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CHAPTER 1.0 - INTRODUCTION

Purpose of the Guide

This guide describes the Defense Finance and Accounting Service recruitment business processes for Hiring Managers in USA Staffing (USAS). This guide also provides specific steps and instructions for using USAS.

What is USA Staffing?

USA Staffing is OPM's talent acquisition system for Federal agencies. USA Staffing offers advanced features that position agencies to recruit, assess, certify, select, and onboard qualified candidates for Federal positions. USA Staffing is designed to facilitate the complex Federal hiring process to ensure an effective workforce for America's future. USA Staffing is the only approved Talent Acquisition System for the Department of Defense.

Hiring Manager Roles and Responsibilities in USA Staffing

There are a number of functions that the hiring manager will perform in the USA Staffing system. In general, the hiring manager will be responsible for these functions:

- Ensuring the Human Resources User has a completely filled out Request for Personnel Action (RPA)
- Discussing key aspects of the job with the Human Resources User
- Participating in the job analysis
- Reviewing the assessment and providing feedback
- Reviewing the announcement and providing feedback
- Making selections on the certificate and returning it in a timely manner
- Providing feedback on why certificates are unused or cancelled

CHAPTER 2.0 – SYSTEM ACCESS

User Accounts

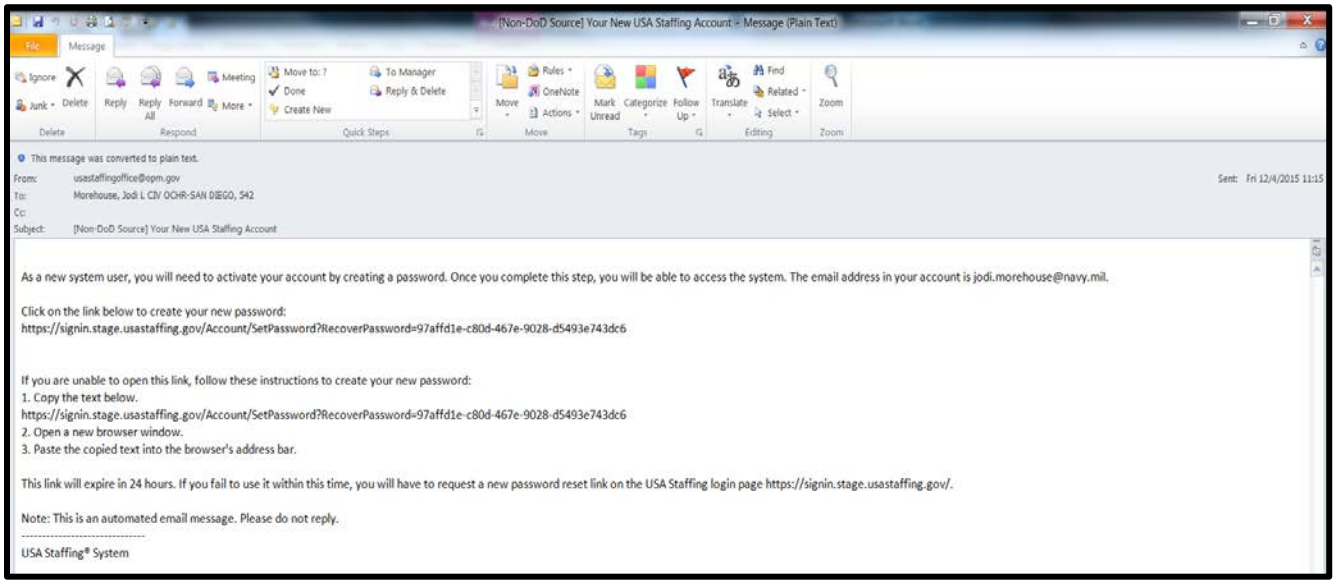
Hiring Manager (HM) user accounts will be granted to Defense Finance and Accounting Service (DFAS) hiring managers that perform the hiring manager roles and responsibilities.

HM user accounts are created and maintained by the Human Resources Specialists in the Shared Services Center in DFAS Indianapolis. Requests to create or update HM user accounts may be made by contacting the organizations Staffing Specialist. The selecting official(s) listed on a Request for Personnel Action (RPA) will serve as a notification to create a HM user account if one has not already been created.

Accessing the System

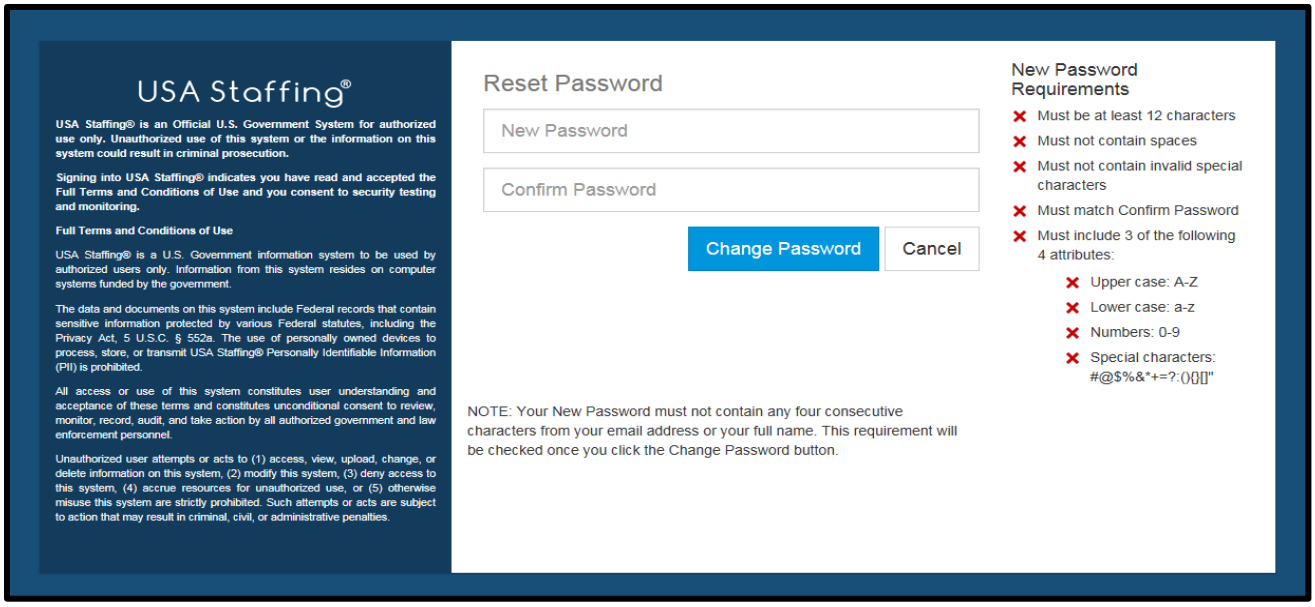
You will receive an email from USA Staffing notifying you that your account has been created. The email will provide a link to click to create your new password. If you do not receive an email, please check your junk folder.

You will not be able log into USA Staffing using a personal computer or mobile device. USA Staffing is accessible only from official work computers with pre-authorized Internet Protocol (IP) addresses (e.g., NMCI).

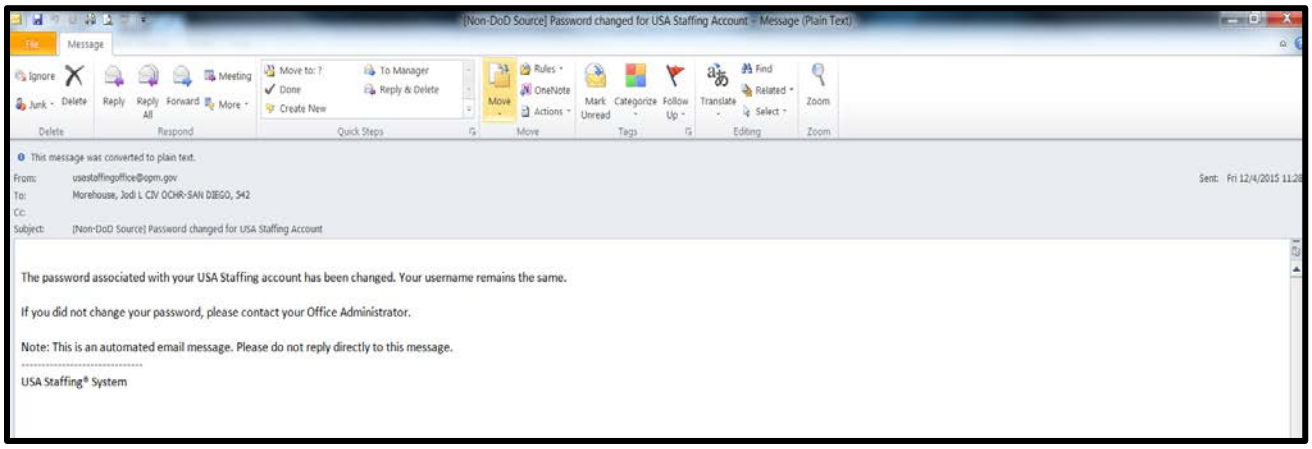


The link will take you to the USA Staffing Reset Password screen. Enter your desired password and click change password.

Note: For security reasons the USA Staffing system is programmed to require password changes every 60 days.



If done correctly, you will receive another email from USA Staffing notifying you that your password has changed.

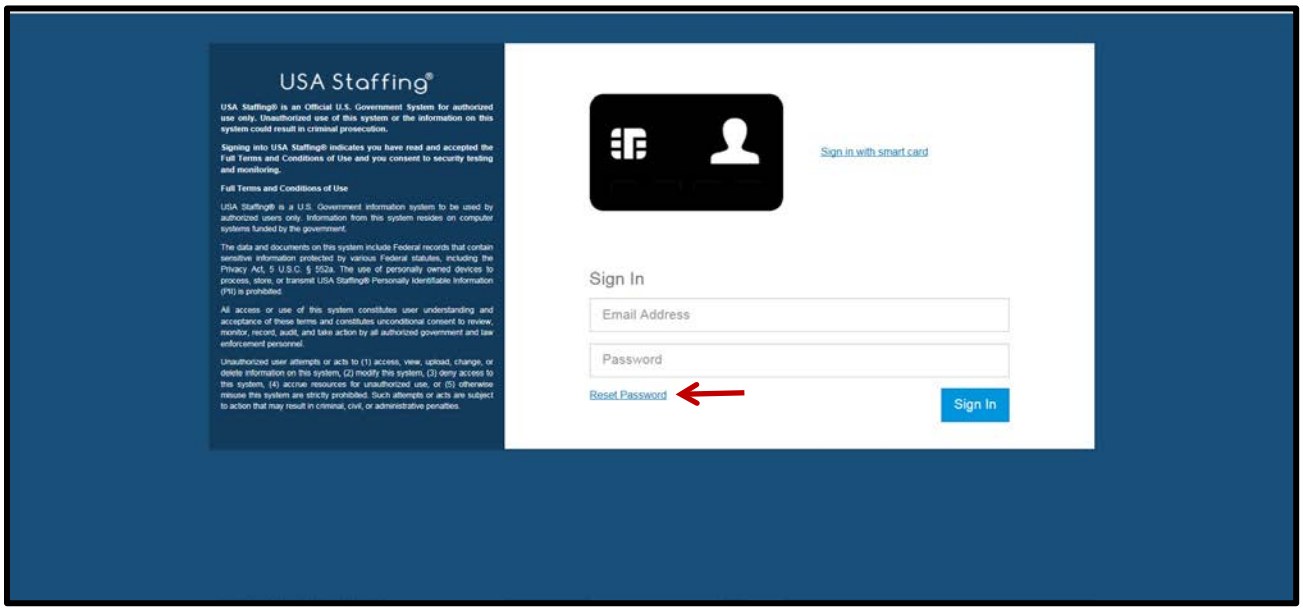


You may now go to https://usastaffing.gov to log in. Please book mark this URL for future access.

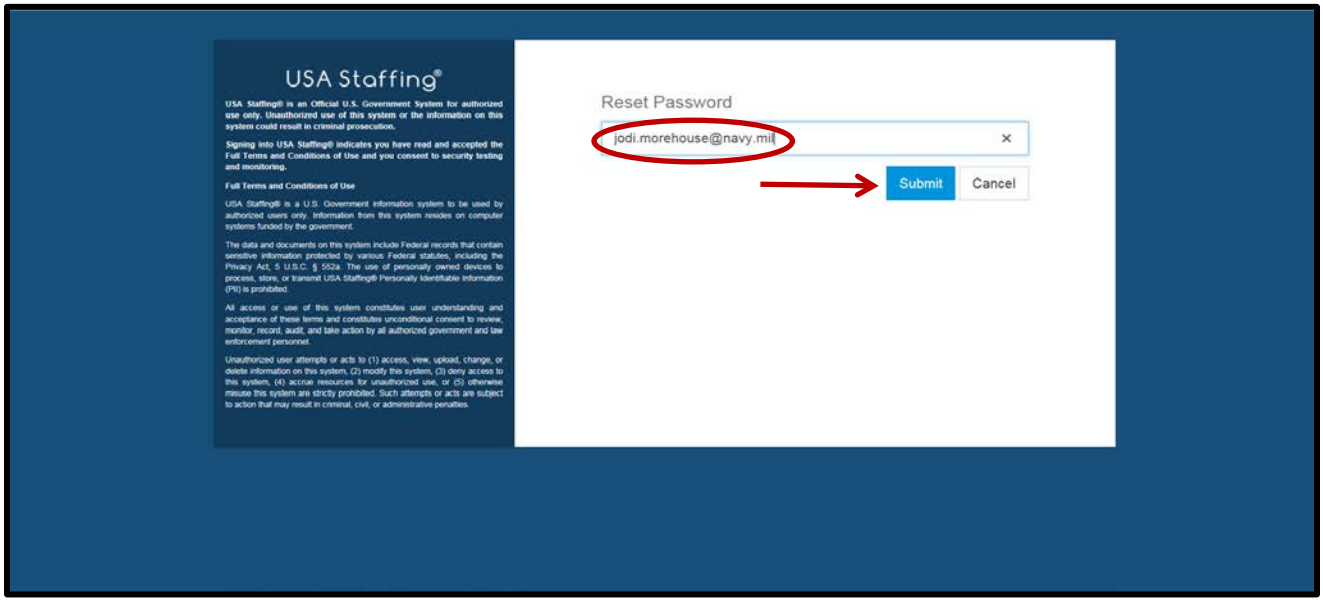
Password Reset

If you need to reset your password or if you forgot your password, the procedures are as follows:

1. At the main login screen, click on **Reset Password**.

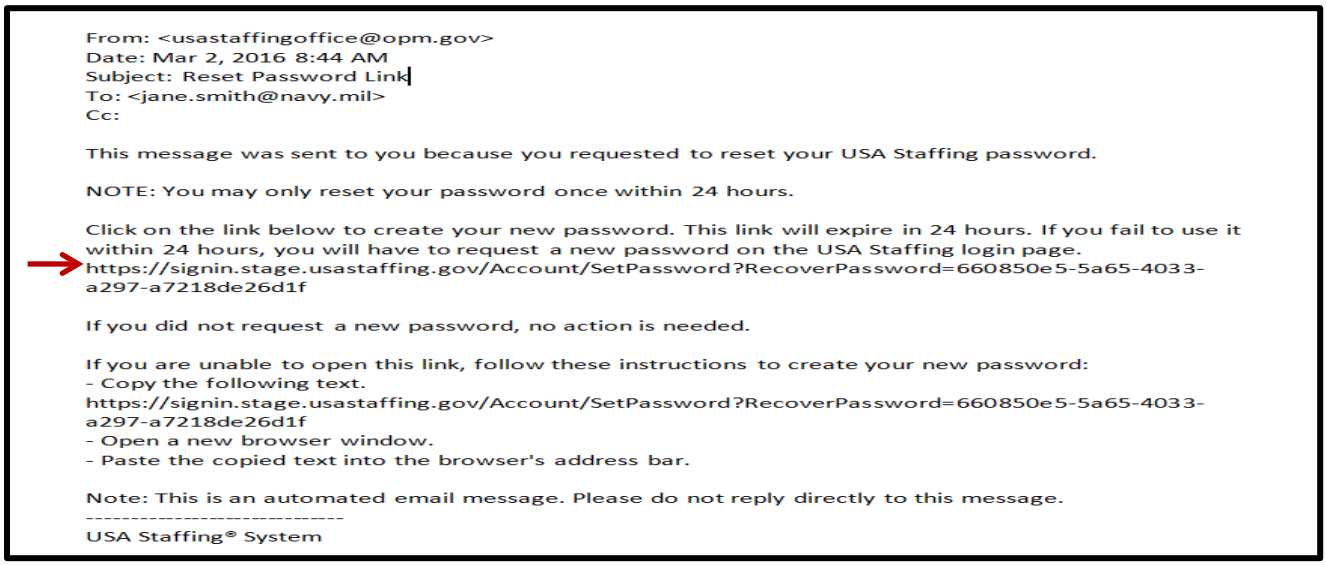


2. Type your email address and click on **Submit**.



3. You will receive an email from USA Staffing. Click on the link in the email to reset your password.

Note: If you do not use the link in the email within 24 hours, you will need to repeat Step 1.



From: <usastaffingoffice@opm.gov>
Date: Mar 2, 2016 8:44 AM
Subject: Reset Password Link
To: <jane.smith@navy.mil>
Cc:

This message was sent to you because you requested to reset your USA Staffing password.

NOTE: You may only reset your password once within 24 hours.

Click on the link below to create your new password. This link will expire in 24 hours. If you fail to use it within 24 hours, you will have to request a new password on the USA Staffing login page.
https://signin.stage.usastaffing.gov/Account/SetPassword?RecoverPassword=660850e5-5a65-4033-a297-a7218de26d1f

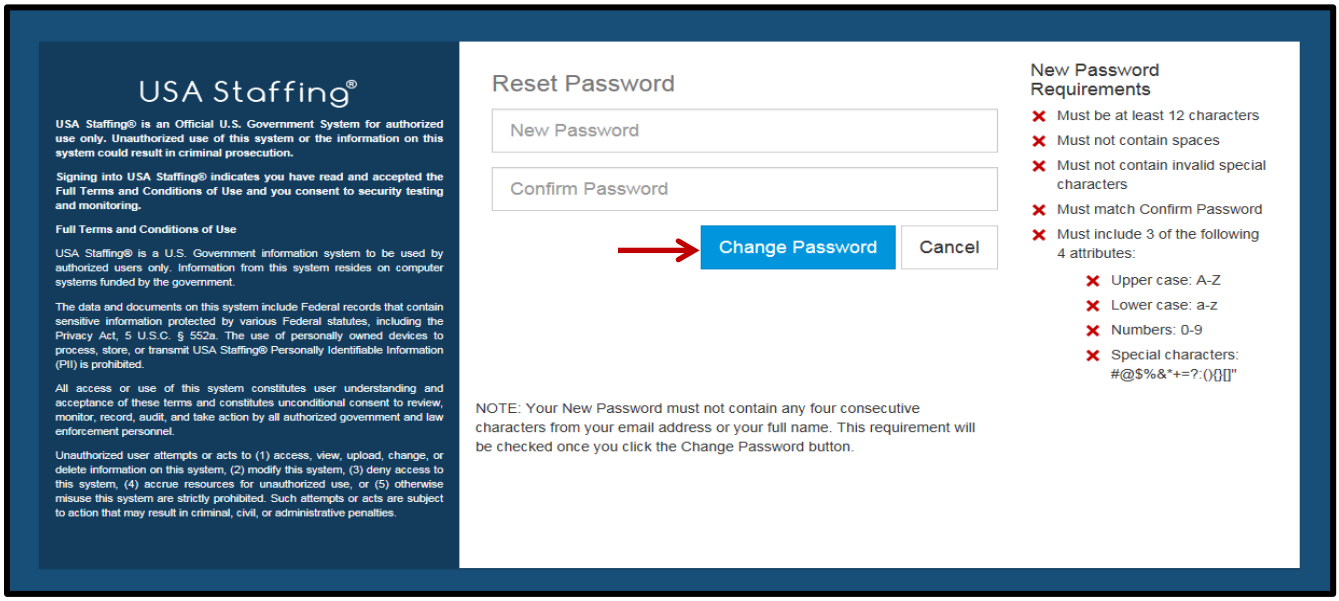
If you did not request a new password, no action is needed.

If you are unable to open this link, follow these instructions to create your new password:
- Copy the following text.
https://signin.stage.usastaffing.gov/Account/SetPassword?RecoverPassword=660850e5-5a65-4033-a297-a7218de26d1f
- Open a new browser window.
- Paste the copied text into the browser's address bar.

Note: This is an automated email message. Please do not reply directly to this message.

USA Staffing® System

4. The link will take you to the USA Staffing Reset Password screen. Enter your desired password and click **change password**.



USA Staffing Rules of Behavior

When logging in, USA Staffing will provide you with the USA Staffing Rules of Behavior. You will be required to read and accept these rules before continuing. Failure to adhere to any of these rules will result in the loss of your USA Staffing access:

In accordance with the Office of Management and Budget (OMB) Memorandum M-06-16, Protection of Sensitive Agency Information , and to protect the confidentiality, integrity and availability of the U.S. Office of Personnel Management's (OPM's) USA Staffing system, rules of behavior on the safe handling of data must be followed when accessing Personally Identifiable Information (PII) in USA Staffing. The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information.

√ I acknowledge that I have access to download Controlled Unclassified Information (CUI) in the USA Staffing system.

√ I acknowledge my responsibility to ensure the confidentiality, integrity, and availability of USA Staffing information in a manner consistent with its sensitivity.

√ By being granted access to Controlled Unclassified Information (CUI), I am obligated to protect this information from unauthorized disclosure.

√ I agree that my obligation to safeguard the confidentiality of Controlled Unclassified Information (CUI) shall be in effect until a transfer of duties no longer requires access to this data or until termination of my employment.

√ I will obtain, use or disclose such data only in connection with the performance of my official duties solely for authorized purposes. I will not disclose any data to other agencies or persons not expressly authorized to receive or have access to it. I will make any such authorized disclosures in accordance with established regulations and procedures.

√ I will encrypt any PII data downloaded from USA Staffing on any portable storage device, including laptops, PDAs, iPods, thumbdrives, external hard drives, etc.

√ I will erase PII data downloaded from USA Staffing within 90 days unless its official use is still required.

√ I will immediately report any security breach, password compromises, anomalies in system performance, or suspicious activities. I will ensure that security breaches are reported to a Federal incident response center, US-CERT, located within the Department of Homeland Security.

√ I will protect my passwords and authentication tokens from disclosure and loss at all times. I will employ passwords in accordance with USA Staffing's password policy.

√ I will change my default passwords immediately when assigned. I will never reveal my passwords to unauthorized individuals. I will not construct my password from obvious personal data, (i.e. social security number, telephone numbers, relative's names, pet's name, etc.).

√ I will not allow others to use my User ID and I will not access other users' accounts. I will not attempt to access accounts or data that are not expressly authorized to me. I understand that I am accountable for all actions taken under my User ID.

√ I understand that any changes in my employment status or changes in my job responsibilities may require my access to be modified or terminated.

√ I will ensure that any work performed remotely or off-site will be provided the same level of protection as provided at the office.

√ I will ensure proper protection and disposition of printed documents containing PII obtained through the USA Staffing system.

√ I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to the USA Staffing system. I understand I am being granted permission to access OPM's USA Staffing system and data as specified above, and that my use of this access may be monitored for compliance.

√ I understand that any system user who does not comply with these rules is subject to penalties including suspension or cancellation of system privileges and possible criminal prosecution. OPM will enforce the use of penalties against any user who willfully violates Federal system security.

These restrictions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights or liabilities created by Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents), and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798 and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)). This agreement shall not nullify or affect in any manner any other secrecy or nondisclosure Agreement which I have executed or may execute with the United States Government.

I Accept - by accepting, I acknowledge and understand my responsibilities, and will comply with these rules of behavior for USA Staffing

CHAPTER 3.0 – Job Analysis and Assessment Questionnaire

Assessment Questionnaire

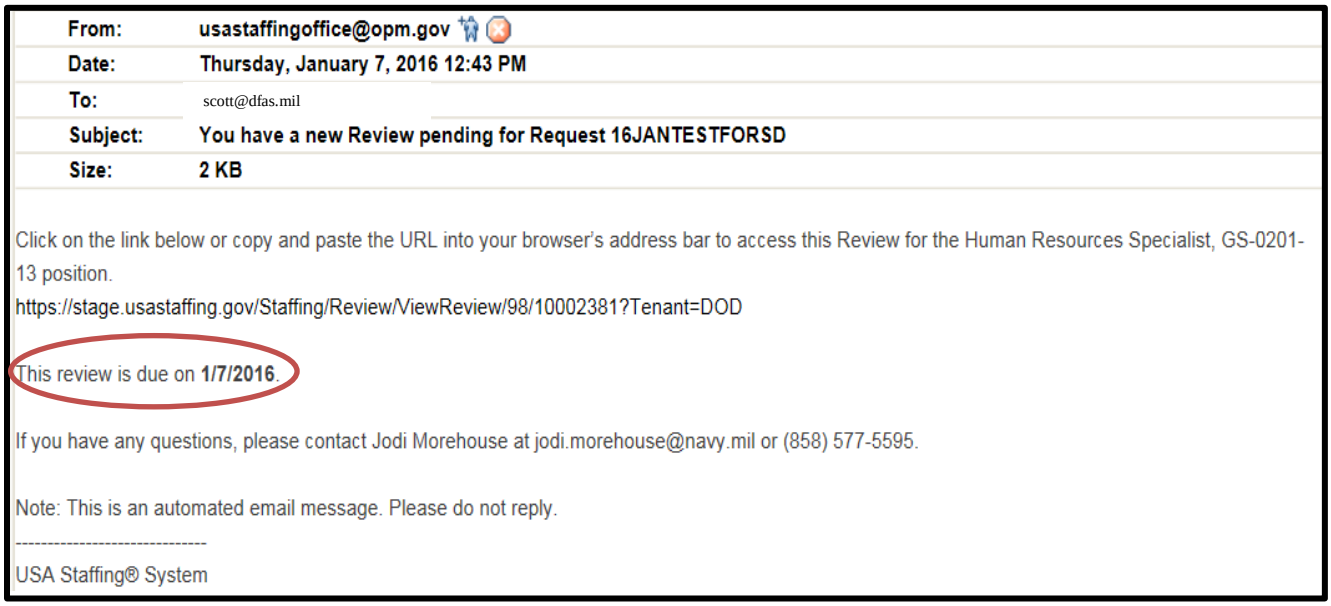
The HR User will create an assessment questionnaire based on the completed job analysis. The competencies identified as important, frequent, needed at entry, and used to distinguish the best qualified candidates from all qualified candidates, will be incorporated into the assessment questionnaire.

Once the competencies are chosen, the HR User will select items that measure each competency from the DFAS USA Staffing Competency Library. The library was created by HR Specialists that specialize in applicant evaluation methods, and vetted by subject matter experts in the functional community. The HR User is an expert in analyzing items and choosing the items that will best measure the applicant's possession of the required competency.

Competencies and items cannot be edited. However, if you disagree with a competency or item used in the assessment questionnaire, you can request to have it removed or replaced.

How do I review my Assessment Questionnaire?

When your assessment is ready for your review, you will receive an email from USA Staffing. The email subject line will include the RPA number to help you identify which assessment is ready for review. The email will give you a due date for your review and the contact information of your HR User if you have any questions.



From: usastaffingoffice@opm.gov
Date: Thursday, January 7, 2016 12:43 PM
To: scott@dfas.mil
Subject: You have a new Review pending for Request 16JANTESTFORSD
Size: 2 KB

Click on the link below or copy and paste the URL into your browser's address bar to access this Review for the Human Resources Specialist, GS-0201-13 position.
https://stage.usastaffing.gov/Staffing/Review/ViewReview/98/10002381?Tenant=DOD

This review is due on **1/7/2016**.

If you have any questions, please contact Jodi Morehouse at jodi.morehouse@navy.mil or (858) 577-5595.

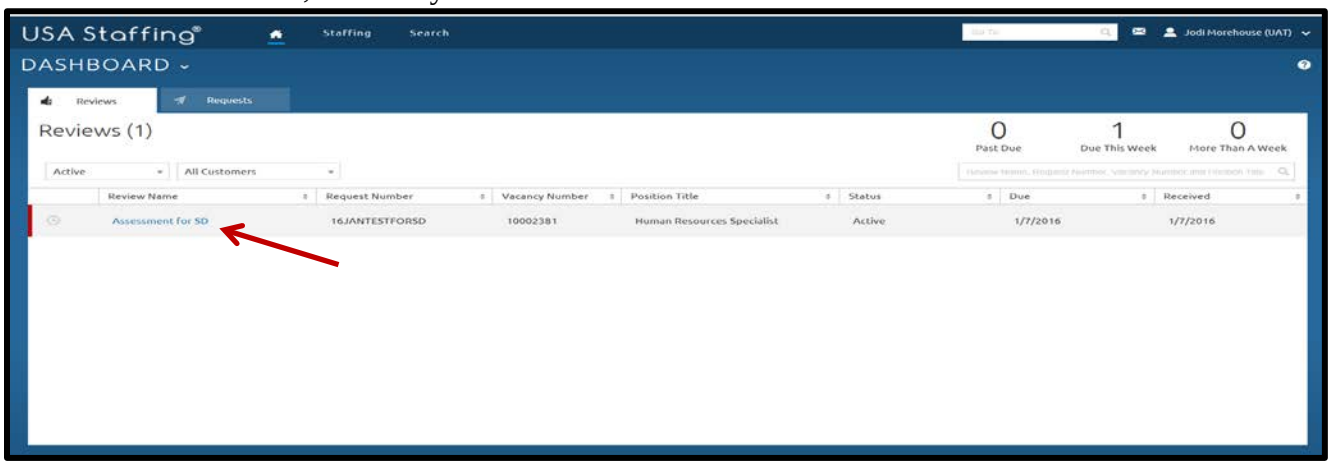
Note: This is an automated email message. Please do not reply.

USA Staffing® System

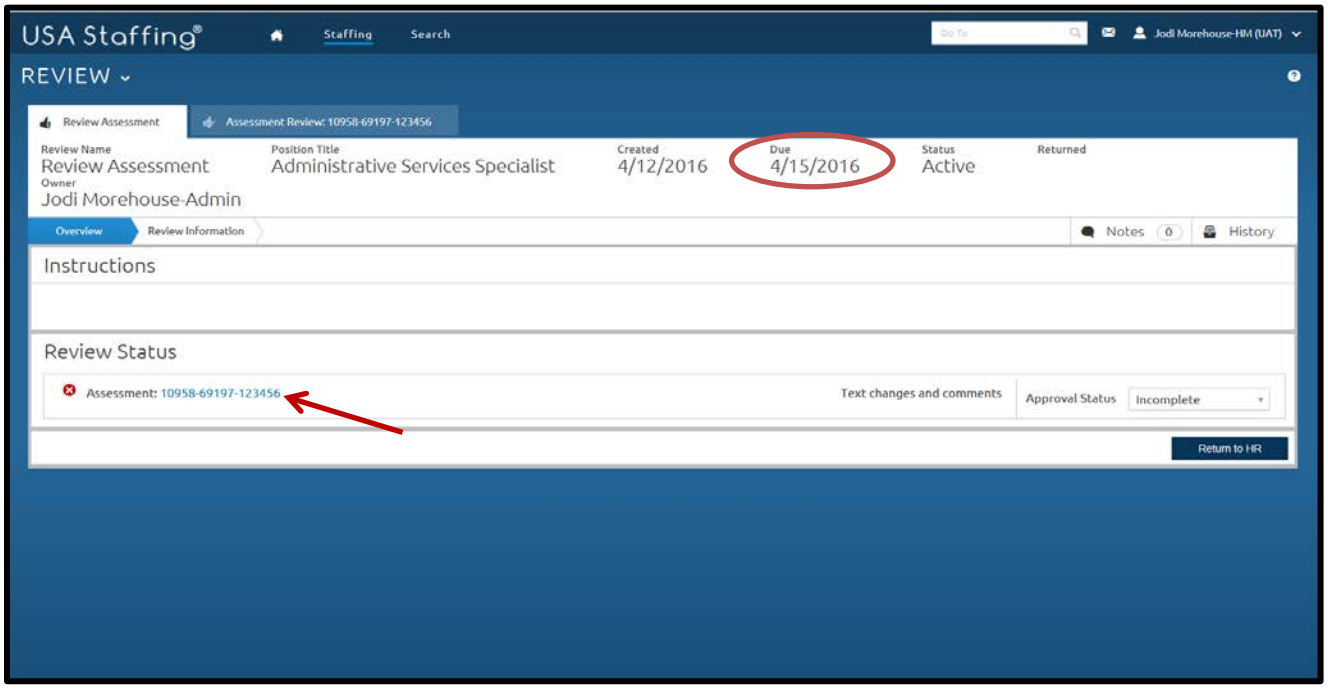
Reviewing the Assessment

Once you have logged into USA Staffing, you will find on your Dashboard (home page) the assessment to review.

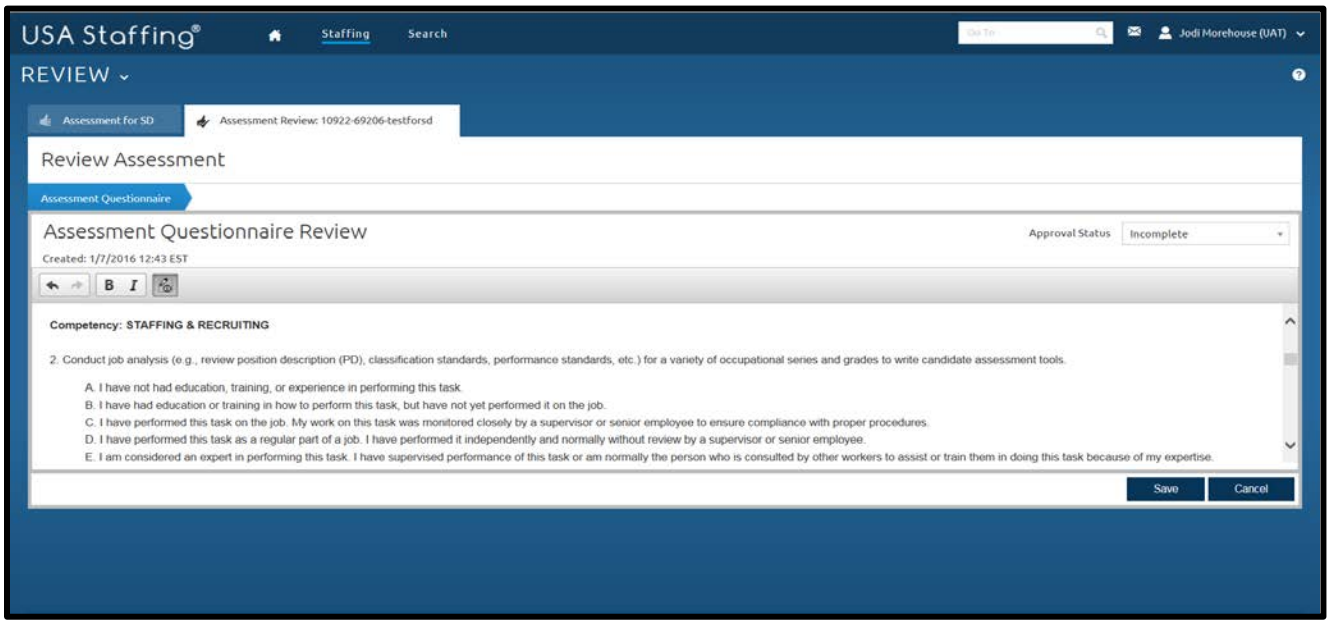
1. On the **Reviews** tab, click on your assessment under the **Review Name** column.



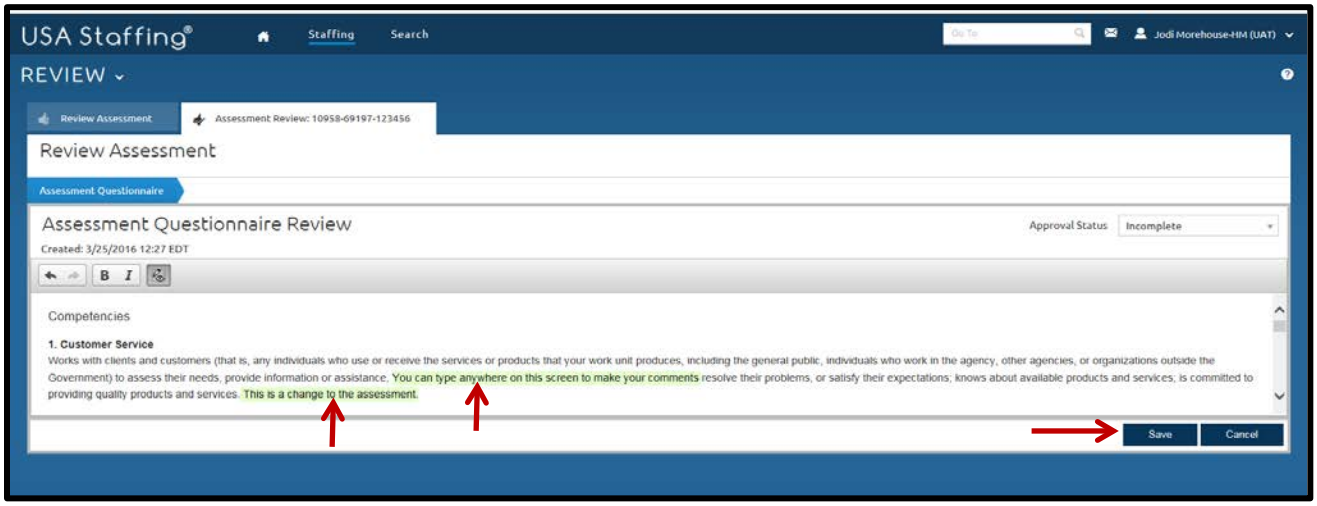
2. Click on your assessment under **Review Status**.
   Note: The due date of your review is displayed on this page.



3. Review your assessment by scrolling down on the right hand side.

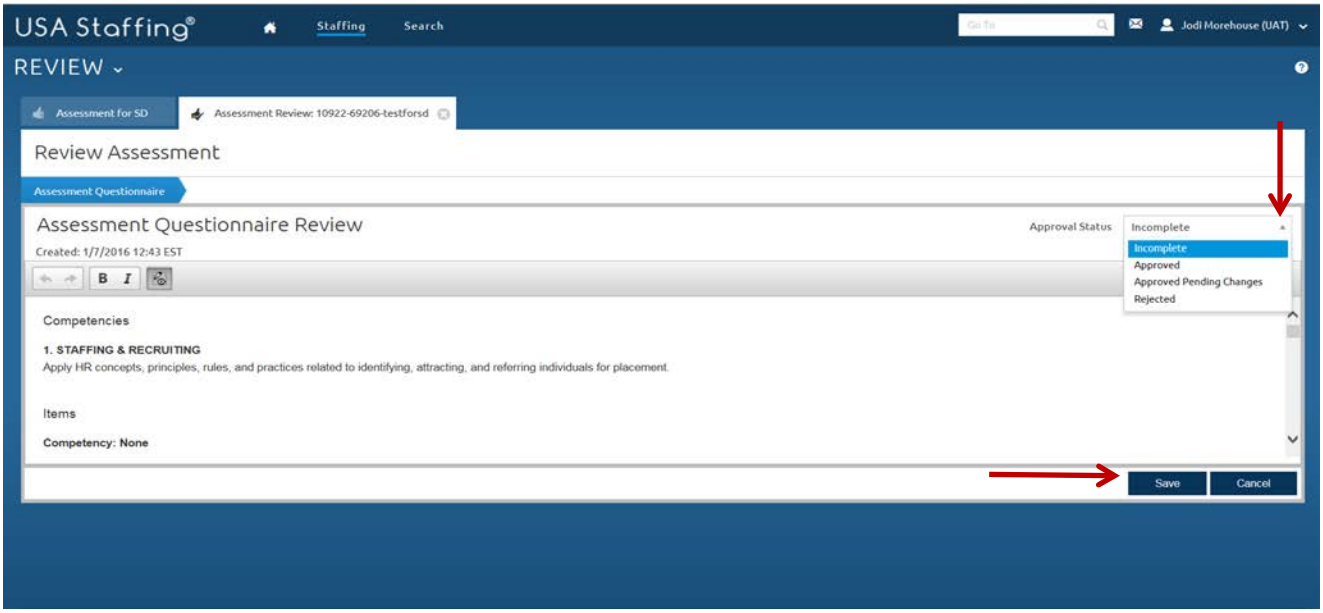


4. To make changes/comments, you can type in the document on the screen. The system will type your comments in a highlighted color, this way the HR User can assess the changes easier. Make sure you click **Save** when you have finished with your changes.

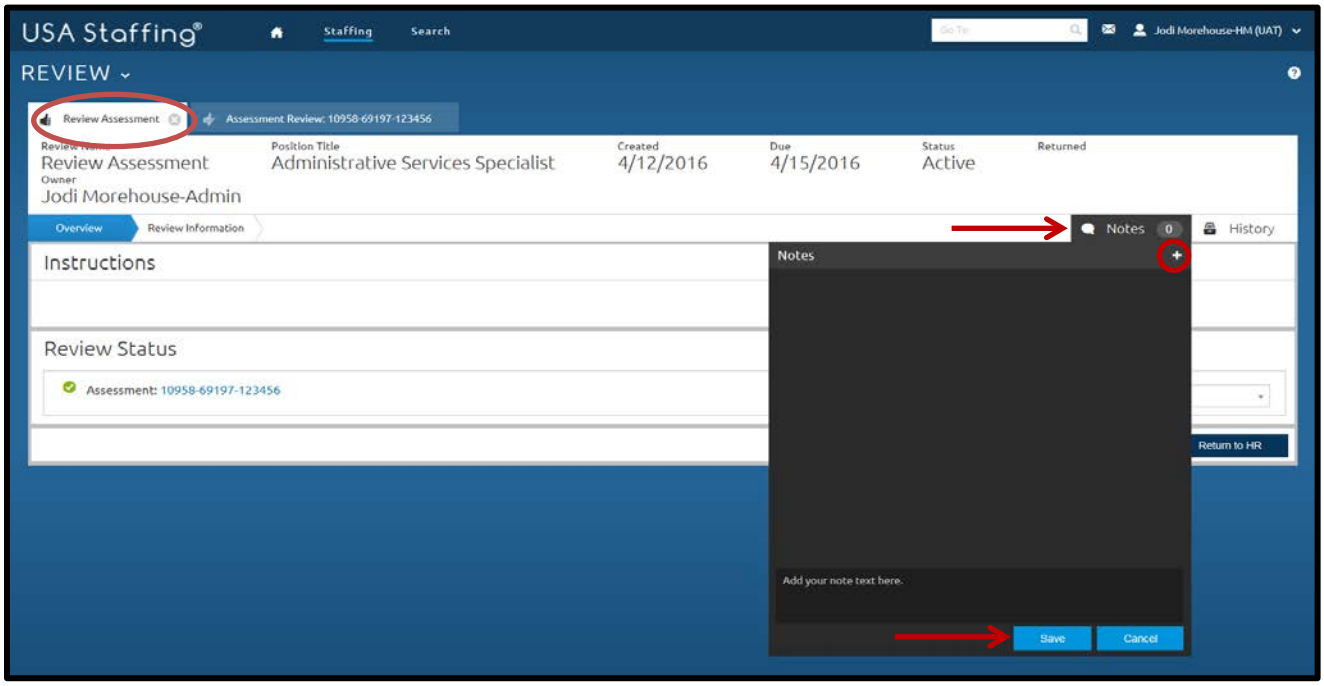


5. When you are ready to send the assessment back to Ops Center, click the down arrow (▼) in the **Approval Status** box. You have a choice to approve it, approve it pending changes or reject it.

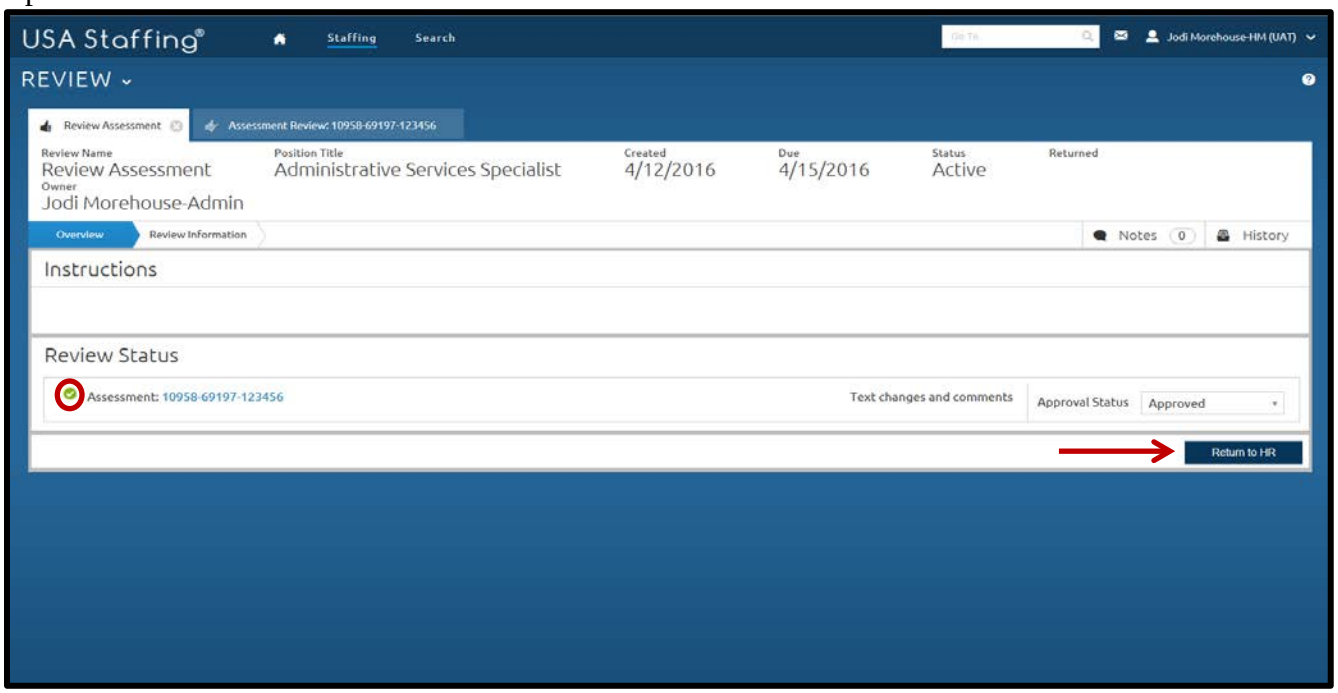
6. Click **Save**.



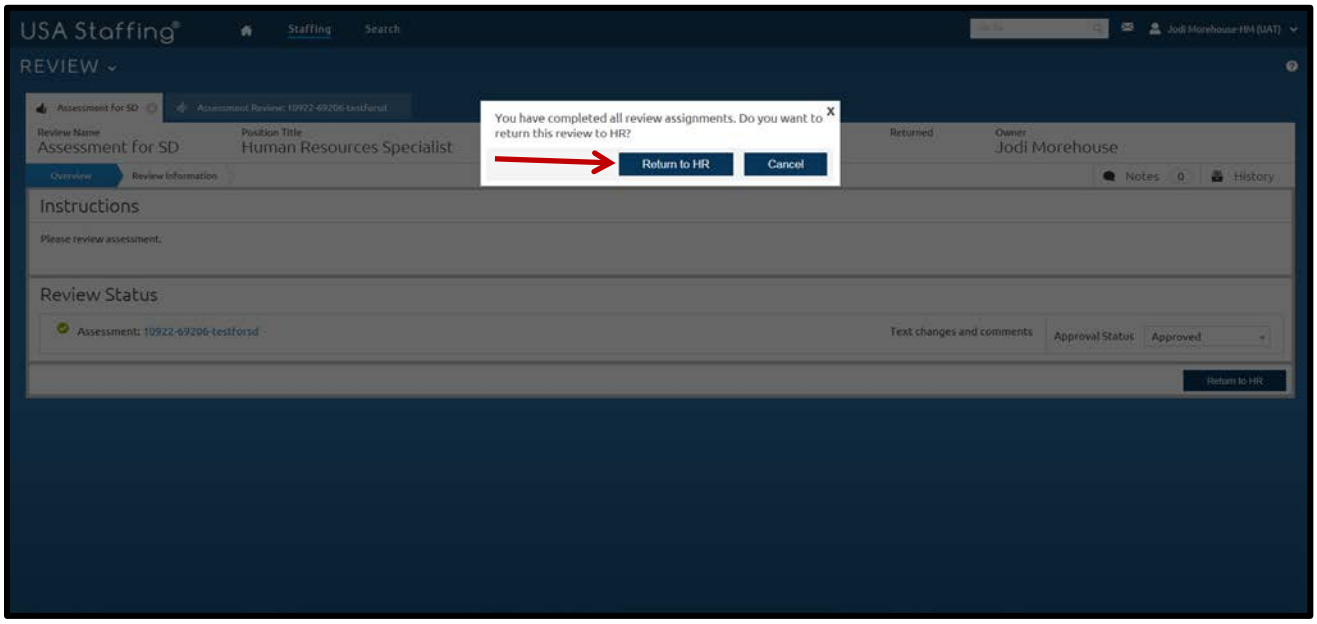
7. To add a note before you send the assessment back to the Ops Center, go to the **Assessment** tab, click on **Notes** and the **(+)** sign. Type in your note and click **Save**.



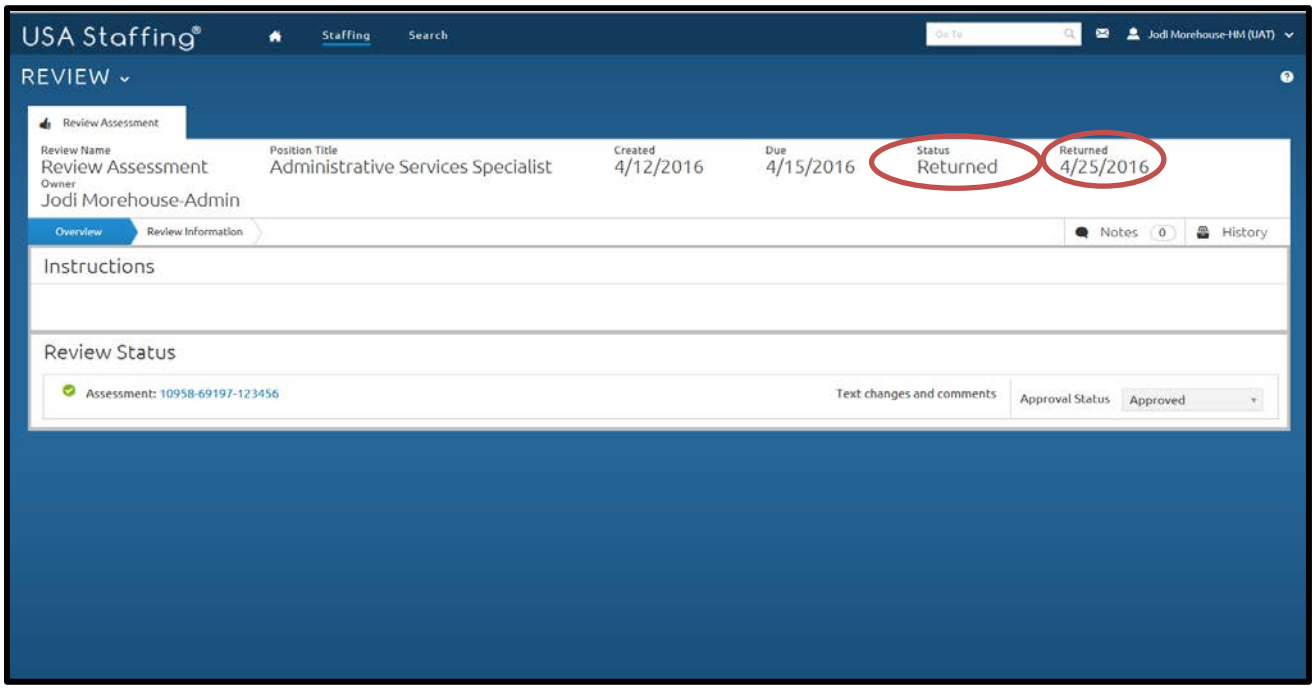
8. Once you have reviewed your assessment and you have selected an approval status, the red (⊗) by your assessment should now be a green (✓). You are now ready to return the assessment to the Ops Center. Click on **Return to HR** button.



9. The system states "Do you want to return this review to HR?", click **Return to HR**.



10. Once you have approved and returned the assessment to Human Resources, the status changes to Returned and the returned date appears. When you return to your dashboard, the reviews you send back to Human Resources will disappear.



CHAPTER 4.0 – Job Opportunity Announcements (JOAs)

Reviews

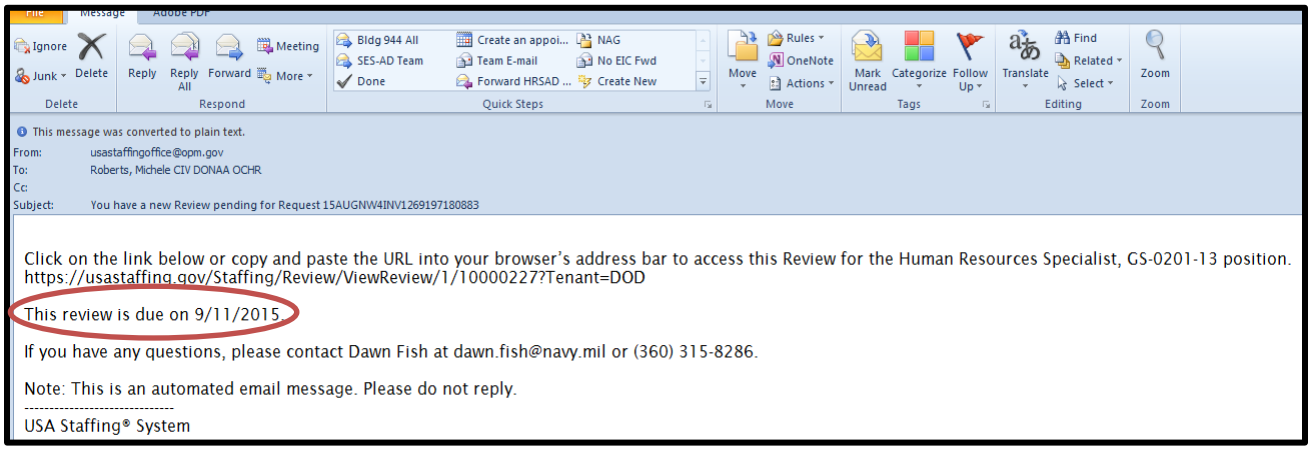
The Reviews feature is a new function in the USA Staffing Upgrade. It allows HR Users to share USA Staffing content with Hiring Managers in the USA Staffing system, rather than granting access to a separate system (such as the Legacy Selection Manager module). HR Users can engage Hiring Managers by sharing the announcement text and announcement questionnaire, as well as certificates. Hiring Managers receive an email notification once a review has been sent, and they can sign in to USA Staffing to complete the review.

As a Hiring manager you will be able to access USA Staffing to:

- View announcement text and announcement questionnaire content, suggest changes, approve content, and return reviews to the HR User.
- Access electronic certificates in USA Staffing that will include the applicants' resume, and responses to the questionnaire.
- View and add notes at the applicant, certificate, and review level.
- Print certificates.
- Use your Dashboard to monitor pending reviews and due dates.
- Make tentative selections and return certificates to Human Resources for auditing.

How do I find my Job Opportunity Announcement (JOA)?

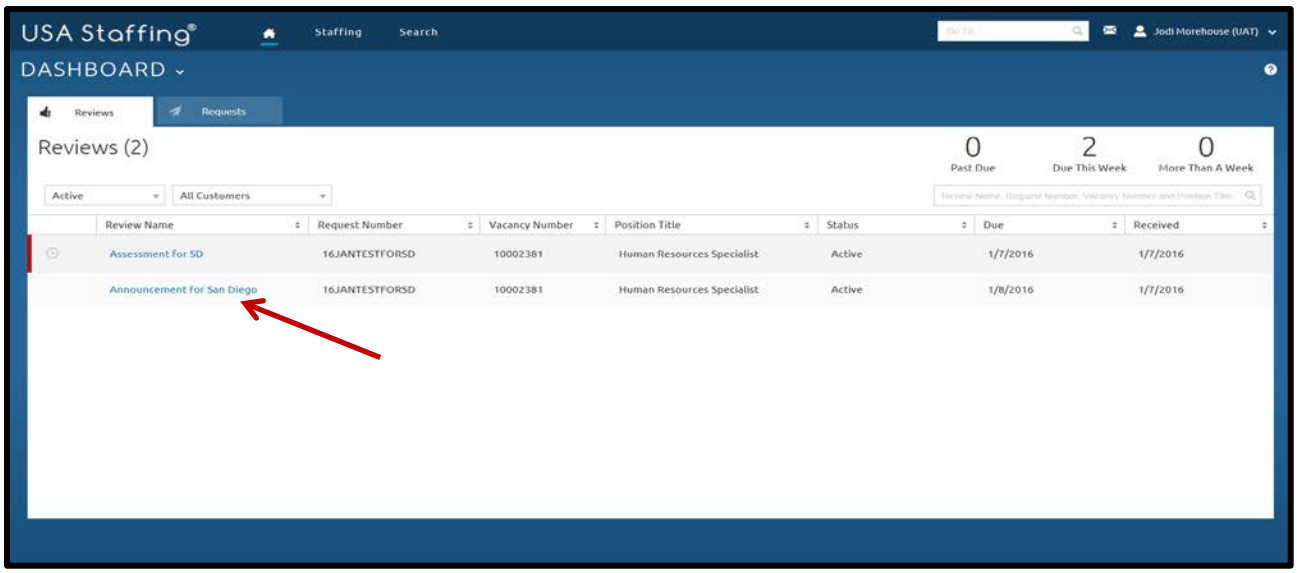
When your JOA is ready to review, you will receive an email from USA Staffing. The email subject line will include the RPA number to help you identify which JOA is ready for review. The email will give you a due date for your review and the contact information of your HR User if you have any questions. If you do not review the JOA by the review due date, it may be posted as is.



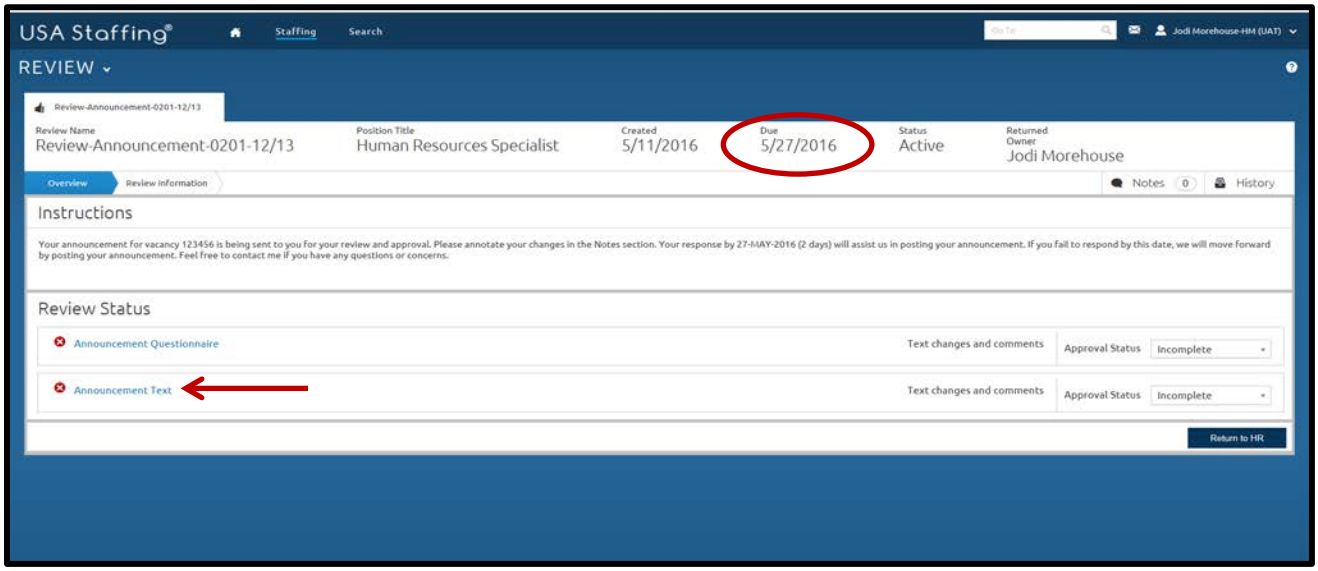
Reviewing the JOA

Once you have logged into USA Staffing, you will find on your home page the announcement to review.

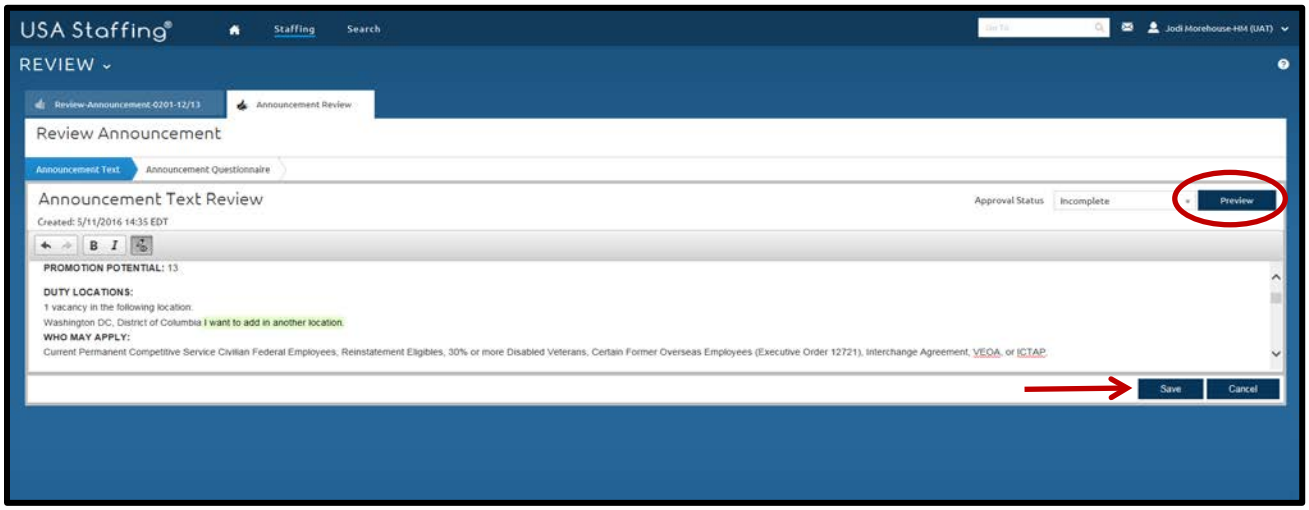
1. Click on your assessment under the **Review Name** column.



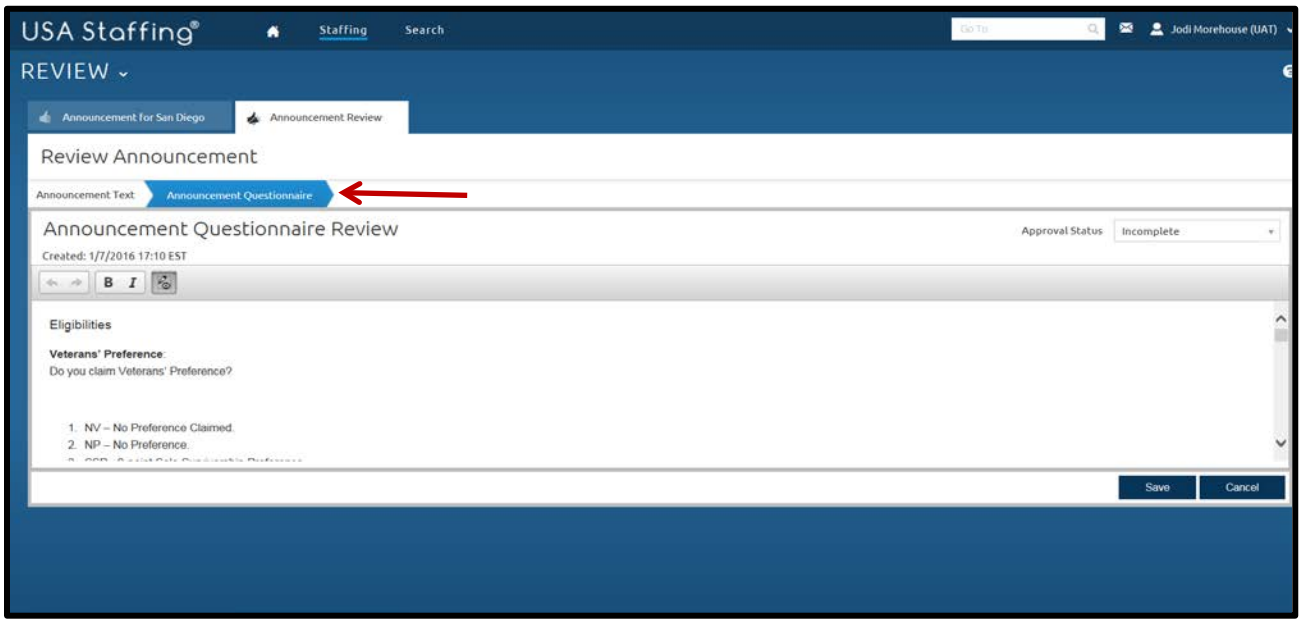
2. Review the instructions and then click **Announcement Text**.
   Note: The due date of your review is displayed at the top of the page.



3. You are now on the Announcement Text chevron. To add in changes of your announcement, click in the area you would like to add in text. Your text will be in a highlighted color. If you want something deleted, highlight the word(s) and press the delete key on your keyboard and the text on the screen will highlight in color and line out the word(s). Click on the **Save** button when you have finished. To preview the JOA, click on the **Preview** box.

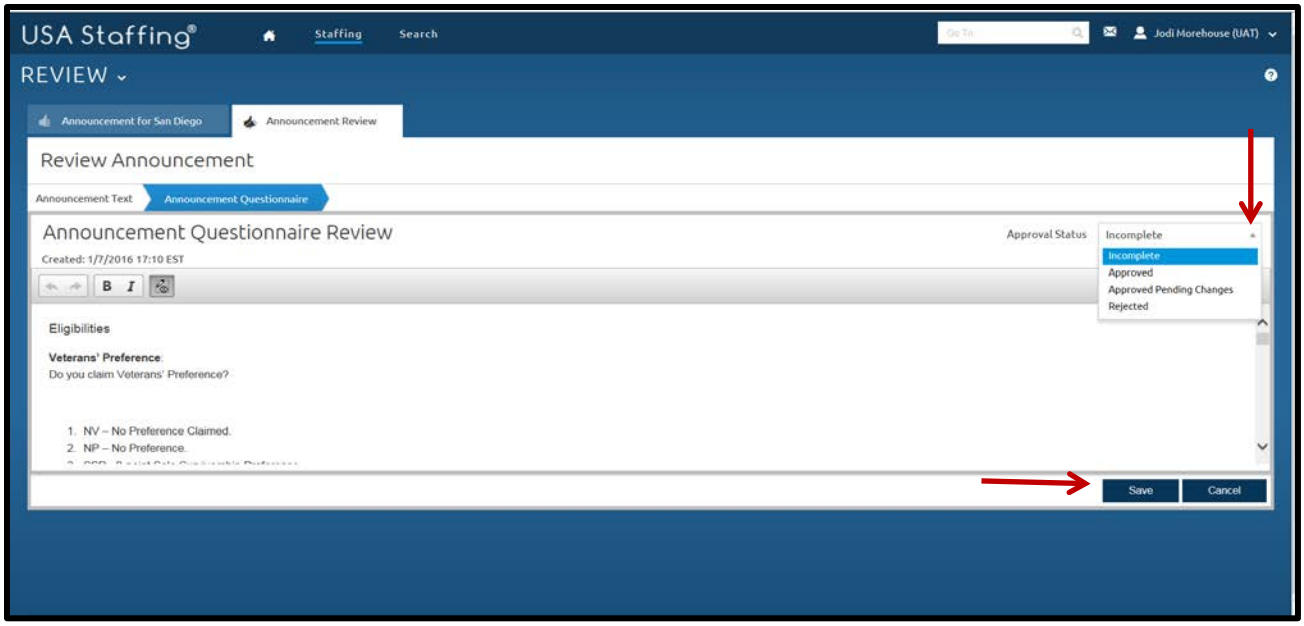


4. Click on **Announcement Questionnaire** chevron to review the JOA questionnaire items. This includes the eligibilities for your JOA. To add in changes, you can click in the area that you would like to add in text.

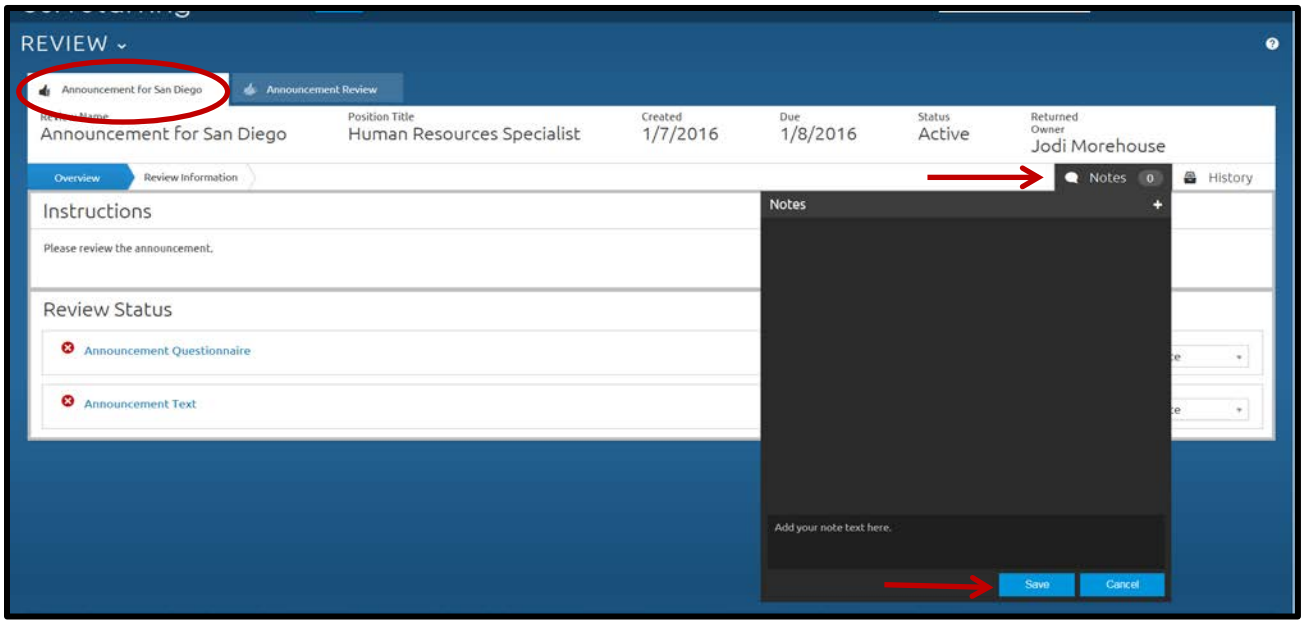


5. When you are ready to send the JOA back to Human Resources, click the down arrow (▼) in the **Approval Status** box. You have a choice to approve it, approve it pending changes or reject it, then click **Save**.

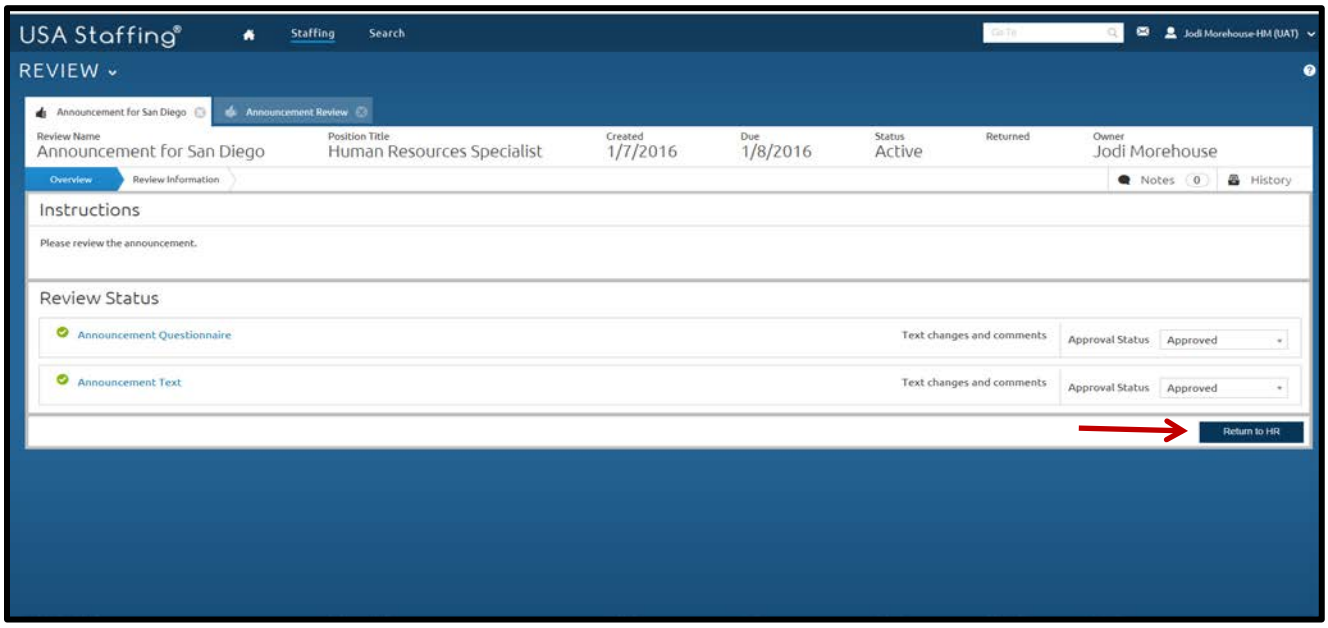
Note: You must Approve both the Announcement Text and Announcement Questionnaire.



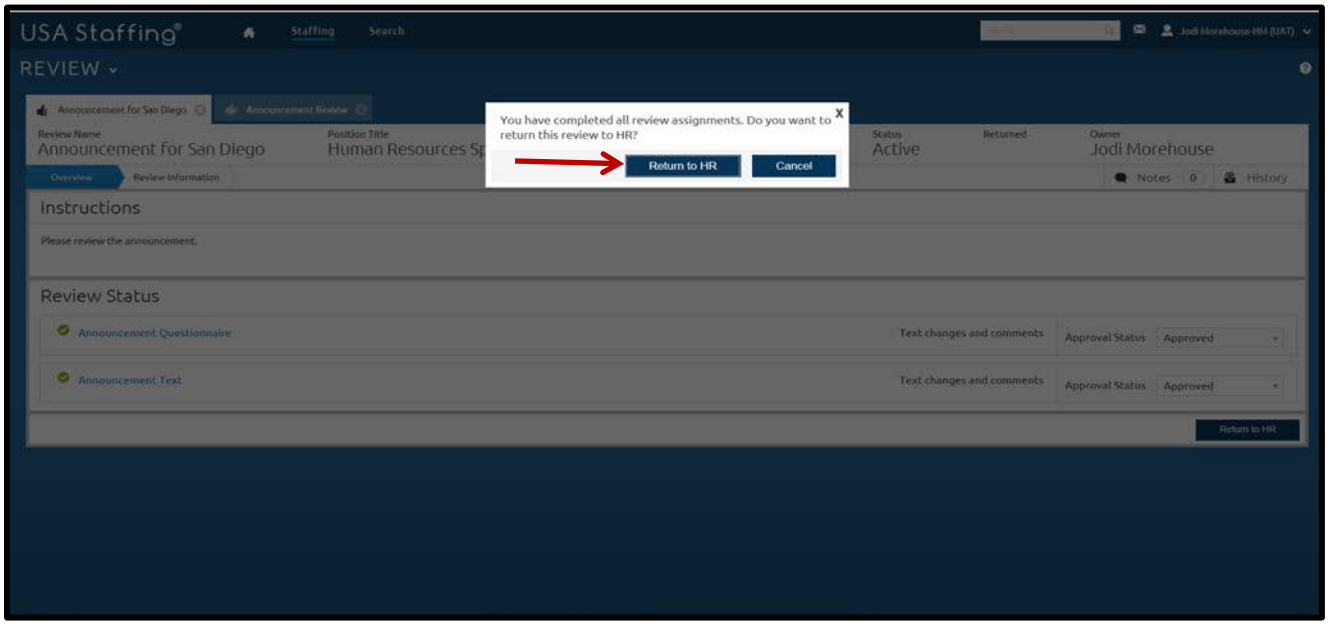
6. To add a note before you send the assessment back to Human Resources, go to the Announcement tab, click on **Notes** and the **(+)** sign. Type in your note and click **Save**, then proceed with Step 5.



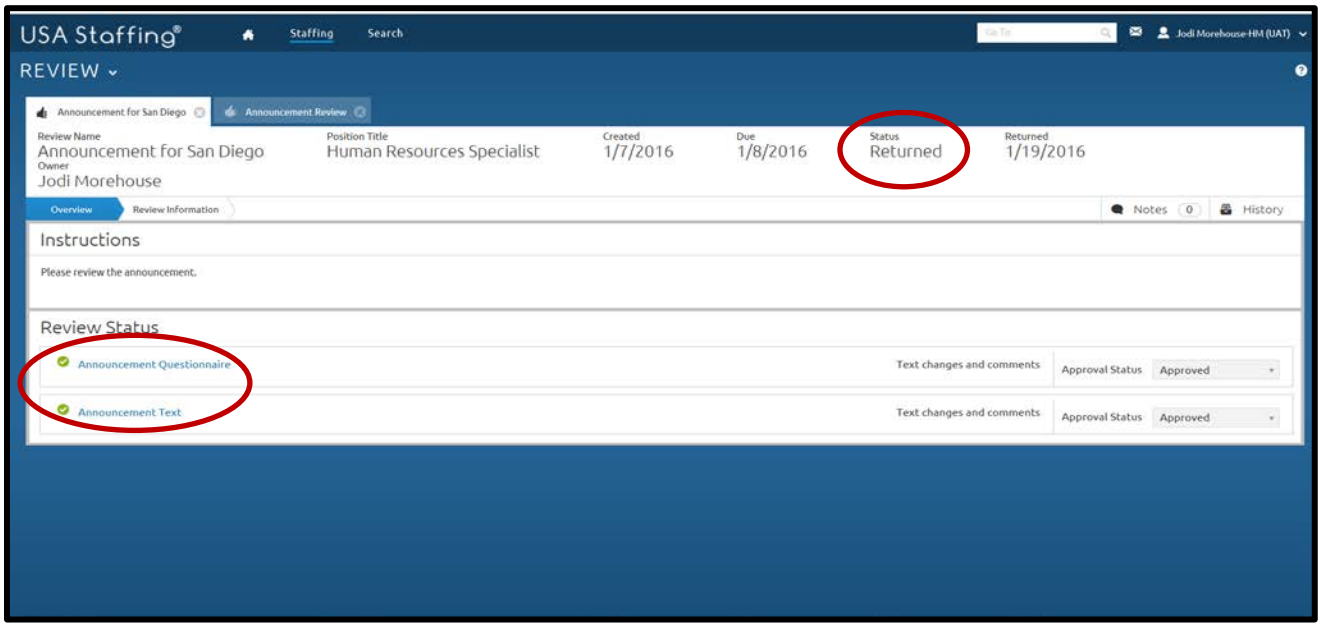
7. You are now ready to return the assessment to Human Resources. Click on **Return to HR** button.



8. The system states "Do you want to return this review to HR?", click **Return to HR**.



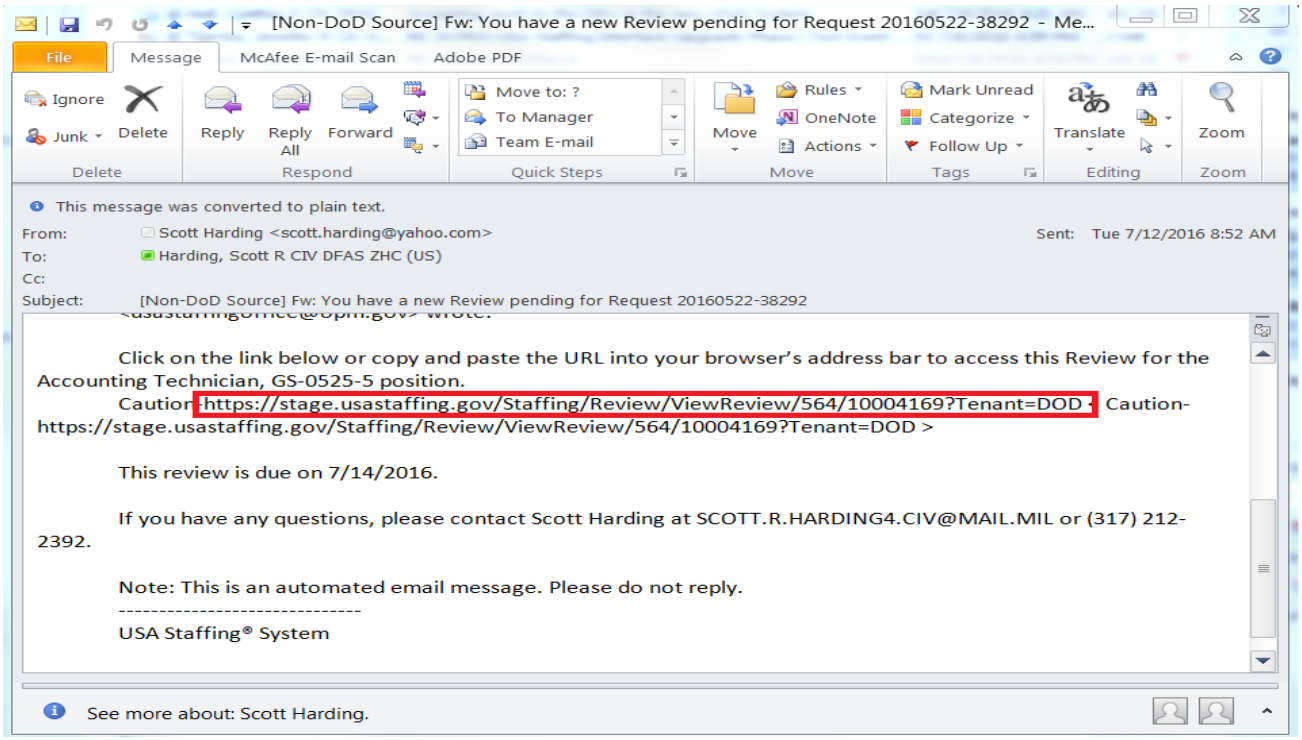
9. Once you have approved and returned the assessment to Human Resources, the red check mark under **Review Status** turns green and the status at the top of the page changes from Active to Returned.



CHAPTER 5.0 – Certificates and Selections

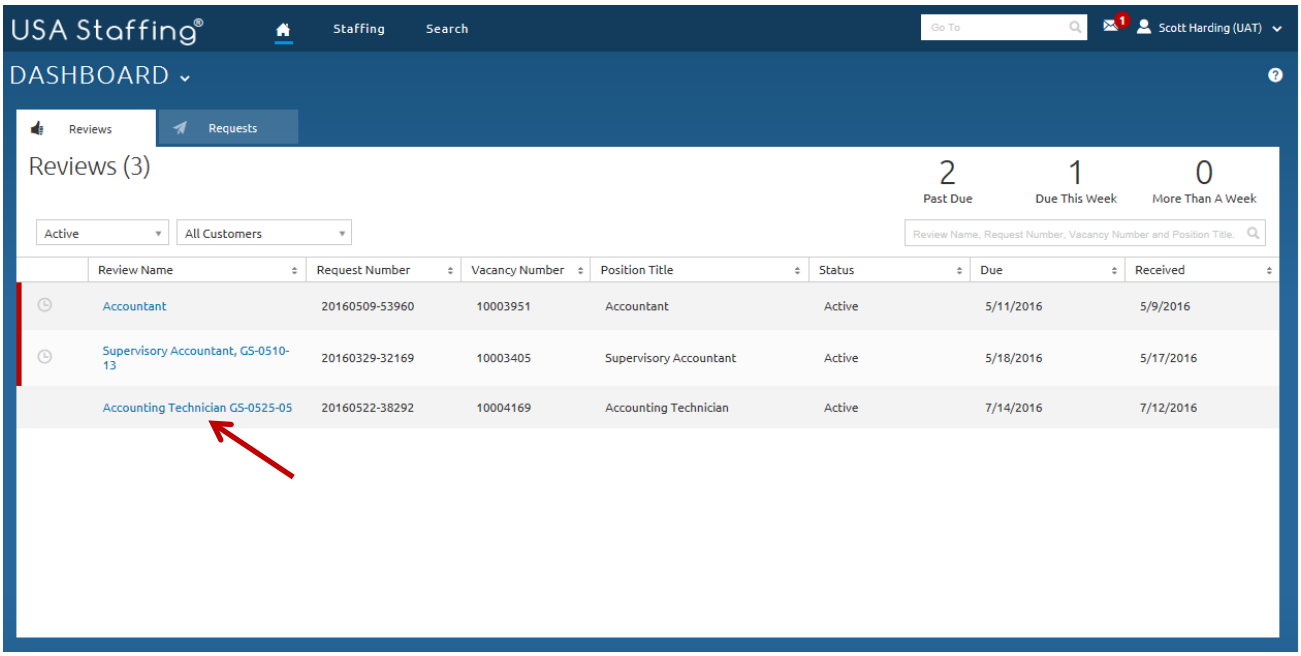
How do I find my Certificate?

When your certificate is ready to review, you will receive an email from USA Staffing. The email subject line will include the RPA number to help you identify which certificate is ready for review. The email will give you a due date for your review and the contact information of your Human Resources POC if you have any questions. If you do not make a selection by the review due date, the certificate may be closed.

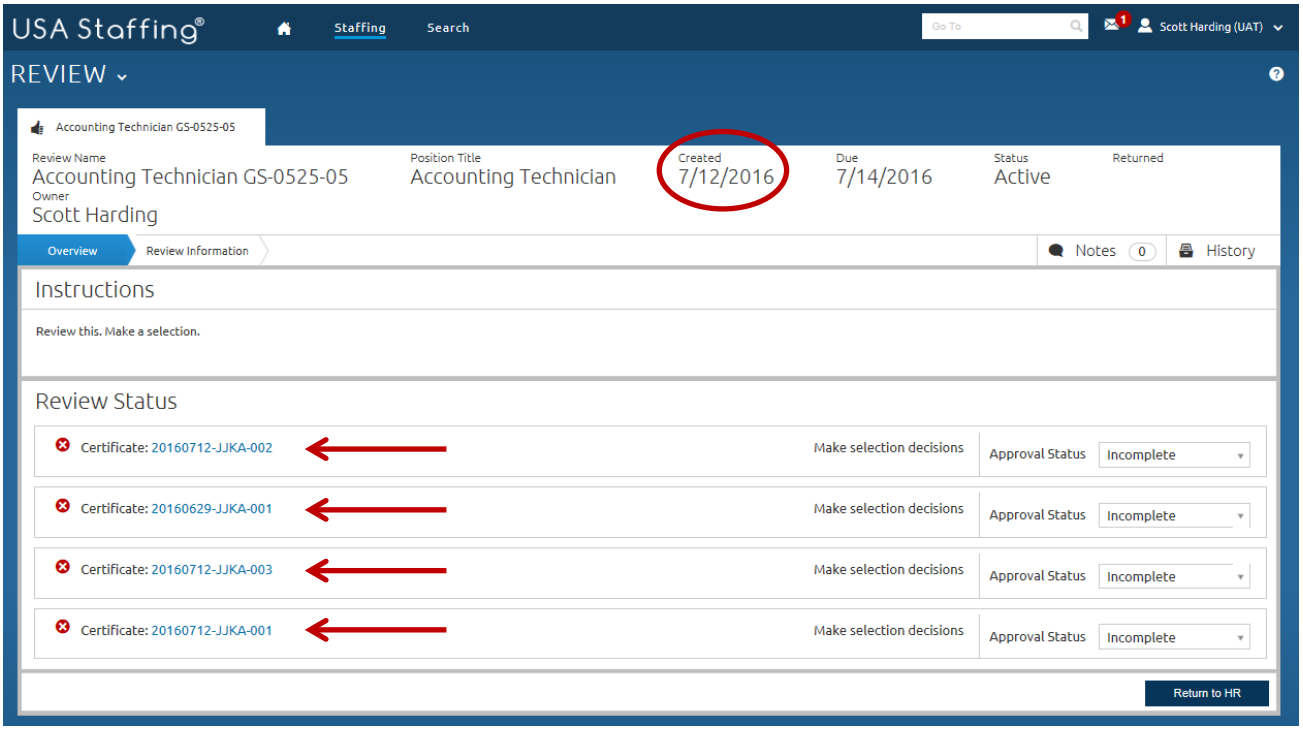


Reviewing the Certificate

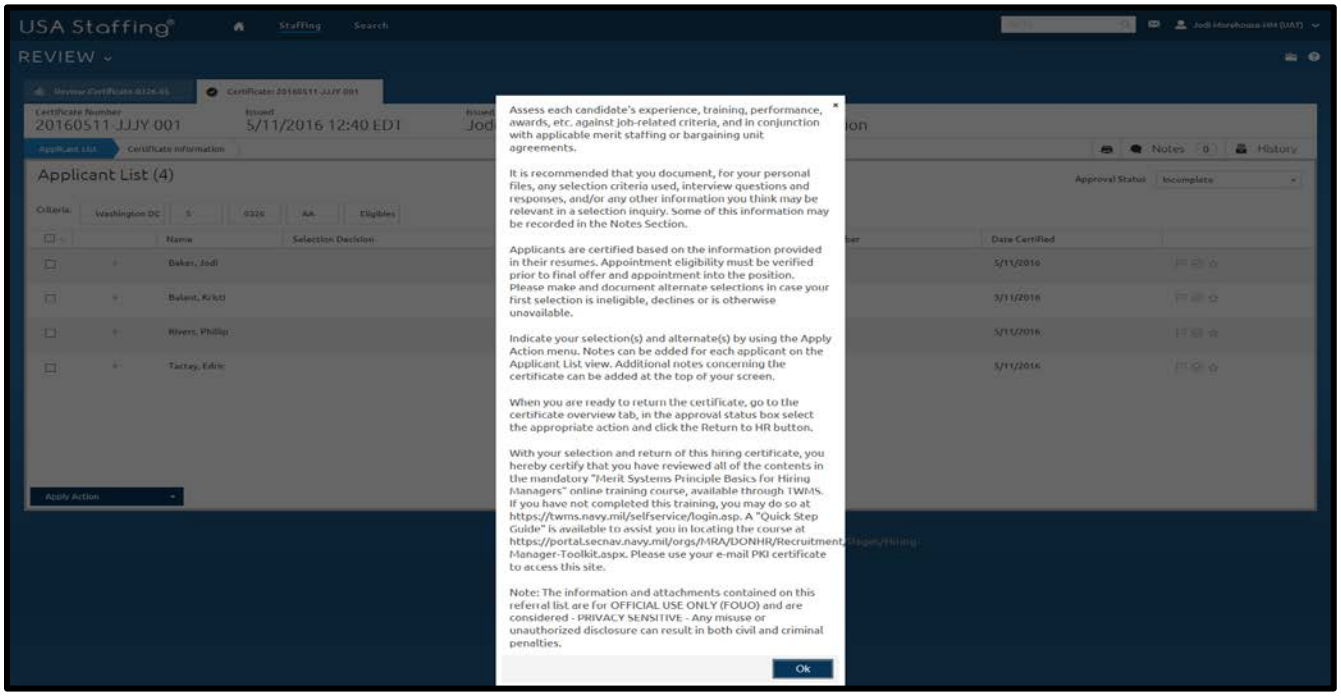
1. Click on the certificate under **Reviews** to view the certificate. If you have been issued more than one certificate you will have to click on each one to see all of your candidates.



2. Under **Review Status** click on your certificate.
   Note: The due date of your review is displayed at the top of the page.

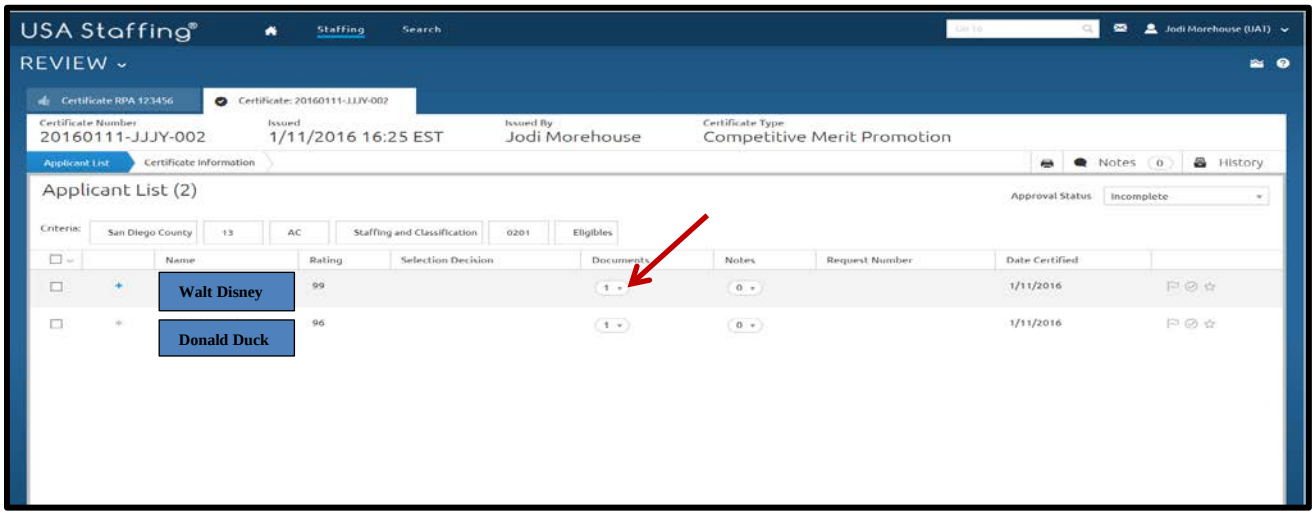


3. The first time you open the certificate, instruction will display. Read and click **OK**.
   Note: The instructions are also located on the Certificate Information chevron.

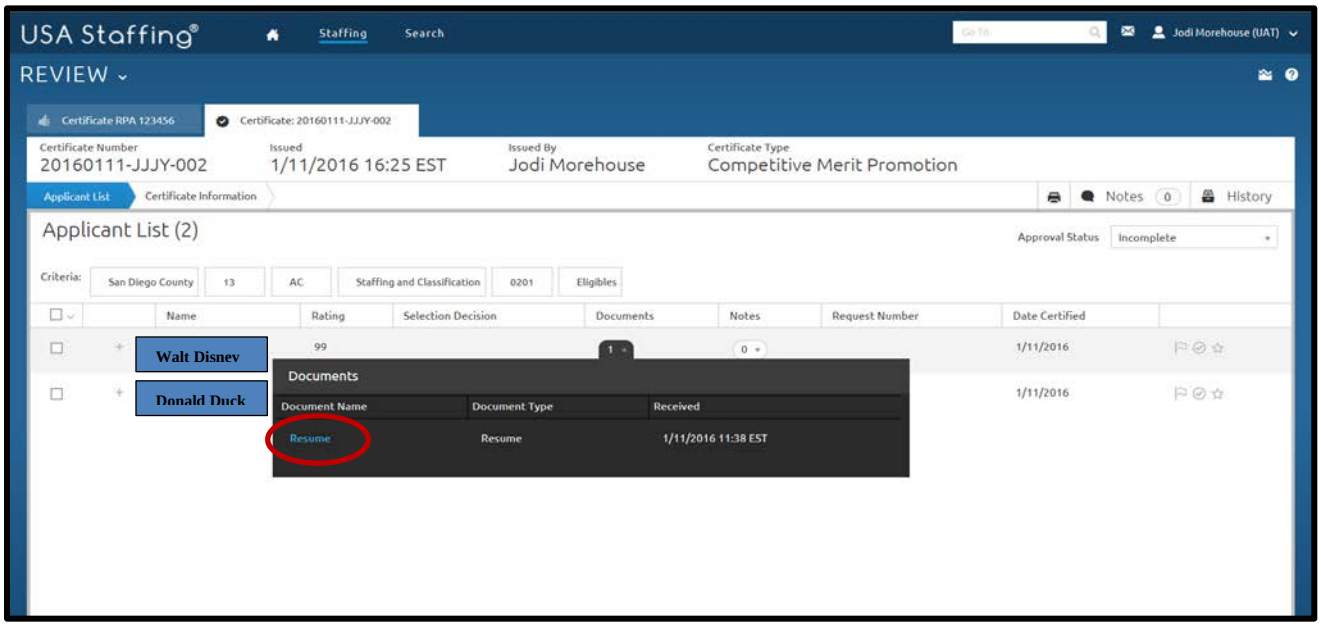


Once the certificate opens you will see two chevrons, **Applicant List** and **Certificate Information**. On the **Applicant List** chevron, you will be able to review the names on the certificate, as well as the applicants supporting documents (e.g. resume). On the **Certification Information** chevron, you can review details about the certificate and the instructions.

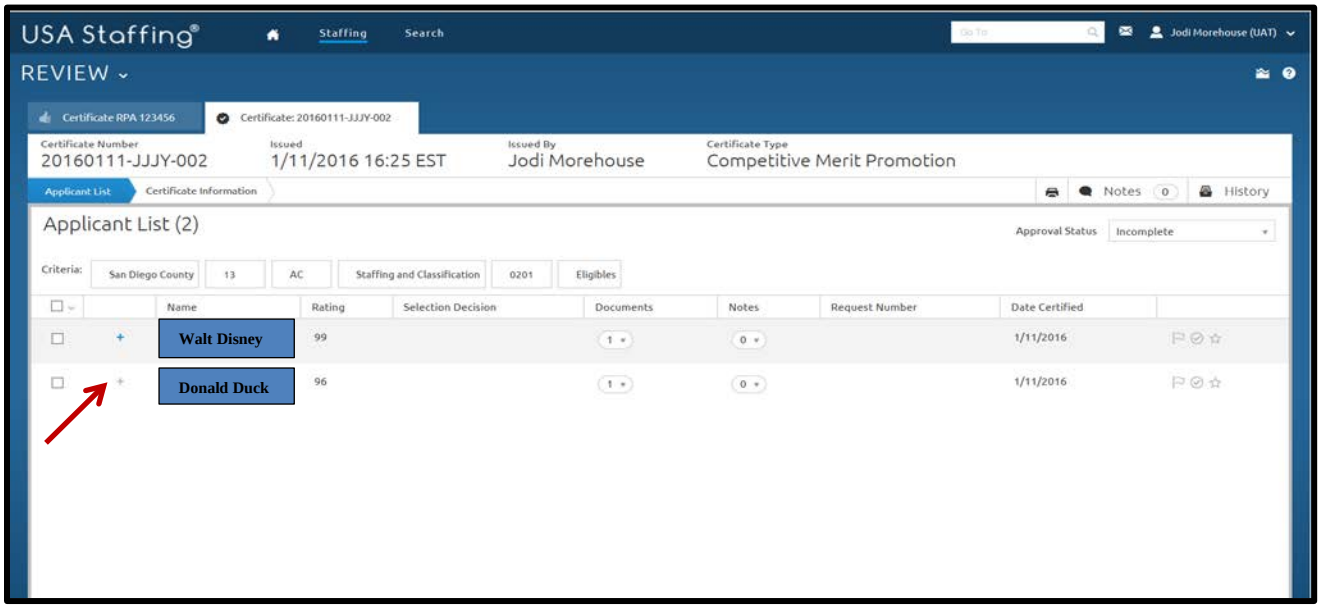
4. To view the resume, click on the down arrow (▼) next to the number under **Documents.**



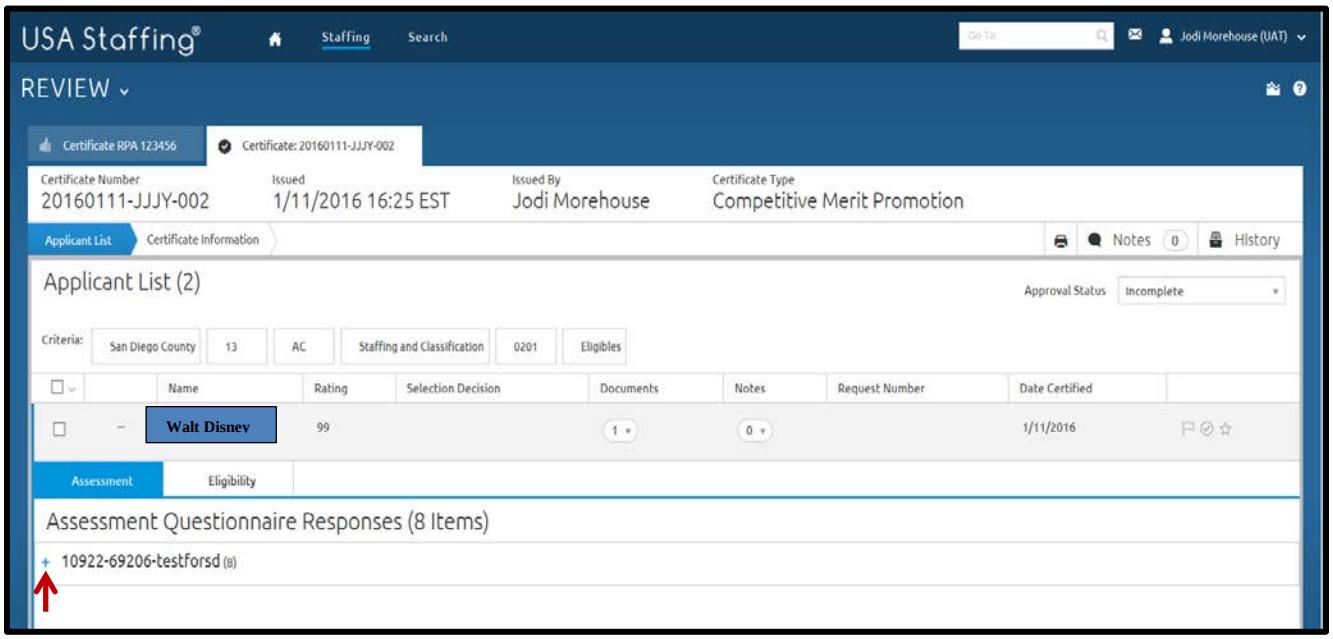
5. A pop up window will appear listing all the available documents. Click on the document to view.



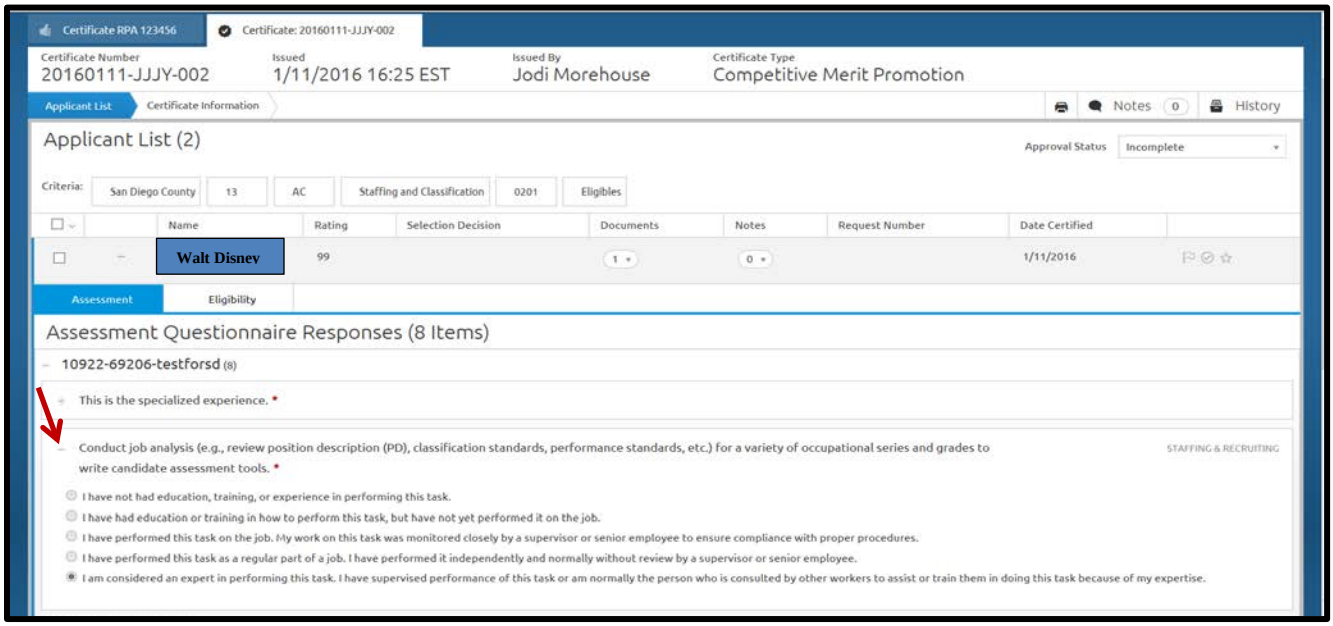
6. To view the assessment questionnaire reponses, click the (+) sign next to the applicant name.



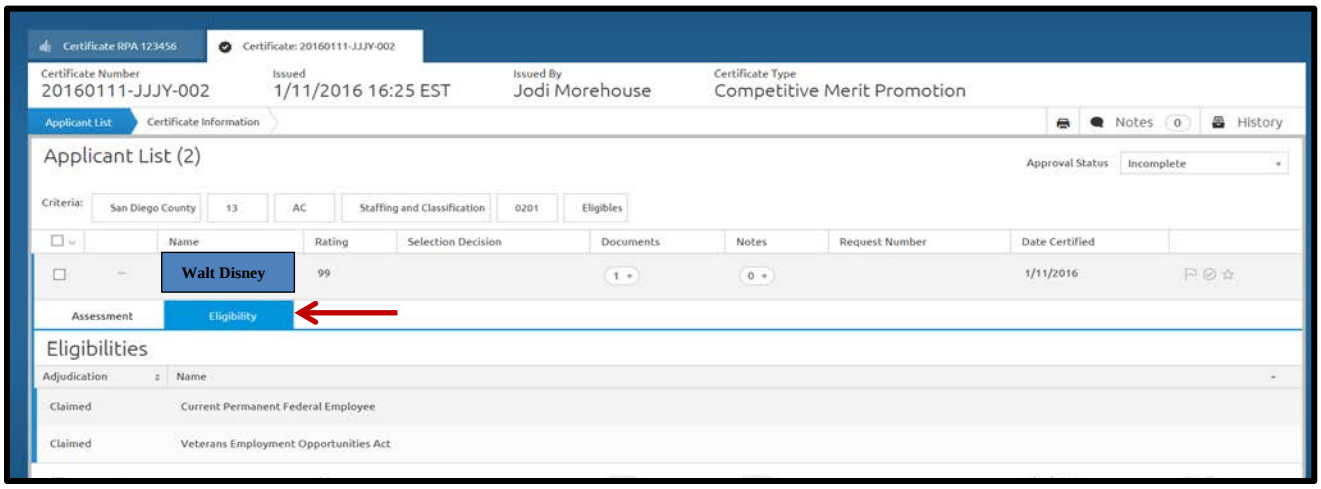
7. Click the (+) sign under **Assessment Questionnaire Responses**.



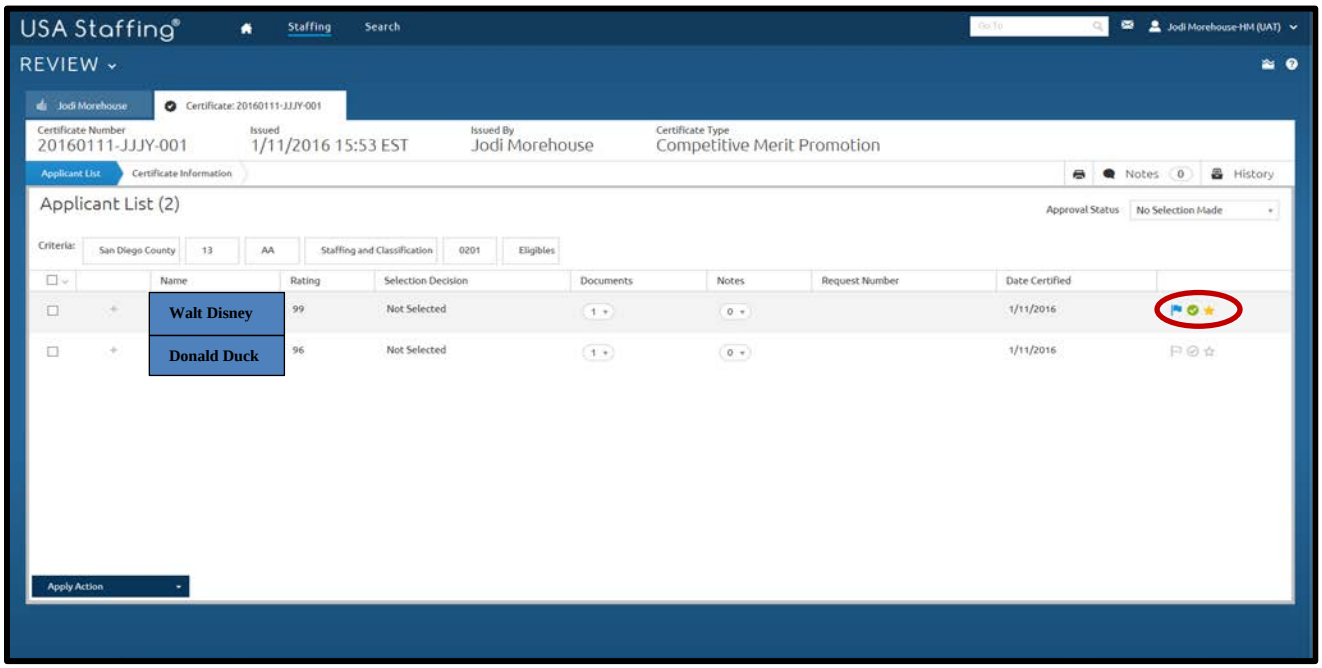
8. Then click the (+) sign for each question to view the reponses.



9. To view the applicants eligibilities, click on the **Eligibility** tab.

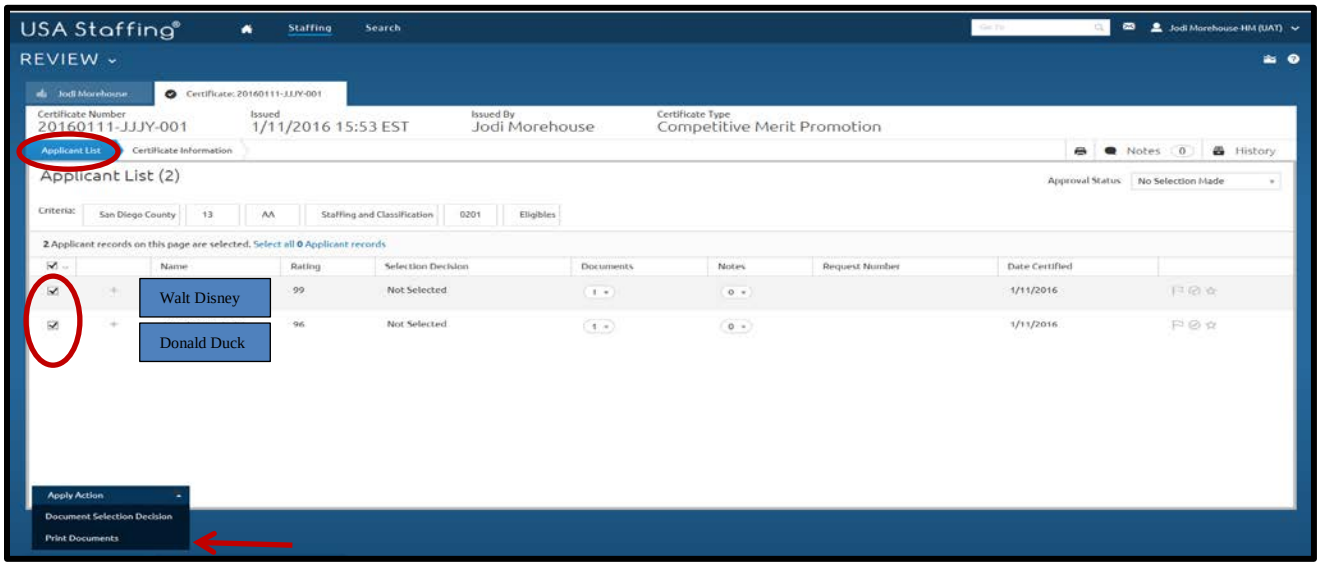


10. To manage your applicant list, there are three symbols displayed on the right hand side for each applicant. The flag symbol ⚐(follow-up), the checkmark ✓(reviewed) and the star ☆ applicant interest). If you click either of the symbols they will turn a color.

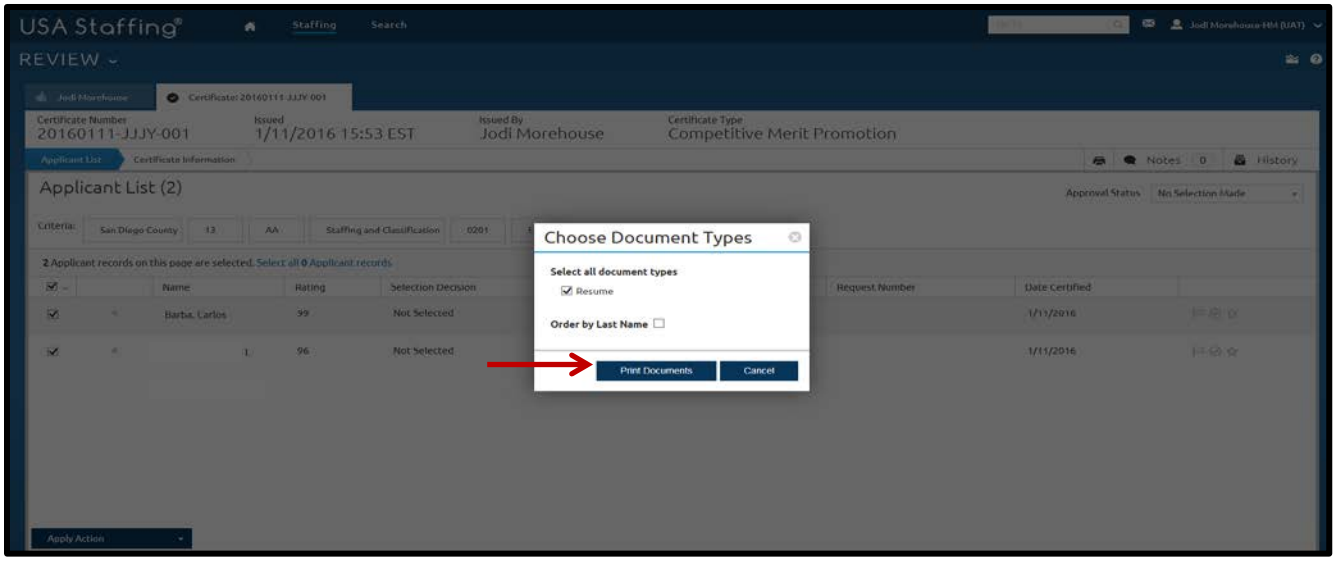


How do I batch print documents?

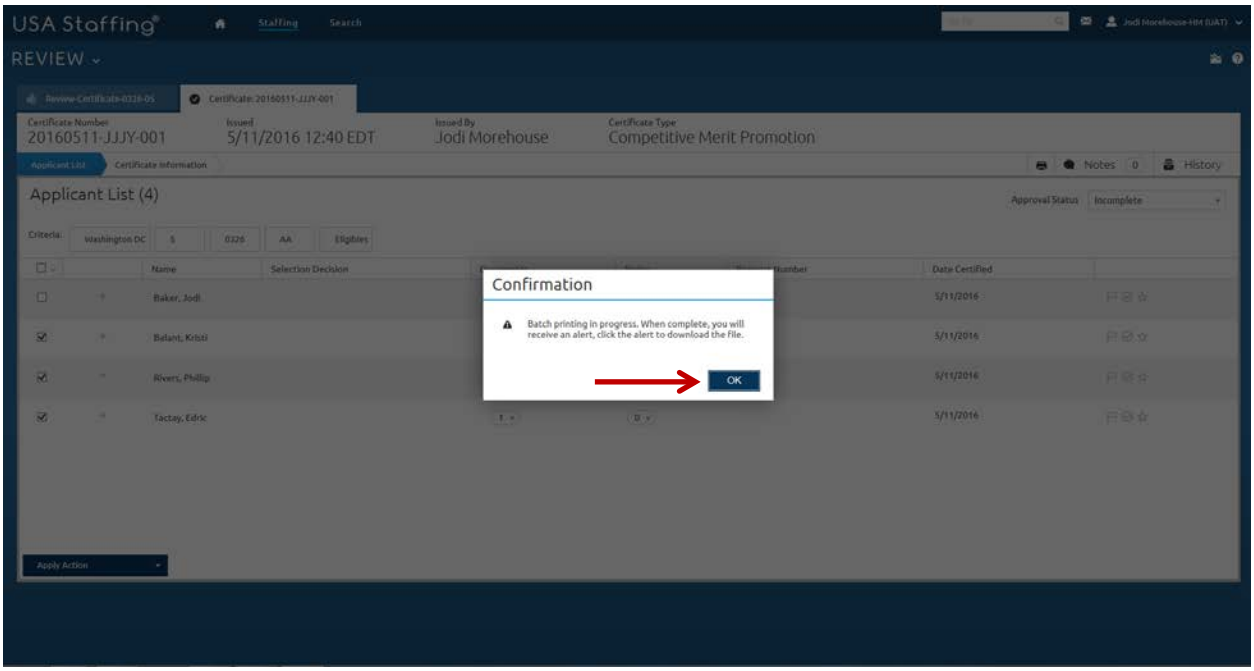
1. When you are in your certificate, you need to be on the **Applicant List** chevron. Click the box left of the names of who you would like to print their resumes. Then at the bottom of the page click the down arrow (▼) next to **Apply Action** and click on **Print Documents**.



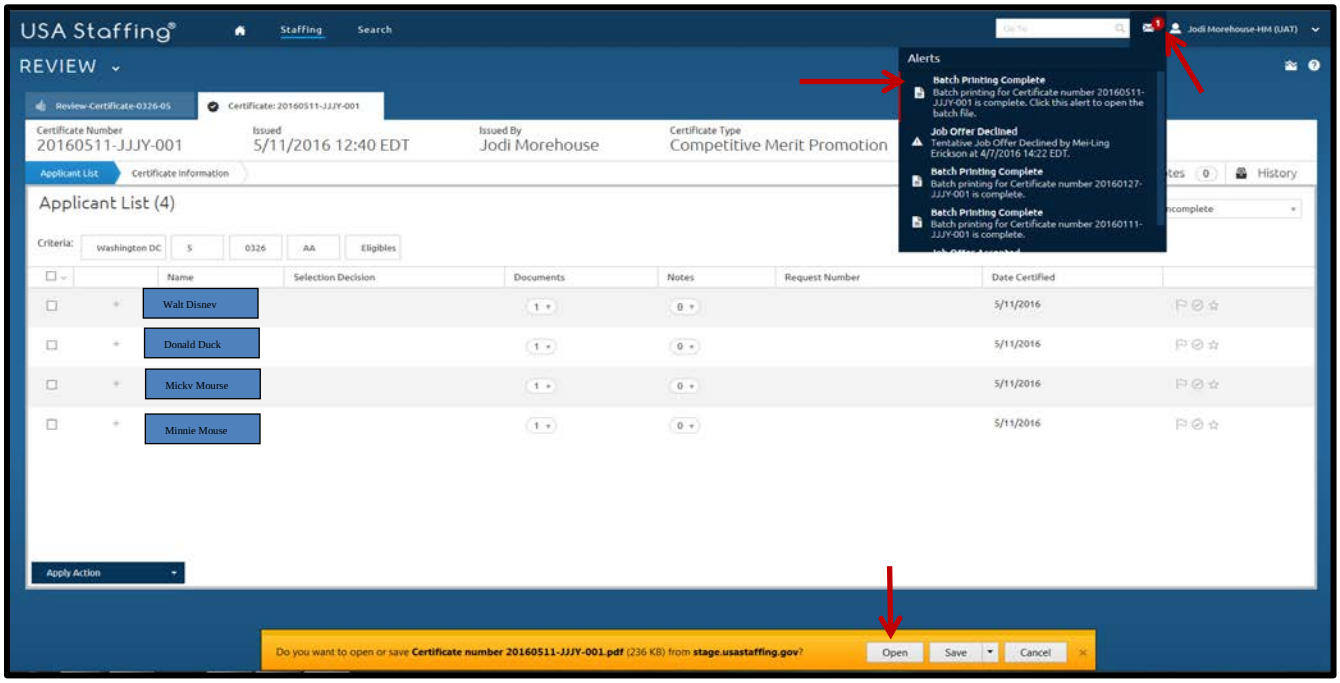
2. In the pop up box, resume is already checked. To print the resumes by last name, you will need to click the box, Order by Last Name, otherwise click **Print Documents**.



3. Click **OK** to confirm your printing.

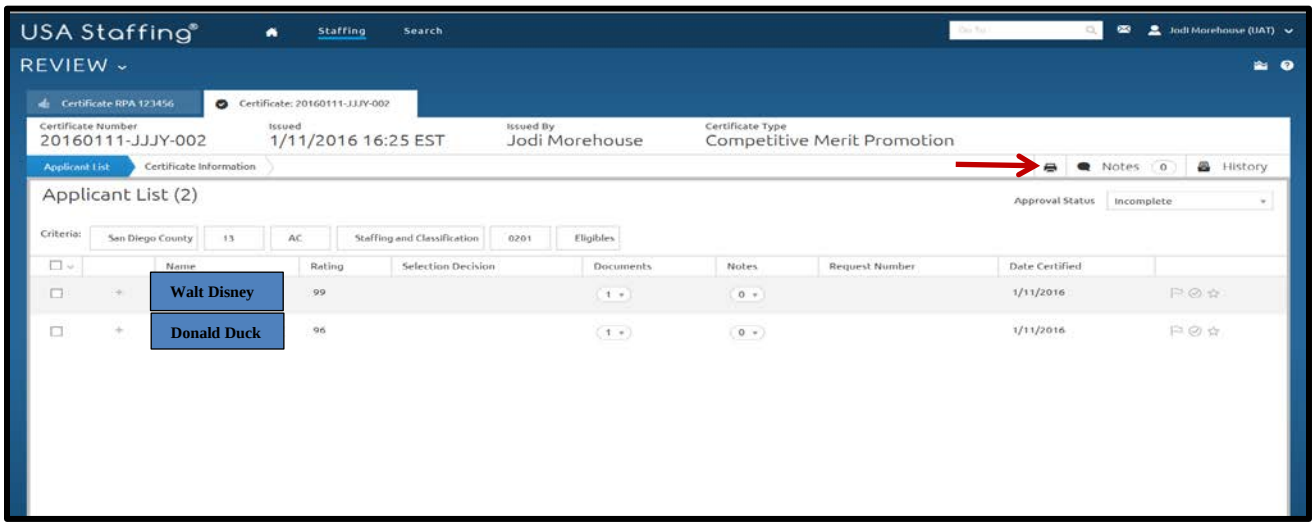


4. At the top of your screen, a 1 will appear by your mail box informing you that you have a message. Click on the envelope and a box will drop down. You will see your Batch Printing Complete. Click on it and then Open at the bottom of the page, your documents will appear in a PDF. You can now print or save the document.



How do I print my certificate?

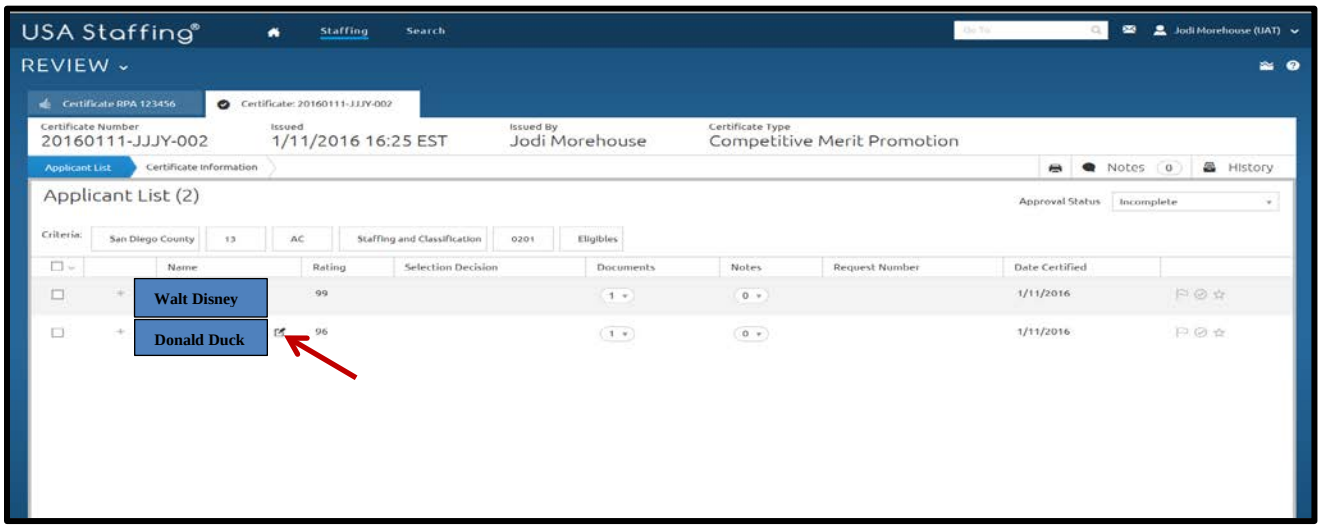
1. You will need to be on the **Applicant List** in your certificate. Click the printer icon



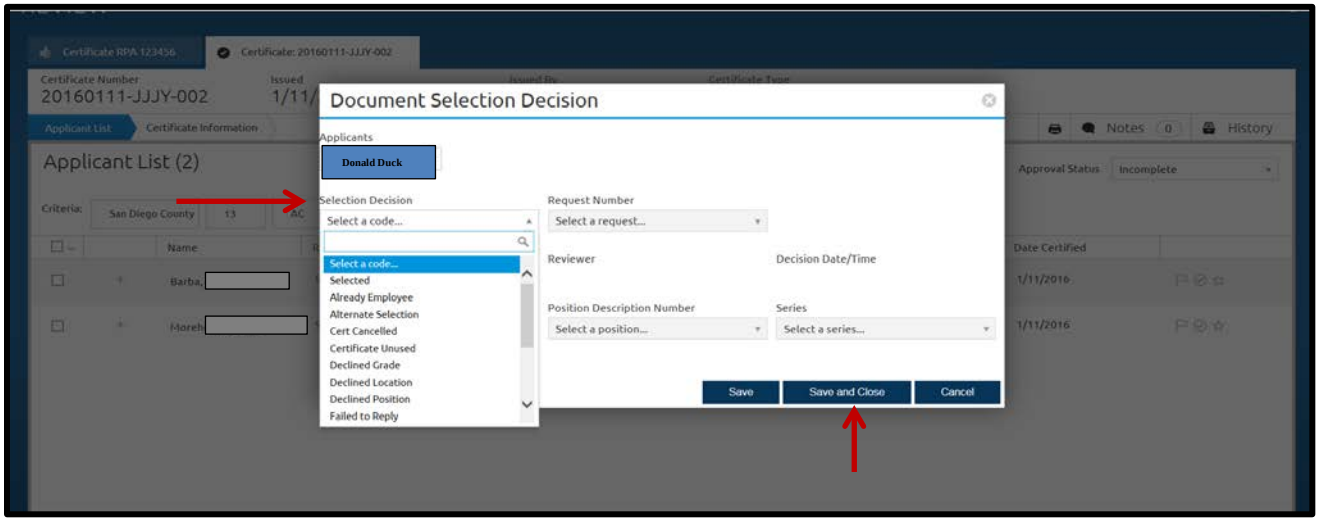
2. Your certificate will open up in a separate tab and you can now save it and/or print it.

Making Selections

1. Hover over the name of the selectee until a small blue edit box appears, then click it.

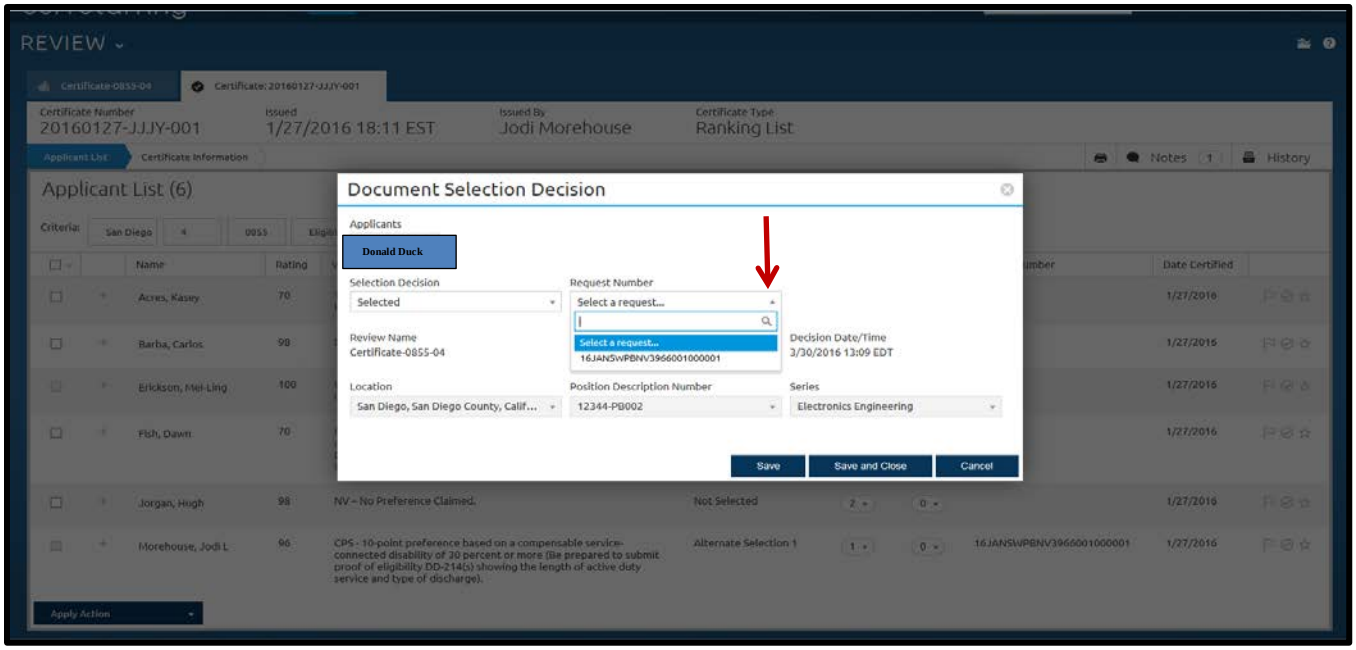


2. A pop up box appears. Under **Selection Decision** choose from the list of codes. Then click **Save and Close**.

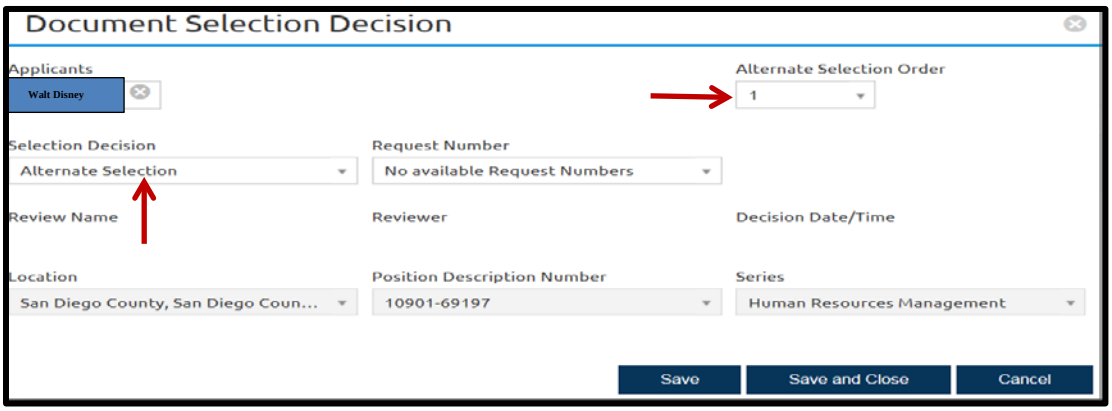


3. For your selectee, in the **Request Number** box, click the down arrow(▼) to select the RPA number.

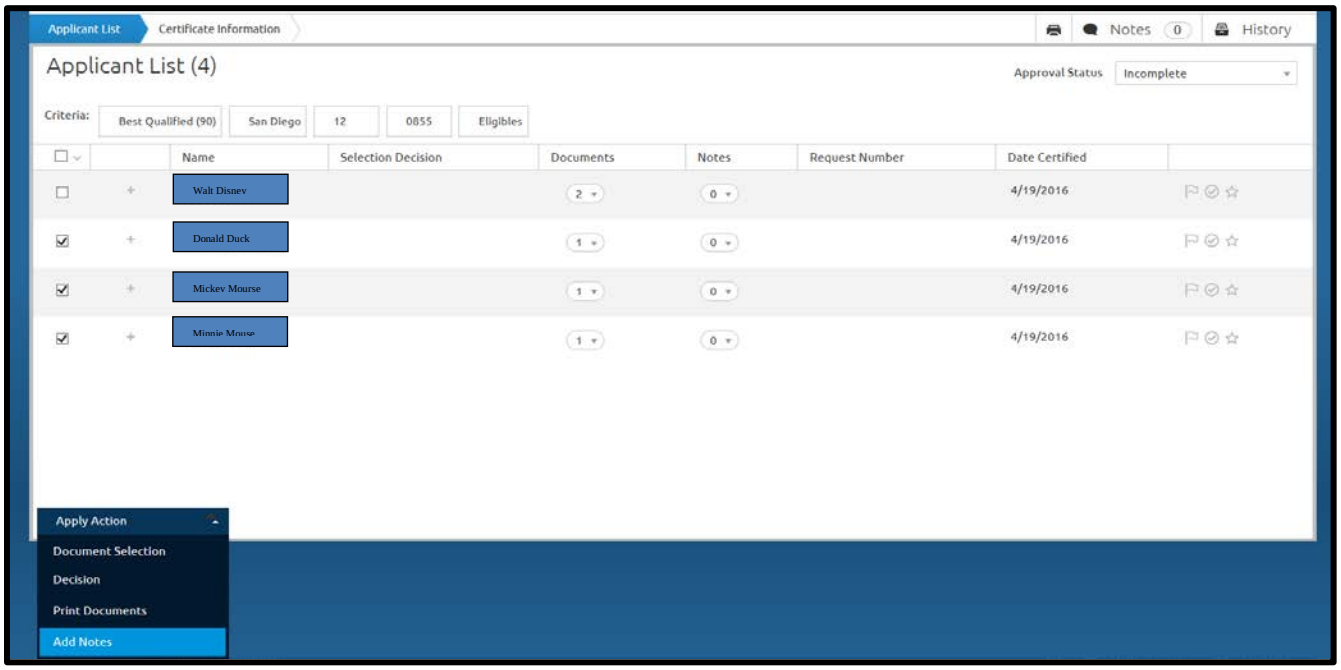
Note: The Location, Position Description Number and Series will fill in when you select the RPA number.



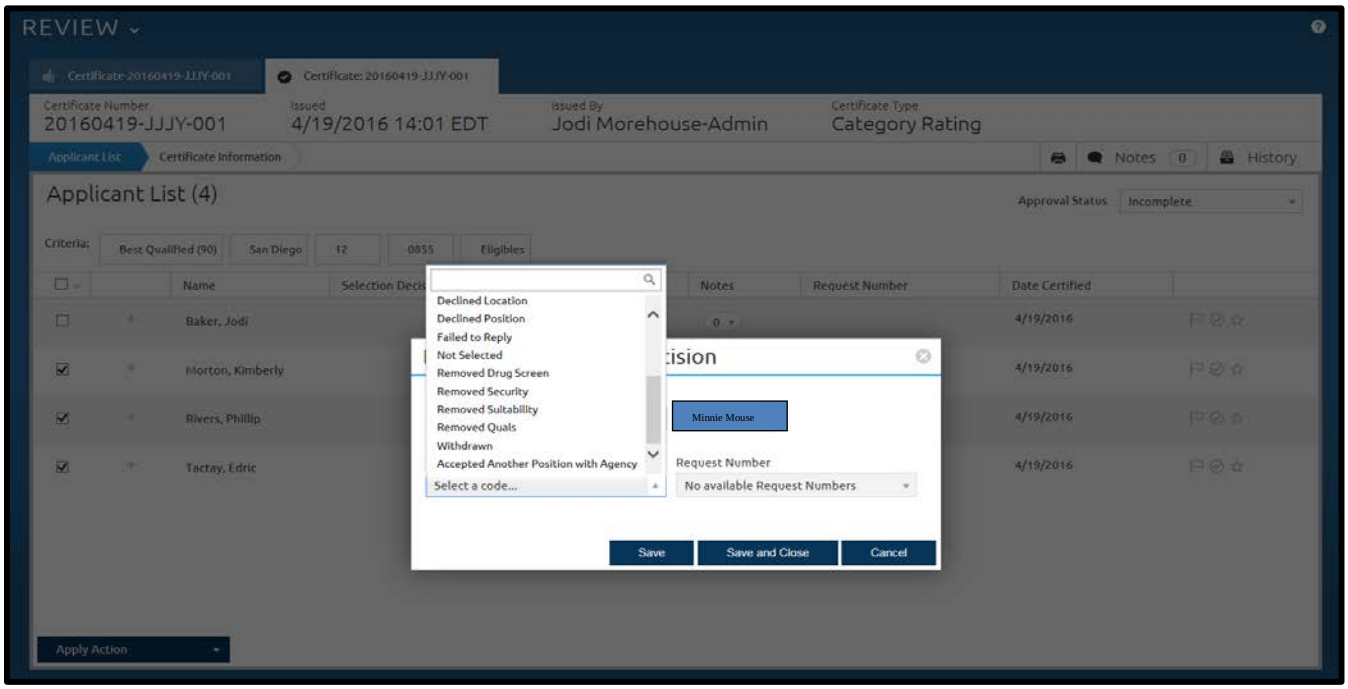
4. Please make at least one alternate selection, by selecting alternate selection under **Selection Decision**. If you make more than one alternate selection, make sure you select the proper order number under **Alternate Selection Order**. Then click **Save and Close**.



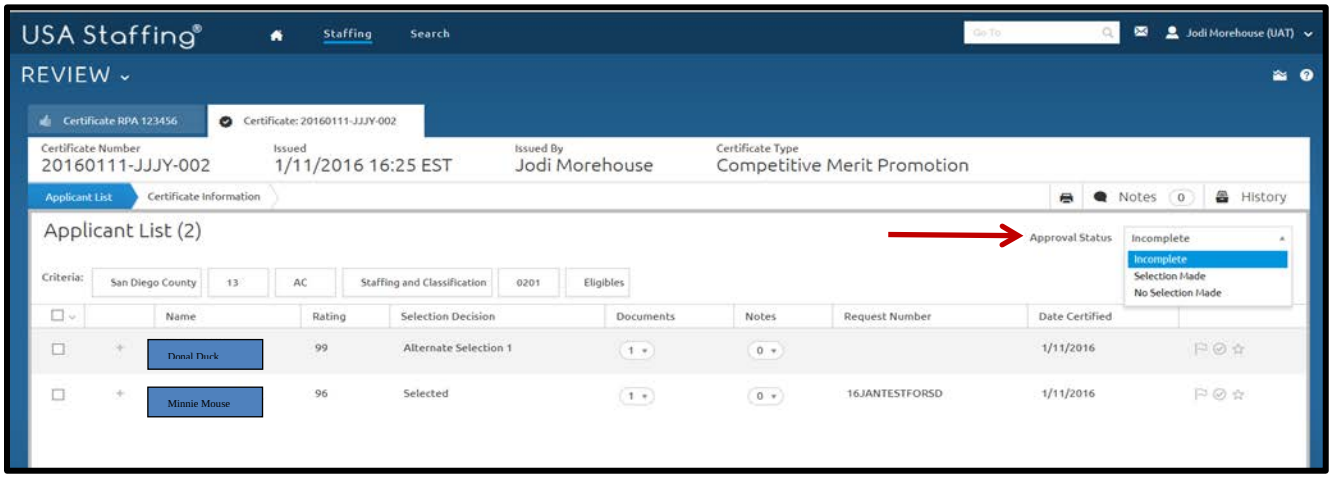
5. To mark a **Selection Decision** code in mass (i.e. Not Selected), click the box next to the names you want to code the same and then click the drop down arrow (▼) by **Apply Action** and select **Document Selection Decision**.



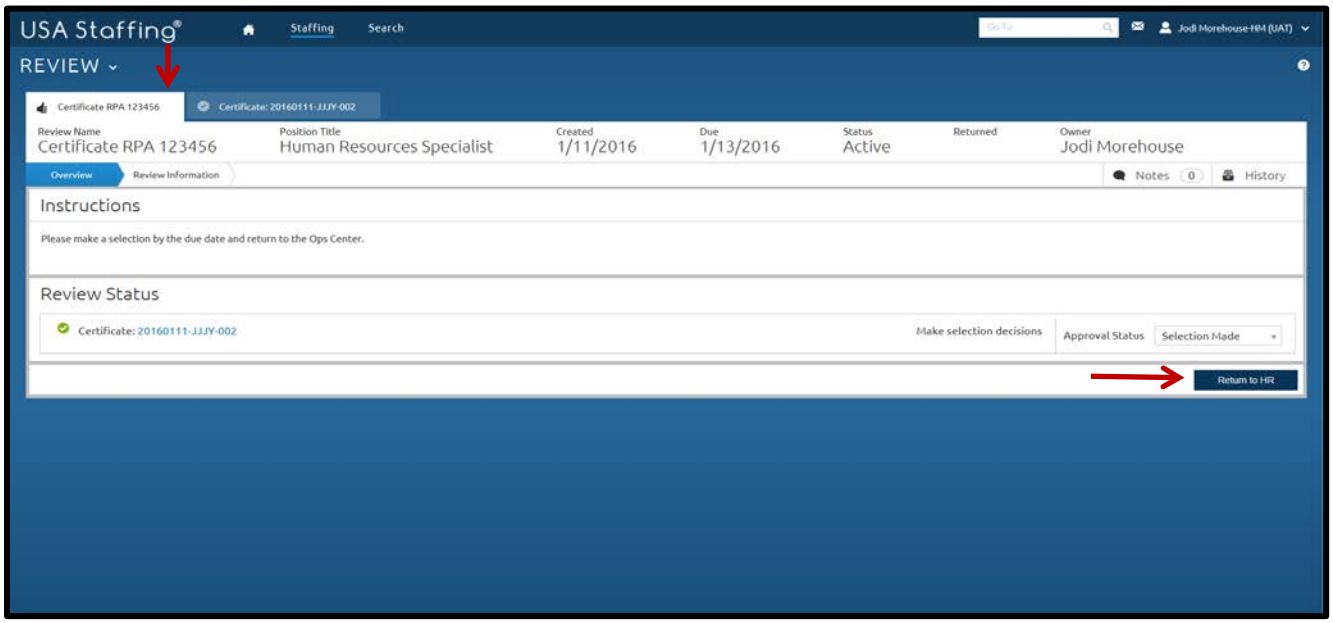
6. A pop up box appears. Under **Selection Decision** choose from the list of codes. Then click **Save and Close**.



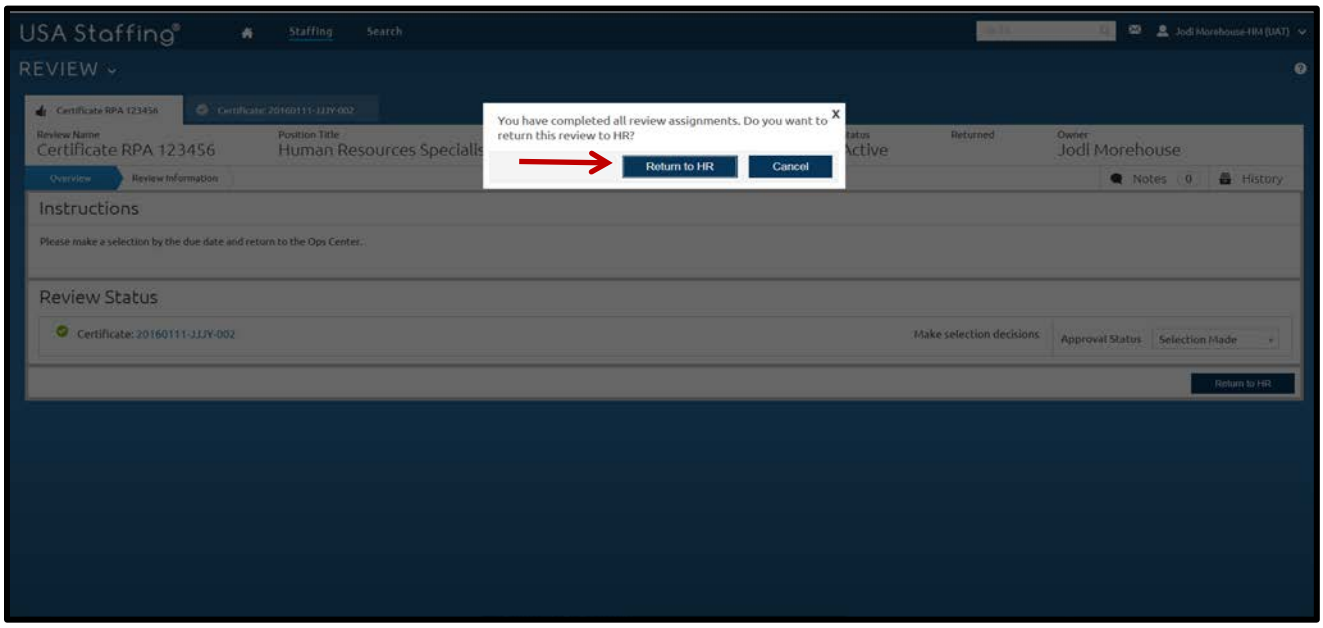
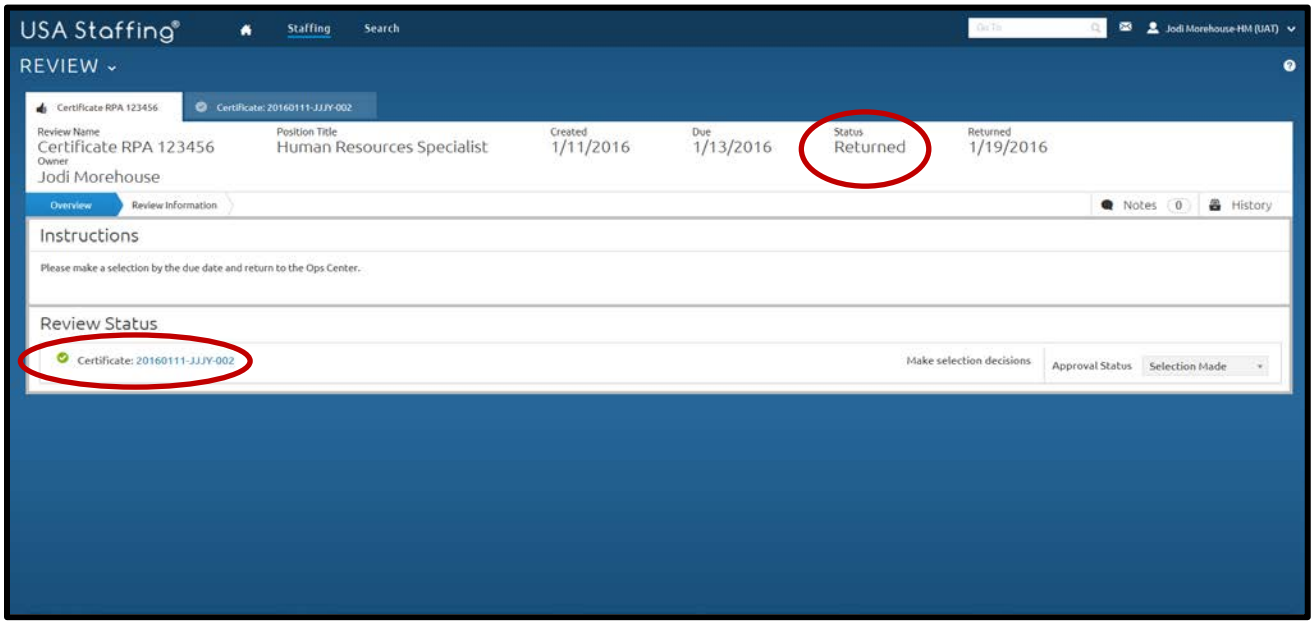
7. Once all Selection Decision codes have been properly assigned, in the **Approved Status** box click **Selection Made** or if no selections are made click **No Selection Made**.



8. You are now ready to return the certificate to Human Resources. Click on the certificate tab and click **Return to HR** button.



9. The system states “Do you want to return this review to HR?”, click **Return to HR.**



10. Once you have approved and returned the assessment to the Ops Center, the red ✖ under **Review Status** turns to a green checkmark ✔ and the status at the top of the page changes from **Active** to **Returned**.