PART I: CAPITAL ASSET PLAN AND BUSINESS CASE (All Assets)

Agency US Nuclear Regulatory Commission
Bureau N/A
Account Title Salaries and Expenses
Account Identification Code 31-0200-0-1-276
Program Activity Human Resources
Name of Project NRCareers (Utilizing QuickHire software)
Unique Project Identifier: 429-00-01-02-01-2045-00
(IT only)(See section 53)
Project Initiation Date March 15, 2001
Project Planned Completion Date February 13, 2006
This Project is: Initial Concept ____ Planning ____ Full Acquisition ____ Steady State _X_
Mixed Life Cycle ____

Project/useful segment is funded:	Incrementally __	Fully _X_
Was this project approved by OMB for previous Year Budget Cycle?	Yes _X_	No ___
Did the Executive/Investment Review Committee approve funding for this project this year?	Yes _X_	No ___
Did the CFO review the cost goal?	Yes _X_	No ___
Did the Procurement Executive review the acquisition strategy?	Yes _X_	No ___
Is this investment included in your agency's annual performance plan or multiple agency annual performance plans?	Yes X	No
Does the project support homeland security goals and objectives, i.e., 1) improve border and transportation security, 2) combat bio-terrorism, 3) enhance first responder programs; 4) improve information sharing to decrease response times for actions and improve the quality of decision making?	Yes ___	No _X__
Is this project information technology? (See section 300.4 for definition)	Yes _X__	No ___
For information technology projects only:		
a. Is this Project a Financial Management System? (see section 53.3 for a definition)	Yes ___	No _X_
If so, does this project address a FFMIA compliance area?	Yes ___	No _NA_
If yes, which compliance area?	Not Applicable	
b. Does this project implement electronic transactions or record keeping that is covered by the Government Paperwork Elimination Act (GPEA)?	Yes _X__	No ___
If so, is it included in your GPEA plan (and does not yet provide an electronic option)?	Yes ___	No _X__
Does the project already provide an electronic option?	Yes _X_	No ___
b. Was a privacy impact assessment performed for this project?	Yes _X_	No ____

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 5
FOIA- 2002-241

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c. Was this project reviewed as part of the FY 2002 Government Information Security Reform Act review process? Yes _X_ No ___

d.1 If yes, were any weaknesses found? Yes _X_ No ___

d.2. Have the weaknesses been incorporated into the agency's corrective action plans? Yes _X_ No ___

d. Has this project been identified as a national critical operation or asset by a Project Matrix review or other agency determination? * Yes ___ No _X_

e.1 If no, is this an agency mission critical or essential service, system, operation, or asset (such as those documented in the agency's COOP Plan), other than those identified above as national critical infrastructures? Yes ___ No _X_

**** Preparations for NRC's Project Matrix Review are just underway. The Review will not be completed until the first Quarter FY 2003, at the earliest.***

SUMMARY OF SPENDING FOR PROJECT STAGES (In $Thousands) (BY+1 and Beyond estimates are for planning purposes only and do not represent budget decisions)

	PY-1 and Earlier	PY 2002	CY 2003	BY 2004					
Planning:									
Budgetary Resources	206	0							
Outlays	193	0							
Full Acquisition:									
Budgetary Resources	0	248	25						
Outlays	0	248							
Total, sum of stages:									
Budgetary Resources	206	248	25						
Outlays	193	248							
Maintenance:									
Budgetary Resources	184	0	116	321					
Outlays	184	0							
Total, All Stages: *									
Budgetary Resources	390	248	141	321					
Outlays	377	248							
Breakdown of FTE costs included in the chart above									
FTE dollars used to convert FTE	$108	$112	$116	$121					
Estimated FTE numbers:									
Planning									
Acquisition		2							
Maintenance			1	1					
Total	0	224	116	121					

1. *Provide a brief description of this project and its status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.*

This is the initial submission of an Exhibit 300 for NRCareers. NRCareers is a steady state project in the operational phase of its life cycle. NRCareers is a web-enabled system that supports on-line vacancy creation, the on-line application process, interfaces to required web sites such as the Office of Personnel Management (OPM) USAJobs, and an automated rating process. NRCareers is an interim solution to meet the Agency's recruitment and selection requirements until such time as the PeopleSoft enterprise system is web-enabled and able to support these requirements.

In 2000, the Office of Human Resources prepared a Statement of Benefits and Business Case supporting the implementation of a Human Resources Information System (HRIS), specifically focusing on the implementation of PeopleSoft Federal HRMS v. 7.51 off-the-shelf software. (Note: The HRIS is addressed in a separate Exhibit 300) This integrated software supports several HR functional areas, one of which is Recruitment and Selection. With this effort in mind, HR contracted with PricewaterHouse Coopers to analyze the Agency's recruitment and selection requirements and compare them against PeopleSoft Federal v. 7.51 software. The result of this analysis showed that out of approximately 90 requirements identified, PeopleSoft Federal v. 7.51, regardless of modification or customization to the system, could not function in a manner to fulfill our requirements. The estimate to even moderately meet the Agency's needs was over two million dollars over eight months, which did not include Agency FTEs. PeopleSoft recently released a web-enabled version of their software since PeopleSoft's integrated software supports Payroll and Time & Labor as well as HR, the Agency is preparing a business case for upgrading PeopleSoft. Assuming an upgrade is implemented, HR will again analyze the recruitment and selection aspects of PeopleSoft to determine if it's a viable solution to our needs.

In the interim, the Agency had requirements for recruitment and selection that could not be fully met by the legacy systems. We fulfilled some of our requirements with multiple systems including the Applicant Review System, CERTS, vacancy, and the BTRIEVE vacancy system. All but the BTRIEVE system resided on the Data General minicomputer and would require re-hosting to fully meet our requirements. In addition, the BTRIEVE system was not supported by the Agency IT Technical Reference Model. As an interim solution for re-hosting and to meet our requirements, we explored several third-party applications to find one that met our requirements until such time as the Agency implements the web-based version of PeopleSoft. Of these products only a handful had dedicated the effort to Federalize their products and of these products QuickHire was the only software that met our requirements to re-host all of our current systems. In addition, QuickHire was the only product of its kind available on the GSA Schedule.

QuickHire, uniquely named NRCareers, offered the Agency an alternative to customization and could stand alone to support our recruitment and selection needs. This software had already been Federalized and was in use by several Federal agencies including, USGS, Fish & Wildlife, Office of Surface Mining, FDIC, and NPS. In addition, it had recently been purchased for use within the DOE, NSF, and IRS communities. Whereas, PeopleSoft Federal recruitment and selection was not fully implemented in any Federal agency at that time.

As a cost-effective solution to the Agency's recruitment and selection requirements, QuickHire, Inc. serves as an application service provider to the NRC. The software resides on a secure server and is hosted by QuickHire, Inc. The only charges to the NRC were a one-time setup charge and an annual subscription charge based on the number of concurrent users in the system. This represented a substantial savings from the option of trying to customize a software that does not meet the Agency's needs. A separate CPIC business case was not required since the implementation fell well below the CPIC threshold. NRCareers, implemented on July 29, 2002, is in the operational (evaluate) phase of CPIC. To date more than 1,600 applicants have registered in the system. Applicants have already begun providing feedback on ways to enhance and improve the system. These recommendations are being evaluated and analyzed for future inclusion in the system. In addition, efficiencies have already been realized with the discontinuance of manual processes.

2. *What assumptions are made about this project and why?*

- NRC communicates and expects to continue communicating with other Federal agencies to keep abreast of and capitalize on their ongoing development/implementation efforts. To support this effort, QuickHire, Inc. has established a QuickHire Federal user group that is a consortium of Federal agencies that use the software. The consortium worked directly with QuickHire, Inc. to change and enhance the software. These changes and enhancements are shared with all Federal clients.
- NRCareers is an interim solution to meet the Agency's recruitment and selection requirements until such time as the PeopleSoft enterprise system is web-enabled and able to support these requirements.
- The software utilized for NRCareers is already Federalized, therefore few modifications are required, dramatically shortening the implementation period.
- NRCareers is a web-based software which interfaces with the general public, making it a recognized E-Gov solution in the area of Recruitment One-Stop.
- As part of the implementation methodology HR will review current processes and procedures and use a "best practice" approach to reengineering. This methodology minimizes costs required to utilize commercially available off-the-shelf software and achieves significant savings by modernizing the way in which the agency performs HR operations.
- NRCareers will utilize QuickHire, Inc. as an application service provider, thereby reducing implementation costs and shortening the implementation period associated with modifying the agency infrastructure to support the software.
- NRCareers will comply with all Federal government policy governing human resources systems and related management laws.

3. *Provide any other supporting information derived from research, interviews, and other documentation.*

As discussed in the project description, Section I.A.1., HR contracted with PricewaterHouse Coopers to analyze the Agency's recruitment and selection requirements and compare them against PeopleSoft Federal v. 7.51 software. The result of this analysis showed that out of approximately 90 requirements identified, PeopleSoft Federal v. 7.51, regardless of modification or customization to the system, could not function in a manner to fulfill our requirements. The estimate to even moderately meet the Agency's needs was over two million dollars over eight months, which did not include Agency FTEs. NRCareers fully meets the Agency's recruitment and selection requirements and is a recognized E-Gov Recruitment One-Stop solution. NRCareers was implemented on July 29, 2002.

I.B. Justification (All Assets)

1. How does this investment support your agency's mission and strategic goals and objectives?

NRC's Strategic Goals	NRC Strategies	Supports	How Does Your Initiative Support this NRC Goal or Corporate Management Strategy?
NRC Corporate Management Strategy 2: Sustain a high-performing, diverse workforce.	• We will recruit, hire and retain a high-quality, diverse workforce with the skills needed to achieve our mission and goals. • We will foster a work environment that is free of discrimination and provides opportunities for all employees to optimally use their talents in support of our mission and goals. • We will select and develop strong managers who can provide vision and strategic leadership.	X	NRCareers supports the NRC in recruiting a high-quality, diverse workforce by enabling applicants to browse and apply for NRC vacancies from virtually anywhere and enabling managers to view and select from a broad selection of high-quality candidates. In addition, NRCareers improves Agency outreach efforts to recruit a diverse workforce by enabling HR to easily and quickly provide diversity organizations with information about NRC job vacancies.

2. How does it support the strategic goals from the President's Management Agenda?

Presidents Management Agenda (PMA)	Supports	How Does Your Initiative Support This PMA Item?
Human Capital		NRCareers supports the Strategic Goals of the President's Management Agenda in the area of Human Capital. NRCareers strategically uses technology to streamline staffing processes and to facilitate efficient and cost effective method of recruiting positions.
Competitive Sourcing		
Financial Performance		
E-Government	X	NRCareers supports the Strategic Goals of the President's Management Agenda in the area of E-Gov, specifically Recruitment One-Stop. NRCareers provides a web-based mechanism for the general public, as well as NRC employees, to browse and apply for NRC job vacancies from virtually anywhere. In addition, NRCareers automatically interfaces with OPM USAJobs, one of the primary means for the general public to become aware of Federal job vacancies.
Budget and Performance Integration		

3. *Are there any alternative sources in the public or private sectors that could perform this function?*
There was an alternative source in the public sector that could perform this function for the NRC. As a result NRC contracted with QuickHire, Inc. to act as an application service provider. In this capacity, QuickHire, Inc. hosts NRCareers on a secure server at a secure location. This represented substantial savings from the option of modifying the Agency infrastructure in order to perform this function in-house.

4. *If so, explain why your agency did not select one of these alternatives.*
NRC contracted with QuickHire, Inc. to act as an application service provider. In this capacity, QuickHire, Inc. hosts NRCareers on a secure server at a secure location. This represented a substantial savings from the option of modifying the Agency infrastructure in order to perform this function in-house.

5. *Who are the customers for this project?*
Customers for NRCareers include the general public that utilizes NRCareers to browse and apply for NRC job vacancies. Other customers include NRC employees who wish to browse and apply for NRC job vacancies and NRC managers who utilize NRCareers during the selection process. The Office of Human Resources staff is also a major customer as NRCareers is used to create and post job vacancies, correspond with applicants, and manage the hiring process.

6. *Who are the stakeholders of this project?*
There are numerous stakeholders for NRCareers including the general public and NRC employees that utilize NRCareers to browse and apply for NRC job vacancies, NRC managers who utilize NRCareers during the hiring process, and OHR staff who utilize NRCareers to create and post job vacancies, correspond with applicants, and manage the hiring process. In addition, other entities such as colleges, universities, special interest groups, and professional organization benefit from the increased outreach gained by using NRCareers.

7. *If this is a multi-agency initiative, identify the agencies and organizations affected by this initiative.*
This is not a multi-agency initiative, however this effort leverages other Agencies' initiatives by using software that was previously federalized to meet the Federal government recruitment and staffing requirements.

8. *How will this investment reduce costs or improve efficiencies?*
NRCareers has improved efficiencies in the following ways:
   - Provides NRC managers with fast, interactive desk-top access to applicants in order to make timely hiring decisions.
   - Automates manual, resource-intensive HR processes.
   - Provides internal and external stakeholders with convenient, efficient access to NRC job opportunities.
   - Provides a central repository of HR recruitment and selection data, which eliminated the legacy method of storing the same information in multiple systems and databases.
   - Allows HR to move completely off the multiple-platform environment, thus eliminating hardware maintenance costs.

9. *List all other assets that interface with this asset. Have these assets been reenigineered as part of this project?* Yes____, No_X_.

NRCareers relies on the NRC Local Area Network (LAN) to gain access to the database. The LAN was able to fully support NRCareers in its present state.

I.C. Performance Goals and Measures (All Assets)

	Strategic Goal(s) Supported	Existing Baseline of Performance Goal	Planned Performance Improvement Goal	Actual Performance Improvement Results	Planned Performance Metric	Actual Performance Metric Results
FY02	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Multiple individuals** The legacy vacancy creation process utilized multiple systems, duplicated data entry, and enlisted several individuals to complete the vacancy creation process.	Reduce the effort it takes to create a vacancy announcement by creating a more efficient process with no duplication of data entry.	Create a more efficient process that can be completed by a single individual, thereby eliminating duplication of effort.	**1 individual**	NRCareers becam operational on July 29 2002. Efficiencies ar already being realize in the vacancy creatio process. Usin NRCareers, thi process is complete in a single system thereby eliminatin duplication of effor and making th process more efficient
FY02	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Several Days** The legacy process of posting vacancy announcements to internal and external web sites, took several days and enlisted several individuals duplicating data entry.	Reduce the time it takes to post vacancy announcements to internal and external web sites.	Create a more efficient process for posting vacancy announcements to internal and external web sites by eliminating duplication of data entry.	**Moments**	NRCareers becam operational on July 29 2002. Efficiencies ar already being realize in posting vacanc announcements t internal and externa web sites. Usin NRCareers, thi process is complete electronically in single system, thereb eliminating duplication of effor and making th process more efficient
FY02	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**99% Availability** The legacy vacancy application process relied on several different systems and utilized several different platforms.	Maintain availability of the system to stakeholders.	Ensure that NRCareers is available to internal and external stakeholders.	**100% Availability**	NRCareers becam operational on July 29 2002. To date, th system has bee available t stakeholders 100% o the time.
FY02	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Months** The legacy vacancy application process did not include an automated method of tracking the time it takes to fill a vacancy.	Track and reduce the time it takes to fill a vacancy.	Establish a baseline by tracking the time it takes to fill a vacancy.	**Establish a Baseline**	NRCareers becam operational on July 29 2002. At that time, th system began trackin the time it takes to fil a vacancy.
FY03	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Multiple individuals** The legacy vacancy creation process utilized multiple systems, duplicated data entry, and enlisted several individuals to complete the vacancy creation process.	Reduce the effort it takes to create a vacancy announcement by creating a more efficient process with no duplication of data entry.	Maintain an efficient vacancy creation process that can be completed by a single individual, thereby eliminating duplication of effort	**1 individual**	
FY03	NRC Corporate Management Strategy 2: Sustain a high-	**Several Days** The legacy process of posting vacancy	Reduce the time it takes to post vacancy announcements to	Maintain the efficient process for posting	**Moments**	

	quality, diverse workforce.	announcements to internal and external web sites, took several days and enlisted several individuals duplicating data entry.	internal and external web sites.	vacancy announcements to internal and external web sites by eliminating duplication of data entry.		
FY03	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**99% Availability** The legacy vacancy application process relied on several different systems and utilized several different platforms.	Maintain availability of the system to stakeholders.	Ensure that NRCareers is available to internal and external stakeholders.	**100% Availability**	
FY03	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Months** The legacy vacancy application process did not include an automated method of tracking the time it takes to fill a vacancy.	Track and reduce the time it takes to fill a vacancy.	Reduce the time it takes to fill a vacancy, based on the baseline established in 2002.	**10%**	
FY04	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Multiple individuals** The legacy vacancy creation process utilized multiple systems, duplicated data entry, and enlisted several individuals to complete the vacancy creation process.	Reduce the effort it takes to create a vacancy announcement by creating a more efficient process with no duplication of data entry.	Maintain an efficient vacancy creation process that can be completed by a single individual, thereby eliminating duplication of effort	**1 individual**	
FY04	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Several Days** The legacy process of posting vacancy announcements to internal and external web sites, took several days and enlisted several individuals duplicating data entry.	Reduce the time it takes to post vacancy announcements to internal and external web sites.	Maintain the efficient process for posting vacancy announcements to internal and external web sites by eliminating duplication of data entry.	**Moments**	
FY04	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**99% Availability** The legacy vacancy application process relied on several different systems and utilized several different platforms.	Maintain availability of the system to stakeholders.	Ensure that NRCareers is available to internal and external stakeholders.	**100% Availability**	
FY04	NRC Corporate Management Strategy 2: Sustain a high-quality, diverse workforce.	**Months** The legacy vacancy application process did not include an automated method of tracking the time it takes to fill a vacancy.	Track and reduce the time it takes to fill a vacancy.	Reduce the time it takes to fill a vacancy from the 2003 actual.	**10%**	

I.D. Program Management [All Assets]

1. Is there a program manager assigned to the project? If so, what is his/her name? Yes X No ____

Kristin Davis, Sr. Human Resources Management Analyst, (301) 415-7108

2. Is there a contracting officer assigned to the project? If so, what is his/her name? Yes X No ____

Elinor Cunningham, Contract Specialist, (301) 415-6580

3. *Is there an Integrated Project Team?* Yes X No ____

3.A. *If so, list the skill set represented.*
The NRCareers integrated project team consists of HR staff from the information technology group as well as the functional operations group. The skills represented include in-depth knowledge of HR systems and data, knowledge of functional processes and procedures, and project management skills. In addition, HR worked closely with OCIO to prepare a System Security Plan, address Privacy Act issues, and develop external web pages.

3. Is there a sponsor/owner? Yes X No ____

The Office of Human Resources is the sponsor/owner of NRCareers. Specifically, Paul E. Bird, Director, Office of Human Resources, (301) 415-7516.

Part II: Additional Business Case Criteria for Information Technology

II. A. Enterprise Architecture

II.A.1 Business

A. *Is this project identified in your agency's enterprise architecture? If not, why?*
Yes, NRCareers has been identified in the NRC's in-progress enterprise architecture (EA).

B. *Explain how this project conforms to your departmental (entire agency) enterprise architecture.*
NRCareers falls within the scope of NRC's baseline and target architectures. As such, this system supports the performance of the business functions identified in the agency enterprise business model, documented in the NRC publication, "NRC Enterprise Model," provides the data required by NRC's internal operations/infrastructure services human resources business area. and utilizes products and components that are aligned with NRC's current application and technology standards and future direction as specified in NRC's existing technology planning documents. Although the NRC's existing technology planning documents are being updated, the current documents identify some core technology needs. These core technology needs are in the process of being updated and expanded through an evolving organizational EA governance process that will ensure that all current and future technology needs are vetted by NRC business managers to validate links to NRC business drivers for the identified technologies. When fully functional, NRC's integrated EA and CPIC processes will enable NRC to apply the same sound risk management strategies to its IT investments that have long characterized NRC's core business operations. NRC has also provided the Federal Enterprise Business Reference Model (FEBRM) with high-level business functions and subfunctions derived from the NRC Enterprise Model. NRC is working to uncover additional internal cross-cutting initiatives and has begun to look at other-agency business processes and State business processes to identify potential areas for collaborative efforts.

C. *Identify the Lines of Business and Sub-Functions within the Federal Enterprise Architecture Business Reference Model that will be supported by this initiative.*
Since the FEA BRM is undergoing continual update, our responses are based upon the latest data that we have available.

FEABRM Lines of Business	FEABRM Subfunctions Supported
Human Resources (Internal Operations/Infrastructure)	Staff Recruitment and Employment

D. *Briefly describe how this initiative supports the identified Lines of Business and Sub-Functions of the Federal Business Architecture.*
NRCareers supports the identified lines of business and sub-functions of the Federal Business Architecture by supporting the NRC in recruiting a high-quality, diverse workforce. NRCareers enables applicants to browse and apply for NRC vacancies from virtually anywhere and enables managers to view and select from a broad selection of high-quality candidates. In addition, NRCareers improves Agency outreach efforts to recruit a diverse workforce by enabling HR to easily and quickly provide diversity organizations with information about NRC job vacancies.

E. *Was this project approved through the EA Review committee at your agency?*
Yes, this project was approved through the NRC EA Review committee.

F. *What are the major process simplification/reengineering/design projects that are required as part of this initiative?*
NRCareers is a web-enabled system that supports on-line vacancy creation, the on-line application process, interfaces to required web sites such as OPM USAJobs, and an automated rating process. NRCareers simplified the vacancy creation process by supporting the functions that were historically supported by multiple legacy systems and manual processes. An example of simplification is the posting of vacancies to OPM USAJobs. In the legacy process the vacancy was created in one system, then manually duplicated and sent to OPM USAJobs in the proper format. With NRCareers the vacancy is created and automatically sent to OPM USAJobs, if appropriate, without any manual intervention. In addition to supporting the entire vacancy creation process, NRCareers simplified the application process for the general public as well as NRC employees. Historically, an applicant was required to submit multiple copies of a hard-copy application package each time they applied for a vacancy. With NRCareers, once an applicant registers in the system, their electronic resume is stored so each time they apply for a vacancy they only have to answer the specific vacancy questions. In the future, NRC plans to implement the automated rating process functionality of NRCareers. This process will require the reengineering of the current hiring process from a rating panel based system to one where NRCareers determines the best-qualified candidates. This redesign is expected to reduce hiring time while reducing the workload on NRC staff.

G. *What are the major organization restructuring, training, and change management projects that are required?*
The implementation of NRCareers did not require a major organization restructuring. However, a communication/change management plan was developed and executed in order to facilitate the implementation process. This plan included communicating changes to NRC management and the entire NRC staff. Each Office and Region was briefed, plus information sessions and demonstrations were held for all employees. In addition, HR facilitated registration days to assist NRC employees with the registration process. Posters were developed to encourage interest in the new process and a series of articles and network announcements were developed to communicate information and changes. User guides and documentation were developed for each stakeholder group to include HR users, rating panel members, selecting officials, and employees. The NRC external web site was reengineered to contain basic information about NRCareers, frequently asked questions, and privacy information. A separate e-mail account was developed to specifically address concerns and issues from applicants. Each HR staff member who will use the system

attended a three-day basic training session at QuickHire, Inc. then a one-day refresher training session held at the NRC.

G. *What are the Agency lines of business involved in this project?*
The Agency lines of business involved in NRCareers are the Human Resources Management, Employment Process, specifically Manage Recruitment and Manage Merit Staffing. NRCareers enables the NRC to develop and manage candidate pools in accordance with statutory and regulatory requirements. For Managing Recruitment the activities include recruiting, advertising, reviewing resumes, coordinating evaluation panels, referring applications, interviews with line managers for agency vacancies and monitoring the status of applications received. Activities also include assisting, selecting and tracking employees participating in special programs such as stay-in-school, co-ops, etc. For Manage Merit Staffing the activities include identifying, selecting and hiring best-qualified candidates for positions and coordinating employment actions. This includes interviewing, performing merit selection, and communicating with applicants and line management. In addition, this includes applying Agency merit promotion policies and procedures for promotions of existing Federal employees.

I. *What are the implications for the agency business architecture?*
The implementation of NRCareers resulted in a simplified the vacancy creation process by supporting the functions that were historically supported by multiple legacy systems and manual processes. An example of simplification is the posting of vacancies to OPM USAJobs. In the legacy process the vacancy was created in one system, then manually duplicated and sent to OPM USAJobs in the proper format. With NRCareers the vacancy is created and automatically sent to OPM USAJobs, if appropriate, without any manual intervention. In addition to supporting the entire vacancy creation process, NRCareers simplified the application process for the general public as well as NRC employees. Historically, an applicant was required to submit multiple copies of a hard-copy application package each time they applied for a vacancy. With NRCareers, once an applicant registers in the system, their electronic resume is stored so each time they apply for a vacancy they only have to answer the specific vacancy questions. In the future, NRC plans to implement the automated rating process functionality of NRCareers. This process will require the reengineering of the current hiring process from a rating panel based system to one where NRCareers determines the best-qualified candidates. This redesign is expected to reduce hiring time while reducing the workload on NRC staff.

II.A.2 Data

A. *What types of data will be used in this project?*
Data contained in the system includes general vacancy information as well as applicant data such as date of birth, name, social security number and resume. General vacancy information is entered by a HR user; applicant data is entered by the applicant. This data was not resident in the legacy systems. NRCareers interfaces with OPM USAJobs in order to post vacancy information to their web site. NRCareers does not interface with any other systems at this time.

B. *Does the data needed for this project already exist at the Federal, State, or Local level? If so, what are your plans to gain access to that data?*
NRCareers uses data entered by the HR user and applicants. This data does not exist in at the Federal, State, or Local level. The only interface is from NRCareers to OPM USAJobs in order to post vacancy information to their web site. This vacancy information is automatically uploaded to OPM USAJobs with no manual intervention.

B. *Are there legal reasons why this data cannot be transferred? If so, what are they and did you addresses them in the barriers and risk sections above?*
Data contained in NRCareers includes general vacancy information as well as applicant data. Some of the applicant data is subject to the Privacy Act of 1974, as amended, therefore this data must be safeguarded and

only accessible to authorized individuals. All users of the system are authenticated with a user name and password. Privacy data is not shared with any other systems.

C. *If this initiative processes spatial data, identify planned investments for spatial data and demonstrate how the agency ensures compliance with the Federal Geographic Data Committee standards required by OMB Circular A–16.*
This initiative does not process spatial data.

II.A.3 Application and Technology

A. *Discuss this initiative/project in relationship to the application and technology layers of the EA. Include a discussion of hardware, applications, infrastructure, etc.*
NRCareers is covered in the application and technology layers of the EA. The web technology used by NRCareers is compatible with the existing NRC infrastructure.

B. *Are all of the hardware, applications, and infrastructure requirements for this project included in the EA Technical Reference Model? If not, please explain.*
Yes, the hardware, applications, and infrastructure requirements for NRCareers are included in the EA Technical Reference Model.

II. B. Security and Privacy

NOTE: Each category below must be addressed at the project (system/application) level, not at a program or agency level. Referring to security plans or other documents is not an acceptable response.

II.B.1. How is security provided and funded for this project (e.g., by program office or by the CIO through the general support system/network)?

Security for NRCareers is provided for by the program office through a portion of the application service provider fee and by program office staff. NRCareers is not located within the NRC information technology environment, but is hosted by QuickHire, Inc. acting as an application service provider. The host location is Atlantech Online, Inc. located in Silver Spring, Maryland. Security functions such as application security, physical security, backups and contingency planning are funded via the subscription contract as part of the functions performed by the application service provider. Program office staff use the built-in security features of the application to provide user security administration. Program office staff also work with the agency CIO office to prepare and review security plans, risk assessments, etc. In addition, NRCareers relies on the underlying NRC network infrastructure (general support system) security to restrict access to the administrative functions of the application.

A. What is the total dollar amount allocated to security for this project in FY 2004?

Because NRCareers is hosted by QuickHire, Inc. acting as an application service provider, there is no discrete funding for the security component of this project. The contract planned for FY 2004 is to extend the subscription period for an additional two fiscal years. It is estimated that $20,000, or 10%, will be allocated to security for this project to cover both fiscal years.

II.B.2 Does the project (system/application) meet the following security requirements of the Government Information Security Reform Act, OMB policy, and NIST guidance?

A System Security Plan self-assessment was completed prior to implementation of NRCareers in 2002. This assessment addresses system specifications and controls. A complete risk assessment of this COTS product was completed by the Federal Deposit Insurance Corporation (FDIC). The risk assessment completed by the FDIC highlighted several risks that have since been corrected. This risk assessment is currently being reviewed by NRC and will be modified to meet NRC standards. Some of the FDIC recommendations will not be applicable to the NRC infrastructure and environment. However, any corrective actions will be outlined and prioritized in a corrective action plan.

A. Does the project (system/application) have an up-to-date security plan that meets the requirements of OMB policy and NIST guidance? What is the date of the plan?

A System Security Plan self-assessment was completed and approved prior to implementation of NRCareers, on July 25, 2002.

B. Has the project undergone an approved certification and accreditation process? Specify the C&A methodology used (e.g., NIST guidance) and the date of the last review.

A System Security Plan self-assessment was completed and approved in July 2002. This assessment addresses system specifications and controls. A complete risk assessment was completed by the Federal Deposit Insurance Corporation (FDIC) and is currently being reviewed and modified to meet NRC standards. Any corrective actions will be outlined and prioritized in a corrective action plan.

C. *Have the management, operational, and technical security controls been tested for effectiveness? When were most recent tests performed?*
This process was completed as part of the System Security Plan self-assessment completed and approved July 25, 2002.

D. *Have all system users been appropriately trained in the past year, including rules of behavior and consequences for violating the rules?*
All HR users have been trained and are aware of security and privacy concerns associated with NRCareers. All NRC staff are required to attend an annual security awareness and training program to ensure that personnel involved in managing and using this information are aware of security rules, their responsibilities and the proper incident reporting procedures.

E. *How has incident handling capability been incorporated into the system, including intrusion detection monitoring and audit log reviews? Are incidents reported to GSA's FedCIRC?*
Because NRCareers is hosted at a secure site by QuickHire, Inc., incident handling, the business continuity plan, backup procedures and disaster recovery procedures are covered in the Information Security and Vulnerability Analysis and Countermeasures document, dated 06/28/2002. In addition, NRC has recently implemented information systems security incident response procedures. These are part of the underlying security services provided by the NRC LAN general support system. The incident response procedures have been reviewed and approved by GSA's FedCIRC, and the NRC is reporting incidents to the GSA FedCIRC.

F. *Is the system operated by contractors either on-site or at a contractor facility? If yes, does any such contract include specific security requirements required by law and policy? How are contractor security procedures monitored, verified, and validated by the agency?*

II.B.3 *How does the agency ensure the effective use of security controls and authentication tools to protect privacy for those systems that promote or permit public access?*
NRCareers is a web-based on-line vacancy system accessible to internal NRC users as well as the general public who wish to apply for NRC vacancies. Security controls include:

- For Human Resources staff accessing NRCareers via the ICA client for creating and maintaining vacancies, multiple defense in-depth is used to authenticate users. ICA client access is restricted to users logged on to the agency internal network, and is not available outside the agency firewall. There are two levels of security, Citrix and the database, each requiring the individual to input an established username and password. These user names and passwords are controlled by the system administrator, who is a member of the program office staff.
- For users accessing NRCareers via the web, including selecting officials, panel members, and applicants, a user name and password is used to authenticate. This information is encrypted via SSL.
- Data contained in NRCareers is validated through the use of audit and other output reports.
- NRCareers tracks and journals all changes made by Human Resources staff via the ICA client. It tracks the specific user that made the change, the date, and the time the change was made.

II.B.4 *How does the agency ensure that the handling of personal information is consistent with relevant government-wide and agency policies?*
Data contained in the system includes general vacancy information as well as applicant data. Some of the applicant data is subject to the Privacy Act of 1974, as amended. Therefore, this data must be safeguarded and only accessible to authorized individuals. Privacy impact was assessed as part of the overall security review and analysis. NRCareers uses an application service provider hosted by QuickHire, Inc., at a secure location. Access for HR users is via Independent Computer Architecture (ICA); all other users access NRCareers via a web browser. Access via the ICA client authenticates the user with multiple user names and passwords that are controlled by the system administrator. Those accessing NRCareers via a web browser authenticate with a user name and password encrypted by SSL and established by the user. Privacy data is not shared with any other systems.

II.B.5 If a Privacy Impact Assessment was conducted, please provide a copy to OMB.

The system contains personal data. A Privacy Impact Assessment is attached.

II. C. Government Paperwork Elimination Act (GPEA)

II.C.1 *If this project supports electronic transactions or record-keeping that is covered by GPEA, briefly describe the transaction or record-keeping functions and how this investment relates to your agency's GPEA plan.*

The submission of resumes and applications for employment is one of the planned accomplishments in the Agency's GPEA Compliance Plan. A description of this initiative in the GPEA Compliance Plan reads, "The general public currently submits hard-copy employment applications. This process can be automated for electronic submission via the web. Some attachments an applicant may wish to submit may not be conducive to electronic submission." The implementation of NRCareers has satisfied the initiative of automating the NRC application process. This reduces hard-copy applications from approximately 3000 applicants per year.

II.C.2 *What is the date of your GPEA plan?*
The most recent data of the Agency's GPEA Compliance Plan is August 9, 2000.

II.C.3 *Identify any OMB Paperwork Reduction Act (PRA) control numbers from information collections that are tied to this investment.*
Not applicable.