



Table of Contents

| CHAPTERS | LAST UPDATE |
|---|-------------|
| 1.0 Introduction | 2016-10-06 |
| 2.0 System Access | 2016-10-06 |
| 3.0 Job Analysis and Assessment Questionnaire | 2016-08-10 |
| 4.0 Job Opportunity Announcements (JOAs) | 2017-04-21 |
| 5.0 Certificates and Selections | 2017-04-21 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
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| | |
| | |
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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

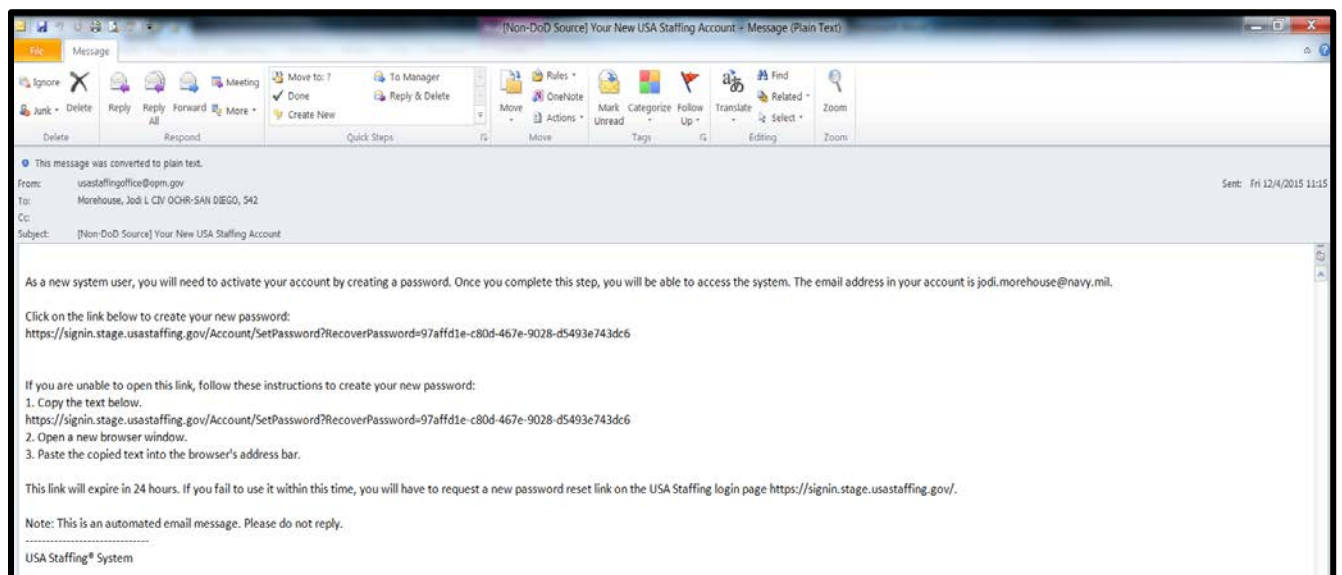
Hiring Manager (HM) user accounts will be granted to Defense Finance and Accounting Service (DFAS) hiring managers that perform the hiring manager roles and responsibilities.

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).





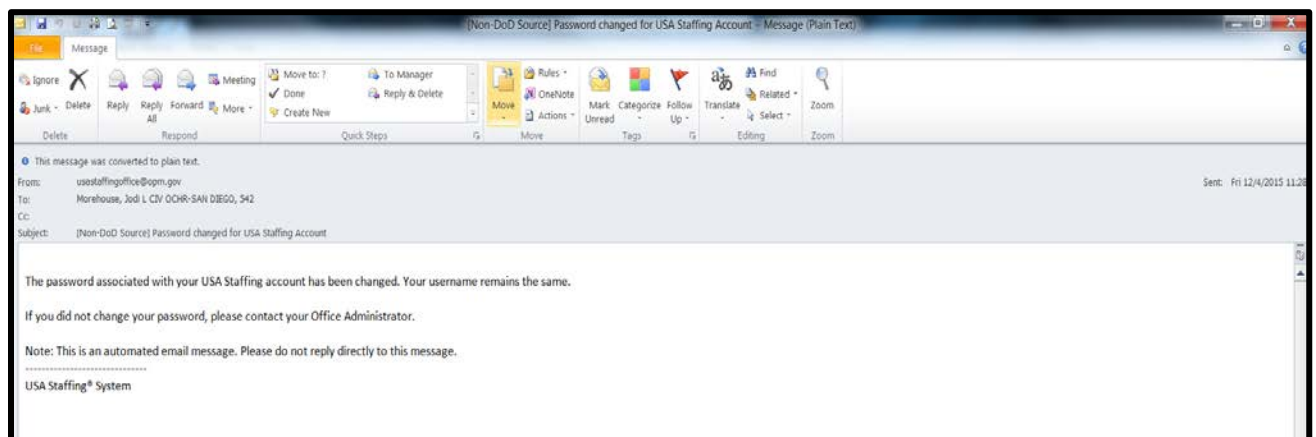
DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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**.

USA Staffing®

USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

Full Terms and Conditions of Use

USA Staffing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a. The use of personally owned devices to process, store, or transmit USA Staffing® Personally Identifiable Information (PII) is prohibited.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Sign In

Email Address

Password

[Reset Password](#)

[Sign In](#)

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

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Reset Password

jodi.morehouse@navy.mil

[Submit](#) [Cancel](#)

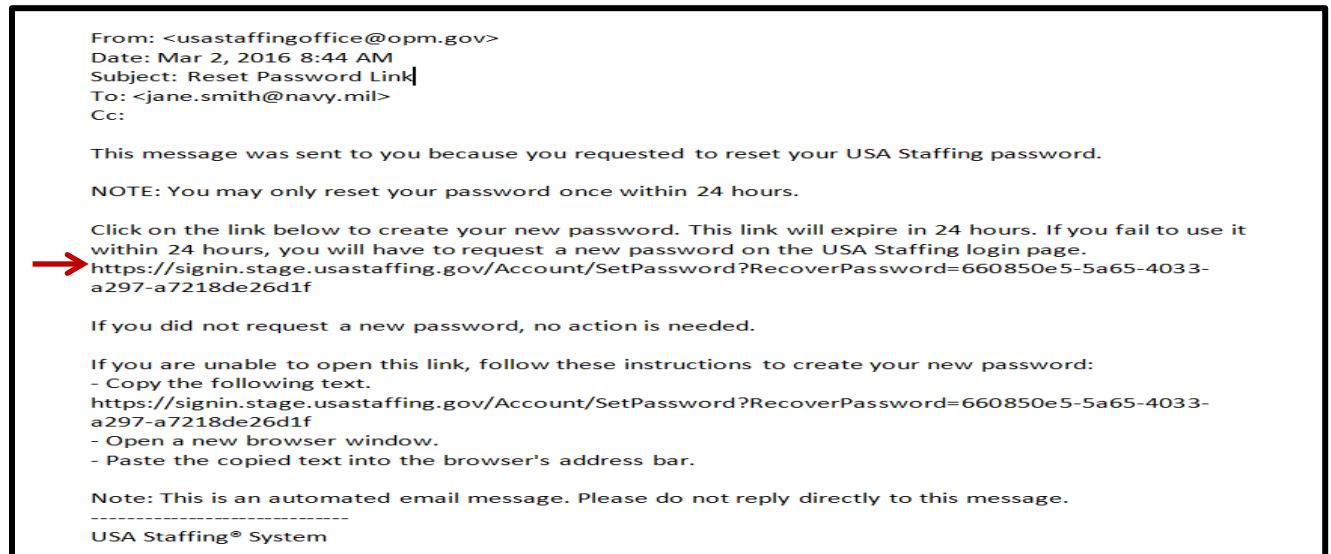


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HIRING MANAGER USER

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.



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

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Reset Password

New Password

Confirm Password

➔ **Change Password** Cancel

New Password Requirements

- ✗ Must be at least 12 characters
- ✗ Must not contain spaces
- ✗ Must not contain invalid special characters
- ✗ Must match Confirm Password
- ✗ Must include 3 of the following 4 attributes:
 - ✗ Upper case: A-Z
 - ✗ Lower case: a-z
 - ✗ Numbers: 0-9
 - ✗ Special characters: #@\$%&*+=?:(){}"

NOTE: Your New Password must not contain any four consecutive characters from your email address or your full name. This requirement will be checked once you click the Change Password button.



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.).



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

√ 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.

USA Staffing® DASHBOARD

Reviews (1)

Active: All Customers

0 Past Due, 1 Due This Week, 0 More Than A Week

| Review Name | Request Number | Vacancy Number | Position Title | Status | Due | Received |
|-------------------|----------------|----------------|----------------------------|--------|----------|----------|
| Assessment for SD | 16JANTESTFORSD | 10002381 | Human Resources Specialist | Active | 1/7/2016 | 1/7/2016 |

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

USA Staffing® REVIEW

Review Assessment: Assessment Review: 10958-69197-123456

| | | | | | |
|-------------------|------------------------------------|-----------|-----------|--------|----------|
| Review Name | Position Title | Created | Due | Status | Returned |
| Review Assessment | Administrative Services Specialist | 4/12/2016 | 4/15/2016 | Active | |

Owner: Jodi Morehouse-Admin

Overview | Review Information

Instructions

Review Status

Assessment: 10958-69197-123456

Text changes and comments | Approval Status: Incomplete

Return to HR



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HIRING MANAGER USER

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

USA Staffing®

REVIEW ▾

Assessment for SD Assessment Review: 10922-69206-testforsd

Review Assessment

Assessment Questionnaire

Assessment Questionnaire Review

Approval Status: Incomplete

Created: 1/7/2016 12:43 EST

Competency: STAFFING & RECRUITING

2. Conduct job analysis (e.g., review position description (PD), classification standards, performance standards, etc.) for a variety of occupational series and grades to write candidate assessment tools.

A. I have not had education, training, or experience in performing this task.

B. I have had education or training in how to perform this task, but have not yet performed it on the job.

C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

Save Cancel

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.

USA Staffing®

REVIEW ▾

Review Assessment Assessment Review: 10958-69197-123456

Review Assessment

Assessment Questionnaire

Assessment Questionnaire Review

Approval Status: Incomplete

Created: 3/25/2016 12:27 EDT

Competencies

1. Customer Service

Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance. You can type anywhere on this screen to make your comments resolve their problems, or satisfy their expectations; knows about available products and services, is committed to providing quality products and services. This is a change to the assessment.

Save Cancel

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.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

6. Click **Save**.

USA Staffing®

Staffing Search

REVIEW

Assessment for SD Assessment Review: 10922-69206-testford

Review Assessment

Assessment Questionnaire

Assessment Questionnaire Review

Created: 1/7/2016 12:43 EST

Approval Status: Incomplete (selected), Approved, Approved Pending Changes, Rejected

Competencies

1. STAFFING & RECRUITING

Apply HR concepts, principles, rules, and practices related to identifying, attracting, and referring individuals for placement.

Items

Competency: None

Save Cancel

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**.

USA Staffing®

Staffing Search

REVIEW

Review Assessment Assessment Review: 10958-69197-123456

Review Assessment

Position Title: Administrative Services Specialist

Created: 4/12/2016 Due: 4/15/2016 Status: Active Returned

Owner: Jodi Morehouse-Admin

Overview Review Information

Instructions

Review Status

Assessment: 10958-69197-123456

Notes

Add your note text here.

Save Cancel



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

The screenshot shows the 'USA Staffing' interface with the 'REVIEW' tab selected. The 'Review Assessment' section displays details for 'Administrative Services Specialist' with a status of 'Active'. The 'Review Status' section shows a green checkmark next to the assessment ID '10958-69197-123456'. The 'Approval Status' is set to 'Approved'. A red arrow points to the 'Return to HR' button at the bottom right of the 'Review Status' section.

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

The screenshot shows the same 'USA Staffing' interface, but with a confirmation dialog box overlaid. The dialog box contains the text: 'You have completed all review assignments. Do you want to return this review to HR?'. A red arrow points to the 'Return to HR' button within the dialog box. The background interface shows the 'Review Assessment' section for 'Human Resources Specialist' with a status of 'Approved'.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

The screenshot displays the 'USA Staffing' web application interface. At the top, there is a navigation bar with 'Staffing' and 'Search' links, a search bar, and a user profile for 'Jodi Morehouse-HM (UAT)'. Below the navigation bar, a 'REVIEW' dropdown menu is visible. The main content area shows a 'Review Assessment' card. The card header includes a 'Review Assessment' tab. The card body contains a table with the following information:

| Review Name | Position Title | Created | Due | Status | Returned |
|-------------------|------------------------------------|-----------|-----------|----------|-----------|
| Review Assessment | Administrative Services Specialist | 4/12/2016 | 4/15/2016 | Returned | 4/25/2016 |

Below the table, there are tabs for 'Overview' and 'Review Information'. The 'Overview' tab is selected. Under the 'Overview' tab, there is a section for 'Instructions' and a 'Review Status' section. The 'Review Status' section shows a green checkmark and the text 'Assessment: 10958-69197-123456'. To the right of the 'Review Status' section, there is a 'Text changes and comments' field and an 'Approval Status' dropdown menu set to 'Approved'.



CHAPTER 4.0 – Job Opportunity Announcements (JOAs)

Reviews

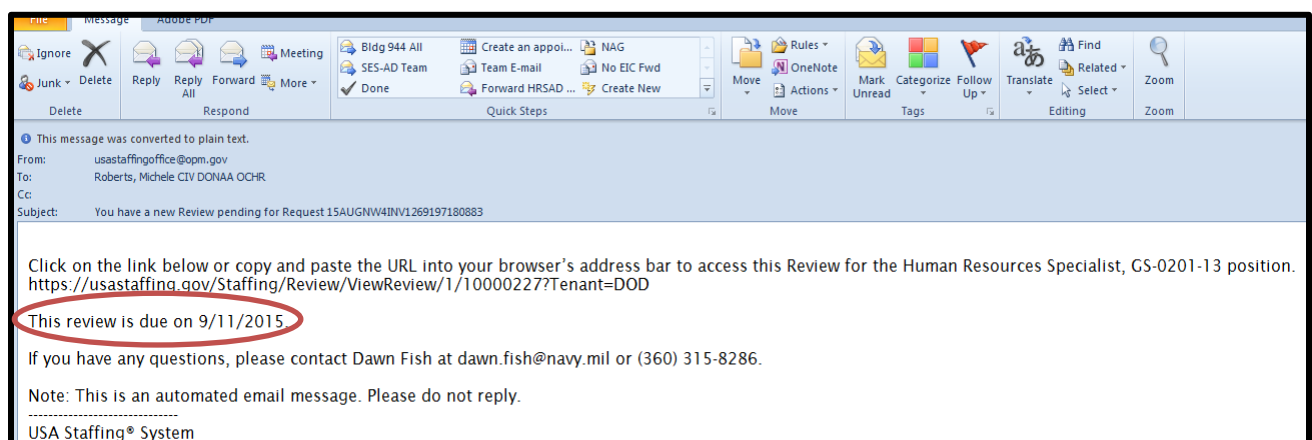
The Reviews feature is a new function in the USA Staffing Upgrade. It allows HR Users to share USA Staffing content with Hiring Managers in the USA Staffing system, rather than granting access to a separate system (such as the Legacy Selection Manager module). HR Users can engage Hiring Managers by sharing 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.





DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

The screenshot shows the USA Staffing Dashboard. The 'Reviews (2)' section is active. A table lists two reviews:

| Review Name | Request Number | Vacancy Number | Position Title | Status | Due | Received |
|----------------------------|----------------|----------------|----------------------------|--------|----------|----------|
| Assessment for SD | 16JANTESTFORSD | 10002381 | Human Resources Specialist | Active | 1/7/2016 | 1/7/2016 |
| Announcement for San Diego | 16JANTESTFORSD | 10002381 | Human Resources Specialist | Active | 1/8/2016 | 1/7/2016 |

A red arrow points to the 'Announcement for San Diego' row.

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

The screenshot shows the USA Staffing Review page. The 'Review-Announcement-0201-12/13' is selected. The 'Due' date is circled in red: 5/27/2016. The 'Status' is Active. The 'Returned Owner' is Jodi Morehouse. The 'Instructions' section states: 'Your announcement for vacancy 123456 is being sent to you for your review and approval. Please annotate your changes in the Notes section. Your response by 27-MAY-2016 (2 days) will assist us in posting your announcement. If you fail to respond by this date, we will move forward by posting your announcement. Feel free to contact me if you have any questions or concerns.'

The 'Review Status' section shows two items:

- Announcement Questionnaire (Approval Status: Incomplete)
- Announcement Text (Approval Status: Incomplete)

A red arrow points to the 'Announcement Text' link.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

The screenshot shows the 'USA Staffing' interface. The top navigation bar includes 'Staffing' and 'Search'. The main header is 'REVIEW'. Below it, there are tabs for 'Review Announcement' and 'Announcement Review'. The 'Announcement Review' tab is active, showing 'Announcement Text Review'. The page includes a text editor with a red circle around the 'Preview' button and a red arrow pointing to the 'Save' button. The text editor contains the following text: 'PROMOTION POTENTIAL: 13', 'DUTY LOCATIONS: 1 vacancy in the following location: Washington DC, District of Columbia I want to add in another location.', and 'WHO MAY APPLY: Current Permanent Competitive Service Civilian Federal Employees, Reinstatement Eligibles, 30% or more Disabled Veterans, Certain Former Overseas Employees (Executive Order 12721), Interchange Agreement, VEOA, or ICTAP.'

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.

The screenshot shows the 'USA Staffing' interface. The top navigation bar includes 'Staffing' and 'Search'. The main header is 'REVIEW'. Below it, there are tabs for 'Announcement for San Diego' and 'Announcement Review'. The 'Announcement Review' tab is active, showing 'Announcement Questionnaire Review'. The page includes a text editor with a red arrow pointing to the 'Announcement Questionnaire' tab. The text editor contains the following text: 'Eligibilities', 'Veterans' Preference: Do you claim Veterans' Preference?', and a list of options: '1. NV - No Preference Claimed.', '2. NP - No Preference.', and '3. NP - No Preference Claimed.'



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

USA Staffing®

Staffing Search

Go To

Jodi Morehouse (UAT)

REVIEW

Announcement for San Diego Announcement Review

Review Announcement

Announcement Text Announcement Questionnaire

Announcement Questionnaire Review

Created: 1/7/2016 17:10 EST

Approval Status

Incomplete

Approved

Approved Pending Changes

Rejected

Eligibilities

Veterans' Preference

Do you claim Veterans' Preference?

1. NV – No Preference Claimed.

2. NP – No Preference.

3. PP – Partial Preference.

Save Cancel

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.

REVIEW

Announcement for San Diego Announcement Review

Announcement for San Diego

Position Title Human Resources Specialist

Created 1/7/2016

Due 1/8/2016

Status Active

Returned Owner Jodi Morehouse

Overview Review Information

Instructions

Please review the announcement.

Review Status

Announcement Questionnaire

Announcement Text

Notes

Add your note text here.

Save Cancel



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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

The screenshot shows the 'REVIEW' page for an 'Announcement for San Diego' review. The page includes a header with 'USA Staffing', 'Staffing', and 'Search' tabs. Below the header, there's a 'REVIEW' section with tabs for 'Overview' and 'Review Information'. The 'Overview' tab is active, showing 'Instructions' and 'Review Status'. The 'Review Status' section lists two items: 'Announcement Questionnaire' and 'Announcement Text', both with 'Approved' status. A red arrow points to the 'Return to HR' button at the bottom right of the page.

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

This screenshot shows the same 'REVIEW' page as the previous one, but with a confirmation dialog box overlaid. The dialog box contains the text: 'You have completed all review assignments. Do you want to return this review to HR?'. It has two buttons: 'Return to HR' and 'Cancel'. A red arrow points to the 'Return to HR' button. The background page is dimmed, showing the same 'Announcement for San Diego' review details.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

The screenshot displays the 'USA Staffing' REVIEW interface. At the top, the 'REVIEW' dropdown is active. Below it, a summary bar shows the review name 'Announcement for San Diego', position title 'Human Resources Specialist', creation date '1/7/2016', due date '1/8/2016', and status 'Returned' (circled in red). The returned date is '1/19/2016'. The owner is 'Jodi Morehouse'. The 'Overview' tab is selected, showing 'Instructions' and 'Review Status'. The 'Review Status' section contains two items: 'Announcement Questionnaire' and 'Announcement Text', both with green checkmarks (circled in red) and 'Approved' status.

| Review Name | Position Title | Created | Due | Status | Returned |
|----------------------------|----------------------------|----------|----------|----------|-----------|
| Announcement for San Diego | Human Resources Specialist | 1/7/2016 | 1/8/2016 | Returned | 1/19/2016 |

Owner: Jodi Morehouse

Instructions: Please review the announcement.

Review Status:

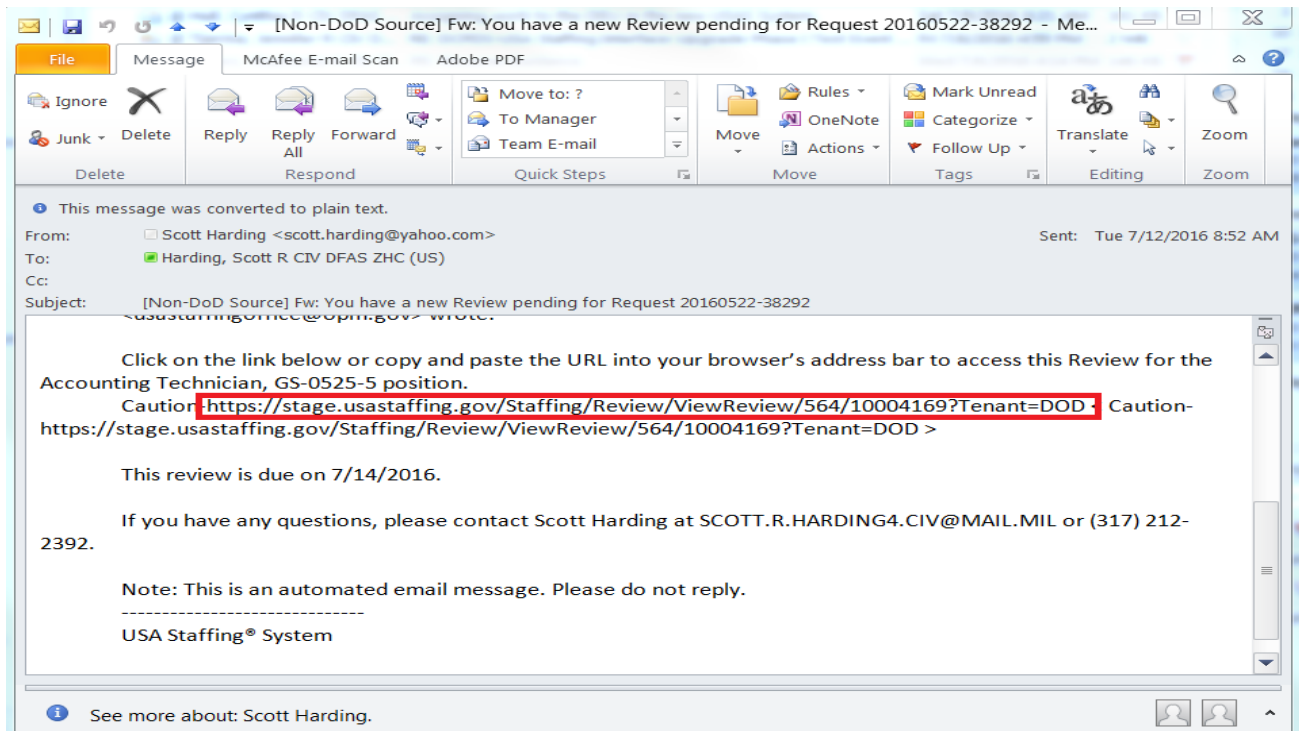
| Item | Text changes and comments | Approval Status |
|----------------------------|---------------------------|-----------------|
| Announcement Questionnaire | | Approved |
| Announcement Text | | Approved |



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.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

USA Staffing®

Staffing Search

Go To

Scott Harding (UAT)

DASHBOARD

Reviews (3)

2 Past Due 1 Due This Week 0 More Than A Week

Active All Customers

Review Name, Request Number, Vacancy Number and Position Title

| Review Name | Request Number | Vacancy Number | Position Title | Status | Due | Received |
|------------------------------------|----------------|----------------|------------------------|--------|-----------|-----------|
| Accountant | 20160509-53960 | 10003951 | Accountant | Active | 5/11/2016 | 5/9/2016 |
| Supervisory Accountant, GS-0510-13 | 20160329-32169 | 10003405 | Supervisory Accountant | Active | 5/18/2016 | 5/17/2016 |
| Accounting Technician GS-0525-05 | 20160522-38292 | 10004169 | Accounting Technician | Active | 7/14/2016 | 7/12/2016 |

2. Under **Review Status** click on your certificate.

Note: The due date of your review is displayed at the top of the page.

USA Staffing®

Staffing Search

Go To

Scott Harding (UAT)

REVIEW

Accounting Technician GS-0525-05

Review Name: Accounting Technician GS-0525-05
Position Title: Accounting Technician
Owner: Scott Harding

Created: 7/12/2016
Due: 7/14/2016
Status: Active
Returned:

Overview Review Information

Notes 0 History

Instructions

Review this. Make a selection.

Review Status

| | | |
|----------------------------------|--------------------------|-----------------------------|
| ✖ Certificate: 20160712-JJKA-002 | Make selection decisions | Approval Status: Incomplete |
| ✖ Certificate: 20160629-JJKA-001 | Make selection decisions | Approval Status: Incomplete |
| ✖ Certificate: 20160712-JJKA-003 | Make selection decisions | Approval Status: Incomplete |
| ✖ Certificate: 20160712-JJKA-001 | Make selection decisions | Approval Status: Incomplete |

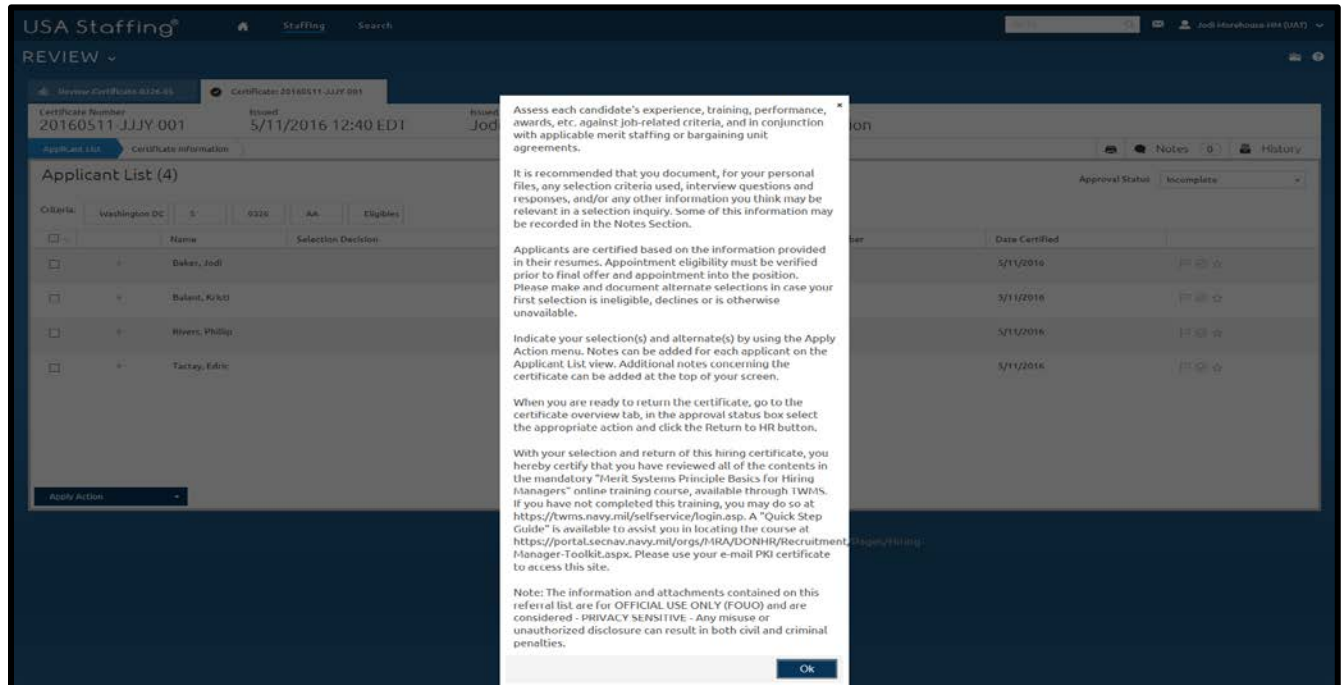
Return to HR



DFAS USA STAFFING DESK GUIDE

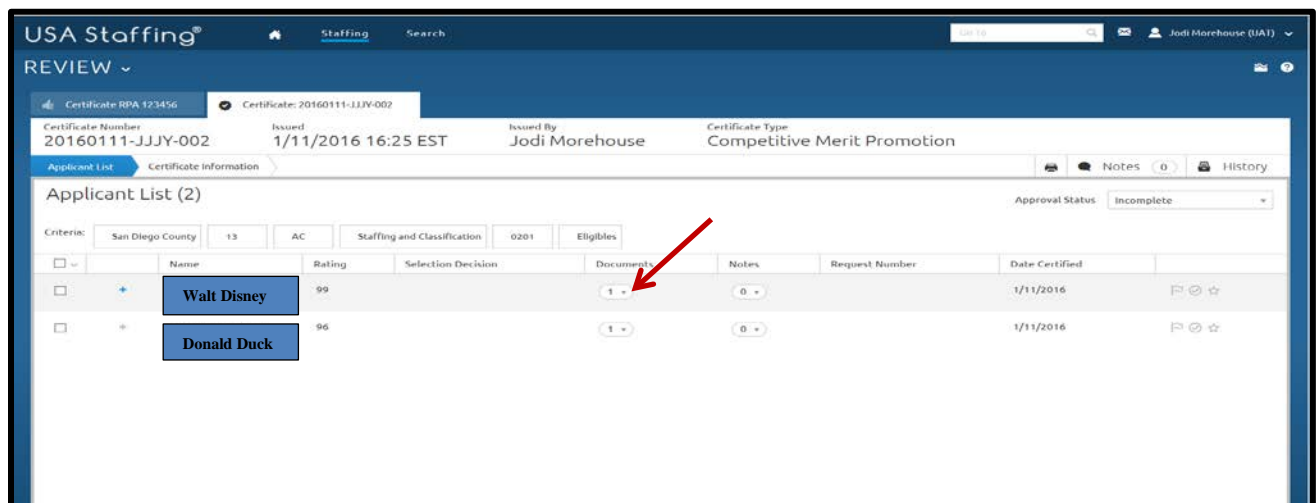
HIRING MANAGER USER

- 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 **Certificate Information** chevron, you can review details about the certificate and the instructions.

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





DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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

The screenshot shows the USA Staffing REVIEW page. The top navigation bar includes 'USA Staffing', 'Staffing', and 'Search'. The main header displays 'REVIEW' and a dropdown menu. Below the header, there are tabs for 'Certificate RPA 123456' and 'Certificate: 20160111-JJY-002'. The certificate details include: Certificate Number 20160111-JJY-002, Issued 1/11/2016 16:25 EST, Issued By Jodi Morehouse, and Certificate Type Competitive Merit Promotion. The 'Applicant List' tab is selected, showing a list of applicants. A pop-up window titled 'Documents' is displayed over the list, showing a table of documents. The table has columns for Document Name, Document Type, and Received. The first row shows 'Resume' as the Document Name, 'Resume' as the Document Type, and '1/11/2016 11:38 EST' as the Received date. The 'Resume' text is circled in red.

| Document Name | Document Type | Received |
|---------------|---------------|---------------------|
| Resume | Resume | 1/11/2016 11:38 EST |

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

The screenshot shows the USA Staffing REVIEW page. The top navigation bar includes 'USA Staffing', 'Staffing', and 'Search'. The main header displays 'REVIEW' and a dropdown menu. Below the header, there are tabs for 'Certificate RPA 123456' and 'Certificate: 20160111-JJY-002'. The certificate details include: Certificate Number 20160111-JJY-002, Issued 1/11/2016 16:25 EST, Issued By Jodi Morehouse, and Certificate Type Competitive Merit Promotion. The 'Applicant List' tab is selected, showing a list of applicants. A red arrow points to the (+) sign next to the applicant name 'Walt Disney'.

| Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|-------------|--------|--------------------|-----------|-------|----------------|----------------|
| Walt Disney | 99 | | 1 | 0 | | 1/11/2016 |
| Donald Duck | 96 | | 1 | 0 | | 1/11/2016 |



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HIRING MANAGER USER

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

USA Staffing®

REVIEW ▾

Certificate RPA 123456 Certificate: 20160111-JJY-002

Certificate Number: 20160111-JJY-002 Issued: 1/11/2016 16:25 EST Issued By: Jodi Morehouse Certificate Type: Competitive Merit Promotion

Applicant List Certificate Information

Applicant List (2) Approval Status: Incomplete

Criteria: San Diego County 13 AC Staffing and Classification 0201 Eligibles

| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|--------------------------|-------------|--------|--------------------|-----------|-------|----------------|----------------|
| <input type="checkbox"/> | Walt Disney | 99 | | 1 | 0 | | 1/11/2016 |

Assessment Eligibility

Assessment Questionnaire Responses (8 Items)

+ 10922-69206-testfords (8)

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

USA Staffing®

REVIEW ▾

Certificate RPA 123456 Certificate: 20160111-JJY-002

Certificate Number: 20160111-JJY-002 Issued: 1/11/2016 16:25 EST Issued By: Jodi Morehouse Certificate Type: Competitive Merit Promotion

Applicant List Certificate Information

Applicant List (2) Approval Status: Incomplete

Criteria: San Diego County 13 AC Staffing and Classification 0201 Eligibles

| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|--------------------------|-------------|--------|--------------------|-----------|-------|----------------|----------------|
| <input type="checkbox"/> | Walt Disney | 99 | | 1 | 0 | | 1/11/2016 |

Assessment Eligibility

Assessment Questionnaire Responses (8 Items)

- 10922-69206-testfords (8)

+ This is the specialized experience. *

Conduct job analysis (e.g., review position description (PD), classification standards, performance standards, etc.) for a variety of occupational series and grades to write candidate assessment tools. *

STAFFING & RECRUITING

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have had education or training in how to perform this task, but have not yet performed it on the job.
- ☐ I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☒ I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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

The screenshot shows the 'Applicant List (2)' for Certificate 20160111-JJY-002. The 'Eligibility' tab is selected, indicated by a red arrow. Below the tab, the 'Eligibilities' section shows two adjudications: 'Current Permanent Federal Employee' and 'Veterans Employment Opportunities Act'. The table below the tab lists the applicant's details.

| Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|-------------|--------|--------------------|-----------|-------|----------------|----------------|
| Walt Disney | 99 | | 1 | 0 | | 1/11/2016 |

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.

The screenshot shows the 'Applicant List (2)' for Certificate 20160111-JJY-001. The table lists two applicants: Walt Disney and Donald Duck. On the right side of the table, there are three symbols: a flag, a checkmark, and a star, which are circled in red. The 'Apply Action' button is visible at the bottom left.

| Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|-------------|--------|--------------------|-----------|-------|----------------|----------------|
| Walt Disney | 99 | Not Selected | 1 | 0 | | 1/11/2016 |
| Donald Duck | 96 | Not Selected | 1 | 0 | | 1/11/2016 |

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**.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

USA Staffing®

REVIEW

Staffing Search

20160111-JJY-001

Certificate Number: 20160111-JJY-001

Issued: 1/11/2016 15:53 EST

Issued By: Jodi Morehouse

Certificate Type: Competitive Merit Promotion

Applicant List (2)

Criteria: San Diego County 13 AA Staffing and Classification 0201 Eligibles

2 Applicant records on this page are selected. Select all 0 Applicant records

| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|-------------------------------------|-------------|--------|--------------------|-----------|-------|----------------|----------------|
| <input checked="" type="checkbox"/> | Walt Disney | 99 | Not Selected | 1 | 0 | | 1/11/2016 |
| <input checked="" type="checkbox"/> | Donald Duck | 96 | Not Selected | 1 | 0 | | 1/11/2016 |

Apply Action

Document Selection Decision

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**.

USA Staffing®

REVIEW

Staffing Search

20160111-JJY-001

Certificate Number: 20160111-JJY-001

Issued: 1/11/2016 15:53 EST

Issued By: Jodi Morehouse

Certificate Type: Competitive Merit Promotion

Applicant List (2)

Criteria: San Diego County 13 AA Staffing and Classification 0201 Eligibles

2 Applicant records on this page are selected. Select all 0 Applicant records

| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|-------------------------------------|---------------|--------|--------------------|-----------|-------|----------------|----------------|
| <input checked="" type="checkbox"/> | Barba, Carlos | 99 | Not Selected | | | | 1/11/2016 |
| <input checked="" type="checkbox"/> | L. | 96 | Not Selected | | | | 1/11/2016 |

Choose Document Types

Select all document types

☒ Resume

Order by Last Name ☐

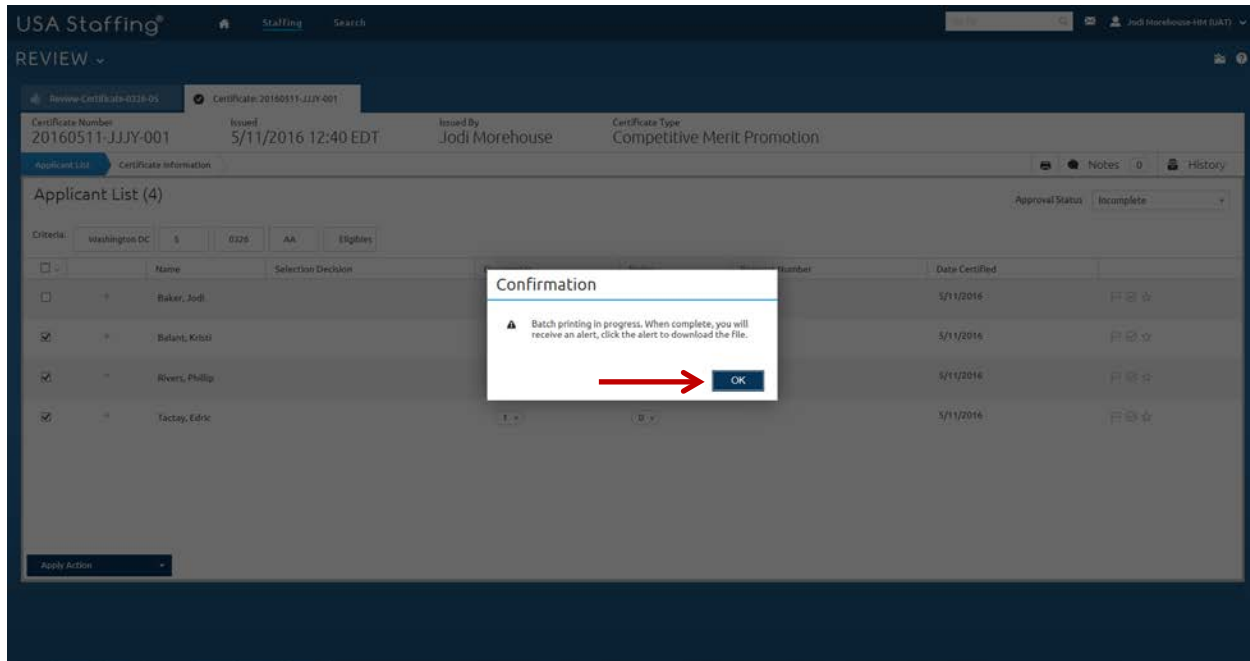
Print Documents Cancel



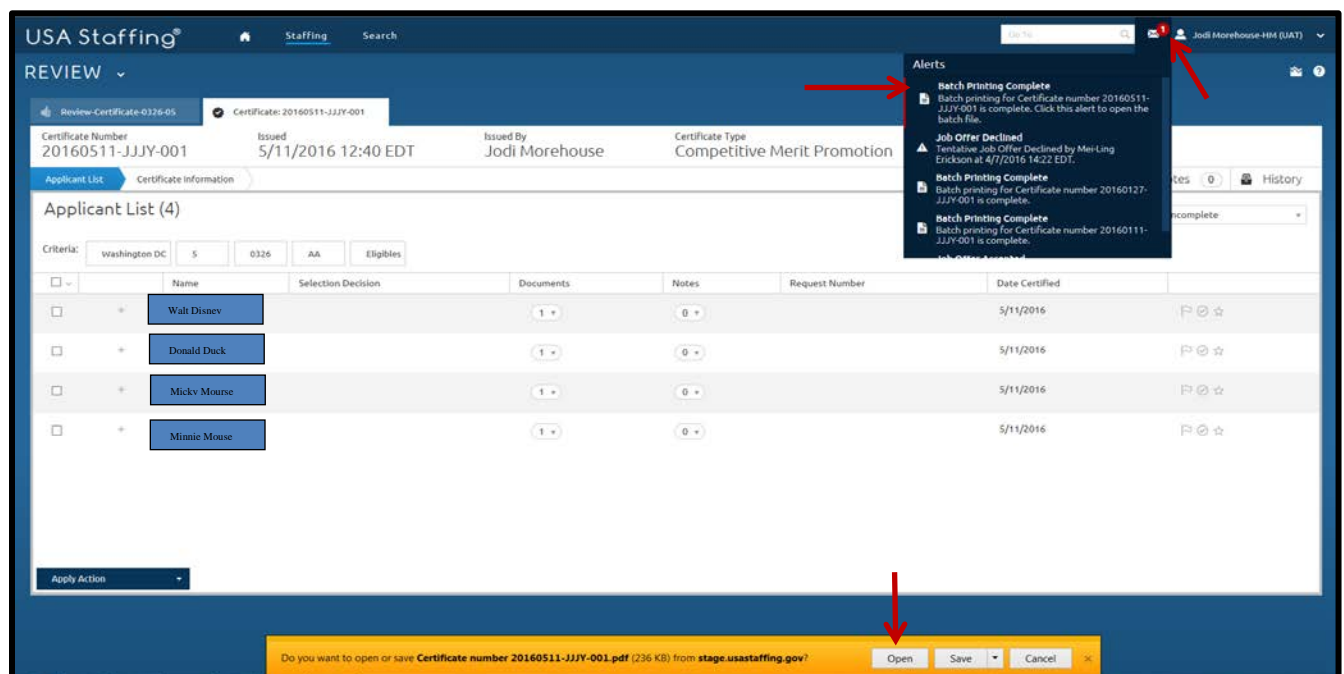
DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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

USA Staffing®

REVIEW

Certificate RPA 123456 Certificate: 20160111-JJY-002

Certificate Number: 20160111-JJY-002 Issued: 1/11/2016 16:25 EST Issued By: Jodi Morehouse Certificate Type: Competitive Merit Promotion

Applicant List (2)

| Criteria: | San Diego County | 13 | AC | Staffing and Classification | 0201 | Eligibles | |
|--------------------------|------------------|--------|--------------------|-----------------------------|-------|----------------|----------------|
| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
| <input type="checkbox"/> | Walt Disney | 99 | | 1 | 0 | | 1/11/2016 |
| <input type="checkbox"/> | Donald Duck | 96 | | 1 | 0 | | 1/11/2016 |

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

Certificate Overview Report

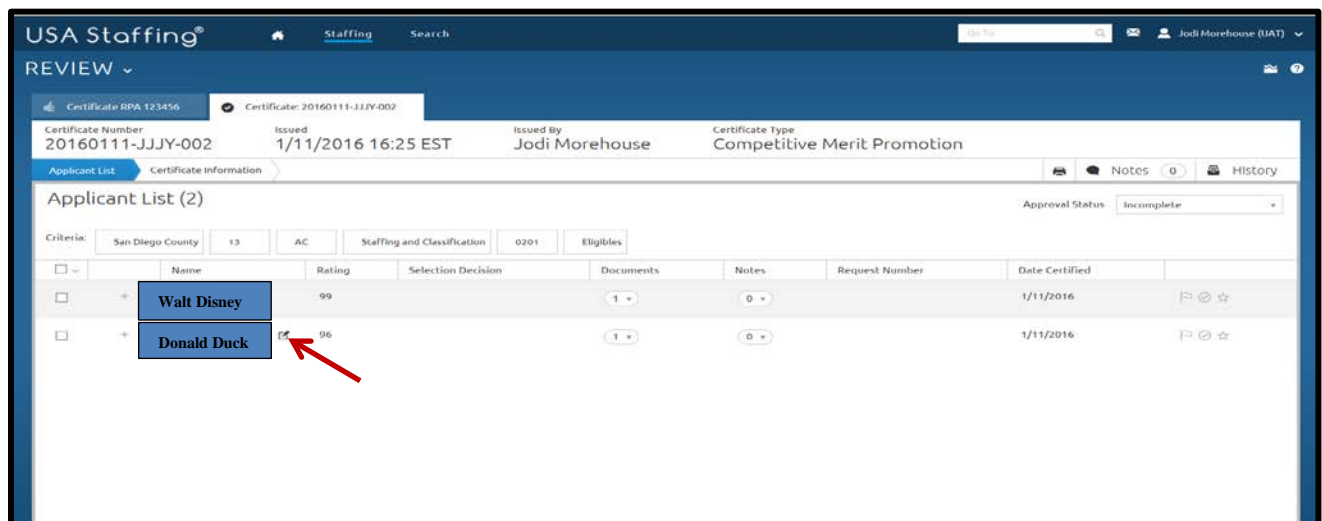
- Plumber , 4206 -10

| | |
|---|---|
| Certificate Name 20160203-JJOZ-002 | Rank By 2 |
| Certificate Type Competitive Merit Promotion | Priority Order 32 |
| Certificate Issue Date 02/03/2016 | Refer Method None |
| Certificate Issuer - | Order 2 |
| Announcement Number NRF-10002632-16-DD-033003-M | Tie Breaker 2 |
| Vacancy Number 10002632 | Eligibility Veterans Employment Opportunities Act |
| Vacancy Type 0 | |
| Locations Villanova, Pennsylvania United States | |

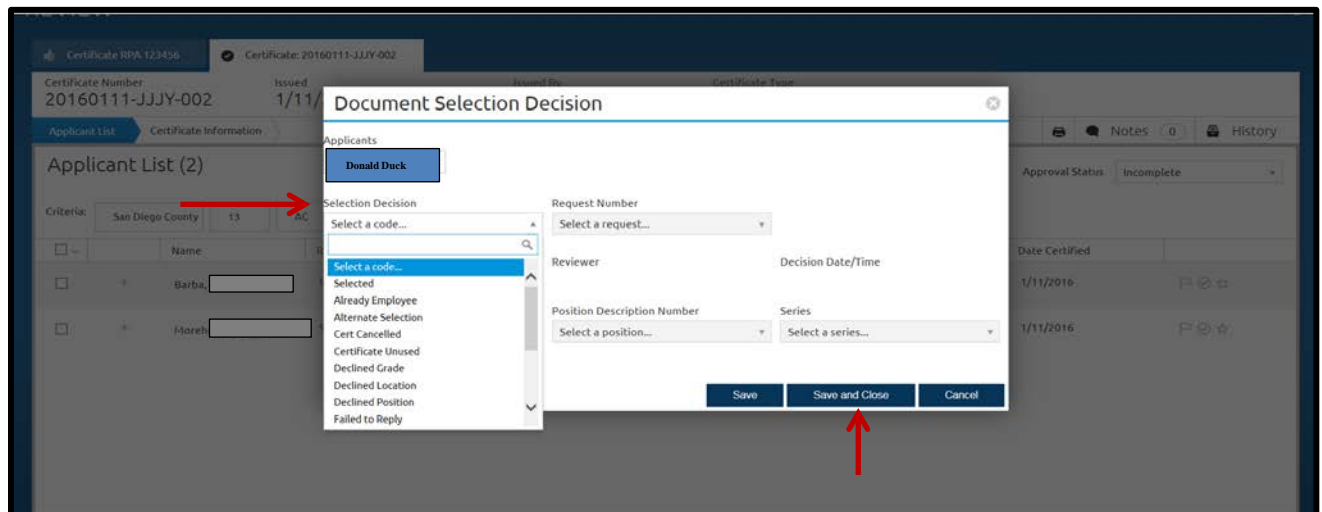


Making Selections

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**.





DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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.

The screenshot shows the 'Document Selection Decision' dialog box in the DFAS USA Staffing Desk. The dialog box is open over the 'Applicant List (6)' table. The 'Request Number' field is highlighted with a red arrow, indicating the user should click the dropdown arrow to select an RPA number. The 'Location', 'Position Description Number', and 'Series' fields are also visible and populated.

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**.

The screenshot shows the 'Document Selection Decision' dialog box with the 'Selection Decision' dropdown set to 'Alternate Selection' and the 'Alternate Selection Order' dropdown set to '1'. Red arrows point to these two fields. The 'Request Number' field is empty and labeled 'No available Request Numbers'. The 'Review Name' field is empty. The 'Location', 'Position Description Number', and 'Series' fields are populated.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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**.

The screenshot shows the 'Applicant List (4)' interface. At the top, there are tabs for 'Applicant List' and 'Certificate Information'. Below the tabs, there are filters for 'Criteria: Best Qualified (90)', 'San Diego', '12', '0855', and 'Eligibles'. The main table has columns: Name, Selection Decision, Documents, Notes, Request Number, and Date Certified. Four applicants are listed: Walt Disney, Donald Duck, Mickey Mouse, and Minnie Mouse. Each row has a checkbox in the 'Selection Decision' column. Below the table, there is an 'Apply Action' dropdown menu with options: 'Document Selection Decision', 'Decision', 'Print Documents', and 'Add Notes'.

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

The screenshot shows the 'REVIEW' interface. At the top, there are tabs for 'Applicant List' and 'Certificate Information'. Below the tabs, there are filters for 'Criteria: Best Qualified (90)', 'San Diego', '12', '0855', and 'Eligibles'. The main table has columns: Name, Selection Decision, Documents, Notes, Request Number, and Date Certified. Four applicants are listed: Baker, Jodi; Morton, Kimberly; Rivers, Phillip; and Tactay, Edric. Each row has a checkbox in the 'Selection Decision' column. A pop-up box is open over the table, titled 'Selection Decision'. It contains a list of codes: Declined Location, Declined Position, Failed to Reply, Not Selected, Removed Drug Screen, Removed Security, Removed Suitability, Removed Quits, Withdrawn, Accepted Another Position with Agency, and Select a code... The 'Not Selected' code is highlighted. Below the list, there is a 'Request Number' dropdown menu with the value 'No available Request Numbers'. At the bottom of the pop-up box, there are buttons for 'Save', 'Save and Close', and 'Cancel'.



DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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**.

The screenshot shows the 'REVIEW' page for Certificate RPA 123456. The 'Certificate Information' tab is active, displaying details for Certificate Number 20160111-JJY-002, Issued 1/11/2016 16:25 EST, Issued By Jodi Morehouse, and Certificate Type Competitive Merit Promotion. Below this is the 'Applicant List (2)' with criteria: San Diego County, 13, AC, Staffing and Classification, 0201, Eligibles. The list contains two applicants: Donald Duck (Rating 99, Selection Decision Alternate Selection 1) and Mimie Mouse (Rating 96, Selection Decision Selected). The 'Approval Status' dropdown menu is open, showing options: Incomplete, Selection Made, and No Selection Made. A red arrow points to the 'Selection Made' option.

| Criteria | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified |
|--|-------------|--------|-----------------------|-----------|-------|----------------|----------------|
| San Diego County, 13, AC, Staffing and Classification, 0201, Eligibles | Donald Duck | 99 | Alternate Selection 1 | 1 | 0 | | 1/11/2016 |
| | Mimie Mouse | 96 | Selected | 1 | 0 | 16JANTESTFORSO | 1/11/2016 |

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

The screenshot shows the 'REVIEW' page for Certificate RPA 123456. The 'Review Information' tab is active, displaying details for Review Name Certificate RPA 123456, Position Title Human Resources Specialist, Created 1/11/2016, Due 1/13/2016, Status Active, Returned, and Owner Jodi Morehouse. Below this is the 'Instructions' section with the text: 'Please make a selection by the due date and return to the Ops Center.' The 'Review Status' section shows a green checkmark for Certificate: 20160111-JJY-002, with buttons for 'Make selection decisions', 'Approval Status', and 'Selection Made'. A red arrow points to the 'Return to HR' button.

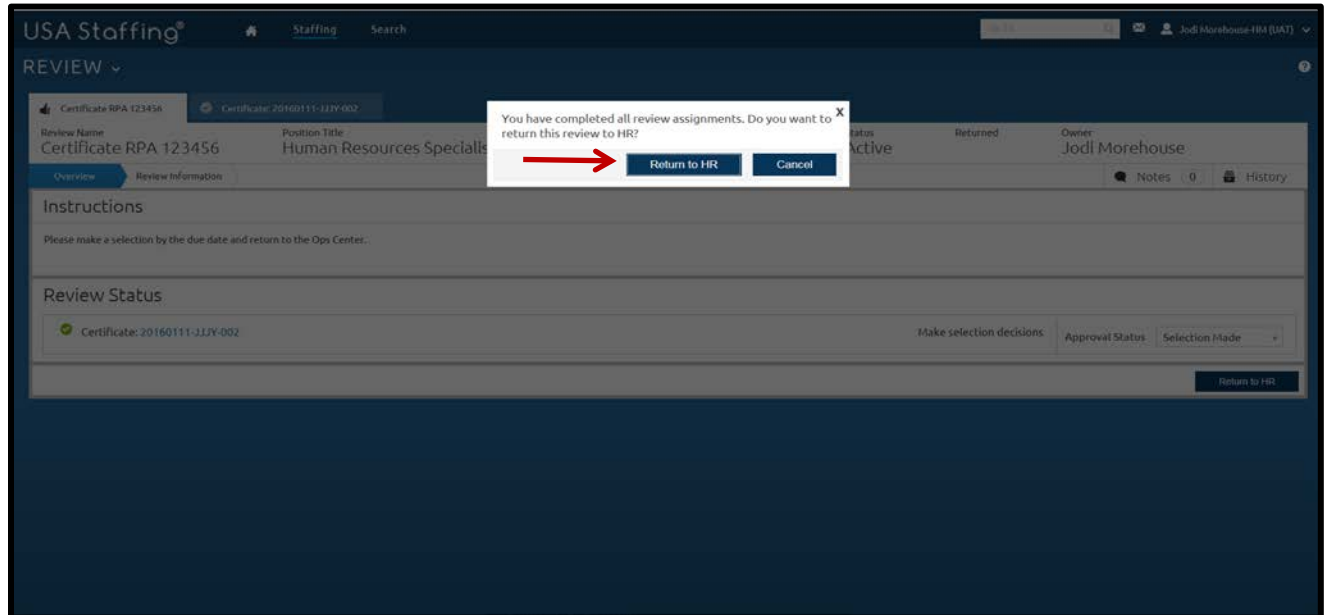
| Review Name | Position Title | Created | Due | Status | Returned | Owner |
|------------------------|----------------------------|-----------|-----------|--------|----------|----------------|
| Certificate RPA 123456 | Human Resources Specialist | 1/11/2016 | 1/13/2016 | Active | | Jodi Morehouse |





DFAS USA STAFFING DESK GUIDE

HIRING MANAGER USER

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**.

