



Enhanced Routing & Information Access

The New Version of USA Staffing includes an internal *workflow approval process & metrics dashboard* for:

- **Centralized** review, edit, & approval of vacancy announcements, assessments, & selections
- **Automated** tracking of key metrics
- Communication with HR Specialist via USA Staffing - **no more miscommunications** via LOST EMAILS

Training:

Reviewing a certificate as a hiring manager:

https://help.usastaffing.gov/USASUpgResCtr/images/3/35/USA_Staffing_Upgrade_HM_Quick_Reference_Guide_v2.pdf

Review Name	Due	Received
Accountant	5/11/2016	5/9/2016
Supervisory Accountant, GS-0510-13	5/18/2016	5/17/2016
Accounting Technician GS-0525-05	7/14/2016	7/12/2016

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

Instructions
Review this. Make a selection.

Review Status

- Certificate: 20160712-JJKA-002
- Certificate: 20160629-JJKA-001
- Certificate: 20160712-JJKA-003

Find more information about the USA Staffing Upgrade at <http://go.usa.gov/x9sdc>

DFAS USA Staffing Hiring Manager Guide - <http://go.usa.gov/x897c>

Still Need Assistance?

For additional questions on the USA Staffing Upgrade, contact the HR Customer Care Center at 317-212-0454 and you will be directed to a specialist for assistance.