



PRIVACY IMPACT ASSESSMENT: Office of the Chief Human Capital Officer,  
 Information Management Division, Department of Energy, (HC-14)  
 Hiring Management Enterprise Solutions (HMES)

Department of Energy  
 Privacy Impact Assessment (PIA)

Affects Members of the Public?

Guidance is provided in the template. See DOE Order 206.1, *Department of Energy Privacy Program, Appendix A, Privacy Impact Assessments*, for requirements and additional guidance for conducting a PIA: <http://www.directives.doe.gov/pdfs/doe/doetext/neword/206/o2061.pdf>

**MODULE I – PRIVACY NEEDS ASSESSMENT**

<b>Date</b>	May 05, 2010	
<b>Departmental Element &amp; Site</b>	Office of Human Capital Management  System Location: National Technical Information Service (NTIS) Federal Data Center 5301 Shawnee Road, Alexandria, VA 22312	
<b>Name of Information System or IT Project</b>	Hiring Management Enterprise Solutions (HMES)	
<b>Exhibit Project UID</b>	Contract Identifier: DOE IAA HC0000007	
<b>New PIA</b> <input checked="" type="checkbox"/>		
<b>Update</b> <input type="checkbox"/>		
	<b>Name, Title</b>	<b>Contact Information Phone, Email</b>
<b>System Owner</b>	DOE: Eunice, Swinson-Jones Office of the Chief Human Capital Officer, Office of Strategic Planning and Policy Information Management Division, (HC-14)	(202) 586-2692 eunice.swinson-jones@hq.doe.gov
<b>Local Privacy Act Officer</b>	N/A	N/A
<b>Cyber Security Expert reviewing this</b>	James Schreiber, CISSP Cyber Security Program Manager	202-586-7969 James.Schreiber@hq.doe.gov



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## MODULE I – PRIVACY NEEDS ASSESSMENT

document (e.g. ISSM, CSSM, ISSO, etc.)	Office of the Chief Human Capital Officer, Information Management Division, Department of Energy, (HC-14)	
<b>Person Completing this Document</b>	DOE: Eunice, Swinson-Jones Office of the Chief Human Capital Officer, Office of Strategic Planning and Policy Information Management Division, (HC-14)	(202) 586-2692 eunice.swinson-jones@hq.doe.gov
<b>Purpose of Information System or IT Project</b>	<p>Monster Government Solutions (MGS) is an Application Service Provider (ASP) that is a web-based system that utilizes the Internet to allow Federal HR professionals to build and post vacancy announcements and develop online questionnaires to evaluate and hire candidates. The system allows users to build and post vacancies directly to the agency's website and USAJOBS. Hiring Management Enterprise Solutions (HMES) is a software tool that utilizes the public Internet to provide desired functionality. DOE staff access HMES by using a web browser.</p> <p>Information stored and processed by the HMES includes employment related data such as job vacancies, qualification information, and applicant questions. HMES also stores applicant information such as professional resumes, contact information, and social security numbers.</p>	
<b>Type of Information Collected or Maintained by the System:</b>	<input checked="" type="checkbox"/> SSN Social Security number ( <b>Note: Only last 4 digits are displayed</b> ) <input type="checkbox"/> Medical & Health Information e.g. blood test results <input type="checkbox"/> Financial Information e.g. credit card number <input type="checkbox"/> Clearance Information e.g. "Q" <input type="checkbox"/> Biometric Information e.g. finger print, retinal scan <input type="checkbox"/> Mother's Maiden Name <input type="checkbox"/> DoB, Place of Birth <input type="checkbox"/> Employment Information <input type="checkbox"/> Criminal History <input checked="" type="checkbox"/> Name, Phone, Address	



## MODULE I – PRIVACY NEEDS ASSESSMENT

Other –Job Vacancies, Position Descriptions, Position Requirements, Qualifications and Applicant Questions. HMES also stores applicant information such as professional resumes, and contact information.

**Has there been any attempt to verify PII does not exist on the system?**

DOE Order 206.1, *Department of Energy Privacy Program*, defines PII as any information collected or maintained by the Department about an individual, including but not limited to, education, financial transactions, medical history and criminal or employment history, and information that can be used to distinguish or trace an individual's identity, such as his/her name, Social Security number, date and place of birth, mother's maiden name, biometric data, and including any other personal information that is linked or linkable to a specific individual.

Yes

**If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)**

Visual inspection of data fields.

### Threshold Questions

1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?

YES

2. Is the information in identifiable form?

YES

3. Is the information about individual Members of the Public?

YES

4. Is the information about DOE or contractor employees?

YES

Federal Employees

Contractor Employees

If the answer to **all** four (4) Threshold Questions is "No," you may proceed to the signature page of the PIA. Submit the completed PNA with signature page to the CPO.

Module II must be completed for all systems if the answer to any of the four (4) threshold questions is "Yes." All questions must be completed. If appropriate, an answer of N/A may be entered.

The goal of the threshold questions is to legitimately and efficiently determine whether additional assessment is necessary. If there is doubt, it is in the System Owner's best interest to complete Module II.



## MODULE I – PRIVACY NEEDS ASSESSMENT

PIAs affecting Members of the Public are posted on the DOE Privacy website. For this reason, PIAs affecting Members of the Public should be written in plain language and at a high level so they are easily understandable and do not disclose sensitive information.

## END OF PRIVACY NEEDS ASSESSMENT

## MODULE II – PII SYSTEMS & PROJECTS

### AUTHORITY, IMPACT & NOTICE

#### 1. AUTHORITY

**What specific authorities authorize this system or project, and the associated collection, use, and/or retention of personal information?**

Department of Energy Authorization Act, Title 42, United States Code (U.S.C),  
 DOE P426.1 and M426.1  
 Executive Order (E.O.) 13478, Amendment to Executive Order 9397  
 Section 7101 et. seq., 50 U.S.C. 2401 et. seq.

#### 2. CONSENT

**What opportunities do individuals have to decline to provide information (e.g. where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?**

Applicants submitting information for a DOE employment positions are consenting to specific uses of their information as it relates to job application processing.

HMES is not configured to withdraw a submitted application.

Candidates are selected for consideration by completing the application process using HMES.



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>3. CONTRACTS</b></p> <p>Are contractors involved with the design, development and maintenance of the system? If yes, was the Privacy Order CRD or Privacy Act clauses included in their contracts?</p>	<p>YES, 52.224-1 Privacy Act Notification and 52.224-2 Privacy Act clauses from the Federal Acquisition Regulation are in the HMES contract.</p>
<p><b>4. IMPACT ANALYSIS:</b></p> <p>How does this project or information system impact privacy?</p>	<p>The system processes a job application and related information about an individual applying for an open position at DOE.</p>
<p><b>5. SORNs</b></p> <p>How will the data be retrieved? Can PII be retrieved by an identifier (e.g. name, unique number or symbol)?</p> <p>If yes, explain, and list the identifiers that will be used to retrieve information on the individual.</p>	<p>PII can be retrieved only by DOE employees who have a need to do so using the following identifiers:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SSN Social Security number</li> <li><input checked="" type="checkbox"/> Name, Phone, Address</li> <li><input checked="" type="checkbox"/> Other –Job Vacancies, Position Descriptions, Position Requirements, Qualifications and Applicant Questions.</li> </ul>
<p><b>6. SORNs</b></p> <p>Has a Privacy Act System of Records Notice (SORN) been published in the <i>Federal Register</i>?</p> <p>If "Yes," provide name of SORN and location in the <i>Federal Register</i>.</p>	<p>The HMES system operates under the OPM's Government-wide Privacy Act Systems of Records Notice OPM –GOVT 5, Recruiting, Examining, and Placement Records (June 19, 2006, 71 FR 35351) (Note: records maintained under the DOE Merit Promotion Program are not included in a system of records and therefore not subject to the Privacy Act consistent with Note #2 in the SORN).</p>
<p><b>7. SORNs</b></p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</p>	<p>No amendment to the OPM –GOVT 5 Recruiting, Examining, and Placement Records (June 19, 2006, 71 FR 35351) SORN is expected.</p>



## MODULE II – PII SYSTEMS & PROJECTS

### DATA SOURCES

<p>8. What are the sources of information about individuals in the information system or project?</p>	<p>Applicants enter application information on the OPM's USAJOBS website that includes: Name, Address, Telephone Number, Citizenship, Date of Birth and Email Address, before applying for a DOE job. Applicant's data is then redirected to DOE'S hiring management system or HMES for HR review. Applicants responding to an open position are the source of Personal Identifiable Information (PII).</p>
<p>9. Will the information system derive new or meta data about an individual from the information collected?</p>	<p>No</p>
<p>10. Are the data elements described in detail and documented?</p>	<p>No</p>

### DATA USE

<p>11. How will the PII be used?</p>	<p>Data will be used to evaluate applicant's qualification for DOE positions. HR users will use Hiring Management system to verify applicant's record in determining the best qualified candidates based on OPM's guidelines and procedures.</p>
<p>12. If the system derives meta data, how will the new or meta data be used?</p> <p>Will the new or meta data be part of an individual's record?</p>	<p>N/A</p>
<p>13. With what other agencies or entities will an individual's information be shared?</p>	<p>OPM</p>

### Reports

<p>14. What kinds of reports are produced about individuals or contain an individual's data?</p>	<p>The system allows authorized DOE HR staff the ability to query and produce reports on individuals or groups of individuals. Reports may be produced to contain information relating to an applicant's qualifications and work experience.</p>
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## MODULE II – PII SYSTEMS & PROJECTS

<p><b>15. What will be the use of these reports?</b></p>	<p>For reporting to OPM for example, the DEU Quarterly Report</p>
<p><b>16. Who will have access to these reports?</b></p>	<p>HR staff and EEO officers with need-to-know authority.</p>
<p><b>Monitoring</b></p>	
<p><b>17. Will this information system provide the capability to identify, locate, and monitor individuals?</b></p>	<p>The system is designed to process an applicant's request for an open position. The HMES system does not collect information for the purpose of monitoring individual activities.</p>
<p><b>18. What kinds of information are collected as a function of the monitoring of individuals?</b></p>	<p>The system collects SSN, Name, Phone, Address, Job Vacancies, Position Descriptions, Position Requirements, Qualifications and Applicant Questions and Answers for the purpose of processing an applicant's request for an open position. The HMES system does not collect information for the purpose of monitoring individual activities.</p>
<p><b>19. Are controls implemented to prevent unauthorized monitoring of individuals?</b></p>	<p>The HMES system has completed the information security Certification and Accreditation process and met the requirements of NIST Special Publication 800-37 and 800-53. The Department of Energy Designated Approving Authority issued an Authority to Operate. Monster Government Solutions protects PII via controls such as strict access control enforcement based on need-to-know, IP screening, encryption, intrusion detection and event logging and reviews. Detailed information is available in the HMES Certification and Accreditation package.</p>
<p><b>DATA MANAGEMENT &amp; MAINTENANCE</b></p>	
<p><b>20. How will records about individuals be kept current and verified for accuracy, relevance and completeness? Include PII data collected from sources other than DOE records.</b></p>	<p>DOE is responsible for maintaining the accuracy of an open position and the position requirements.</p> <p>The applicant applying for an open position is responsible for ensuring their information is accurate and complete.</p>



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?</b></p>	<p>N/A – The system operates at one location - Equinix Data Center, 21715 Filigree Ct, Building F. Ashburn, VA 20147</p>
<p><b>Retention &amp; Disposition</b></p>	
<p><b>22. What are the retention periods of data in the information system?</b></p>	<p>HMES adheres to the DOE retention schedule and the National Archives and Records Administration (NARA) for this type of information.</p>
<p><b>23. What are the procedures for disposition of the data at the end of the retention period?</b></p>	<p>When the information surpasses DOE retention schedule and NARA requirements, the Data will be disposed of in accordance with NIST guidelines and the System Security Plan (SSP).</p>
<p><b>ACCESS, SAFEGUARDS &amp; SECURITY</b></p>	
<p><b>24. What controls are in place to protect the data from unauthorized access, modification or use?</b></p>	<p>The HMES system has completed the information security Certification and Accreditation process and met the requirements of NIST Special Publication 800-37 and 800-53. The Department of Energy Designated Approving Authority issued an Authority to Operate. Monster Government Solutions protects PII via controls such as strict access control enforcement based on need-to-know, IP screening, encryption, intrusion detection and event logging and reviews. Detailed information is available in the HMES Certification and Accreditation package.</p>
<p><b>25. Who will have access to PII data?</b></p>	<p>Only authorized DOE HMES System Owners, HR users, and hiring managers have access to applicant information for reviewing qualifications.</p>
<p><b>26. How is access to PII data determined?</b></p>	<p>The DOE HMES System Owner determines which hiring manager will have access for reviewing applicant information based on need-to-know.</p>



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>27. Do other information systems share data or have access to the data in the system? If yes, explain.</b></p>	<p>YES – An interconnection exists between USAJOBS, owned by OPM, and HMES, owned by DOE. Applicants enter application information on the OPM's USAJOBS website that includes: Name, Address, Telephone Number, Citizenship, Date of Birth and Email Address, before applying for a DOE job. Applicant's data is then redirected to DOE'S hiring management system or HMES for HR review. Applicants responding to an open position are the source of Personal Identifiable Information (PII).</p>
<p><b>28. For connecting information systems, is there an Interconnection Security Agreement (ISA) or other agreement between System Owners to ensure the privacy of individuals is protected?</b></p>	<p>Yes - OPM owns the interconnection agreement between USAJOBS and HMES. The technical details of the interconnection are documented in the interconnection agreement. The parties have collaborated and cooperated in developing the interconnection agreement which is signed by both parties before the interconnection is activated. The interconnection agreement documents and formalizes the interconnection arrangement between DOE and OPM and specifies details that may be required to provide overall security safeguards for the systems being interconnected. Proposed changes to either system or to the interconnection will be reviewed and evaluated to determine the potential impact on the interconnection. If necessary, the ISA will be renegotiated before either party implements a change.</p> <p>Each party certifies that its system is designed, managed, and operated in compliance with all relevant federal laws, regulations, and policies.</p> <p>Each party agrees to ensure that the security documentation for their system is maintained and kept up-to-date.</p>
<p><b>29. Who is responsible for ensuring the authorized use of personal information?</b></p>	<p>The System Owner, Office of the Chief Human Capital Officer, Policy Division, Department of Energy and Monster Government Solutions (MGS).</p>

## END OF MODULE II