaWiki platform allows the USA Staffing Program Office to update help content in real time, as needed.



The new Application Manager online help system will be accessible to applicants by clicking the **Help** button in Application Manager. It will also include a Quick Start Guide, a complete table of contents, and a search feature located on the top of each page. The **Help** button on each screen will provide context-sensitive help. When applicants click the button, online help will open on the topic matching that Application Manager screen. Applicants will have access to system navigation guidance, step-by-step instructions, and field and functionality definitions.



System Changes

APPLICANT RECORDS

Application Manager and USA Staffing will accept applicant Social Security numbers that begin with the number “8” to conform to current Social Security Administration standards.

SYSTEM

Advanced Search

USA Staffing will enable Customer search results for *Other Agencies and Independent Organizations* in Advanced Search.

Users also will be able to receive Advanced Search results for user and customer contact accounts containing names with apostrophes.

Deletion of Customer Contact Accounts

Users will be able to delete customer contact accounts for Selection Manager without resulting in the deletion of the corresponding user accounts for USA Staffing.

Resetting Expired Passwords

Users will be able to create and confirm new passwords when their previous passwords have expired.

STAFFING AREA

Applicant and Certificate Notes

Users will be able to enter contractions and other words that contain apostrophes when adding notes to USA Staffing.

Announcement External Contact

The *Agency Contact Info* in the USAJOBS Preview page and web site will match the announcement External Contact information in USA Staffing.

Announcement Job Control Number

USA Staffing will display only one Control Number on the Announcement > Preview page when users change the occupational series after previously releasing the job announcement to USAJOBS.

Request Information Customer

USA Staffing will prevent users from issuing certificates if the Customer field on the Referral > Request Information page has not been populated.

REPORTS AREA

Enhanced Report Criteria Capacity

Users can generate DEU Workload and other reports when multiple customers and/or locations are selected.

Matching Stored Report IDs

The requested Batch Print Documents report email and the Reports > Stored Reports page will now display the same Stored Report ID.

Veterans' Preference Inclusion on Notification Letters

Notification letters will include veterans' preference information, which will not require configuration.