



Privacy Impact Assessment
for the

USA HireSM

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Contact Point

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Abstract

The USA Hire Group in the Federal Staffing Center, in the Human Resource Solutions Division of the Office of Personnel Management (OPM), operates the USA Hire Program. OPM uses the electronic program named USA HireSM to allow federal government job applicants to complete required online assessments which are used as criteria to determine their qualifications for positions for which they have applied. This Privacy Impact Assessment is being conducted because USA HireSM collects, maintains, and uses personally identifiable information about individuals who complete required online assessments as part of their applications for Federal government positions.

Overview

OPM created the USA HireSM program specifically to meet the hiring needs of Federal government agencies. OPM provides USA HireSM to other agencies, on a reimbursable basis, through inter-agency agreements under the provisions of the Revolving Fund, 5 U.S.C. §1304 (e) (1), which permits OPM to perform human resources management services for agencies on a cost-recovery basis. With USA HireSM, agencies are able to more easily identify the best job candidates and improve the efficiency of their assessment process. The system is used for the construction, analysis, and validation of written tests and other assessment instruments used in personnel selection and appraisal. It is also used for research on and evaluation of personnel and organizational management and staffing methods, including workforce effectiveness studies.

USA HireSM is an assessment option that Federal agencies may use in combination with agency-specific staffing assessment questionnaires. The electronic system includes an online assessment platform used to deliver assessments for use in Federal hiring. Current USA HireSM online program assessments are designed to measure critical general competencies required for the job. They combine several multiple choice and simulation-based test types that can be delivered in an online, non-proctored setting. This permits more job specific assessments to be given to each applicant, depending on the job to which he or she is applying.

USA HireSM collects candidate information, provided by the job applicant, through USA Staffing® and USAJOBS for the purpose of employment consideration. Federal agencies use USAJOBS to facilitate their hiring processes and match qualified applicants to job openings. USAJOBS serves as a central location to find job openings within of federal agencies and organizations. USA Staffing® permits Federal agencies to post job openings to USAJOBS, receive applications for job seekers, and share lists of eligible applicants electronically with hiring managers. Applicants provide information to USAJOBS and USA Staffing® for use in the hiring process; USA Staffing® then sends the applicant's email, first name, and last name to USA HireSM where that program is used by the hiring agency for a specific job opening.



USA HireSM is a timed, multiple-choice assessment battery. There are three stages to the application process established in the USA HireSM program: application, cognitive exams, and general exams. By replacing the old format of the Federal Civil Service Exams with USA Hire Competency-Based Assessments, the Federal Government has tapped into the ability of assessments to predict job performance. With the selectee's information, USA HireSM sends an email invitation from OPM to each applicant that meets the minimum qualification. Applicants then have 48 hours (typically, unless there is a reasonable accommodation adjudication) after the close of the job opportunity announcement to complete the system's assessments. An applicant's score for an assessment will be used for future job opportunity announcements using USA HireSM for one year. How results will be re-used is specifically referenced in each job announcement that uses USA HireSM.

The system uses animated avatars and videos to simulate challenges that could confront employees, testing their reasoning and problem-solving skills. Advances in technology allow the tests to scale questions; a correct answer leads to a harder question and an incorrect one ratchets down to an easier option. Scoring is instantaneous, an advance that can quickly winnow the pool of applicants. USA HireSM exams are designed to assess general aptitude. But to avoid possible discrimination, the exams also measure other attributes, such as teamwork, problem solving and judgment, and are tailored to assess specific job skills. The tests were developed by personnel psychologists, who seek to ensure that all applicants are on a level field. The test results are organized into three categories: Best Qualified, Highly Qualified, and Qualified. The threshold for each category is determined by the Federal government agency that is seeking to hire employees. Unless there is a low ratio of candidates to job openings, only the best qualified are certified for the position.

The system's assessments were designed using industry and professional best practices. Each of the more than 900 "off-the-shelf" assessment solutions are distinctively created to target specific competencies, occupations, and/or job families. It is designed to customize a measurable assessment for each job skillset if there are competencies specific to a position or to an agency. Along with the software solution, USA HireSM Solution Managers work with agencies individually throughout the selection process to mitigate issues and ensure more accuracy. These experts help agency officials determine the best solutions to meet hiring needs. Once the assessments are implemented, Solution Managers also provide ongoing support. Technical support is also offered via the USA HireSM Help Desk for any applicants who experience issues when taking the assessments. This system is compliant with Federal hiring regulations and meets Federal Information Technology (IT) security requirements.



Section 1.0 Authorities and Other Requirements

1.1 What specific legal authorities and/or agreements permit and define the collection of information by the project in question?

The U.S. Office of Personnel Management (OPM) and other Federal agencies rate applicants for Federal jobs under the authority of 5 U.S.C. §§ 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394. 5 U.S.C. § 1104 allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Additional authorities regarding the collection of information to meet the hiring needs of Federal government agencies are contained in 5 U.S.C. §§ 3109, 3302, 3305, 3306, 3307, 309, 3313, 3317, 3318, 3319, 3326, 4103, 4702, 4723, 5532, and 5533.

1.2 What Privacy Act System of Records Notice(s) (SORN(s)) apply to the information?

The OPM/ GOVT-5 Recruiting, Examining and Placement Records and OPM/GOVT-6 Personnel Research and Test Validation Records SORNs apply to the information in USA HireSM.

1.3 Has a system security plan been completed for the information system(s) supporting the project?

Yes, the systems security plan for USA HireSM was completed as part of the authority to operate (ATO) for USA HireSM, signed on September 29, 2016.

1.4 Does a records retention schedule approved by the National Archives and Records Administration (NARA) exist?

Yes. GRS 2.1, item 050 (DAA-GRS-2014-0002-0006), GRS 2.1, item 051 (DAA-GRS-2014-0002-0007) and GRS 2.1, item 070 (DAA-GRS-2014-00020012) are the current approved NARA schedules that apply to the information in USA HireSM.

1.5 If the information is covered by the Paperwork Reduction Act (PRA), provide the OMB Control number and the agency number for the collection.

The information collected in USA HireSM is collected through OPM Form 1203-FX – Occupational Questionnaire (OMB Control Number 3206-0040) and through USA Jobs (OMB Control Number 3046-0046).



Section 2.0 Characterization of the Information

2.1 Identify the information the project collects, uses, disseminates, or maintains.

USA HireSM collects, uses, disseminates, and maintains the following information about individual job applicants: first name, middle initial, last name, and email address. Other information maintained and used by the system includes test content (the test questions, instructions, and format), test results and scores (the answers the user selected, calculated scores), account information for system users (username, password, role), and information related to proctored test. An encrypted unique identifier generated by the USA Staffing process is also stored. The decryption key is not known to USA HireSM, and the identifier is never decrypted by USA HireSM.

2.2 What are the sources of the information and how is the information collected for the project?

Job seekers voluntarily provide their information to USAJOBS and agency talent acquisition systems (e.g., OPM's USA Staffing) as part of the application process. Where agencies use USA HireSM to evaluate applicant qualifications, USA Staffing sends the first name, last name, and email address of applicants within consideration to USAH's program through a web interface; applicants do not enter any personal information directly into USA HireSM.

2.3 Does the project use information from commercial sources or publicly available data? If so, explain why and how this information is used.

USA HireSM does not obtain or use any information that is publicly available or that comes from commercial sources.

2.4 Discuss how accuracy of the data is ensured.

The initial quality of USA HireSM data is supported by validations at the source systems. The data collected directly from the applicant is validated for accuracy with built-in, system generated confirmations for the user's acceptance, as well as automated data confirmations of input fields. To ensure accurate transmission and translation of data, USA HireSM conducts integration testing with each system release. Some agencies and positions require an in-person monitored assessment process. To accommodate this need, OPM offers agencies access to over 600 certified testing center locations. Once assessments are completed, applicant responses and scores are securely uploaded through the USA HireSM platform for an easy proctored experience.



To maintain accuracy from a technical perspective, USA HireSM captures sufficient information in audit records to establish what events occurred, the sources of the events, and the outcomes of the events. USAH personnel also review and analyze application audit records for indications of inappropriate or unusual activity, investigates suspicious activity or suspected violations, reports findings to appropriate officials, and takes necessary actions.

2.5 Privacy Impact Analysis: Related to Characterization of the Information

Privacy Risk: There is a risk that the system will collect excessive or unnecessary PII.

Mitigation: USA HireSM and the USAH program mitigates this risk by allowing agencies to modify the PII requests such that only PII relevant to the specific application is being collected. In addition, the system collects data only for applicants who are identified as meeting minimum qualification and eligibility requirements for the vacancies for which they have applied. The system only collects customized information for the specific assessments given to each applicant, depending on the job to which he/she is applying. Additionally, applicants are notified at the point of collection and before the assessment test if the information they submit is either required or optional.

Privacy Risk: There is a risk that the information in the system is not accurate and may result in individuals not being associated with the correct scores or position.

Mitigation: This risk is mitigated through validation measures, testing, and audit log monitoring, as described in Section 2.4.

Section 3.0 Uses of the Information

3.1 Describe how and why the project uses the information.

USAH is a human resources program that offers Federal agencies online assessment solutions. Agencies can use USA HireSM to automate agency assessment content, to develop new custom online assessments, or to implement the USAH program's standard and premium assessments. The system operates to help agencies identify the most highly qualified candidates for positions, based upon job-related competencies. USA HireSM uses the applicant first name, last name, and email address to identify and communicate with applicants for the purpose of scheduling and delivering assessments.



3.2 Does the project use technology to conduct electronic searches, queries, or analyses in an electronic database to discover or locate a predictive pattern or an anomaly? If so, state how OPM plans to use such results.

USA HireSM does not use information it collects from the public to perform data analysis to discover a predictive pattern or anomaly.

3.3 Are there other programs/offices with assigned roles and responsibilities within the system?

OPM Personnel Research Psychologists and Vendor Staff utilize USA HireSM to configure applicant assessments. No other program staff within OPM use the system since the data is not directly used for the Federal hiring process. The research psychologists and the OPM vendor develop the data for research on and evaluation of personnel and organizational management and staffing methods.

3.4 Privacy Impact Analysis: Related to the Uses of Information

Privacy Risk: There is risk of PII being used outside of the scope of the initial collection, for an unauthorized purpose or by unauthorized personnel.

Mitigation: This risk is mitigated by mandatory requirements that OPM personnel and contractors with access to the system complete annual privacy training, as well as only allowing access to program specialized and authorized users. Users of USA HireSM are informed of appropriate uses of PII upon authorization to the system and all users are trained on the appropriate use of PII ensuring that those responsible for administering and operating the system use PII appropriately. Users are also made aware of the USA Staffing Rule of Behavior (See Appendix A). USAH personnel also review and analyze application audit records for indications of inappropriate or unusual activity, investigates suspicious activity or suspected violations, reports findings to appropriate officials, and takes necessary actions.

Section 4.0 Notice

4.1 How does the project provide individuals notice prior to the collection of information? If notice is not provided, explain why not.

USA HireSM receives its information from data sites that previously collected information. The electronic system does not provide direct data access to the public prior to the collection of information; therefore, notice is not given from the system. However, the fillable forms referenced in section 1.5 contain Privacy Act statements that inform the applicants why the information is being collected and how it will be used. Applicants to



job vacancies utilizing USA HireSM are also presented with the OPM Privacy Act statement on both USAJOBS and USA Staffing's application manager. These statements indicate what data OPM may collect for selection assessments.

A System Use Notification, Privacy Policy, Full Terms and Conditions of Use, and Rules of Behavior are presented in USAJOBS and USA Staffing, where job seekers complete their applications and provide personal information. USA Staffing and USAJOBS present applicants with a link to the Privacy Act Statement located on the header of the registration page and a link to the Privacy Policy on the footer of every page within the web application.

Applicants receive all status updates and notifications typically sent through USA Staffing and USAJOBS during the application process. In addition, the job opportunity announcement, the onscreen instructions in Application Manager, and the program's invitation email all provide specific instructions on what applicants can expect and how applicants should complete the next steps in the process.

4.2 What opportunities are available for individuals to consent to uses, decline to provide information, or opt out of the project?

Applicants begin the application process at USAJOBS and continue at USA Staffing. USA HireSM receives all personal data on applicants from these two systems. Applicants consent to the online Full Terms and Conditions of Use statement upon signing in at USAJOBS. For vacancies that require USAH online assessments, the user will be informed that information will be shared with the vendor hosted system. Applicants may choose to not apply based on this information. Additionally, USA Staffing advises all applicants of the terms and conditions of use; applicants may choose to apply or not apply based on this information.

4.3 Privacy Impact Analysis: Related to Notice

Privacy Risk: There is risk that individuals will not receive appropriate notice concerning what information will be collected about them and how that information will be used.

Mitigation: This risk is mitigated through the use of Privacy Act statements on relevant forms and through providing System Use Notification, Privacy Policy, Full Terms and Conditions of Use, and Rules of Behavior at USA Jobs, USA Staffing, and USA Hire. This risk is also mitigated through publication of this PIA.



Section 5.0 Data Retention by the project

5.1 Explain how long and for what reason the information is retained.

GRS 2.1, item 050 (DAA-GRS-2014-0002-0006), GRS 2.1, item 051 (DAA-GRS-2014-0002-0007) and GRS 2.1, item 070 (DAA-GRS-2014-00020012) are the current approved NARA schedules that apply to the information in the USA HireSM program. USA HireSM retains applicant assessment results. OPM and vendor industrial / organizational psychologists utilize this data to determine and demonstrate the efficacy of the assessments. The system retains assessment scores for research purposes, consistent with the OPM GOVT-6 Personnel Research and Test Validation Records SORN, where records are collected, maintained, and used by the OPM or other Federal agencies for the construction, analysis, and validation of written tests and other assessment instruments used in personnel selection and appraisal, other assessment instruments used in personnel selection and appraisal, and for research on and evaluation of personnel/organizational management and staffing methods, including workforce effectiveness studies.

In accordance with the records schedules, the information in the system is destroyed 2 year(s) after a selection certificate is closed or final settlement of any associated litigation, whichever is later. In certain cases, where files showing the circumstances of loss, nature of the recovery action, and corrective actions when Civil Service or job-specific test questions are erroneously made potentially available to candidates, these records are destroyed 5 year(s) after date of final report.

5.2 Privacy Impact Analysis: Related to Retention

Privacy Risk: There is a risk that the information contained in USA HireSM will be retained for longer than is necessary to meet the business needs for which it was originally collected.

Mitigation: This risk is mitigated by following the established retention schedule and documented guidance from NARA, which clearly defines retention requirements by record type.



Section 6.0 Information Sharing

6.1 Is information shared outside of OPM as part of the normal agency operations? If so, identify the organization(s) and how the information is accessed and how it is to be used.

The results of applicant assessments, in the form of numerical scores, are shared with Federal agencies who are customers of USA HireSM, but only for the agency's own job vacancies. Agencies access this information either through USA Staffing or exports of assessment results from USA HireSM for specific job vacancies. All user information provided to USA Staffing is shared with its customer Federal agencies for the referral of applicants and candidates for federal vacancies for which they have applied.

6.2 Describe how the external sharing noted in 6.1 is compatible with the SORN noted in 1.2.

The results of applicant assessments, in the form of numerical scores, are shared with Federal agencies who are customers of USAH, but only for the agency's own job vacancies. This is compatible with the purposes set forth in the OPM Govt-5 SORN to use records in considering individuals who have applied for positions in the Federal service by making determinations of qualifications for positions applied for, and to rate and rank applicants applying for the same or similar positions. The records are also used to refer candidates to Federal agencies for employment consideration, including appointment, transfer, reinstatement, reassignment, or promotion. This external sharing is permitted by routine uses b, e, and r in the OPM Govt-5 SORN:

b. With the permission of the applicant, to refer applicants to State and local governments, congressional offices, international organizations, and other public offices for employment consideration.

e. To disclose information to a Federal agency, in response to its request, in connection with hiring or retaining an employee, issuing a security clearance, conducting a security or suitability investigation of an individual, classifying positions, letting a contract, or issuing a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

r. To disclose information to contractors, grantees, or volunteers performing or working on a contract, service, grant, cooperative agreement, or job for the Federal Government.

This external sharing is also consistent with the purposes set forth in the OPM Govt-6 SORN, which states that records are collected, maintained, and used by OPM or other Federal agencies for the construction, analysis, and validation of written tests and other assessment instruments used in personnel selection and appraisal, other assessment



instruments used in personnel selection and appraisal, and for research on and evaluation of personnel/organizational management and staffing methods, including workforce effectiveness studies. Agencies and OPM may provide each other with data collected in support of these functions. This external sharing is permitted by routine uses a and i in the OPM Govt-6 SORN:

a. By the OPM or employing agency maintaining the records to locate individuals for personnel research or survey responses and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

i. To disclose information to contractors, grantees, or volunteers performing or working on a contract, service, grant, cooperative agreement, or job for the Federal Government.

6.3 Does the project place limitations on re-dissemination?

USA Staffing sends applicant information to USA HireSM. Once collected, USA HireSM data is accessed by Federal agencies through their existing USA Staffing accounts. The USAS Rules of Behavior state the data will only be disclosed in connection with the performance of official duties solely for authorized purposes and data will only be disclosed to other agencies or persons expressly authorized to receive or have authorized access to it.

6.4 Describe how the project maintains a record of any disclosures outside of OPM.

Agency personnel primarily review applicant assessment results through USA Staffing. USA Staffing records and retains all user activity in the system, to include the opening of applicant records.

6.5 Privacy Impact Analysis: Related to Information Sharing

Privacy Risk: There is risk that information will be shared for a purpose other than that for which it was originally collected.

Mitigation: This risk is mitigated by only disclosing information pursuant to appropriate routine uses in the relevant SORNs.



Privacy Risk: There is a risk that information that is appropriately shared with third parties will be misused by the recipient or further disseminated without regard to its appropriate use.

Mitigation: This risk is mitigated by requiring all participating agencies to enter into Memoranda of Understanding and Interconnection Security Agreements that outline appropriate use and dissemination of USAH information.

Section 7.0 Redress

7.1 What are the procedures that allow individuals to access their information?

Applicants may review all information on their applications through their USAJOBS account, as USA Staffing updates USAJOBS on application status throughout the hiring process; these updates reflect the results of USA HireSM assessments. For more detailed information, applicants may proceed from their USAJOBS account into USA Staffing application manager. Access is granted when an applicant comes through USAJOBS to USA Staffing after entering a correct username and password. Applicants can also contact the USAH Help Desk at HelpDesk@USAHire.opm.gov.

In addition, individuals wishing to request access to their records should contact OPM or the agency where the job application was made or examination was taken. Individuals must provide the following information for their records to be located and identified:

- Name.
- Date of birth.
- Social security number.
- Identification number (if known).
- Approximate date of record.
- Title of examination or announcement with which concerned.
- Geographic area in which consideration was requested.

Individuals requesting access must also comply with the OPM's Privacy Act regulations on verification of identity and access to records (5 CFR part 297).

7.2 What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?

Applicants may update their information through USAJOBS and USA Staffing. Applicants may also contact the USA Staffing or USAH help desks to address inaccuracies in their data. An individual may contact the agency or the Office where the



application was filed at any time to update qualifications, education, experience, or other data maintained in the system. Changes will be made to the information in USA Staffing, and then updates will be made in USA HireSM with an automated process. In addition, individuals wishing to request amendment of other records under the provisions of the Privacy Act should contact the agency or OPM where the application was made or the examination was taken. Individuals must provide the following information for their records to be located and identified:

- Name.
- Date of birth.
- Social security number.
- Identification number (if known).
- Approximate date of record.
- Title of examination or announcement with which concerned.
- Geographic area in which consideration was requested.

Individuals requesting amendment must also comply with the OPM's Privacy Act regulations on verification of identity and amendment of records (5 CFR part 297).

7.3 How does the project notify individuals about the procedures for correcting their information?

USAH system correspondence with applicants includes contact information for the help desk. The USAH program has an online help desk and personnel available that instructs applicants on how to obtain assistance. Job vacancies also contain information on whom to contact concerning their applications and examination. Applicants are also provided with names of Program Office representative or their respective agency HRM personnel contact information to obtain assistance. This PIA and the SORNs listed in Section 1.2 also provide notification of procedures.

7.4 Privacy Impact Analysis: Related to Redress

Privacy Risk: There is a risk that individuals will not know how to access and update their information.

Mitigation: This risk is reasonably mitigated by providing notice of redress procedures in the SORNs listed in Section 1.2), this PIA , and the USAH program interfaces. An individual may contact the agency or the Office where the application was filed at any time to update qualifications, education, experience, or other data maintained in the system. For example, applicants are provided with names of a Program Office representative or their respective agency's HRM personnel contact information to obtain assistance to view and correct information, if necessary.



In addition, individuals have direct access to their information online and may update their data through USAJOBS and USA Staffing at any time during the application process to ensure all data is accurate, relevant, and up-to-date. Applicants may contact the USAH help desk to address concerns about their personal information or assessment results. USA HireSM vendor staff may also correct errors, should any be found.

Section 8.0 Auditing and Accountability

8.1 How does the project ensure that the information is used in accordance with stated practices in this PIA?

Role-based access controls are employed to limit access to the information and administration of USA HireSM and USA Staffing based on the need to know the information for the performance of official duties. USAH, delegating the mailing process from USA Staffing, also enforces separation of duties, to prevent unauthorized disclosure, and to prevent unauthorized modification of information. Strict adherence to access control, records management and privacy policies is routinely enforced by the system. In addition, all customer agencies are bound by MOUs and ISAs that document the appropriate access, use, and dissemination of the information.

8.2 Describe what privacy training is provided to users either generally or specifically relevant to the project.

Only OPM personnel research psychologists and USA HireSM vendor personnel have direct access to the USA HireSM system. All of these personnel are required to take the annual IT security and privacy awareness training.

8.3 What procedures are in place to determine which users may access the information and how does the project determine who has access?

Agencies establish user accounts for HR personnel in USA Staffing. The customer organization is prohibited from assigning rights or delegating access to the system to persons not authorized and assumes all responsibility for the licensed users it provides access. Federal IT Security requirements restrict access to USA Staffing through a dual-authentication process. Contractors are allowed to use the systems at the customer agency's discretion. Each contractor is required to have a unique user ID and password tied to their .gov email address. Only OPM or USA HireSM vendor personnel have access to the system to configure assessments or review applicant data.

Applicants create their initial account in USAJOBS and will receive an account in USA Staffing application manager if they apply for a Federal job. Applicants have access to only their information in USAJOBS or the USA Staffing application manager. When a hiring agency utilizes USA HireSM for a job vacancy, USA Staffing will send information



(first name, last name, email address) to USA HireSM for only qualified applicants. Applicants have access to the assessments in USA HireSM for only the specific vacancy for which they have applied, for an amount of time established by the hiring agency or OPM.

8.4 How does the project review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within OPM and outside?

Access to the information through USA Staffing is granted as a part of the IAA and Statement of Service agreement process entered into on an annual basis. Authorized agency personnel and the Program Manager sign a written agreement that contains the privacy and security policies for USA Staffing and the Rules of Behavior for all information types. This process is followed for organizations within OPM and outside. Where USA HireSM interconnects with other agency systems, the USAH Program Manager and responsible agency officials complete Interconnection Security Agreements that govern the behavior of agency personnel; OPM and Agency Information System Security Officers review Interconnection Security Agreements on an annual basis.

Responsible Officials

Patrick Sharpe
USA HireSM Program Manager

Approval Signature

Signed copy on file with the Chief Privacy Officer

Kellie Cosgrove Riley
Chief Privacy Officer



Appendix A

USA Staffing Rules of Behavior

(https://help.usastaffing.gov/USAS/index.php?title=USA_Staffing_Rules_of_Behavior)

RULES OF BEHAVIOR

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, thumb drives, 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.

For cases in which a system user engages with an external assessment provider including, but not limited to The Office of Personnel Management's USA Hire system, the user agrees that:

- I understand a formal interagency agreement must be in place between my agency and OPM prior to receiving access to, and using, USA Hire.
- I understand I may only use the USA Hire system and USA Hire materials (including USA Hire assessments) in a manner consistent with the terms of the formal agreement or contract denoted above.
- I understand that access to the USA Hire assessments must be restricted to applicants responding to a job opening who meet the minimum qualifications for that job opening (i.e., I am not authorized to view or modify the content of any USA Hire assessment).
- I understand that in cases where I may be exposed to USA Hire assessment content, I may not discuss, share, or reproduce the assessment content (e.g., questions, scoring information).
- I understand I must immediately report any suspected breach of these rules related to USA Hire to the OPM point of contact for the interagency agreement or contract and USAHire@opm.gov
- I understand that OPM reserves the right to terminate anyone's access to and use of the USA Hire system and materials (including assessments) at any time for violating these requirements.

For cases in which a system user is granted access to Applicant Flow Date including, but not limited to data on an applicant's race, ethnicity, or disability, the user agrees that:

- I acknowledge that I have access to download Confidential Unclassified Information (CUI) about applicants.
- I acknowledge my responsibility to ensure applicant flow data files are not shared with any staffing personnel at my organization and to mitigate any risk of the data being used to affect staffing decisions.
- I acknowledge my responsibility that use of this data will be consistent with the 'Purpose and Routine Uses' language provided to applicants in the USAJOBS Demographic profile.
- I acknowledge my responsibility that this data shall not be used for:
 - Influencing the decision to close or extend job announcements
 - Influencing the decision to cancel recruitment actions
 - Influencing the decision to use or not use a referral list of applicants
 - Influencing selection decisions
 - Identifying the race, ethnicity, or gender of specific named employees
- I understand that this data can be used for:
 - Aggregate human capital reporting
 - Determining rates of demographic representation in recruitment efforts
 - Determining rates of demographic representation in hiring or merit promotion selections
 - Determining rates of qualifications among demographic groups
 - Evaluating the effectiveness of recruitment in reaching targeted demographic groups
- I agree to these rules and the appropriate safeguarding of data.
- I assume liability for misuse of data caused by sharing data with other recipients.
- I acknowledge my responsibility to ensure the confidentiality, integrity, and availability applicant data in a manner consistent with its sensitivity.
- By being granted access to Confidential Unclassified Information (CUI), I am obligated to protect this information from unauthorized disclosure.
- I agree that my obligation to safeguard the confidentiality of Confidential Unclassified Information (CUI) information 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 applicant data on any portable storage device, including laptops, PDAs, iPods, thumb drives,



external hard drives, etc.

- 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-CERT8, 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.
- Under this agreement, on behalf of my agency, I accept responsibility for carrying out its terms and conditions. I further agree that all necessary administrative steps will be taken to assure that persons who have access to this data will be informed of this agreement and will be required to comply with it.

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.