

U.S. Nuclear Regulatory Commission

Privacy Impact Assessment

(Designed to collect the information necessary to make relevant determinations regarding the applicability of the Privacy Act, the Paperwork Reduction Act information collections requirements, and record management requirements.)

for

NRCareers

Date prepared: May 22, 2008

A. GENERAL SYSTEM INFORMATION

1. Provide brief description of the system:

NRCareers is the agency web-based vacancy application system. Using NRCareers, vacancy announcements are posted online and applicants can apply via the web for these vacancies.

2. What agency function does it support?

NRCareers supports the Organizational Excellence Objective to achieve agency strategic goals.

3. Describe any modules or subsystems, where relevant, and their functions.

There are no subsystems.

4. Points of Contact:

Project Manager	Office/Division/Branch	Telephone
Kristin Davis	HR/PMDA	301-492-2266
Business Project Manager	Office/Division/Branch	Telephone
Kristin Davis	HR/PMDA	301-492-2266
Technical Project Manager	Office/Division/Branch	Telephone
Kristin Davis	HR/PMDA	301-492-2266

Executive Sponsor	Office/Division/Branch	Telephone
James McDermott	Director, OHR	301-492-2076

5. Does this Privacy Impact Assessment (PIA) support a proposed new system or a proposed modification to an existing system?

a. ☐ New System ☐ Modify Existing System ☒ Other (Explain)

The NRCareers system has been operational since July 2002. NRCareers was upgraded in FY 2007 to be compliant with the e-government Recruitment-One-Stop mandate.

b. If modifying an existing system, has a PIA been prepared before?

When NRCareers was implemented in 2002 a security package was prepared and approved by the then OCIO. Since that time, a PIA has not been prepared.

(1) If yes, provide the date approved and ADAMS accession number.

N/A

B. **INFORMATION COLLECTED AND MAINTAINED**

(These questions are intended to define the scope of the information requested as well as the reasons for its collection. Section 1 should be completed only if information is being collected about individuals. Section 2 should be completed for information being collected that is not about individuals.)

1. **INFORMATION ABOUT INDIVIDUALS**

a. Does this system maintain information about individuals?

Yes

(1) If yes, what group(s) of individuals (e.g., Federal employees, Federal contractors, licensees, general public) is the information about?

NRCareers collects information about applicants for NRC vacancies. These applicants may be NRC employees, contractors, other Federal employees, or the general public.

b. What information is being maintained in the system about individuals (describe in detail)?

NRCareers maintains employment application information about individuals such as their employment history, training and awards, education, personal information such as address and phone number,

references, and any information an applicant shows on their resume. Most importantly, NRCareers maintains the applicant's social security number as a unique identifier.

- c. Is the information being collected from the subject individuals?

All information in NRCareers is collected from the subject individuals. They are responsible for building their resume and responding to application questions.

- (1) If yes, what information is being collected from the individuals?

All of the information maintained is collected from the individuals.

- d. Will the information be collected from 10 or more individuals who are **not** Federal employees?

Yes

- (1) If yes, does the information collection have OMB approval?

Yes

- (a) If yes, indicate the OMB approval number:

OMB CONTROL NUMBER: 1225-0072.

- e. Is the information being collected from internal files, databases, or systems? No.

- (1) If yes, identify the files/databases/systems and the information being collected.

- f. Is the information being collected from an external source(s)?

Yes

- (1) If yes, what is the source(s) and what type of information is being collected?

Under the Recruitment-One-Stop initiative, applicants complete their resume and general background questions on the USAJOBS website (the official job site of the U.S. Federal Government). Once they apply for an NRC vacancy, this information flows to NRCareers where they answer additional, agency and job specific, questions.

- g. How will this information be verified as current, accurate, and complete?

Applicants have an obligation to provide truthful information during the vacancy application process. Information is verified by the agency human resources professional or selecting official.

- h. How will the information be collected (e.g. form, data transfer)?

Information is collected electronically at USAJOBS and NRCareers web pages.

- i. What legal authority authorizes the collection of this information?

U.S. Code 5 USC 1104 which is the basic personnel authority, including competitive examination.

- j. What is the purpose for collecting this information?

The purpose for collecting this information is to obtain information about perspective applicants for NRC positions.

2. **INFORMATION NOT ABOUT INDIVIDUALS**

- a. What type of information will be maintained in this system (describe in detail)?

Information about position vacancies is maintained in NRCareers, such as title, grade, salary, duties, and required skills. In addition, NRCareers has general government information such as benefits, veterans preference rules, etc. which are used when posting vacancy announcements.

- b. What is the source of this information? Will it come from internal agency sources and/or external sources? Explain in detail.

This information comes from internal sources such as position descriptions and crediting plans and also from external sources such as the Office of Personnel Management.

- c. What is the purpose for collecting this information?

The purpose for collecting this information is to properly post job vacancies and to evaluate candidates for vacancies.

C. **USES OF SYSTEM AND INFORMATION**

(These questions will identify the use of the information and the accuracy of the data being used.)

- 1. Describe all uses made of the information.

This information is used to fill NRC position vacancies.

2. Is the use of the information both relevant and necessary for the purpose for which the system is designed?

Yes

3. Who will ensure the proper use of the information?

HR professionals.

4. Are the data elements described in detail and documented?

No, however there is an online help function that is robust and HR develops internal standard operating procedures (SOP) for processes. The Help function is online within the system and the SOPs are maintained in a shared directory on the NRC network.

- a. If yes, what is the name of the document that contains this information and where is it located?

5. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?

No

- a. If yes, how will aggregated data be maintained, filed, and utilized?

- b. How will aggregated data be validated for relevance and accuracy?

- c. If data are consolidated, what *controls* protect it from unauthorized access, use, or modification?

6. How will the information be *retrieved* from the system (be specific)?

Information is retrieved by vacancy announcement number and name.

7. Will this system provide the capability to identify, locate, and monitor (e.g., track, observe) individuals?

No

- a. If yes, explain.

- (1) What controls will be used to prevent unauthorized monitoring?

8. Describe the report(s) that will be produced from this system.

There are various reports available in the system such as applicant reports, vacancy statistics reports, etc.

- a. What are the reports used for?

To view information about applicants and vacancies.

- b. Who has access to these reports?

Access is established via permission groups. The system administrator assigns all authorized users to a permission group.

D. RECORDS RETENTION AND DISPOSAL

(These questions are intended to establish whether the information contained in this system has been scheduled, or if a determination has been made that a general record schedule can be applied to the information contained in this system. Reference NUREG-0910, 'NRC Comprehensive Records Disposition Schedule.')

1. Has a retention schedule for this system been approved by the National Archives and Records Administration (NARA)? No.

- a. If yes, list the disposition schedule.

2. Is there a General Records Schedule (GRS) that applies to information in this system?

Yes

- a. If yes, list the disposition schedule.

GRS 1, Civilian Personnel Records, Item 33k – 33n.

3. If you answered no to questions 1 and 2, complete NRC Form 637, NRC Electronic Information System Records Scheduling Survey, and submit it with this PIA.

E. ACCESS TO DATA

1. INTERNAL ACCESS

- a. What organizations (offices) will have access to the information in the system?

The Office of Human Resources and all other offices that have positions vacancies will have access to the information in the system.

- (1) For what purpose?

To post job vacancies and hire applicants.

(2) Will access be limited?

Yes

b. Will other systems share or have access to information in the system?

No

c. How will information be transmitted or disclosed?

Reports, viewing on-line, creation of pdf files for viewing and emailing.

d. What controls will prevent the misuse (e.g., unauthorized browsing) of information by those having access?

System access controls who and view information and who can update information. Permissions are controlled by the system administrator and authorized users have a User id and password.

e. Are criteria, procedures, controls, and responsibilities regarding access documented?

Yes

(1) If yes, where?

Documentation maintained by HR.

2. **EXTERNAL ACCESS**

a. Will external agencies/organizations/public share or have access to the information in this system?

No

(1) If yes, who.

b. What information will be shared/disclosed and for what purpose?

N/A

c. How will this information be transmitted or disclosed?

N/A

F. **TECHNICAL ACCESS AND SECURITY**

1. Describe security controls used to limit access to the system (e.g., passwords). Explain.

Access to the system is requested via a request form used for all HR systems. The NRCareers System Administrator sets up access based on this request. The user receives a User ID and Password for the system which they use to access those parts of the system that are included in their permission group. Permission Groups are also changed based on the same request form. When a user leaves, their permission is removed from the system so they can no longer access information.

2. Will the system be accessed or operated at more than one location (site)?

Yes

- a. If yes, how will consistent use be maintained at all sites?

NRCareers is accessed by HR personnel at Headquarters and the Regions. Access is also allowed via the NRC Citrix Desktop for those teleworking. All users are set up as in #1 above with the proper permissions, User ID, and password.

3. Which user groups (e.g., system administrators, project manager, etc.) have access to the system?

NRCareers has a designated System Administrator plus backup, and several permission groups for HR/Regional Users. There is also a permission group for selecting officials and rating panel/reviewing officials.

4. Will a record of their access to the system be captured?

User access is tracked as well as any actions a user takes in the system.

- a. If yes, what will be collected?

The User ID, time, date, and what the individual action was that occurred.

5. Will contractors have access to the system?

Yes

- a. If yes, for what purpose?

Monster Government Solutions hosts the application (NRCareers) and provides technical support. In addition, HR employs several other contractors who review and update information in the system just as HR Headquarters/Regional employees would do.

- Ensure that the following Federal Acquisition Regulation (FAR) clauses are referenced in all contracts/agreements/purchase order where a contractor has access to a Privacy Act system of records to ensure that the wording of the agency contracts/agreements/purchase order make the provisions of the Privacy Act binding on the contractor and his or her employees:
 - 52.224-1 Privacy Act Notification.
 - 52.224-2 Privacy Act.
6. What auditing measures and technical safeguards are in place to prevent misuse of data?
- Passwords and access level controls are in place and a record of the date/time and user ID when records are inserted or modified are maintained.
7. Are the data secured in accordance with FISMA requirements?
- Yes
- a. If yes, when was Certification and Accreditation last completed?
- 2006/2007 by an OIS contractor

PRIVACY IMPACT ASSESSMENT REVIEW/APPROVAL
(For Use by OIS/IRSD/RFPSB Staff)

System Name: NRCareers

Submitting Office: Office of Human Resources

A. PRIVACY ACT APPLICABILITY REVIEW

☐ Privacy Act is not applicable.

☒ Privacy Act is applicable.

Comments:

NRCareers is subject to the provisions of the Privacy Act and maintained as part of NRC's Privacy Act system of records NRC-28, "Merit Selection Records."

This system contains personally identifiable information.

Reviewer's Name	Title	Date
Sandra S. Northern	Privacy Program Officer	June 10, 2008

B. INFORMATION COLLECTION APPLICABILITY DETERMINATION

☐ No OMB clearance is needed.

☐ OMB clearance is needed.

☒ Currently has OMB Clearance. Clearance No.1225-0072

Comments:

Reviewer's Name	Title	Date
Gregory Trussell	Information Collections Team Leader	June 10, 2008

C. RECORDS RETENTION AND DISPOSAL SCHEDULE DETERMINATION

☐ No record schedule required.

☐ Additional information is needed to complete assessment.

☐ Needs to be scheduled.

☒ Existing records retention and disposition schedule covers the system - no modifications needed.

☐ Records retention and disposition schedule must be modified to reflect the following:

Comments:

The records in this system are covered under the General Records Schedule 1, Civilian Personnel Records, Item 33k – 33n.

Reviewer's Name	Title	Date
Tracy L. Clark	Records Management Analyst	06/10/08

D. BRANCH CHIEF REVIEW AND CONCURRENCE

☐ This IT system **does not** collect, maintain, or disseminate information in identifiable form from or about members of the public.

☒ This IT system **does** collect, maintain, or disseminate information in identifiable form from or about members of the public.

I concur in the Privacy Act, Information Collections, and Records Management reviews:

 /RA/ Date: **06/12/2008**
Margaret A. Janney, Chief
Records and FOIA/Privacy Services Branch
Information and Records Services Division
Office of Information Services

**TRANSMITTAL OF PRIVACY IMPACT ASSESSMENT/
PRIVACY IMPACT ASSESSMENT REVIEW RESULTS**

TO: James McDermott, Director, Office of Human Resources	
Name of System: NRCareers	
Date RFPSB received PIA for review: May 30, 2008	Date RFPSB completed PIA review: June 12, 2008
Noted Issues: NRCareers is subject to the provisions of the Privacy Act and maintained as part of NRC's Privacy Act system of records NRC-28, "Merit Selection Records." This system contains personally identifiable information. This information collection is approved under OMB Clearance No.1225-0072. Records retention and disposition should be in accordance with General Records Schedule 1, Civilian Personnel Records, Item 33k – 33n.	
Margaret A. Janney, Chief Records and FOIA/Privacy Services Branch Office of Information Services	Signature/Date: /RA/ 06/12/2008
<i>Copies of this PIA will be provided to:</i> <i>James C. Corbett, Director Business Process Improvement and Applications Division Office of Information Services</i> <i>Paul Ricketts Senior IT Security Officer (SITSO) FISMA Compliance and Oversight Team Computer Security Office</i>	