Request for Records Disposition Authority

Records Schedule Number   DAA-0478-2012-0010

Schedule Status   Approved

Agency or Establishment   Office of Personnel Management

Record Group / Scheduling Group Records of the Office of Personnel Management

Records Schedule applies to   Major Subdivsion

Major Subdivision   Human Resource Solutions

Minor Subdivision   Human Resources Tools and Technology

Schedule Subject

The Custom Examining Processes (CEP) system has been decommissioned.

The Custom Examining Processes (CEP) system includes a variety of services that support and enable customer agencies to fill Government jobs. The agency customers work with the Human Resources Tools and Technology (HRTT) group in Macon, Georgia to design customized Internet applications for their specific job vacancies. These applications allow a job applicant to apply via the Internet and include interactive minimum qualifications screen-outs, assign veterans preference, and/or accept information to schedule applicants for a written exam.

Internal agency concurrences will be provided   No

Background Information

·The CEP System includes the following DHS custom applications:

• Border Patrol Agent Internet Application
• Customs & Border Protection Officer Internet Application
• Immigration Services Officer Internet Application

CEP includes the following back-end processes:
• Customized Application Processing (CAP) System
• Test Data Analysis

The White House Fellows application allows applicants to the program to apply via the Internet, includes interactive minimum qualification screen-outs, and allows applicants to work on their application over multiple sessions until submitted as final. The information collected is not shared with other systems. This application does not include testing or scheduling. A separate web

page allows recommenders to submit recommendation letters for applicants. This process interfaces with the USA Staffing document management system. After the vacancy closes, PDF files are created for each applicant that include application responses and copies of recommendations received. The files are delivered to the Executive Office of the President via Secure FTP.

The WTWeb system is a minor application and subsystem of the CEP major application. WTWeb is used internally as a support tool to expedite the processing of written tests. WTWeb system is used to scan, score, and rate the OPM Form 1603, "United States Office of Personnel Management Answer Booklet". Job applicants apply to a job announcement using one of the Custom Examining Processes (CEP) systems or the USA Staffing Application Manager system. If the vacancy announcement requires a written exam, the applicant is scheduled to take the exam. OPM test administrators located throughout the United States administer the written exams to job applicants. The completed forms are mailed to the OPM Human Resources Tool and Technology (HRTT) Building for processing. HRTT Data Management staff receive the forms and scan them using the scanning portion of the system that controls the scanner equipment. WTWeb maintains personal information about job applicants (SSN, name, address, etc.) and applicants' written test responses. WTWeb scores each written test using scoring keys established for each exam. Scanning errors are reconciled and applicant ratings are assigned. WTWeb transfers the application ratings using back-end processes to CEP or USA Staffing to be matched with the applicants' initial application data.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0478-2012-0010

Sequence Number	
1	Master Files Disposition Authority Number: DAA-0478-2012-0010-0001

Records Schedule Items

Sequence Number	
1	**Master Files**

Master Files

Disposition Authority Number   DAA-0478-2012-0010-0001

CEP collected, used, and maintained candidate information including Social Security Number, Vacancy Identification Number, Title of Job, First Name, Last Name, Address, City, Zip Code, Lowest Grade, Occupational Specialties, and Geographic Availability. All other information collected is optional as determined by the agency user. This information may consist of Middle Initial, State, Country, Telephone Number, Contact Time, Fax Number, Fax Extension, E-mail Address, Permanent Phone Number, Permanent Phone Number Extension, Place of Employment, Work Address, Work State, Work Country, Work City, Work Zip Code, Employment Availability (Full Time Employment, Temporary Employment, Jobs Requiring Travel, Part Time Employment, Citizenship, Special Accommodation, Other Employment Questions), Citizenship, Background Information (including suitability questions), Gender, Date of Birth, Languages, Professional Skills, Test Location, Veterans Preference, Dates of Active Duty for Military Service, Availability Date, Service Computation Date, Job Preference, Transition Assistance Plan, Job Related Experience (Years, Months), Personal Background Information, Race and National Origin, and Education Information (College or University). CEP also contains applicant test scores and rating information. White House Fellows allows recommenders to submit recommendation letters for applicants. The information is owned by and shared with the agency that requests and funds the job opening.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Retention Period	Destroy 5 year(s) after system decommissioning

Additional Information

GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/30/2012	Certify	Tanya Bennett	Chief of Records Management and Data Policy	Office of the Chief Information Officer - Records Management and Data Policy
04/01/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
04/28/2014	Submit For Certification	Steven Pierce	Government Information Specialist	CIO - Records Management
04/29/2014	Certify	Tanya Bennett	Chief Records Management and Data Policy	CIO - Information Management
06/13/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist