GENERAL

This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579) for individuals completing Application for Employment with the Board of Governors of the Federal Reserve System ("Board") and other forms included in the system of records titled, “FRB—General Personnel Records.”

AUTHORITY

Sections 10 and 11 of the Federal Reserve Act (12 U.S.C. § 221 et seq.) give the Board the authority to recruit, examine, and evaluate applicants' qualifications for employment with the Board. Use of the employment application forms and other personnel related forms is necessary for performing these functions.

PURPOSES AND USES

The principal purpose of employment application forms and other personnel related forms is to collect information needed to determine qualifications, suitability, and availability of applicants for employment with the Board and of current Board employees for reassignment, reinstatement, transfer, or promotion. Your completed form may be used to examine, rate, and/or assess your qualifications; to determine if you are entitled to rights or benefits under certain laws and regulations, and to contact you concerning availability and/or an interview. All or part of your completed employment application form or other personnel related forms may be disclosed outside the Board to:

1. Government training facilities (Federal, State, and local) and to non-Government training facilities (private vendors of training courses or programs, private schools, etc.) for training purposes.

2. Educational institutions on appointment of a recent graduate to a position at the Board, and to provide college and university officials with information about their students who are working in internships or other similar programs necessary to a student obtaining credit for the experience gained.

3. The Department of Labor, Department of Veterans Affairs, Social Security Administration, Department of Defense, a Federal Reserve Bank, or any Federal agencies that have special civilian employee retirement programs; or to a national, State, county, municipal, or other publicly recognized charitable or income security, administration agency (e.g., State unemployment compensation agencies), when necessary to adjudicate a claim under the retirement, insurance, unemployment, or health benefits programs of the Board, a Federal Reserve Bank, or any agency cited above, or to an agency to conduct an analytical study or audit of benefits being paid under such programs.

4. The Office of Federal Employees Group Life Insurance, information necessary to verify election, declination, or waiver of regular and/or optional life insurance coverage, eligibility for payment of a claim for life insurance, or a Thrift Savings Program (TSP) election change and designation of beneficiary.

5. The manager of the Federal Reserve Thrift Plan, or any other TSP, information necessary to complete enrollment, determine appropriate levels of withholding and/or contributions, determine eligibility for disbursements, verify designation of beneficiary, or to carry out the coordination or audit of the Plan or savings program.

6. Health insurance carriers contracting with the Board and/or the Federal Government to provide a health benefits plan (e.g., Federal Employees Health Benefits Program), information necessary to identify enrollment in a plan, to verify eligibility for payment of a claim for health benefits, or to carry out the coordination or audit of benefit provisions of such contracts.

7. The appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, when the Board becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

8. Any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), when necessary to obtain information relevant to a Board decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, grant, or other benefits.

9. A Federal agency in the executive, legislative or judicial branch of government, or to a Federal Reserve Bank, in response to its request, or at the initiation of the Board, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of
a security or suitability investigation of an individual, the
classifying of jobs, the letting of a contract, the issuance
of a license, grant, or other benefits by the requesting
agency, or the lawful statutory, administrative, or inves-
tigative purpose of the agency to the extent that the
information is relevant and necessary to the requesting
agency's decision.

10. Provide information to a congressional office from the
record of an individual in response to an inquiry from the
congressional office made at the request of the indi-
vidual.

11. Another Federal agency, a court, or a party in litigation
before a court or in an administrative proceeding being
conducted by a Federal agency, when the Board is a
party to the judicial or administrative proceeding.

12. The Department of Justice or in a proceeding before a
court, adjudicative body, or other administrative body
before which the Board is authorized to appear, when:

(1) The Board or any employee of the Board in his or her
official capacity; or

(2) Any employee of the Board in his or her individual
capacity where the Department of Justice or the Board
has agreed to represent the employee; or

(3) The United States (when the Board determines that
the litigation is likely to affect the Board) is a party to
litigation or has an interest in such litigation, and the use
of such records by the Department of Justice or the Board
is deemed by the Board to be relevant and necessary to
the litigation provided, however, that in each case it has
been determined that the disclosure is compatible with
the purpose for which the records were collected.

13. The National Archives and Records Administration in
connection with records management inspections and
its role as Archivist.

14. Any person who is responsible for the care of an indi-
vidual to whom a record pertains when the individual is
mentally incompetent or under other legal disability,
information in the individual's record to the extent nec-
essary to assure payment of benefits to which the indi-
vidual is entitled.

15. The Board-appointed representative of an employee all
notices, determination, decisions, or other written com-
munications issued to the employee, in connection with
an examination ordered by the Board under –
(1) fitness-for-duty examination procedures; or
(2) agency-filed disability retirement procedures.

16. In response to a request for discovery or for appearance
of a witness, information that is relevant to the subject
matter involved in a pending judicial or administrative
proceeding.

17. A requesting agency, organization, or individual the
home address and other relevant information on those
individuals who it reasonably believed might have con-
tracted an illness or might have been exposed to or
suffered from a health hazard while employed in the
Federal workforce.

18. The Equal Employment Opportunity Commission when
requested in connection with investigations or other
functions vested in the Commission.

19. Prospective non-Federal employers the following infor-
mation about a specifically identified current or former
Board employee: (1) tenure of employment; (2) civil
service status; (3) length of service at the Board and in
the Government; and (4) when separated, the date and
nature of action as shown on the Job Action.

20. Contractors, grantees, or volunteers performing or work-
ing on a contract, service, grant, cooperative agreement,
or job for the Board.

21. A Federal, State or local governmental entity or agency
(or its agent) when necessary to locate individuals who
are owed money or property either by a Federal, State,
or local agency, or by a financial or similar institution.

22. A spouse or dependent child (or court-appointed guard-
ian thereof) of a Board employee enrolled in the Federal
Employees Health Benefits Program, upon request,
whether the employee has changed from a self-and-
family to a self-only health benefits enrollment.

23. Verify for an entity preparing to make a loan to an employee
the individual's employment status and salary.

24. Officials of labor organizations recognized under appli-
cable law when relevant and necessary to their duties of
exclusive representation, information concerning per-
sonnel policies, practices, and matters affecting working
conditions.

25. The Merit Systems Protection Board or the Office of
Special Counsel in connection with appeals, special
studies of the civil service and other merit systems,
review of Office rules and regulations, investigation of
alleged practices, and such other functions promul-
gated in 5 U.S.C. chapter 12, or as may be authorized by
law.

EFFECTS OF NONDISCLOSURE

Because the employment application forms or other per-
sonnel related forms request both optional (other skills, training,
extc.) and mandatory (qualifications and biographical, etc.)
data, it is in your best interest to answer all questions.
Omission of an item means you might not receive full consid-
eration for a position for which this information is needed. A
false answer to a question in the employment application
may be grounds for not employing you, or for dismissing you
after you begin work, and may be punishable by fine or imprisonment (U.S. Code, title 18, section 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All information you give will be considered in reviewing your application or other personnel related forms.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579 SECTION 7(B), IF APPLICABLE

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the Board is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Board. The SSN also will be used by the Board in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.