



## Privacy Act Notice for

### APPLICATION FOR EMPLOYMENT WITH BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

And for Other Forms Included in the System of  
Records Titled  
"FRB—General Personnel Records"

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#### 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 investigative 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 individual.
  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 individual 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 necessary to assure payment of benefits to which the individual is entitled.
  15. The Board-appointed representative of an employee all notices, determination, decisions, or other written communications 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 contracted 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 information 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 working 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 guardian 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 applicable law when relevant and necessary to their duties of exclusive representation, information concerning personnel 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 promulgated in 5 U.S.C. chapter 12, or as may be authorized by law.

#### EFFECTS OF NONDISCLOSURE

Because the employment application forms or other personnel related forms request both optional (other skills, training, etc.) 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 consideration 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.