

PEACE CORPS PRIVACY IMPACT ASSESSMENT

Peace Corps System Name and Acronym: USA Staffing

Managing Office: Office of Human Resources (OHR)

Privacy Impact Assessment approval date: October 18, 2022

1. Is this a new or revised electronic information system? If revised, describe revisions.

This is a new information system.

If any question does not apply, state not applicable (N/A) and explain why.

2. Identify who the Personally Identifiable Information (PII) is collected from:

Members of the public, including Peace Corps Volunteer applicants and interns

Federal employees/federal contractors/Peace Corps Volunteers

Both members of the public and Peace Corps personnel

3. Legal Authority. Cite the legal authorities that permit and authorize the collection of this information by this IT system.

The Peace Corps Act (22 U.S.C. 2501 et seq.), as amended; Executive Order 9397, as amended, Numbering System for Federal Accounts Relating to Individual Persons.

4. Purpose. Explain the purpose of the system (e.g., nature and source).

USA Staffing is an online federal recruitment and applicant management system that facilitates federal job applications, screening, and hiring of new employees for the Peace Corps. This Software as a Service is hosted by the Office of Personnel Management (OPM) and is accessible via an Internet capable web browser. Peace Corps manages and stores its federal job applications, supporting records, and certificate data to determine the eligibility and level of qualification of job applicants. Data may also be transmitted electronically through a web interface with an agency system. USA Staffing provides the complete process for federal talent acquisition by allowing OHR personnel to create and submit requests for hiring actions as USA Staffing system users, coordinate with interconnected workforce tracking systems, post position announcements to the USAJOBS.gov recruitment portal, collect and review applications and supporting records from interested candidates, rate, rank, and select new hires for posted positions, and manage new hire onboarding procedures.

5. List all forms of Personally Identifiable Information (PII) that is collected, maintained, or disseminated.

A job applicant and hired candidate's first name, middle name and middle initial, last name, Social Security number, birthdate, gender, ethnicity, race; marriage status; home address, city, state, zip code, personal telephone number, personal e-mail address, work email address, country or residence, citizenship, foreign language skills, federal employee status, highest grade level of a federal position, occupational specialties, geographic availability, Veterans preference (if and when applicable), dates of Active Duty for military service (if and when applicable), Selective Service registration status, and any related approved exemption. Electronic forms collect the onboarding individual's bank account number, routing number, a designated beneficiary and/or family member's full name, birthdate, Social Security number, home address and family relationship to the individual. The individual also provides one's own Social Security Number in uploaded application documents such as form SF-50, or onboarding forms such as the SF-2823. The individual may also upload an image of one's driver's license, birth certificate, or passport to prove US citizenship.

Other information collected from USA Staffing job applicants includes the applicant's supervisor names and phone numbers, reference names and phone numbers, and employment history. The job applicant uploads a resume, with the option to upload a supporting cover letter, educational transcripts, military Veteran forms, and supporting eligibility forms and other documentation, employment history and full work address, time span of held job position (years, months), educational information (degree level and school), employment availability preference, hiring eligibility, level of professional aptitude and skills, availability start date, name and relationship of any family members who are employed at the Peace Corps; eligibility for Schedule A, Persons with Disabilities Appointment under 5 CFR 213.3102(u).

OHR USA Staffing account holders will also enter applicant ratings and final hiring dispositions from interview and resume assessments.

6. Why is PII being collected (e.g., to determine eligibility)? Does the IT system collect PII directly from individuals, or from another system?

OHR uses USA Staffing to collect, rank, and rate job candidate information provided by the job applicant to consider for employment for advertised positions in the online federal job announcement website, USAJobs. The information collected and maintained in USA Staffing is used to effectively recruit, assess, certify, and onboard candidates for the Peace Corps as part of the federal job hiring process. The Applicant's information is collected directly from the individual via the USA Staffing internet interface. Human Resource users also enter applicant data directly into USA Staffing. 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, resumes and supporting documents from USAJOBS to USA Staffing in real-time.

7. Sharing and Disclosure.

a. Will the PII from this system be shared with another agency? If yes, list the agency, all types of PII that is shared, and why this is shared outside our agency.

Peace Corps' environment in USA Staffing does not share PII with another agency. USA Staffing maintains secure interconnections with other OPM solutions including USAJOBS and eOPF. USA Staffing 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. USA Staffing and USA Hire share application data and assessment scores necessary to administer USA Hire's online competency-based assessments.

b. Is the sharing pursuant to a Memorandum of Understanding, Computer Matching Agreement (CMA), or other type of approved sharing agreement with another agency?

This is based on a Statement of Service contract with OPM for USA Staffing. The Statement of Service contract expires on October 18, 2022. This date will be updated with the new contract date.

8. Notice of the collection of information.

a. Do individuals have the opportunity to object or to consent to the particular use of their PII prior to collection?

Yes No

b. If "Yes," describe the Privacy Act Statement (PAS) or notice provided to the individual prior to collection of his or her information. If "No," state the reason why individuals cannot give or withhold their consent. Identify if this is not applicable because information is obtained from an existing information system or source.

There is a Privacy Act Statement, Full Terms and Conditions of Use, and the Privacy Policy provided to applicants when they sign into USAJOBS and USA Staffing.

Once applicants and new hires are routed from USAJOBS to USA Staffing, USA Staffing provides notice to individual applicants through the Privacy links, available in the footer of USA Staffing's applicant and new hire interfaces.

Applicants have the option to apply directly with a Staffing Specialist should they choose not to provide their PII through the USAS. This alternative application method is available to applicants and information on that process is included in the job announcement.

When applicants sign in at USAJOBS, they are provided with a link to the login.gov Privacy and Security information site: <https://www.login.gov/policy/> and consent to the online Full Terms and Conditions of Use. USAJOBS links to their privacy policy in the website footer: <https://www.usajobs.gov/Help/Privacy/>. USAJOBS also publishes their terms and conditions in their Help system: <https://www.usajobs.gov/Help/terms-and-conditions/>.

c. List any Peace Corps form(s) or federal form(s) used to collect PII for this system. Each PC form must have a Privacy Act Statement.

- AD-349
- Background Investigation and Clearance Verification
 - SF-86 Questionnaire for National Security Positions
 - PC-1336 Peace Corps Intelligence Background Questionnaire
- Employee Locator Information (USAS Form)
- Fair Credit Reporting Act Release
- I-9, Employment Eligibility Verification
- OF-126 Foreign Service Residence and Dependency Report
- OF-306 Declaration for Federal Employment
- SF-1152 DOB Unpaid Compensation
- SF-1199A Direct Deposit Sign-Up
- SF-144 Statement of Prior Federal Service
- SF-181 Ethnicity & Race Identification
- SF-256 Self-Identification of Disability
- SF-2809 Employee Health Benefits Election
- SF-2817 Federal Employees' Group Life Insurance Election
- SF-2823 Designation of Beneficiary Federal Employees Group Life Insurance
- SF-3102 Designation of Beneficiary Federal Employees Retirement System
- Statement of Selective service Registration (USAS Form)
- State Tax forms
- Tax Check Waiver Consent
- Transmittal for Overseas Assignment
- Uniform Service Status Code Information (USAS Form)
- W4 – Federal Tax withholding

d. Provide the OMB Control number and the agency number for the collection if this collection is covered by the Paperwork Reduction Act (PRA).

These forms do not originate with the Peace Corps, with the exception of PC-1336, the Intelligence Background Questionnaire, which is undergoing the PRA approval process. Each federal organization hosting a form is responsible for their own OMB control number.

9. Security.

a. What administrative, technical, and physical security safeguards/controls are in place to protect the PII?

The privacy risks associated with this IT system are unauthorized access and unauthorized disclosure of PII. Peace Corps' has administrative, technical, and physical security controls in place to mitigate these risks. The physical controls are not outlined in this document.

Administrative controls: USA Staffing access is granted to specific employees in OHR, or designated persons in a hiring office who have official need to access this information. Peace Corps staff ("users") authorized to access USA Staffing are required to agree to Rules of Behavior that outline the appropriate use of the information and also provides users with the System Use Notification, Privacy Policy, and Full Terms and Conditions of Use. Users are required to sign the Rules of Behavior annually and are also required to take annual privacy and security training. USA Staffing has access controls that restrict the ability to retrieve data based on an individual's role for authorization and access permissions. The system maintains access roles that restrict and grant access to information and functionality to support the unique business process needs.

Technical controls: OPM maintains the secure posture and the Security Authorization for the USA Staffing system and the equipment supported and maintained by OPM. The security of the information being passed is protected through the use of approved encryption mechanisms. All user access is controlled by authentication methods to validate the approved users. The onboarding job candidate authenticates identity and access through the individual's USA Jobs account.

The appropriate physical security controls for both Peace Corps and OPM locations meets physical security requirements. Peace Corps agrees to operate in accordance with USA Staffing's Statement of Service.

b. Has a system security plan been completed for the information system?

The system security plan is being finalized.

10. Privacy Act System of Records. Identify the System of Records Notice (SORN) that covers this IT system, or state if a SORN will be created under the Privacy Act, 5 U.S.C. 552a.

Information is covered in government-wide SORNs OPM /GOVT-5 Recruiting, Examining, and Placement Records, OPM / GOVT-6 Personnel Research and Test Validation Records, and OPM / GOVT-7 Applicant Race, Sex, National Origin, and Disability Status Records.

11. Records Retention and Disposition. Identify the National Archives and Records Administration (NARA) approved, pending or general records schedule

(GRS) disposition authority for the system, or for the records maintained in the system, as well as the record retention instructions.

- Job Application Packages (Disposition Authority: DAA-GRS-2014-0002-0011) [GRS 2.1, item 060]. DISPOSITION: Temporary. Destroy 1 year after date of submission.
- Job Vacancy Case Files

1. Records of one-time competitive and Senior Executive Service announcements / selections (Disposition Authority: DAA-GRS-2017-0011-0001) [GRS 2.1, item 050]. DISPOSITION: Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.

2. Records of standing register competitive files for multiple positions filled over a period of time (Disposition Authority: DAA-GRS-2017-0011-0002) [GRS 2.1, item 051]. DISPOSITION: Temporary. Destroy 2 years after termination of register.