



# New System Features and Enhancements

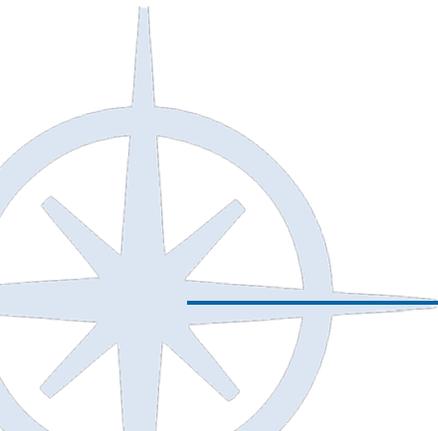
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## SYSTEM

### Performance & Security

This release includes further performance improvements to enhance system capability and usability. It also includes several security upgrades to the USA Staffing system, including Application Manager and Selection Manager, to ensure that USA Staffing remains fully compliant with Federal IT security requirements.



### ADA/Section 508 Standards

The USA Staffing system now incorporates additional interface changes to ensure further compliance with ADA/Section 508 standards. These changes eliminate the **Open** link from the results table on the Advanced Search page and the main table on the Applicants page. New links have replaced the **Open** link on the Advanced Search results page; for example, the **Vacancy ID** link. The **SSN** link has replaced the **Open** link on the Applicants page.

The screenshot shows the 'Advanced Search' page in the USA Staffing system. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below this, the page title 'Advanced Search' is displayed next to a 'Testing Office' dropdown menu. The search criteria section includes a 'Look In:' dropdown set to 'VACANCY', and buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. Search filters include 'Vacancy ID' (11), 'Position Title', 'ACWA Position' checkbox, 'Vacancy Owner' dropdown, 'Vacancy Type', 'Job Type', 'Pay Plan', 'Series', 'Beginning Grade', 'Ending Grade', and 'Tracking Number'. A 'GO' button and a checked 'Partial Search' checkbox are also present.

Vacancy ID	Position Title	Pay Plan	Series	Beg. Grade	End. Grade	Job Type	Vacancy Type	ACWA	IT Job	Archived	Owner
<a href="#">100011</a>	SUPERVISORY CONTACT REPRESENTATIVE	GS	0962	08	08	Federal	Case Exam	No	No	C	Sherron Meadows
<a href="#">100111</a>	PRESCRIBED FIRE SPECIALIST - RD	GS	0401	07	09	Federal	Case Exam	No	No	No	Dennis E. Harp

### VIN Numbering Expansion

The system has been configured to accommodate seven digit Vacancy Identification Numbers (VINs). The use of seven digit VINs will begin once the current six digit format is exhausted. This change was necessary because the current six digit VIN format will run out of number combinations in the near future.

## STAFFING AREA

### Veterans' Preference Claim Interface

This release includes the replacement of drop-down lists with radio buttons for **Claimed Preference** and **Adjudicated Preference** on the Applicants > Vet Preference page.

**Vet Preference**

Applications: 111193AA | Announcement: PL JOA  
 SSN: XXX-XX-1002 | Name: TWO, APPLICANT

**Claimed Preference**

- No Preference
- 5 Point Preference
- Award of Purple Heart or noncompensable service-connected disability
- Compensable disability rating of at least 10% but less than 30%
- Wife, widow, husband, widower, or mother preference
- Compensable disability preference (disability rating of 30% or more)

**Adjudicated Preference**

- No Preference
- 5 Point Preference
- Award of Purple Heart or noncompensable service-connected disability
- Compensable disability rating of at least 10% but less than 30%
- Wife, widow, husband, widower, or mother preference
- Compensable disability preference (disability rating of 30% or more)
- Not Adjudicated

Date Adjudicated: 9/25/2012 11:56:16 AM

**Dates of Active Duty - Military Service**

From: [ ] To: [ ] VA Certification Date: [ ]

Preference Code	Description	Points
NV	No Preference	0
TP	5 Point Preference	5
XP	Award of Purple Heart or noncompensable service-connected disability	10
CP	Compensable disability rating of at least 10% but less than 30%	10
XP	Wife, widow, husband, widower, or mother preference	10
CPS	Compensable disability preference (disability rating of 30% or more)	10
NA	Not Adjudicated	0
NC	Not Collected	0

In addition, the **XPP** veterans' preference code (Award of Purple Heart or non-compensable service-connected disability) has been updated to the **XP** preference code in accordance with the OPM Delegated Examining Operations Handbook.

## Supporting Documents View Settings

The **Send To Contacts** table on the Referral > Request Information page now includes additional options. There is an expandable plus (+) sign next to each contact's name and two new columns in the table: **Document Type** and **Show in SM**. Check the **Show in SM** box next to each document type to indicate which documents can be viewed by that contact in Selection Manager and then click **Save**.

The screenshot displays the USA Staffing web interface. At the top, there is a search bar and navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. The main content area is titled 'Request Information' and shows details for a specific request. Below the request details, there is a table for 'Send To Contacts' with one contact listed: Jethro Gibbs. This contact has a plus sign next to their name, indicating an expandable view. The expanded view shows a table with columns for 'Document Type' and 'Show in SM'. The 'Show in SM' column contains checkboxes for various document types: Cover Letter, DD-214, Executive Core Qualifications (ECOs), OF-306, Other, Other Veterans Document, Resume, SF-15, SF-50, and Transcript. The 'Other' and 'Resume' rows have their checkboxes checked. A red box highlights the 'Show in SM' column.

Contact Name	Online Access	Make Selections	Share Acce
Jethro Gibbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Document Type	Show in SM
Cover Letter	<input type="checkbox"/>
DD-214	<input type="checkbox"/>
Executive Core Qualifications (ECOs)	<input type="checkbox"/>
OF-306	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Other Veterans Document	<input type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
SF-15	<input type="checkbox"/>
SF-50	<input type="checkbox"/>
Transcript	<input type="checkbox"/>

**Note:** This enhancement removes the option to batch print supporting documents from the Applicants of Interest page in Selection Manager. Selection Manager users can still batch print Applicants of Interest documents by clicking **Print** on the Certificate View page.

## Referral Reissue Button Removal

To maintain the integrity of issued certificates, the **Reissue** button has been removed from the Referral > Certificate page. Prior to this change, use of the **Reissue** button often resulted in the unintentional replacement of previously issued certificates.

## REPORTS AREA

### Custom Letter

The **Custom Letter** is a new report that allows USA Staffing users to send customized electronic messages to applicants without the need to modify default text. For example, this letter could be used to invite specific applicants to an interview. The **Custom Letter** is available in the Vacancy, Applicants, and Referral sections of the Reports area.

The screenshot shows the 'Create Report' interface for the 'Custom Letter' report. The page has a blue header with the USA Staffing logo and navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below the header, there are tabs for CREATE, STORED, and SCHEDULED, and a dropdown menu for 'Testing Office'. The main content area is titled 'Create Report' and includes a 'Clear' button. On the left, there is a sidebar menu with options: Vacancy, Assessments, Applicants, Referral, Audited Certificates, Availability Letter, Certificate, Certificate Request, Certificate Timeliness, Certification Activity, and Custom Letter. The main form area contains the following sections:

- Report Description:** This letter can be used to communicate customized information about the vacancy or hiring process to applicants. The Vacancy ID, Email Subject, and Letter Body Text fields are required.
- Report Criteria:**
  - Vacancy ID:  **Required.**
  - Certificate:
  - Letter Filter:  All  Not Generated  By Date
  - RSC:
  - SSN (up to 75):

The **Vacancy ID** field is required to generate this report. Users have the option to filter the letter criteria by Certificate, Date Range, Record Status Code (RSC), applicant SSN, Grade, or Location. The Create Report page for this letter includes two additional required fields: **Email Subject**, which displays in the subject heading of emailed letters and has a 4,000-character limit, and **Letter Body Text**, which has no character limit.

This close-up shows the input fields for the 'Email Subject' and 'Letter Body Text'. The 'Email Subject' field is a text input with a placeholder 'Enter Subject Here'. Below it is a large text area for 'Letter Body Text'.

## APPLICATION MANAGER

### Security

The USA Staffing Program Office has extended the Application Manager security changes implemented during the 1201.1 release. The following changes have been implemented in accordance with Federal IT security requirements and best practices.

- 1203-FX forms that do not contain any questionnaire responses will not be processed.
  - For example, an applicant applies once via web, receives an eligible/ineligible record status code, and then re-applies again via 1203-FX fax form that has all the questionnaire responses blank. The form will not be processed, and the applicant's previous status will remain. If the applicant submits a 1203-FX with completed or partially completed responses, that form will be processed. The existing record will move to Duplicate Processed (DP) status and be replaced by the most recent 1203-FX submission.
- Applicant supporting documents will not be merged during system recompetition when applicants submit multiple applications to the same vacancy from different accounts. This is necessary to ensure the integrity of each application record.
  - For example, an applicant applies to a job announcement with one Application Manager account and then re-applies to the same announcement with another Application Manager account with a different email address than the first account. In the first application, the applicant uploaded only a resume. In the second application, the applicant uploaded a transcript. Recompetition within the system takes place, and the first application becomes a Duplicate Processed (DP) record. When applicants apply under this scenario, their documents from the first application will not merge into the second application. The second application will be rated and will contain only documentation from that application.

**Note:** Applicants who apply more than once to the same VIN, using the same account, will continue to have their supporting documents merged with their most recent application record.

- The Confirm Social Security Number tab has been removed from the Edit Profile page.
- Application Manager now provides revised security question options. Applicants logging in after the 1202 release are required to update their profile by selecting and answering three secret questions.

# System Corrections

## STAFFING AREA

### Tracking Numbers

Users can now use tracking numbers previously used in another office within the same organization. Tracking numbers must still be unique among vacancies within the same office.

### Job Announcement Update Reminder

When users save changes in a job announcement that has been released to USAJOBS, a warning message displays on the Vacancy > Position Information page and all pages in the Announcement section. This message advises users to click **Update USAJOBS** on the Announcement > Preview page if needed.

**Note:** If a VIN contains multiple announcements, this message will display in all announcements when changes are made to any of the announcements within the vacancy after the date the announcement was last released to USAJOBS.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

Search [GO] [ADVANCED] Testing Office [?]

Current Vacancy  
Vacancy 110963

**Position Information** [New] [Save] [Copy] [Delete] [Cancel]

**Vacancy**  
*Note: An announcement item has been updated since the announcement was last released to USAJOBS. If needed, click Update USAJOBS on the Announcement Preview page.*

**Position Information**  
Vacancy ID: 110963 Position Title: NCIS Agent

Assessment Information

### Announcement Internal/External Contacts

Job announcements with deleted Internal and/or External Contacts cannot be released until an active contact is selected. An error message displays on the Announcement > Preview page when an Internal or External Contact is deleted from the customer office.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

Search [GO] [ADVANCED] Testing Office [?]

Current Vacancy  
Vacancy 110959

**Preview** [New] [Save] [Copy] [Delete] [Cancel]

**Vacancy**  
**Assessments**  
**Announcement**

Announcement Number: CR 3427 USAJOBS Control Number: [ ]

Complete  Release to USAJOBS Last Released: [ ]

[Print]

*The Internal Contact is either missing or inactive. Please click on the Announcement page and select an active Internal Contact. The External Contact is either missing or inactive. Please click on the Announcement page and select an active External Contact.*

Announcement  
Assignments  
Specialty/Grade  
Locations

## REPORTS AREA

### Notice of Results Employment Availability Field

The Employment Availability status on the Notice of Results (NOR) has been corrected to reflect applicants' responses to these fields in Application Manager. If the **Employment Availability** item on the Announcement > Templates page in USA Staffing is unchecked, these items will not appear on the NOR.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy  
Vacancy 111193 **Templates** New Save Copy Delete Cancel

Vacancy  
Assessments  
Announcement  
Announcement  
Assignments  
Specialty/Grade  
Locations  
Templates  
Overview  
Duties  
Qualifications/Evaluation  
How to Apply  
Benefits/Other  
Questionnaire  
Preview

Please select Global, Organization, or Office to continue.

Global  
 Organization  
 Office

**Templates**  
Template

**Name:**  
Template

**Image Based Form**  
FORM: 1203-FX  Sort Location By State

- Overview
- Social Security Number
- Vacancy Identification Number
- Title of Job
- Biographic Data
- E-Mail Address
- Work Information
- Employment Availability
  - Full Time Employment
  - Part Time Employment
  - Temporary Employment Lasting
  - Jobs Requiring Travel Away From Home For
  - Other Employment Questions
- Citizenship

If the **Employment Availability** item is checked, its expanded items (Full Time Employment, Part Time Employment, Temporary Employment Lasting, etc.) appear on the NOR with the appropriate applicant responses.

**NOTICE OF RESULTS**

TESTING OFFICE  
 600 TESTING  
 TESTING ROOM  
 ROOM 4  
 PHILADELPHIA PA 21235

TEST APPLICANT-TWO,

Date Issued: September 25, 2012

Social Security Number: XXX-XX-8888

Eligibility Expires: 01/05/2012

Phone:

This is a record of your application for Federal Employment in the occupation shown below. This is not a job offer. This notice provides information contained in your record as it appears in the files of the Servicing Office shown above. Your qualification and any veteran preference claims are subject to verification.

Series - PositionTitle: 0510 - Accountant

Vacancy ID: 107641

Announcement Number: DC-107641-BT

Date of Availability:

Full-time Employment:	No
Part-time Employment:	None
Temporary Employment:	None
Travel Availability:	None

Geographic Availability:

Arlington, VA

Washington DC, DC

Silver Spring, MD

Veteran Preference: 10 Points - CPS (adjudicated)

You must meet all medical, suitability, and qualification requirements to be considered for a position.

Thank you!

Spec Code:	Spec Title:	Grade:	Rating:
001	Accountant	07	EL
001	Accountant	09	EL
001	Accountant	11	EL

Rating Code:	Rating Message:
EL	You are eligible for this specialty and grade.

If the applicant does not respond to the Full-time Employment item, the default response is **No** on the NOR. If the applicant does not respond to any other Employment Availability item, the default response is **None**.

## **APPLICATION MANAGER**

### **Uploaded Documents**

This release allows applicants to upload documents in Application Manager with file names longer than 128 characters (including spaces). The system will complete the document upload and automatically truncate the file name to meet the 128-character limit.

## **ADDITIONAL RESOURCES**

### **Online Help**

For further information and detailed instructions regarding these enhancements, visit the USA Staffing online help site:

[http://help.usastaffing.gov/USASTaffing/index.php/Help\\_for\\_USA\\_Staffing\\_HR\\_Users](http://help.usastaffing.gov/USASTaffing/index.php/Help_for_USA_Staffing_HR_Users).