PIA Approval Date – Dec. 16, 2008

Requested Operational Date – January 2009

System Overview
The R-TRAK Proof of Concept (POC) is a recruitment tracking system designed to assist recruiters in managing contacts and events. It also assists managers in measuring recruitment activities.

Systems of Records Number(s) (SORN)
Treasury/IRS 36.003, General Personnel & Payroll Records. When R-TRAK is in full production, the contingency Systems of Records is: Treasury/IRS 34.037, IRS Audit Trail and Security Record System.

Data in the System

1. Describe the information (data elements and fields) available in the system in the following categories:

A. Taxpayer
- Applicants' Name
- Applicants' Address
- Applicants' Email addresses
- Applicants' College Information (Name, Degree, GPA, Major)

B. Employee
- Recruiters' Name
- Recruiters' SEID
- Recruiters' Password
- Recruiters' office and cellular telephone numbers
- Recruiters' Email addresses

C. Audit Trail Information
- R-TRAK's security system will maintain an audit trail of attempted security-related events (successful and unsuccessful), identified by the users ID. These include logon and logoff actions. This information is used only for security auditing, and access will be limited to system security administrators.
- Access to R-TRAK will be limited and access will only be granted to the recruiters and their managers.
- Access to R-TRAK will require the users SEID and a password. After three unsuccessful attempts, the user will have to contact the system administrator.

D. Other
- None

2. Describe/identify which data elements are obtained from files, databases, individuals, or any other sources.
The data for the data elements identified below are obtained from applicants that attend the recruitment seminars and events. Their resumes and education are entered into the database by the recruiters.

A. IRS
- None

B. Taxpayer (aka student/applicant)
- Applicants' Name
- Applicants' Address
- Applicants' Email addresses
- Applicants' College Information (Name, Degree, GPA, Major)

C. Employee
- Recruiters' Name
- Recruiters' SEID
- Recruiters' Password
- Recruiters' office and cellular telephone numbers
- Recruiters' Email addresses

D. Other Federal Agencies (List agency)
- None

E. State and Local Agencies (List agency)
- None

F. Other third party sources (Describe)
- None

3. Is each data item required for the business purpose of the system? Explain.

Yes. The information collected is necessary to locate qualified and interested applicants for specific vacancies within the IRS. It will also allow the Human Capital Office (HCO) managers to run measures reports.

4. How will each data item be verified for accuracy, timeliness, and completeness?

The Recruitment Tracking System Proof of Concept (POC) Phase:
The recruiter will verify that the information input into the database is correct. Data entry controls within R-TRAK ensure accurate and complete data entry. Most of the fields in R-TRAK require an entry and the recruiter cannot continue unless the field is complete.

The recruiter will send the Small Business/Self Employed (SB/SE) Denver Research office their database on a monthly basis and SB/SE Research will merge all of the recruiters' databases into one. R-TRAK will use a set of technologies for copying and distributing data and database objects from one database to another and then synchronizing between databases to maintain consistency. This set of technologies is referred to as "replication".

Production Environment :
The R-TRAK database will allow the recruiters to input, edit, query, upload data and obtain reports. The data synchronizes with the database on the server when the recruiter is connected to the network.

5. Is there another source for the data? Explain how that source is or is not used.

Yes. However, the Recruitment Initiative Tracking System (RITS) will retire by 12/31/08.
The Recruitment Initiative Tracking System (RITS) is a legacy system that could provide some of this information but the recruiters do not use it because it is outdated, slow, and cumbersome. RITS is also incompatible with newer technology. In addition, the data quality from RITS is less than desirable and no technical support exists and updates or system enhancements are not possible.

6. Generally, how will data be retrieved by the user?
    During the POC Phase:
    Recruiters and Managers will retrieve data using queries and reports defined within the database.

When R-TRAK is in a "Production Environment ", R-TRAK will reside on an IRS server. The recruiters will log into their laptops and access R-TRAK to input and edit their applicant or recruiter event information. The recruiters will be able to upload the information to the server and will be able to retrieve data through queries and reports at a later date.

7. Is the data retrievable by a personal identifier such as name, SSN, or other unique identifier?
Yes. The search and query capabilities allow recruiters to retrieve individual applicant contact records by name. The managers are also able to retrieve information based on the recruiters' name (see response to Q16).

Access to the Data

8. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Others)?
Users are defined as: Recruiters, Managers, and a System Administrator. All are IRS employees.

During the POC phase, Recruiters, Managers, and SB/SE Research Database Administrators will have access to the data. The developers (contractors) will only have access to simulated data. The simulated data will allow them to view and update the programming code, but only while R-TRAK is being developed. Only developers tasked with the role of configuration management or testing engineer will be able to move code from the development environment to test, or from test to production. A background investigation will be completed on all of the contractors.

When the system is in a production environment, recruiters, managers, and a system administrator will have access to the data.

9. How is access to the data by a user determined and by whom?
During the POC phase, the SB/SE Database Administrator will control access to the live data. In addition, each of the recruiters will only have access to the data that they input.

When R-TRAK is deployed into a production environment, it will be subject to the security controls of the production environment. The System Administrator will be responsible for controlling access to the data by designating recruiters and managers as 'active' or 'inactive'.

The determination of who is granted access to R-TRAK will most likely be made by the SB/SE Strategic Management of Assets, Resources, and Talent Human Capital Office (SMART HCO). All R-TRAK users will need to go through the OL5081 process to obtain system access and authorization.

10. Do other IRS systems provide, receive, or share data in the system? If YES, list the system(s) and describe which data is shared. If NO, continue to Question 12.
No.

11. Have the IRS systems described in Item 10 received an approved Security Certification and Privacy Impact Assessment?
N/A

12. Will other agencies provide, receive, or share data in any form with this system?
No

Administrative Controls of Data

13. What are the procedures for eliminating the data at the end of the retention period?
The contractors are using simulated data during the development and testing phase. The simulated data will be removed once R-TRAK is deployed on an IRS server.

SB/SE Research will load live data into R-TRAK by January 31, 2009 once R-TRAK is on an IRS server. The recruiters will pilot R-TRAK from February to August 2009. Live data is used because the recruiters need a tool to record their recruiting activities and management needs a tool to assess the recruitment program. For example, if management wants to know information on how many diversity events that the recruiter attended within a given timeframe, the use of test data will not provide accurate information. The recruitment program does not have the resources to enter live data and test data into two systems. The recruiters' time is limited and they only have time to account for their recruitment efforts.

The recruitment program is a huge priority for the IRS and management is required to provide accurate data in their briefings. If test data is used, management will be unable to fulfill their expectations.

Elimination of the data will be consistent with the production platform environment security controls. IRM 1.15.38, General Records Schedules (GRS) 1 applies to the data retained in this application.

Data retention will depend on whether or not the applicant is hired by the IRS. For example, if the IRS hires an applicant, then we are required to keep applicant information for the length of their employment plus 6 months. For those applicants that we do not hire, we can destroy the information when not needed (http://www.irs.gov/irm/part1/ch11s38.html).

However, recruiters have met with high school students and obtain their information. To maintain contact, the recruiter can talk to that same student when they are in college and can update the applicant's information as appropriate. Therefore, in situations like that, the recruiter would have the applicant data for at least five years.

14. Will this system use technology in a new way? If "YES" describe.
No

15. Will this system be used to identify or locate individuals or groups? If so, describe the business purpose for this capability.
Yes. R-TRAK will be used to find qualified and interested applicants for specific vacancies within the Internal Revenue Service.

16. Will this system provide the capability to monitor individuals or groups? If yes, describe the business purpose for this capability and the controls established to prevent unauthorized monitoring.
Yes. Management will use queries and reports to establish measures of the recruitment activities of individual recruiters, east/west teams, and the recruiter cadre as a whole. The measures will be reported to HCO executives. Managers have a separate set of permissions and will not have the ability to alter any data within the system.

17. Can use of the system allow IRS to treat taxpayers, employees, or others, differently? Explain.
No.

18. Does the system ensure "due process" by allowing affected parties to respond to any negative determination, prior to final action?
No.

19. If the system is Web-based, does it use persistent cookies or other tracking devices to identify Web visitors?
N/A

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