



Privacy Impact Assessment  
for

**USA Staffing®**

**July 21, 2017**

**Contact Point**

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OPM Form 5003



## **Abstract**

USA Staffing® is the U.S. Office of Personnel Management's (OPM) hiring solutions authority for Federal agencies. USA Staffing® guides agencies to process qualified candidates precisely, efficiently and cost-effectively. As a service, the office offers an internet-based Talent Acquisition System called USA Staffing® (USAS), which permits Federal Human Resources (HR) professionals throughout the Federal government to effectively recruit, assess, certify, and onboard candidates for Federal positions while complying with the appropriate Federal rules and procedures. USAS supports the OPM mission by combining the benefits of shared services with the knowledge of and compliance with all Federal HR and Information Technology (IT) policies in one solution, for recruitment of a “world-class workforce to serve the American people”. This Privacy Impact Assessment is being conducted because USAS collects, maintains and used personally identifiable information.

## **Overview**

USA Staffing® (USAS) is an off-the-shelf software solution for automating staffing and assessment. The system is an Internet-enabled software-based enterprise system. Federal agencies purchase the services of USAS from the Office of Personnel Management's USA Staffing Program Office through an Interagency Agreement (IAA) under the provisions of the Revolving Fund, 5 U.S.C. §1304 (e) (1), which permits OPM to perform human resources management services for Federal agencies on a cost-recovery basis. There are two distinct aspects of USAS: a public facing web page for applicants, which they reach by signing in at USAJOBS.gov; and a separate, interface for the subscribing agencies to perform core HR functions. These include the ability to develop and post job opportunity announcements, create web-based assessment tools, and store and reuse assessment and announcement templates. USAS also enables agency users to automate the onboarding process once an applicant has been selected for a position. Access to each aspect of the non-public portion of USAS is controlled by permission profiles, with the proper profile for each user determined by the subscribing agency.

In 2012, OPM's Human Resource Services (HRS) and Chief Information Officer (CIO) initiated a multi-year development of the system USAS Upgrade to replace the system that is now called USAS Legacy. USAS Upgrade is designed to better support future growth and increased usability for applicants, HR, and hiring managers. USAS is accessible by over seventy agencies and must be scalable for high-volume usage, and must comply with Federal IT security requirements. USAS currently consists of two operating systems (USAS Legacy and USAS Upgrade) while the USA Staffing Program Office and Federal agencies complete the transition from Legacy to Upgrade.



For purposes of this PIA, USAS refers to both USAS Legacy and USAS Upgrade unless specified otherwise. USA Staffing users, which consist of OPM and subscribing agency HR professionals and hiring officials, have access to both USAS Legacy and USAS Upgrade until the agency has fully transitioned. Upon completion of the transition, restricted access will be granted in USAS Legacy only to a limited number of OPM and subscribing agency personnel. This access will be granted for auditing purposes only.

USAS allows agencies to review applications, resumes, and other documents online, rate and rank applicants using single or multiple assessments, and electronically refer candidates to hiring officials for review and selection. USAS can also notify applicants of their status throughout the hiring process. In order to better process applications, there is a secure process for exchanging information between USAS, USA Hire and USAJOBS. A crucial part of USAS is the integrations with USAJOBS® and USA Hire<sup>SM</sup>.

USAJOBS is the Federal Government's official employment site. It helps HR professionals recruit, retain, and honor the Federal government's workforce. Federal HR professionals can send job vacancy announcements to the USAJOBS internet site for public notification. Applicants sign in to the USAJOBS website to begin the application process. USAS then accepts the USAJOBS account information and USAJOBS application materials, gathers additional information from the applicant and responses to custom-designed assessment tools, and then rates job applications. USAS also shares limited information with USA Hire that allows USA Hire to contact the applicant and administer any required testing.

Once a job announcement is closed for receipt of applications, USAS generates lists of qualified and/or highly qualified candidates for the job, and makes the lists available for viewing by the applicable subscribing agencies' hiring managers. These hiring managers can then select the most qualified candidates and register their selections. Then, USAS performs the necessary processes to reflect the selection actions while providing an audit trail of the evaluation and selection process.

USAS collects candidate information provided by the job applicant for the purpose of employment consideration. This information includes personally identifiable information, employment agency-specified information, and optional documentation such as college transcripts and the applicant's resume(s). OPM ensures the security of USAS and the information from the subscribing agencies and applicants through compliance with the Federal Information Security Modernization Act (FISMA) laws, National Institute of Standards and Technologies (NIST) Standards and Special Publications (SP), Open Web Application Security Project (OWASP) recommendations for Internet application security, as well as HR industry best practices.



## **Section 1.0 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?**

OPM and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. Section 1104 of title 5 allows OPM to authorize other Federal agencies to gather information in order to rate applicants for Federal jobs.

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

The Privacy Act Systems of Records Notices that apply to the information contained in USAS are OPM /GOVT-5 Recruiting, Examining, and Placement Records, OPM/ GOVT-6 Personnel Research and Test Validation Records, OPM / GOVT-7 Applicant Race, Sex, National Origin, and Disability Status Records.

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

USAS Legacy received an Authority to Operate (ATO) on September 24, 2014. USAS Upgrade received an ATO on September 29, 2015. A system security plan was completed as part of the ATO packages.

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

Yes, N1-478-11-004, item 2.

### **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. If there are multiple forms, include a list in an appendix.**

The information in USAS is obtained from a variety of forms, some of which are subject to the PRA and have OMB control numbers and others that are not subject to the PRA. Please see the list in Appendix A: Forms for Applicants and New Hires, which identifies the forms, and where applicable, the corresponding OMB Control number.



## **Section 2.0 Characterization of the Information**

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

USAS collects the following mandatory information from applicants: Vacancy Identification Number, Title of Job, First Name, Last Name, Address, City, State, Zip Code, E-mail, Country, Citizenship, Lowest Grade, Occupational Specialties, and Geographic Availability, Veterans Preference (where applicable), and Dates of Active Duty for Military Service (where applicable). USAS Legacy requires the collection of Social Security Number to enforce applicant uniqueness.

All other information collected from USAS applicants is deemed optional and will vary as determined by the agency user. This information may include Middle Initial, Telephone Number, Contact Time, Fax Number, Fax Extension, Permanent Phone Number, Permanent Phone Number Extension, Place of Employment, Work Address, Work State, Work Country, Work City, Work Zip Code, Employment Availability (Full Time Employment, Temporary Employment, Jobs Requiring Travel, Part Time Employment, Special Accommodation, Other Employment Questions), Background Information, Gender, Date of Birth, Languages, Hiring Eligibility, Professional Skills, Test Location, Availability Date, Service Computation Date, Job Preference, Transition Assistance Plan, Job Related Experience (Years, Months), and Education Information (College or University).

Customizations of the optional fields, as well as customization of additional questions/responses collected from applicants via a questionnaire, are made by agency users as needed for their vacancies. As determined by agency users, some vacancies may accept and/or require supporting documentation in order to rate and qualify an individual for a particular position.

Applicant ratings from assessments and written tests may be used and maintained in USAS as determined by agency users. Information is accessed by the agency office that posts the vacancy announcement or by the hiring manager who posted the vacancy announcement. Onboarding staff at the subscribing agency may require additional personal information, such as name, address, and SSN; financial/payroll information such as allotments and banking information. USAS also collects personnel and benefits data related to the job position.

USAS also allows the collection of the following document types: Resumes, Cover Letters, Transcripts, Qualifications, Veterans Documentation, and Miscellaneous (as defined by an agency user). The content of the document can include information that may or may not have been requested by USAS or any agency requirements.



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

Applicant information is collected directly from the individual via the USAS Internet interface. Applicants complete and submit their information voluntarily using any supported Internet browser. Within the application process, applicants may also choose to transfer their demographic information and resumes from USAJOBS to USAS in real-time. The secure process for exchanging the information is defined in a Memorandum of Understanding and an Interconnection Security Agreement between USA Staffing and USAJOBS.

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

USAS does not use any commercial or publicly available data.

## **2.4 Discuss how accuracy of the data is ensured.**

As data is collected in USAS, accuracy is ensured by a combination of field restrictions and user confirmation. Field restrictions are when the system only allows users to enter data that has certain restrictions, such as choosing a valid United States state name from a list or limiting announcement fields to the number of characters that can display on USAJOBS. User confirmation is when the system will ask the user to validate that the data that they have entered is accurate, before they can proceed to other sections.

## **2.5 Privacy Impact Analysis: Related to Characterization of the Information**

### **Privacy Risk:**

There is a risk of collecting inaccurate or falsified information from the applicants and this may result in unfavorable hiring decisions.

### **Mitigation:**

The risk of collecting inaccurate information is mitigated through the use of field restrictions that permit applicants to enter data only within certain parameters and through the use of user confirmation, in which USAS asks the user to validate that the information submitted is accurate. Generally, applicants have an interest in ensuring that the information they provide is accurate and USAS does not otherwise validate the information that is collected from the users and applicants. The risk that applicants will provide falsified information in an effort to obtain more favorable hiring decisions is mitigated by providing them with notice to fill out the site completely and truthfully. Applicants are also warned that knowingly falsifying or concealing a material fact is a felony which may result in fines and/or up to five (5) years imprisonment.



**Privacy Risk:**

There is a risk that USAS will collect more information than is necessary, including unnecessary PII, to make appropriate hiring decisions.

**Mitigation:**

USAS mitigates this risk by allowing agencies to modify the customized PII requests such that only PII relevant to the specific application is requested. Applicants are also notified as to whether requested information is required or optional. This risk cannot be fully mitigated because applicants are permitted to upload documents that may contain information that is not required by USAS or the participating agencies. Applicants are cautioned, however, not to provide sensitive PII unless it is specifically requested. Additionally, as customers migrate from Legacy to Upgrade, collection of SSN for applicants has been eliminated at the time of application, minimizing the risk of exposure.

## **Section 3.0 Uses of the Information**

### **3.1 Describe how and why the project uses the information.**

The information collected and maintained in USAS is used to effectively recruit, assess, certify, and onboard candidates for Federal positions across the Government. The Federal government relies on more than two million Americans and foreign nationals to work in the civil service to fulfill its essential duties. USAS operates to refer interested and qualified applicants to hiring managers for vacancies to which they have applied and provides subscribing agencies the ability to acquire, assess, certify, select, and onboard qualified candidates precisely, efficiently and cost-effectively. It provides the up-to-date tools agencies need for strengthening the employment foundation of government. All applicant information provided to USAS is needed to make the necessary suitability, eligibility, and qualification determinations and perform referrals. SSNs are collected in USAS Legacy as an applicant identifier. To reduce the risks associated with collecting SSNs, USAS Upgrade has developed a process to assign a unique identifier to users thus eliminating the collection of SSNs from applicants.

The onboarding function in USAS provides agency users with the ability to facilitate the electronic submission of onboarding form data entered by the new hire. The information provided in USAS is required by the USAS subscribing agency to complete the pre-employment process and generate the personnel and payroll records for the new hire. SSNs are collected from new hires as part of the official hiring process.





**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.**

USAS receives and aggregates demographic and disability data collected voluntarily from applications received via USAJOBS with data from several key milestones in the hiring process (application, qualification, referral and selection) to provide Applicant Flow Data (AFD). AFD allows agencies to analyze hiring process success rates by race, Hispanic ethnicity, gender, and disability. The data files allow subscribing agencies to identify barriers and best practices at each stage of the hiring process: application, qualification, referral, and selection. AFD does not include any PII, and is available only to select OPM and designated AFD users. These select users can access AFD at the organizational level and must complete and adhere to an additional Rules of Behavior prior to accessing this sensitive, but anonymous data.

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

USAS maintains several secure interconnections with other OPM solutions. The system shares information with USAJOBS on application status for the purposes of sharing this information through the USAJOBS Application Status interface. Information on new hires can be sent by the subscribing agency through to the employee record in the Electronic Official Personnel Folder (eOPF) system. The eOPF system maintains the official digital imaged version of a Federal employee's personnel folder.

**3.4 Privacy Impact Analysis: Related to the Uses of Information**

**Privacy Risk:**

There is a risk that unauthorized individuals may access the information in USAS and use it for an unauthorized purpose.

**Mitigation:**

This risk is mitigated through the use of access controls that restrict the ability to retrieve data based on an individual's authorization and access permissions that are built into the system. The system maintains access roles that restrict and grant access to information and functionality to support the unique business process needs of a subscribing agency.

**Privacy Risk:**

There is risk that the information in USAS will be used outside of the scope of the purpose for which the initial collection was made.





**Mitigation:**

This risk is mitigated by providing access, through access controls built into USAS, only to authorized and registered agency users. When agency users are authorized to access USAS, they are informed regarding the appropriate use of the information it contains and agree to adhere to the Rules of Behavior.

## **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.**

Once applicants and new hires are directed from USAJOBS to USAS, USAS provides notice to individual applicants through the Privacy Act Statement, available on the header of the registration and authentication pages, and through a link to the Privacy Policy on the footer of every page within the Internet application. Applicants are informed that their use of USAS is voluntary, although failure to supply complete or accurate information could result in their application not being processed. Agencies must make an alternative application method available to applicants and information on that process is included in the job announcement.

In addition to the notice provided to applicants when they begin the application process, this PIA also serves as notice concerning USAS and its collection, maintenance, and use of their information. Likewise, the SORNs referenced in Section 1.2 provide notice to individuals concerning the purpose for collecting particular types of records and the routine uses that may be made of that information.

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

When applicants sign in at USAJOBS, they are provided with and consent to the online Full Terms and Conditions of Use. These terms and conditions inform the applicants that their access and use of USAS and USAJOBS constitutes their consent for to review, all authorized government and law enforcement personnel to monitor, record, audit, and take action as necessary to process their applications. . For vacancies that require USA Hire online assessments, the applicant is informed that information will be shared with USA Hire. Applicants who do not want to consent to the outlined uses may choose not to apply.



### **4.3 Privacy Impact Analysis: Related to Notice**

#### **Privacy Risk:**

There is risk that individuals will not receive adequate notice concerning why their information is being collected and how it will be used.

#### **Mitigation:**

This risk is mitigated through the Privacy Act Statement, Full Terms and Conditions of Use, and the Privacy Policy that is provided to the applicants when they sign into USAJOBS and USAS.

## **Section 5.0 Data Retention by the project**

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

In accordance with NARA Records Schedule Number N1-478-11-004, item 2, and the Delegated Examining Handbook (DEH), information for applicants is retained for three years after the closing date of the job opportunity announcement.

### **5.2 Privacy Impact Analysis: Related to Retention**

#### **Privacy Risk:**

There is risk that the information in USAS will be retained for longer than is necessary to fulfill the business need for the information.

#### **Mitigation:**

This risk is mitigated because USAS adheres to the records retention schedule and DEH and electronically deletes information three years after the closing date of the announcement.

## **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.**

All information that an applicant provides to USAS is accessible to the relevant agency users who posted the job vacancy that the applicant applied for and who are responsible for the activities associated with filling that vacancy.



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

USAS provides access to applicant information to appropriate agency users consistent with the purposes for which that information was collected. These purposes include those outlined in the relevant SORNs referenced in Section 1.2. For example, OPM GOVT-5 Recruiting, Examining, and Placement Records, notes that the records are used to consider the applications of individuals who have applied for Federal service, to make determinations of qualifications, and to rate and rank applicants applying for the same or similar positions. OPM GOVT-5 specifically notes that information will be provided to relevant Federal agencies for employment consideration and this use is reflected in the SORN's routine uses.

In addition, OPM/ GOVT-6 Personnel Research and Test Validation Records covers the assessment tools that USAS and the subscribing agencies employ in their process. These records are used and shared with the appropriate subscribing agency consistent with the stated purpose to construct analyze, and validate written tests and other assessment instruments used in the selection process

OPM / GOVT-7 Applicant Race, Sex, National Origin, and Disability Status Records covers the information in the Applicant Flow Data (AFD) referenced in Section 3. Agency users who have access to this information do so consistent with the stated purpose to implement, and evaluate relevant agency programs and determine any adverse impacts in the selection process. Consistent with the SORN, agency users with access to de-identified data that ensures that the individual's identification as to race, sex, national origin, or disability status does not accompany that individual's application nor is otherwise made known when the individual is under consideration by a selecting official.

## **6.3 Does the project place limitations on re-dissemination?**

All subscribing agencies are subject to the government-wide SORNs referenced in Section 1.2 and are constrained in their re-dissemination of information based on their terms. In addition, agency users are subject to the Rules of Behavior that outline appropriate handling and use of USAS information. Agency users with access to AFD are subject to an additional Rules of Behavior and may not also have access to review, certify or select applicants for job vacancies in USAS. The AFD 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 access to it.



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

Records of requests for and disclosure of USAS data are managed by the USA Staffing Program office and recorded by the User Support Branch.

#### **6.5 Privacy Impact Analysis: Related to Information Sharing**

##### **Privacy Risk:**

There is risk that the information properly shared from USAS outside of OPM will be misused by the recipients.

##### **Mitigation:**

USAS mitigates this risk by requiring all agency users to agree to Rules of Behavior that outline the appropriate use of the information and by also providing with the System Use Notification, Privacy Policy, and Full Terms and Conditions of Use. Agency users sign the Rules of Behavior annually and are on notice that unauthorized user attempts or acts to accrue resources for unauthorized use, or otherwise misuse this system are strictly prohibited and may result in criminal, civil, or administrative penalties. In addition, each subscribing agency agrees to operate in accordance with a Statement of Service that they enter into with OPM.

### **Section 7.0 Redress**

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

Applicants arrive at USAS through a single sign on at USAJOBS.gov. Once applicants have created a username and password and sign in through USAJOBS, they can access their information in USAS. In addition, each SORN identified in Section 1.4 provides individuals with information concerning how to request particular types of records that OPM or other Federal agencies may have about them.

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

Applicants are able to update their profile information online via USAJOBS and those corrections are inherited by USAS. In addition, applicants may contact the agency representative identified in a job vacancy and request changes to their information once the announcement has closed on USAJOBS. The USAS system Help Desk also responds to applicant requests related to erroneous or inaccurate information and refers those applicants to the appropriate agency



representative. Applicants who move to the onboarding process can update their information online. In addition, each SORN identified in Section 1.4 provides individuals with information concerning how to request that erroneous or incomplete information be amended.

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

USAS has an online help tool that instructs applicants on how to obtain assistance, as well as a help desk that can assist applicants who have questions concerning access to and correction of their information. In addition, individuals receive information from this PIA and the SORNs referenced in Section 1.2.

### **7.4 Privacy Impact Analysis: Related to Redress**

#### **Privacy Risk:**

There is a risk that individuals will not be able to amend incorrect or incomplete information, impacting the hiring decisions and the utility of USAS.

#### **Mitigation:**

This risk is mitigated by providing applicants with direct access to USAS and the ability to ensure all data is accurate, relevant, and up-to-date as well as access to other resources, such as the USAS Help Desk and subscribing agency personnel to assist.

## **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?**

USAS captures sufficient information in audit records to establish what events occurred, the sources of the events, and the outcomes of the events. These records are reviewed by staff in the USA Staffing Program Office for indications of inappropriate or unusual activity. The USA Staffing Program Office investigates suspicious activity or suspected violations, reports findings to appropriate officials, and takes necessary actions.

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

Every agency user is required to accept the USAS Rules of Behavior on an annual basis and is also required to take the annual privacy and security training offered by their respective agency.



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

Each subscribing agency determines which individuals within their organization will be an authorized user of USAS and assumes responsibility for ensuring that they choose the appropriate agency users. System access to USAS is provided on an annual basis. Only authorized users may obtain access to USAS.

### **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?**

The USA Staffing Program Office grants annual access to USAS subject to a Statement of Service Agreement. In addition, agency users electronically sign a the agreement that contains the privacy and security policies for USAS and the Rules of Behavior for all information types.

## **Responsible Officials**

Alesia Booth  
USA Staffing® Program Manager

## **Approval Signature**

Signed copy on file with the OPM Chief Privacy Officer.

Kellie Cosgrove Riley  
Chief Privacy Officer  
Office of Personnel Management



## Appendix A — Forms for Applicants and New Hires

<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
OPM 1203-FX	Occupation Questionnaire	OMB No. 3206-0040
OF 178	Certificate of Medical Examination	OMB No. 3206-0250
SF 1152	Unpaid Compensation of Deceased Civilian Employee Designation of Beneficiary	PRA does not apply
OF 306	Declaration of Federal Employment	OMB No. 3206-0182
USCIS I-9	Employment Eligibility Verification	OMB No. 1615-0047
IRS W-4	Federal Tax Withholding Allowance Certificate	OMB No. 1545-0074
N/A	Direct Deposit Sign-up Form	OMB No. 3206-0226
SF 15	Application for 10-Point Veteran Preference	OMB No. 3206-0001
SF 2808	Civil Service Retirement System Designation of Beneficiary	OMB No. 3206-0142
SF 2809	Employee Health Benefits Election Form	OMB No. 3206-0160
SF 2817	Federal Employees' Group Life Insurance Election	OMB No. 3206-0230
SF 2823	Federal Employees Group Life Insurance Designation of Beneficiary	OMB No. 3206-0136
SF 3102	Federal Employees Retirement System Designation of Beneficiary	OMB No. 3206-0173
DG 60	FEHB Premium Conversion Waiver/Election Form	PRA does not apply
FMS 2231	Fast Start Direct Deposit Form	PRA does not apply
SF 144	Statement of Prior Federal Service	PRA does not apply
SF 181	Ethnicity and Race Identification	PRA does not apply
SF 256	Self-Identification of Disability	PRA does not apply
SF 2810	Notice of Change in Federal Employee Health Benefits Enrollment	PRA does not apply
SF 3109	Federal Employees Retirement System Election	PRA does not apply
SF 312	Classified Information Non-Disclosure Agreement	PRA does not apply





<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
SF 61	Appointment Affidavit	PRA does not apply
SF 93	Report of Medical History	PRA does not apply
N/A	Alabama State Tax Withholding Form	PRA does not apply
N/A	Arizona State Tax Withholding Form	PRA does not apply
N/A	Arkansas State Tax Withholding Form	PRA does not apply
N/A	California State Tax Withholding Form	PRA does not apply
N/A	District of Columbia Tax Withholding Form	PRA does not apply
N/A	Hawaii State Tax Withholding Form	PRA does not apply
N/A	Illinois State Tax Withholding Form	PRA does not apply
N/A	Indiana State Tax Withholding Form	PRA does not apply
N/A	Kansas State Tax Withholding Form	PRA does not apply
N/A	Maine State Tax Withholding Form	PRA does not apply
N/A	Maryland State Tax Withholding Form	PRA does not apply
N/A	New York State Tax Withholding Form	PRA does not apply
N/A	North Carolina State Tax Withholding Form	PRA does not apply
N/A	Ohio State Tax Withholding Form	PRA does not apply
N/A	Vermont State Tax Withholding Form	PRA does not apply
N/A	Virginia State Tax Withholding Form	PRA does not apply
N/A	West Virginia State Tax Withholding Form	PRA does not apply
N/A	Wisconsin State Tax Withholding Form	PRA does not apply
TSP 1	Thrift Savings Plan Election Form	PRA does not apply
TSP 19	Thrift Saving Plan Catch-Up Contribution Election Form	PRA does not apply
TSP 1C	Thrift Savings Plan Transfer of Information between Agencies	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
TSP 3	Thrift Savings Plan Designation of Beneficiary	PRA does not apply
USAS CEMD-01	DOD Civilian Employee Military Reserve, Guard, Retiree Data	PRA does not apply
USAS EDU-01	New Employee Education Data Form	PRA does not apply
USAS PSR-01	Personnel System Employee Record Creation Form	PRA does not apply
USAS USS-1	Uniform Service Status Code Information	PRA does not apply
AD 349	Employee Address Form	PRA does not apply
AE 190-45D	Military Police Record Check	PRA does not apply
AE 608-10-1F	Army Child, Youth, and School Services Employee Health Assessment/Screening	PRA does not apply
AE 608-20B-R	Child Development Services/Youth Services Preemployment Background Check, Statement of Understanding	PRA does not apply
AE 608-20C-R	Army Preemployment Check for CDS/YS Program Position	PRA does not apply
AFRC IMT 121	Air Reserve Technician Program Certification of Understanding	PRA does not apply
C 1	Air Force Emergency Essential Position Conditions of Employment Agreement	PRA does not apply
C 2	Air Force Key Position Condition of Employment Agreement	PRA does not apply
C 3	Air Force Probationary Period for New Supervisors/Managers	PRA does not apply
C 4	Air Force Notice of Drug Testing as a Condition of Employment	PRA does not apply
C 5	Air Force Notification of Requirement for Completion of Certificate of Medical Examination	PRA does not apply
C 6	Air Force Mobility Agreement Acknowledgement	PRA does not apply
C 7	Air Force Obligated Position Statement of Understanding	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
C 8	Air Force Permanent Intermittent Employment Statement of Understanding	PRA does not apply
C 9	Air Force Release/Consent Statement	PRA does not apply
CBP 001	CBP Acknowledgement of Receipt of Conduct Information	PRA does not apply
CD 525	Department of Commerce Employee Address	PRA does not apply
CES 1	Air Force Senior Executive 12 Month Service Agreement for Relocation Bonus	PRA does not apply
CES 10	Air Force Senior Level Probation Period	PRA does not apply
CES 2	Air Force Senior Executive 24 Month Service Agreement for Relocation Bonus	PRA does not apply
CES 3	Air Force Career Senior Executive Service Reassignment Rights and Obligations Agreement	PRA does not apply
CES 4	Air Force Senior Executive Notice of Employment Requirement for Appointment to a Testing Designated Position	PRA does not apply
CES 5	Air Force Senior Executive Notice of Employment Requirements for Reassignment to a Testing Designated Position	PRA does not apply
CES 6	Air Force Career Defense Intelligence Senior Executive Service Reassignment Rights and Obligations Agreement	PRA does not apply
CES 7	Air Force Defense Intelligence Senior Executive Service Probation Period	PRA does not apply
CES 8	Air Force Defense Intelligence Senior Level Probation Period	PRA does not apply
CES 9	Air Force Senior Executive Service Probation Period	PRA does not apply
CP 254B	U.S. Capital Police Building Access Card Request	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
CP 500	U.S. Capital Police Affirmation of Prior Federal Service	PRA does not apply
DA 3440	Army Transportation Agreement (NAF)	PRA does not apply
DA 3436	Department of the Army Appointment Affidavit	PRA does not apply
DA 3437	Certificate of Medical Examination	PRA does not apply
DA 4700	Department of the Army Medical Record - Supplemental Medical Data	PRA does not apply
DA 5018-R	ADAPCP Client's Consent Statement for Release of Treatment Information	PRA does not apply
DA 5019	Condition of Employment for Certain Civilian Positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program	PRA does not apply
DA 5369-R	Army Rotation Agreement - Employees Recruited from United States	PRA does not apply
DA 5370-R	Army Rotation Agreement - Employees Recruited Locally in Foreign Areas	PRA does not apply
DA 5371-R	Army Rotation Agreement - Employees Recruited from the US Territories and Possessions	PRA does not apply
DA 5863	Exceptional Family Member Program Information Sheet	PRA does not apply
DA 5414-R	Army Administrative Re-employment Rights Agreement	PRA does not apply
DA 5521	Record of Emergency Data and Designation of Beneficiary for Unpaid Compensation of Deceased NAF Employee	PRA does not apply
DA 7214	Applicant Acknowledgement of Employer Obligation	PRA does not apply
DA 7215	Release/Consent Statement	PRA does not apply
DA 7412	Army Condition of Employment - Safety-Sensitive Position under Federal Highway Administration Rule on Drug and Alcohol Testing	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
DA 7427	Army Non-Appropriated Fund Inprocessing and Outprocessing Checklist	PRA does not apply
DA 7428	NONAPPROPRIATED FUND SUPERVISOR'S ORIENTATION CHECKLIST	PRA does not apply
DD 1056	DOD Authorization to Apply for a 'No-Fee' Passport and/or Request for VISA	PRA does not apply
DD 1172-2	DOD Application for Identification Card/DEERS Enrollment	OMB No. 0704-0415
DD 1617	DOD Transportation Agreement Transfer of Civilian Employees Outside CONUS (OCONUS)	PRA does not apply
DD 1618	DOD Transportation Agreement Transfer of Civilian Employees To and Within Continental United States (CONUS)	PRA does not apply
DD 2005	Department of Defense Privacy Act Statement for Health Care Records	PRA does not apply
DD 2365	DOD Civilian Employee Overseas Emergency-Essential Position Agreement	PRA does not apply
DD 2760	DOD Qualification To Possess Firearms and Ammunition	PRA does not apply
DD 2807-1	DOD Report of Medical History	PRA does not apply
DD 2888	DOD Critical Acquisition Position Service Agreement	PRA does not apply
DD 2889	DOD Critical Acquisition Position Service Agreement - Key Leadership Position	PRA does not apply
DD 3031	DOD Senior Executive Service Probation Period	PRA does not apply
DD 3032	DOD Pathways Program Recent Graduates Program Participant Agreement	PRA does not apply
DD 3033	DOD Pathways Program Internship Program Participant Agreement	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
DD 3034	DOD Pathways Program Presidential Management Fellows Program Participant Agreement	PRA does not apply
DD 93	DOD Record of Emergency Data	PRA does not apply
DEA 137C	Individual Vendor Request Form Employee or DEA Related Reimbursements	PRA does not apply
DEA 487	Reporting Responsibilities/Non- Disclosure Agreement	PRA does not apply
DEA DDA-1	Drug Deterrence Program Acknowledgement	PRA does not apply
DEA DUS-1	DEA Applicant Drug Use Statement	PRA does not apply
DEA E-QIP	DEA E-QIP Information Sheet	PRA does not apply
DEA FNR-1	DEA Foreign National Relatives or Associates Statement	PRA does not apply
DEA LO-1	DEA Loyalty Oath	PRA does not apply
DEA MOB-DI	DEA Office of Diversion Control Mobility Agreement	PRA does not apply
DEA MOB-FS	DEA Office of Forensic Science Mobility Agreement	PRA does not apply
DEA MOB-IRS	DEA Intelligence Research Specialist Mobility Agreement	PRA does not apply
DEA MOB-SA	Drug Enforcement Administration Mobility Agreement	PRA does not apply
DEA SCH-A	DEA Statement of Schedule A Appointing Authority	PRA does not apply
DEA SCH-B	DEA Statement of Schedule B Appointing Authority	PRA does not apply
DEA SSR1	Pre-Employment Certification Statement for Selective Service Registration	PRA does not apply
DFAS COEP-1	DFAS Terms and Conditions of Permanent/Term Part-Time Employment	PRA does not apply
DFAS COEPT-1	DFAS Terms and Conditions of Part-Time Employment	PRA does not apply
DFAS FMCNL-1	DFAS Financial Management Certification Level 1	PRA does not apply
DFAS FMCNL-2	DFAS Financial Management Certification Level 2	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
DFAS FMCNL-3	DFAS Financial Management Certification Level 3	PRA does not apply
DFAS PPF-1	DFAS Probationary Period Memorandum for Newly Appointed Supervisors and Managers	PRA does not apply
DLA 1712	DLA Notice of Consent for Communications Security Telephone Monitoring	PRA does not apply
DLA 1892	DLA Police Employment Conditions Statement of Understanding and Agreement	PRA does not apply
DLA DAWIA SOU	DLA Defense Acquisition Workforce Improvement Act Certification	PRA does not apply
DLA FFRA	DLA Memorandum for Firefighters - Interim Placement into Special Retirement Coverage	PRA does not apply
DLA IA SOU 1	DLA Information Assurance (IA) Training and Certification Statement of Understanding	PRA does not apply
DLA OS RPA	DLA Return Placement Agreement	PRA does not apply
DLA OSAA 1	Overseas Employment Agreement Assignment to a Foreign Area	PRA does not apply
DLA PaCE COE w MOB	DLA Conditions of Employment - Pathways to Career Excellence Program with Mobility	PRA does not apply
DLA PaCE COE wo MOB	DLA Conditions of Employment - Pathways to Career Excellence Program without Mobility	PRA does not apply
DLA PATH IPAA	Addendum to DLA Pathways Internship Program Participant Agreement	PRA does not apply
DLA RA Memo 1	DLA Re-employed Annuitants Memorandum	PRA does not apply
DLA SMS 1	DLA Military Security - Safeguarding Military Information	PRA does not apply
DLA TP Memo 1	Temporary Promotion Memo	PRA does not apply





<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
DLA-CEW-1	DLA Statement of Understanding and Agreement for Civilian Expeditionary Workforce Positions	PRA does not apply
DLA-NoFear-1	DLA Mandatory No Fear Notice for New Employees	PRA does not apply
DOJ 233	DOJ Employee Locator Information	PRA does not apply
DOJ 555	DOJ Disclosure and Authorization Pertaining to Consumer Reports	PRA does not apply
DOJ NNE-1	Notice to New Employees - Transfers	PRA does not apply
DOJ TES-2	Term Appointment or Extension of Term Appointment Employment Statement	PRA does not apply
DOJ TLES-1	Time-Limited Excepted Service Appointment or Extension Statement	PRA does not apply
DOJ-CD TES-1	Temporary Employment Statement	PRA does not apply
DOJ-CD Disclosure	Applicant/Employee Disclosure Form	PRA does not apply
DOJ-CD Random Drug Testing	Individual Notice of Random Drug Testing to Employees in Testing Designated Position	PRA does not apply
DON SECNAV 5512/1	DON Local Population ID Card/Base Access Pass Registration	OMB 0703-0061
DSS 239	Defense Security Service Employee Locator Information	PRA does not apply
DSS 278	Defense Security Service Notice of Persons Appointed to a Drug Testing Designated Position	PRA does not apply
FRTIB FCRA	Release - Fair Credit Reporting Act of 1970, As Amended	PRA does not apply
FRTIB ITROB	FTIRB Rules of Behavior for Accessing IT Systems	PRA does not apply
G 1234	Probationary Period Agreement	PRA does not apply
G 1241	Term Appointment Statement of Understanding	PRA does not apply
GPO PP-1	GPO Preliminary Processing Form	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
HHS 476	HHS Record of Home Address	PRA does not apply
HHS 745	HHS ID Badge Request	PRA does not apply
HHS CMS- 20037	Application for Access to CMS Computer Systems	PRA does not apply
HHS Credit Release	HHS Credit Release	PRA does not apply
HHS FDA EQIP	E-Quip Initiation Form	PRA does not apply
HHS NCHS-61	HHS NCHS Appointment Affidavit	PRA does not apply
HHS NONDISCL AFF	HHS Federal Employee Non-Disclosure Affidavit	
HHS PA	Applicant Pre-Employment Certification Form	PRA does not apply
HHS SPATC	IT Security and Privacy Awareness Training Certificate	PRA does not apply
HHS WF 5226	Pre-Appointment Certification Statement for Selective Service Registration	PRA does not apply
HHS-IHS NNIPA	Notice to Non-Indian Preference Applicants/Employees for Positions in the Indian Health Service	PRA does not apply
HHS-OCIO-2013-0035	HHS Rules of Behavior for Use of Information Resources	PRA does not apply
IHS 306AD	IHS Child Care Worker Positions Addendum to Declaration of Federal Employment (OF 306)	OMB No. 0917-0028
MCC EGSCA	Acknowledgement Regarding Eligibility to be Granted a Security Clearance	PRA does not apply
MCC NTEFCA	Agreement Not to Exercise (NTE) a Foreign Citizenship	PRA does not apply
NADP 01	Navy Privacy Act Statement of Acquisition Intern Program	PRA does not apply
NADP 02	Naval Acquisition Development Program Mobility Agreement	PRA does not apply
NAF COE-1	Code of Ethics for Government Service	PRA does not apply
NAF DUAL COMP	Dual Compensation	PRA does not apply
NAF IRC 1	Army NAF Release/Consent Statement for Installation Record Check	PRA does not apply
NAF IRC 2	RELEASE/CONSENT STATEMENT FOR BACKGROUND CHECKS	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
NAF IRC 3	RELEASE/CONSENT STATEMENT FOR BACKGROUND CHECKS	PRA does not apply
NAF MOU-1	MEMORANDUM OF UNDERSTANDING	PRA does not apply
NAF SOC-1	STANDARDS OF CONDUCT	PRA does not apply
NCUA CUE-ACA	NCUA Auditing Course Acknowledgement for Credit Union Examiner	PRA does not apply
NCUA CUE-MA	NCUA Mobility Acknowledgement for Credit Union Examiner	PRA does not apply
NCUA CUE-PA	NCUA Promotion/Principal Examiner Certification Acknowledgement	PRA does not apply
NCUA DIS-1	NCUA Annual Diversity and Inclusion Statement	PRA does not apply
NCUA EEOPS-1	NCUA Annual Employment Opportunity Policy Statement	PRA does not apply
NCUA ODSA	NCUA Office Duty Station Acknowledgement	PRA does not apply
NIH Intern Program Form	NIH Pathways Internship Program Participant Agreement	PRA does not apply
NIH PMF Program Form	NIH Pathways Presidential Management Fellows Participant Agreement	PRA does not apply
NIH Recent Graduate Form	NIH Pathways Recent Graduates Program	PRA does not apply
NPS COE-1	National Park Service Conditions of Employment	PRA does not apply
OCHR-EOD 02	Standards of Conduct - Department of the Navy	PRA does not apply
OCHR-EOD 03	Statement of Understanding Regarding Worker's Compensation - Department of the Navy	PRA does not apply
OI 49	SSA Availability Pay Certification	PRA does not apply
OI 83	SSA Criminal Investigator Mobility Agreement	PRA does not apply
OPM DEC	Dual Employment Certification	PRA does not apply
OPM VSIP	Voluntary Separation Incentive Payment (Buyout) Certification	PRA does not apply
OPNAV 5100	Medical Surveillance Questionnaire	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
OPNAV 5239-14	System Authorization Access Request	PRA does not apply
OS 1	Air Force Overseas Employment Agreement - Assignment to a Foreign Area with Specific Return Rights	PRA does not apply
OS 10	Air Force Overseas Employment Agreement - Assignment to a Foreign Area from a Career Broadener/Intern Position without Return Rights	PRA does not apply
OS 11	Air Force Overseas Employment Agreement - Assignment to Alaska or U.S. Territories and Possessions from a Career Broadener/Intern Position without Return Rights	PRA does not apply
OS 12	Air Force Overseas Employment Agreement - Assignment to Hawaii without Return Rights	PRA does not apply
OS 2	Air Force Overseas Employment Agreement - Assignment to Foreign Area without Specific Return Rights	PRA does not apply
OS 3	Air Force Overseas Employment Agreement - Locally Appointed	PRA does not apply
OS 4	Air Force Overseas Employment Agreement - Family Members of Military and Civilians	PRA does not apply
OS 5	Air Force Overseas Employment Agreement (Not Obtained at Time of Assignment/Conversion)	PRA does not apply
OS 6	Air Force Overseas Employment Agreement - Family Members Schedule A Excepted Appointment	PRA does not apply
OS 7	Air Force Overseas Employment Agreement - Overseas Limited Appointment Not to Exceed 5 Years	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
OS 8	Air Force Overseas Employment Agreement - Assignment to Alaska or U.S. Territories and Possessions with Specific Return Rights	PRA does not apply
OS 9	Air Force Overseas Employment Agreement - Assignment to Alaska or U.S. Territories and Possessions without Specific Return Rights	PRA does not apply
SD 814	SD Critical Acquisition Position Service Agreement	PRA does not apply
SOU 1	Air Force Statement of Understanding - Temporary Limited Appointment Not to Exceed 1 Year	PRA does not apply
SOU 10	Air Force Statement of Understanding - AF ISR Agency	PRA does not apply
SOU 11	DoD Financial Management Certification	PRA does not apply
SOU 2	Air Force Statement of Understanding - Term Employment	PRA does not apply
SOU 3	Air Force Statement of Understanding - Temporary Promotion	PRA does not apply
SOU 4	Air Force Statement of Understanding - Provisional Appointment	PRA does not apply
SOU 5	Air Force Statement of Understanding - Acquisition Position	PRA does not apply
SOU 6	Air Force Statement of Understanding - Initial Appointment into Defense Civilian Intelligence Personnel System Position	PRA does not apply
SSA 476M	Request for Official Correspondence Address	PRA does not apply
SSA 499	Statement of Agreement for Time-Limited Appointment FTE Pool Assistant	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
SSA Bilingual	Bilingual Appointment Agreement	PRA does not apply
SSA Credit Military	Crediting Military Service Toward Civilian Retirement Service	PRA does not apply
SSA Credit Refund	Crediting Refunded Service Toward Retirement Service Computation Date	PRA does not apply
SSA Credit Temp	Crediting Temporary, Peace Corps or VISTA Service Toward Retirement Service Computation Date:	PRA does not apply
SSA FCRA	SSA Fair Credit Reporting Act Consent Form	PRA does not apply
SSA FIN-1	SSA Federal Investigations Notice	PRA does not apply
SSA Internship-1	SSA SOU Internship Conditions of Employment	PRA does not apply
SSA OI82B	SSA Lautenberg Amendment Pre-Employment Qualification Inquiry	PRA does not apply
SSA OIG1	SSA Non-Disclosure Agreement for Employees Temporarily Assigned to OIG	PRA does not apply
SSA OM 1	SSA Workers Compensation Claim History	PRA does not apply
SSA OM 1959	SSA Selective Service Certification	PRA does not apply
SSA Pathways (Interns)	Internship Program Participation Agreement	PRA does not apply
SSA Pathways (Recent Grads)	Recent Graduate Program Participant Agreement	PRA does not apply
SSA Recent Graduate 1	SSA SOU Recent Graduate Conditions of Employment	PRA does not apply
SSA SCHA-1	SSA Schedule A Appointment Conditions of Employment Statement of Understanding	PRA does not apply
SSA SSI-1	Notice to New Hires Regarding the Receipt of SSA Disability and SSI Benefits	PRA does not apply
SSA TEMP-APPT-1	SSA Statement of Understanding Regarding Temporary Appointment	PRA does not apply



<b>Form Number</b>	<b>Form Name</b>	<b>OMB Clearance</b>
SSA TERM-1	SSA Term Appointment Conditions of Employment Statement of Understanding	PRA does not apply
SSA TIME-LIMITED-APPT-1	SSA Conditions of Non- Permanent (Time-Limited) Appointment / Employment in the Excepted Service	PRA does not apply
SSA VRA-1	SSA Veterans Recruitment Appointment Conditions of Employment Statement of Understanding	PRA does not apply
USCIS BASIC 1	USCIS BASIC Academy	PRA does not apply
USCIS VRA	Veterans Recruitment Appointment Agreement	PRA does not apply
USITC 1	USITC Conditions of Employment	PRA does not apply
USM PPPWD	Acknowledgement of Receipt Prohibited Personnel Practices and Whistleblower Disclosures	PRA does not apply
VA 3831a	Employee Health Record	PRA does not apply
VA 4644a	Employee Record Card	PRA does not apply





## Appendix B — 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.