

**Appendix A – Justice Consolidated Office Network (JCON)  
Systems and Applications that Collect, Store, and Maintain PII  
JCON Privacy Impact Assessment**

<b>System/Application</b>	<b>Description of Information Collected</b>	<b>Type(s) of PII Collected</b>
Chapter 11 Quarterly Fee Information and Collection System (FICS)	Accounts receivable system. Relevant chapter 11 case information and disbursement data is obtained from ACMS and permits USTP staff to maintain billing information, assess interest on past due accounts, issue collection and delinquency notices to debtors, and to provide reporting for referrals to Treasury.	Business debtor names, contact information, Tax ID numbers.
Microsoft Power Platform (MSPP)	Two applications that utilize Microsoft Azure Government cloud services and are part of Microsoft Office 365: (1) Microsoft Power Apps, a suite of applications and data platform that facilitates the customization of applications for business operations and provides use in browsers and mobile devices; and (2) Microsoft Power BI, a collection of software services and applications that work together to transform unrelated sources of data into coherent, visually immersive, and interactive insights.	Names, contact information of debtors, creditors, trustees and others involved in bankruptcy cases, possibly SSNs, dates of birth and/or alien registration numbers to the extent needed to verify identity, TINs and other financial information of company and individual debtors.
Professional Timekeeping System (PTS)	Management tool for USTP employees to record their hours and their bankruptcy-related activities in this system in order to capture timekeeping statistics in a way that can be analyzed by management for purposes of determining whether statutory priorities are being met.	USTP employee names.
ServiceNOW (SNOW)	Cloud-based web enabled system that connects to the USTP Active Directory of its personnel and used by the USTP Office of Information Technology (OIT) to respond to service requests. It also measures performance related to a variety of IT related service requests, including general helpdesk requests, user onboarding and offboarding tasks, and service requests related to the use of Department’s Unified Financial Management System (UFMS). Also, SNOW tracks, responds, and measures performance related to USTP security incidents, such as notices of malicious email (category 11).	USTP employee names and contact information, possibly personal contact or other information if voluntarily provided.

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Significant Accomplishments Reporting Systems (SARS)	Application USTP employees use to record informal and formal actions in the areas of civil and criminal enforcement, case administration and other mission-related activities. Leadership also uses the data as part of the basis for the USTP's annual reports to Congress.	Debtor names, personal or business contact information, managers can also see a log of every action a given subordinate enters.
USA Performance System (USAP)	Web-based application that USTP has access to pursuant to an interagency agreement and memorandum of understanding; automates performance management responsibilities for both supervisors and employees. USTP uses to develop performance work plans, track and monitor mid-year and final performance evaluations, provide feedback and ratings and also to digitally sign and maintain the files in the system.	Employee names, business address, email and phone numbers; grade, series, position; possibly debtor names to the extent used in the evaluation; rating details and digital signatures. USTP may collect full SSN in order to fully integrate with employees' eOPF files.
<b>Share Point Applications</b>		
341 Meeting Rooms	An inventory of 341 meeting room sites by location. Employees may also report any incidents that occur at a site.	Possibly names and contact information related to incidents reported on site.
Attorney Bar Referrals	A central repository that maintains data for the notification and approval process required for referring a non-DOJ attorney to a state bar or disciplinary authority in cases of misconduct constituting reportable violations of the applicable rules of professional responsibility.	Attorney and debtor names and contact information.
Bankruptcy Petition Preparer (BPP) and Debt Relief Enforcement	Assists the USTP in identifying, investigating, and taking appropriate action against multi-jurisdictional, non-attorney individuals and entities identified in connection with bankruptcy cases that target vulnerable consumer debtors.	BPP names, contact information and SSNs (provided by BPPs on publicly available forms).
Employee Directory	A central repository containing the names, titles and contact information for all USTP employees and contractors, as well as a description of offices within the EOUST and regional office addresses.	Names, business contact information.
Executive Secretariat	Provides support and workflow automation for the processes required to manage and coordinate the	Names, contact information, possibly SSNs (information

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	USTP response to external inquiries and outside correspondence.	provided by the correspondent).
Fee App	Provides the interface by which USTP staff can review and validate billing fees submitted by counsel working on Chapter 11 cases.	Names, business contact information.
Monthly Activity Reporting	Provides a mechanism for United States Trustees to provide monthly updates on matters of significance in their region.	Debtor and employee names.
Mortgage Servicing	Supports the tracking of case findings associated with the National Mortgage Service Settlement.	Names, business information, possibly personal addresses of debtors/victims.
Ombudsman Management	Assists the United States Trustees in carrying out responsibilities associated with ombudsman appointments when ordered to appoint a consumer privacy or patient care ombudsman in accordance with 11 U.S.C. §§ 332-333.	Names, business contact information.
Trustee Oversight Database (TOD) (formerly, the Audit Tracking System or ATS)	A central repository used by the Executive Office of Oversight for managing trustee related information.	Names, business contact information (which may also be personal), performance evaluations and audits, application information (which may include SSNs, criminal history and some diversity data).
Trustee Examiner	Supports tracking and searches of outside trustees and examiners appointed to bankruptcy cases and includes searchable resumes and other information on candidates in a variety of professions throughout the country.	Names, business contact information, and possibly individual debtor names.
Vacancy Announcements	A limited access repository for posting job announcements and for collecting applications.	Names, personal contact information (could also contain performance evaluations, DD-214 with SSNs, etc., if required to provide with application).

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Video Conferencing	A repository of recordings of meetings, training.	USTP personnel biometric data, including voices and faces.
Working Group Sites	A limited access repository for various USTP working groups and a description of working group assignments and descriptions of the mission of each group. Working groups have their own team sites for collaboration as well.	Names, titles, business contact information (could also have PII of others depending on the working group assignment).
Office of Administration/Human Resources Restricted Sites	Limited access sites that maintain data related to: (1) performance evaluation and work plan tracking, (2) personnel actions (including SF-50, SF-52 forms), (3) employee relations issues, including adverse actions, grievances, reasonable accommodation processing, (4) awards processing, (5) employment applications, (6) Annual attorney bar certifications, (6) NAC training attendance, and (7) recordings of internal training.	Names, business and personal contact information, titles, SSNs, DOBs, salary amounts, grade/step information, PHI, personal information regarding conduct or performance issues, and biometric data (voices in recordings of various training sessions).