



Encryption in Legacy USA Staffing Summary

What does encryption mean?

Encryption is the most effective way to protect Personally Identifiable Information (PII). It is the process of encoding data so only authorized users can read it; preventing interceptors from understanding or using the data. To continue our support of Federal security initiatives, USA Staffing will begin encrypting certain types of PII “at rest” as of May 21, 2016. Data “at rest” refers to inactive data which is typically stored in a digital format such as PII that is stored in database columns and tables within files on a network server.

How does adding encryption change USA Staffing?

Social Security Numbers (SSN) and Dates of Birth (DOB) will now be encrypted at rest on the column level within the Database. That means when an Applicant is filling out their application in Application Manager, their PII data will be masked once transferred to the Hiring Office’s view within USA Staffing. The system will encrypt these two fields at an application level and pass on to the database as encrypted values.

When will this go into effect?

This change will be released during our May 21st Legacy Update and go into effect immediately thereafter.

What to do if I have more questions?

After reviewing this document, please contact your Account Manager and/or USA Staffing POC with any additional questions.

What areas of the system will be impacted?

Anywhere SSN or DOB is used or displayed by the system, plus certain reports, exports, and interconnection data files. The remainder of this document describes in more detail where those changes will occur.

Exports:

The SSN and DOB fields will be removed completely from USA Staffing exports. Users will not be able to get the SSN or DOB data in ANY exports. The only exception to this change is the "Applicant Data for Rating Import" export. Currently, the Assessment Rating Import process requires the SSN in order to match Assessment data with existing PL applications. After these encryption changes are implemented, the export and import files will use the encrypted SSN as the key field. The encrypted SSN field is a mix of numbers, letters, and symbols up to 128 characters long.

The following exports will be modified to remove SSN and/or DOB:

1. Applicant Data By Cert
2. Applicant Data File
3. Applicant Lists by RSC
4. Assessment Data Export
5. Complete Applicant Record Export
6. Discrete Applicant Geos
7. Generic Applicant Data
8. Generic Certificate Data
9. Pending Completion Applications

**The “CARP (Customized PMF)” Export will be removed from the system.



Creating Exports:

- When creating an export, the **SSN Criteria** option will still be displayed. The SSN criteria will display only the last four digits; however, the full SSN will be encrypted in the database.
- While users will still be able to enter the full SSN in the SSN field to pull specific applicants, the SSN will be encrypted in the database. This feature is mainly used for large inventories.
- When the user is selecting specific applicants by SSN, the **limit will be changed from “75” to “31.”**

The screenshot shows the 'Exports' section of the USA Staffing application. The 'Select Export' dropdown is set to 'Applicant Narratives Export'. The 'Export Description' states: 'This export displays the Applicant ID, Item ID, Narrative Description and Narrative Text. This export requires a specific VIN and the Eligibility Begin and End Dates.' The 'File Type' is 'Delimited Text File' and the 'Delimiter' is '~'. Under 'Export Criteria', there are fields for 'Vacancy ID', 'SSN (up to 75)', 'Start' (01/27/2016), and 'End' (01/27/2016). A 'Show List' button is next to the SSN field. A 'Run Export' button is at the bottom. A red arrow points to the 'SSN (up to 75)' field.

- The **“Mask SSN”** checkbox will be removed from ALL exports.

The screenshot shows the 'Exports' section of the USA Staffing application. The 'Select Export' dropdown is set to 'Complete Applicant Record Export'. The 'Export Description' states: 'This export displays the applicant's information contained in their record for a specific VIN. This export requires a specific VIN, specific or All SSNs and the Eligibility Begin and End Dates.' The 'File Type' is 'Delimited Text File' and the 'Delimiter' is '~'. Under 'Export Criteria', there are fields for 'Vacancy ID', 'SSN (up to 75)', 'Start' (01/27/2016), and 'End' (01/27/2016). A 'Show List' button is next to the SSN field. A 'Mask SSN' checkbox is checked. A 'Run Export' button is at the bottom. A red arrow points to the 'Mask SSN' checkbox.

Reports:

- All reports that previously displayed the full SSN, will now display only the last four digits of the SSN.
- The NOR, which previously displayed the last 4 digits, will NOT display any part of the SSN.
- Printed certificates will still have the last 4 digits of the SSN.

Creating Reports:

- When creating a report, the SSN Criteria option will still display. The **SSN criteria** will display only the last four digits; however, the full SSN will be encrypted in the database.
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The screenshot shows the 'Create Report' page in the USA Staffing system. The left sidebar lists various report types under 'Vacancy' and 'Assessments'. The main content area is titled 'Create Report' and includes a 'Report Description', 'Report Criteria', and 'Report Options' sections. The 'Report Criteria' section has fields for 'Vacancy ID', 'Certificate', 'SSN (up to 75)', and 'Sort By'. The 'Sort By' dropdown is currently set to 'SSN'. A red arrow points to the 'Sort By' dropdown. The 'Report Options' section includes 'Action' (set to 'Store'), 'Store Format' (set to 'PDF'), and a 'Go' button. At the bottom, there are 'Schedule' and 'Frequency' details.

- Users will not have the capability to “Sort By” SSN.

This screenshot is similar to the one above, showing the 'Create Report' page. The 'Sort By' dropdown menu is circled in red, indicating that this option is not available to users. The rest of the interface, including the 'Report Description', 'Report Criteria', and 'Report Options' sections, is identical to the previous screenshot.

Onboarding Manager:

The Onboarding Manager system is also implementing encryption on Selectee data, responses to certain questions, and uploaded documents. The system interfaces will display only the last four of the Selectee's SSN. However, any forms requiring the full SSN and/or DOB will display them in full.

Cognos:

As of May 21, 2016, Cognos will no longer provide the full SSN or DOB in Standard Reports or in Reports Studio. The following standard reports will have SSN and/or DOB removed. In addition, Reports Authors will be notified directly if any of their custom Cognos reports will be impacted by the removal of these fields.

- Applicant Touch Points - Announcement (Org Level)
- 80 Day Hiring Model Compliance Tracker
- Applicant Log
- Applicant Touch Points – Announcement
- Application History Tracker
- Enhanced Application Rating Log
- HR Applicant Review
- Applicant Touch Points – Certificate

FTP Interconnection Files:

Standard and Custom Interconnection data files provided to customer agencies on the secure FTP server will be zipped and password protected using [Rebex \(http://www.rebex.net/zip.net/\)](http://www.rebex.net/zip.net/). We will send the agency FTP interconnection points of contact more details about how to use this or other tools to open the zipped files after downloading them from the FTP server. Once we have confirmed with all customer agencies that they are prepared for the change to the FTP files, we will set a date to make the change.

Note: Applicant Flow Data files provided via FTP will NOT be zipped because they do not contain PII.

Agencies with Standard Data Interconnections:

- HHS
- HHS/IHS
- HHS/NIH
- DHS/CIS
- DHS/ICE
- DOD/DLA
- DOD/AFPC
- VHA

Agencies with Custom Data Interconnections:

- DHS/CBP

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