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"Rummaging in the government's attic"

Description of document:	Consumer Financial Protection Bureau (CFPB) Intranet homepage and pages connected with the Intranet homepage by one click, 2012
Request date:	26-January-2012
Released date:	17-February-2012
Posted date:	25-May-2015
Source of document:	Consumer Financial Protection Bureau Attention: Chief FOIA Officer 1700 G Street, NW Washington, DC 20552 Email: <u>FOIA@cfpb.gov</u>

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RE: FOIA Request #CFPB-2012-039

February 17, 2012

This letter is in final response to your Freedom of Information Act (FOIA) request dated January 26, 2012. Your request sought a copy of the CFPB Intranet homepage and a copy of each page connected with the Intranet homepage by one click (i.e. one click down).

A search of the Consumer Financial Protection Bureau's (CFPB) Intranet for documents responsive to your request produced a total of 19 pages. Of those pages, I have determined that 18 pages of the records are released in their entirety and 1 page is partially released pursuant to Title 5 U.S.C. § 552, Exemption 6.

**FOIA Exemption 6** exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The types of records that were withheld consist of non-official employee photographs. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

You may appeal any of the responses or decisions set forth above. If you choose to file an appeal, you must do so within 45 calendar days from the date of this letter. Your appeal must be in writing, signed by you or your representative, and should contain the rationale for the appeal. You may send your appeal via the mail (address below), email (CFPB\_FOIA@cfpb.gov) or fax (1-855-FAX-FOIA (329-3642)).

Your appeal should be addressed to:

Chief FOIA Officer Freedom of Information Appeal Consumer Financial Protection Bureau 1500 Pennsylvania Avenue, N.W. (Attn: 1801 L Street) Washington, D.C. 20220 For inquiries concerning your request, please contact Dominique Banks, by phone at (202) 435-7359 and reference the FOIA request number above. If you are unable to reach Ms. Banks, please feel free to contact CFPB's FOIA Service Center by email at CFPB\_FOIA@cfpb.gov or by telephone at 1-855-444-FOIA (3642).

Sincerely,

Martin Michalosky FOIA Manager Office of Records, Privacy & FOIA

Welcome Dominique!		
cfpb		
What are you looking for?	<image/>	Pacent News         Yesterday, Feb 06         Director's Weekly Message #5         Colleague, I have fielded this question frequently from outside the Bureau:         Read More »         Feb 03         CPB Connection available 2/6/12 - freVIEW on CFPBe Connection will be available on Monday, February 6. To preview         Norme 4 of the CFPB Connection will be available on Monday, February 6. To preview         Read More »         Feb 03         Olyme 4 of the CFPB Connection will be available on Monday, February 6. To preview         Read More »         Feb 03         Olyme 4 of the CFPB Connection will be available on Monday, February 6. To preview         Read More »         Feb 03         Ony know a current undergraduate of fractory for available on Monday, February 6. To preview         Auduet student who may be interested for available on Monday, February 6. To preview         Read More »         Feb 03         Ony know a current undergraduate of for available on Monday, february 10         Dy out know a current undergraduate of available on Monday.         Read More »         Feb 02         MorkLife4You Benefits Available to Help         Manage Daily Work/Life Issues and Events         CFPB's WorkLife4You benefits are available for help         More »
		Director's Weekly Message #4 Dear Colleague, In the fall you had an opportunity to identify areas where we could

improve processes to make it ...

Read More »

See All News »

# MY LINKS

Frequently Used

WebTA (weekly timecard) » GovTrip (business travel reimbursement) » Performance management » CFPB Transit Subsidy Program (CTSP) » Category

HR Connect » Employee Personal Page (EPP) »

Brought to you by the Technology and Innovation Team

# staffdirectory

Search for a name or keyword tag (eg, ethics)

# New People

(b) (6)

# Explore by Team

Chief Operating OfficerResearch, Markets, & RegulationsConsumer Education & EngagementSupervision, Fair Lending &External AffairsEnforcementFront OfficeGeneral Counsel

# Explore by Tag

New Hire Ambassador ×153 Strategy Wonk ×110 Southeast Region ×96 ECC Cohort 3 ×92 veteran ×85

Learning Team ×82 1700 G Street ×81 ECC Cohort 2 ×74 West Region ×73 Northeast Region ×55 FRB alumnus ×48 Midwest Region ×45 COR ×42 ECC Cohort 5 ×38 1 year @ CFPB ×36

#### Main Page - Consumer Financial Protection Bureau

team.cfpb.local		Welcome Dominique
c f p b <sub>edia</sub>	Page Discussion	Read View source View history
CFPBedia Help User Guide About CFPBedia Recent changes	Q Benefits Privacy Human Capital	an hour ago 3 hours ago 21 hours ago

# Current Page Tools

What links here Related changes Upload file Printable version Permanent link

# Personal Tools

My talk My preferences My watchlist My contributions

# Life at CFPB

- New Hire Welcome
- CFPB Strategy and Values (PDF)
- Culture Team
- CHCO Policies
- Acronym glossary
- Market and Product Primers
- Reports to Congress

# How Do I ...

- ...use this site?
- ...enroll in benefits? --
- ...get technical support? -- Read our Helpdesk FAQ.
- ...reserve a conference room and/or flatscreen? –
- ...get permission for speeches/interviews? –
- ...get ethics advice? -- Check replies to common concerns.
- ...order business cards?

# Regions

Midwest Region (Headquarters: 200 East Randolph St, Chicago)

Northeast Region (Headquarters: 330 Madison Ave, New York City)

Southeast Region (Headquarters: 1750 Pennsylvania Ave, Washington, DC)

West Region (Headquarters: Four Embarcadero Center, San Francisco)

# Offices

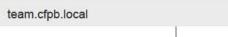
Chief Operating Officer	[expand]
Consumer Education & Engagemen	
External Affairs	[expand]
Front Office	[expand]
General Counsel	[expand]
Research, Markets & Regulations	[expand]
Supervision, Fair Lending & Enforce	

With the exception of policies and historical public documents, all content on CFPBedia should be treated as sensitive and pre-decisional.

This page was last modified on 17 January 2012, at 15:20.

This page has been accessed 6,000 times.

#### Help:About CFPBedia - Consumer Financial Protection Bureau





al		Welcome Dominique	$\sim$
b <sub>edia</sub>	Help page Discussion	Read Edit View history	Q

# **CFPBedia Help**

User Guide About CFPBedia Recent changes

### **Current Page Tools**

What links here Related changes Upload file Printable version Permanent link

### Personal Tools

My talk My preferences My watchlist My contributions

### CFPBedia (see-eff-pee-BEE-dee-uh) is our central library for all CFPB knowledge. It has policies, guidance, information about our various components, and answers to commonly asked questions about life at CFPB. The goal is to gather our collective knowledge in one place, enabling the whole of CFPB to "know what it knows."

	Contents [hide]
1 Hov	v this works
1	.1 Where does the content come from?
1	.2 How do I create a new page?
1	.3 What if I want to put sensitive content on CFPBedia?
1	.4 I found a typo/misstatement/piece of outdated information in CFPBedia. What do I do?
1	.5 There is no edit button. Why?
1	.6 How do I keep other people from editing my page?
1	.7 Why are some of the links red?
2 Cor	icems
2	.1 Why let anyone edit the content?
2	.2 Is someone in control?
2	.3 Are any other federal entities doing this?
2	.4 What if there is content that everyone needs to see, but should not be edited by anyone?
2	.5 What if someone uses the wiki for an illegal or unethical purpose?

# How this works

Help:About CFPBedia

(Redirected from CFPBedia help)

# Where does the content come from?

It comes from you. CFPBedia is powered by a wiki, which means that anyone can edit these pages and add new pages. This approach has been very successful at other federal entities that handle highly sensitive information.

To edit a page, click the "Edit" link in the upper-right corner of the page. For detailed instructions, see the user guide.

### How do I create a new page?

Anyone can create a new page. There are a few ways to do this. To learn how, consult the user guide.

# What if I want to put sensitive content on CFPBedia?

CFPBedia is only accessible to CFPB staff. However, it is only appropriate for content that all CFPB staff may see; it is not possible to restrict the visibility of a page to certain CFPB staff members. If you can see it, all of us can.

# I found a typo/misstatement/piece of outdated information in CFPBedia. What do I [edit] do?

Fix it! At the top of the page, there is an "Edit" link. Click it, edit as appropriate, and save your changes. Your edits will appear immediately.

# There is no edit button. Why?

[edit]

[edit]

[edit]

The page is locked. Instead of an edit button, you should see the words "View Source". That means that an administrator locked the page because the content should not be edited. Usually this is done to protect things that are written in stone, like MOUs, press releases, etc.

#### How do I keep other people from editing my page?

Technology administrators have the ability to lock a page, keeping others from editing it, including the person who created it. Pages can be locked when the content demands it-for example, formal policies and press releases--but pages are unlocked by default, and we want to keep it that way. This policy encourages a much richer, more accurate online library.

If you want to lock a page, just contact the Technology & Innovation team and they'll work with you.

#### Why are some of the links red?

Red links indicate a page that does not yet exist. If you click it, you'll be able to create a new CFPBedia page with that title.

Concerns	[edit]
----------	--------

#### Why let anyone edit the content?

Because it makes the content much richer. The goal is to collect all of CFPB's knowledge, and doing that effectively would be very difficult using a centralized model.

#### Is someone in control?

Yes. Administrators on the Technology & Innovation team monitor contributions and can revert any edit. If you have questions or concerns about how this works, contact Matthew Burton e.

#### Are any other federal entities doing this?

Yes. The Intelligence Community's Intellipedia 🖉 project was the first wiki-powered knowledge base to catch on in government. It has been running since 2005, and its creators won the 2009 Service to America Medal d for homeland security. All components of the Intelligence Community access Intellipedia to share classified intelligence. Also, the Department of Energy launched Powerpedia 🗗 in 2010.

#### What if there is content that everyone needs to see, but should not be edited by [edit] anyone?

Any page can be locked by technology administrators. This will prevent non-administrators from editing the page.

#### What if someone uses the wiki for an illegal or unethical purpose?

Every contribution to CFPBedia is logged, is transparent, and can be reverted, and all edits are attributed to the person who made them. No edit can be made anonymously. To view the edit history of a given page, click the View History link in the upper-right corner of the page. While the entire history of every article is tracked in perpetuity, information can be fully excised if necessary.

In addition, all users of this system are subject to the same monitoring and disciplinary policies that govern our use of email and any other digital service.

With the exception of policies and historical public documents, all content on CFPBedia should be treated as sensitive and pre-decisional.

This page was last modified on 2 February 2012, at 21:30.

This page has been accessed 607 times.

[edit]

[edit]

[edit]

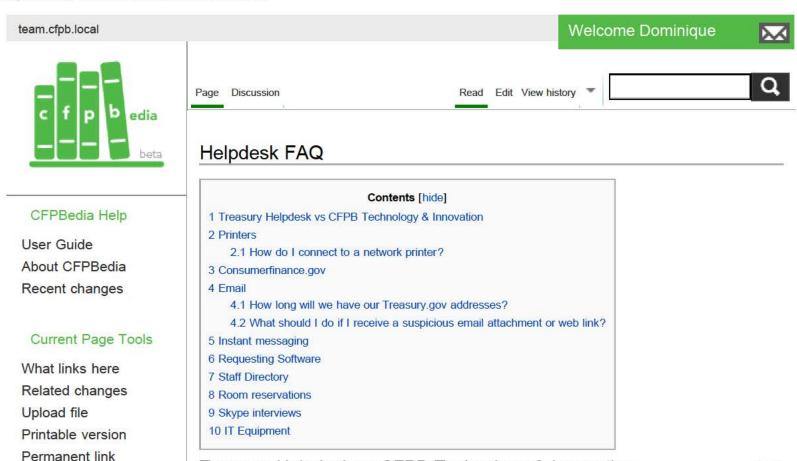
[edit]

#### edit

Personal Tools

My preferences My watchlist My contributions

My talk



# Treasury Helpdesk vs CFPB Technology & Innovation

[edit]

[edit]

[edit]

The Treasury helpdesk (helpdesk@treasury.gov 💮; 202-622-1111, or 21111 for those on the Treasury phone system) is still handling a variety of technical issues for CFPB staff. The CFPB Technology & Innovation team is gradually taking over these responsibilities. During this transition, please keep in mind that knowing whom to contact will get you a faster resolution:

Contact Treasury Helpdesk for:	Contact CFPB T&I for:
<ul> <li>General connectivity problems</li> <li>Blackberry issues</li> <li>Email issues (except for requests for new mailboxes)</li> <li>Problems logging in to your laptop</li> </ul>	<ul> <li>ConsumerFinance.gov questions</li> <li>Requests for new mailboxes</li> <li>Problems with anything that has "cfpb.local" in the URL, like the Staff Directory, the Supervision &amp; Examination System, or CFPBedia</li> <li>Software Requests</li> </ul>

# Printers

# How do I connect to a network printer?

Option 1:

- Please visit the following page: thegreen.treas.gov/bureau/cfpb/promgt/it/helpdesk/SitePages/CFPB%20Printers.aspx ⊮
- Choose your location
- Double click the applicable printer icon to attach

# Option 2:

- Select Start Button
- Select Devices and Printers

- Select Add Printer
- Select Add network, wireless or Bluetooth printer
- Select The printer that I want isn't listed
- Select Find a printer in the directory and Click Next
- Select CFPB.local
- Select Find Now

### Consumerfinance.gov

Consumerfinance.gov is the Bureau's website. We use it to inform, hear from, and connect with those outside the Bureau. The site is focused primarily on serving consumers, but also provides content to other audiences such as the media, governmental partners, and industry members.

# Email

Everyone at CFPB has two email addresses: name@cfpb.gov and name@consumerfinance.gov. Messages will be delivered to the same mailbox regardless of which address you use. The cfpb.gov address is convenient, but we've found that people unfamiliar with CFPB have a hard time remembering those letters. If you are making a public appearance and will be speaking your email address to listeners via phone, radio, television, or live event, we suggest using your @consumerfinance.gov address.

#### How long will we have our Treasury.gov addresses?

Name@treasury.gov delivers messages to the same mailbox as your cfpb.gov and consumerfinance.gov addresses. The treasury.gov addresses will be valid until the day we move to our own email system. Everyone will be notified months in advance of this transition, but we suggest you begin phasing out use of your treasury.gov address in preparation for that day.

#### What should I do if I receive a suspicious email attachment or web link?

Unfortunately malicious emails are a common occurrance on the Internet. Despite several layers of inspection and filtering by both Treasury and CFPB there is a chance you may receive a malicious email in your inbox. If you suspect a message to be malicious forward a copy to cfpb\_suspect@cfpb.gov. You should not click on the link or open the attachment until you hear back from the cybersecurity team.

# Instant messaging

As users of the Treasury network, we all have access to Microsoft Office Communicator, an instant message and screen sharing application. With Communicator, you can have one-on-one conversations with CFPB colleagues and have multi-person chat sessions. Your chat history is also stored in your Outlook mailbox.

To check if Communicator is on your computer, click the Start button in the bottom left-hand corner and type "Communicator" into the search box.

If you do not have Communicator or if you have issues connecting, contact the Treasury Helpdesk 🖳.

# Requesting Software

If you have software that you would like installed on your computer, fill out this form in and send it to Cybersecurity . We will evaluate your request and notify you with the next steps.

### Staff Directory

Q: My photo is a picture of someone else! How do I fix it?

A: Ask Matthew Burton &.

Q: Someone at CFPB took my photo a while back, but it's not on my profile.

A: That someone was probably Victor Zapanta 2. Matthew can take care of that, too.

Q: I have a new phone number/title/office/etc. How do I update my information in the directory?

[edit]

[edit]

edit

[edit]

[edit]

[edit]

A: Click here 🛃	, fill out the new information, and press the Update Account button.	
-----------------	--	--

Q: I have another question that isn't addressed here.

A: Talk to Matthew.

# Room reservations

To request a conference room reservation, refer to Operations & Facilities.

# Skype interviews

The Technology & Innovation team can set up video conferences via Skype for remote interviews. Please contact Michael Botelho & with the details of your request. Please provide advance notice to guaranty equipment availability.

# **IT** Equipment

#### Q: I want a numeric keypad for my laptop. Where can I get that?

Only the E6520 model comes with a numeric keypad as part of the keyboard. On other models, you can enable a "virtual" numeric keypad by pressing the FN key and the letters UIO,JKL. If you need an external numeric keyboard, please contact Michael Botelho 🗗.

#### Q: Can we use personal USB thumb drives for the CFPB laptop?

The only USB thumb drives approved for use are encrypted CFPB issued thumb drives.

#### Q: What is a DORA token and how do I use it?

DORA stands for Departmental Offices Remote Access ☑. Your DORA token gives you a random number that you need to enter in order to connect to DORA when you are working remotely.

#### Q: I got a laptop that was bigger/smaller than I wanted. What do I do?

If we have the inventory for the laptop you want, please contact the DO helpdesk. You may have to wait a bit, since we are in the middle of doing an agency-wide swap.

#### Category: Technology & Innovation

With the exception of policies and historical public documents, all content on CFPBedia should be treated as sensitive and pre-decisional.

This page was last modified on 2 February 2012, at 20:56.

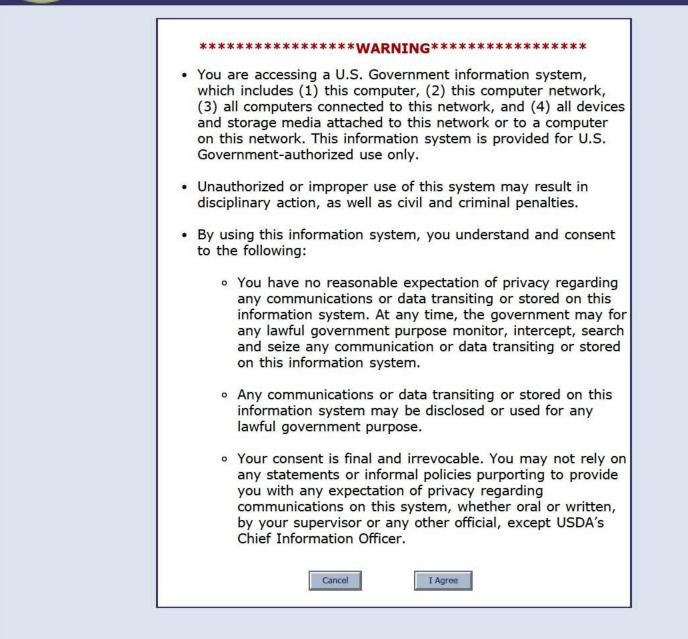
This page has been accessed 606 times.

[edit]

[edit]



# Employee Personal Page



CFPB PRODUCTION REGION Examiner Activity Update

# webTA Login

You are accessing a U.S. Government information system. This system is only for the use of authorized users who also agree to the following terms of use: anyone using this system expressly consents to having their actions monitored, recorded, and are subject to audit. Any information gathered from such monitoring that indicates possible evidence of criminal activity may be provided to law enforcement personnel.

webTA will be unavailable to users during the following maintenance windows: 1:00 a.m. to 5:00 a.m. Tuesday through Saturday - Eastern time and 1:00 a.m. Sunday through 5:00 a.m. Monday - Eastern time.

Please enter your User ID and Password for the Time & Attendance system:

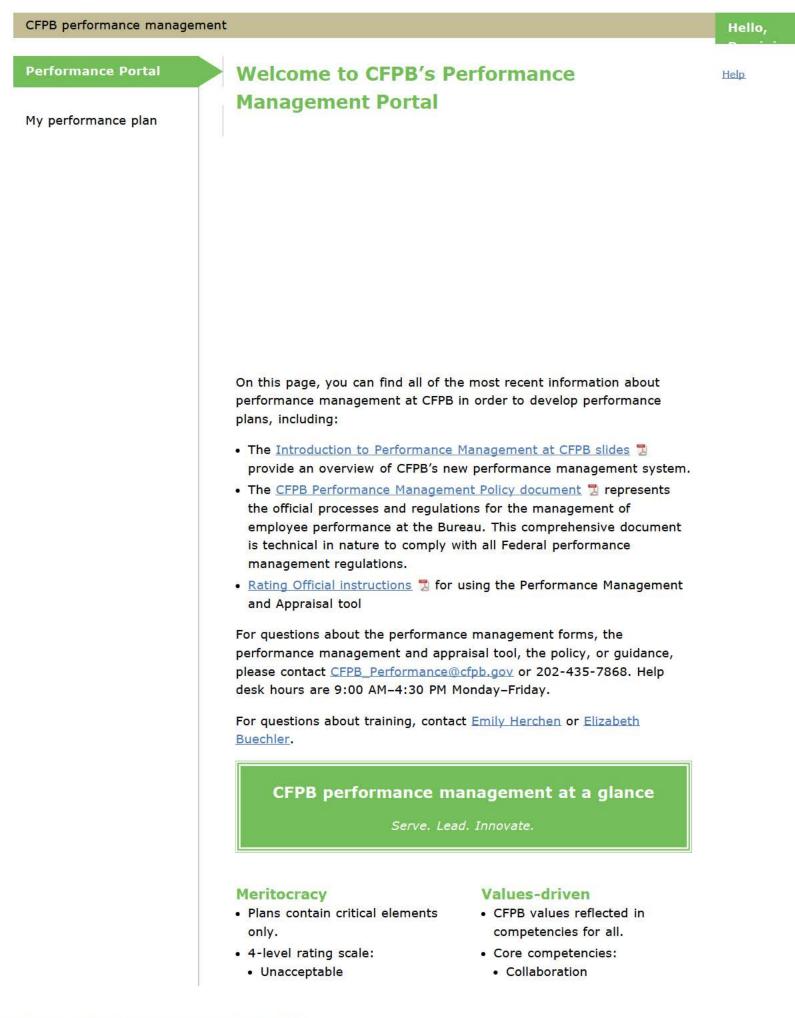
User ID	
Password	

(password is case-sensitive)





	Login to GovTrip	
UserName:		
Password:		Eorgot password?
	Log In	



- Solid Performer
- High Performer
- Role Model
- Summary rating scores retained to two decimal places to allow for differentiation of performance in assigning merit pay/bonuses.
- Competencies & objectives weighted at 50% each in summary rating to emphasize importance of both what is accomplished and how.

# Feedback & development

- Mid-year: Developmental 360° feedback required
- Employee-driven
- Only employee sees feedback – can choose whether or not to share with Rating Official
- No rater names or identifiers
- End-of-year: Multi-source narrative feedback required
  - Supervisor-driven
  - Only supervisor sees feedback
  - Includes rater identifiers (e.g. peer, customer)
- Continuous feedback encouraged; discussion required at mid-year

- Communication
- Problem solving
- Adaptability
- Job-specific competency:Subject-matter expertise
- Supervisory competencies:
  - Strategic thinking
  - Leading, managing & developing others
  - Managing resources
- Executive competencies:
  - Leading change
  - Leading people
  - Results driven
  - Business acumen
  - Building coalitions

# Accountability

- Results-based objectives for all levels of employees must link to CFPB mission.
- Supervisors held accountable for effective management of employees & resources through competencies.
- Managers accountable for accurate rating of performance and meaningful differentiation of performance through:
  - Training on rating levels to ensure consistency of interpretation.
  - Calibration discussions within and among divisions.

# **Transit Subsidy Request**

About you	Dominique Banks Dominique.Banks@cfpb.gov
Commuting from	
То	200 East Randolph Street, Chicago, IL 60601 Try your route with Google Maps
Commuting segments	Select a mode and specify a single <u>ONE-WAY</u> cost.          Select Mode of Transportation       \$ add           Daily one-way total:       \$ 0
Daily rountrip cost:\$	
Your typical work schedule:	<ul> <li>10 days per pay period</li> <li>9 days per pay period</li> <li>8 days per pay period</li> <li>Other</li> </ul>
Days each month you commute to work:	
Total monthly cost of commute:	
Allowable monthly amount you will receive (\$125 max):	5
Smartrip© card number (?):	

This form will be reviewed for approval prior to being processed as specified in the CFPB Transit Subsidy Policy .





#### Special Announcements

#### What's New

HR Connect has been upgraded to Release 7.4. New features include modifications to the current Payroll Inbound Interface to facilitate the automated insertion of HCUP Packages from NFC into HR Connect and to provide an automated Match Process between the two systems. Additionally, there are several new HCUP, On-Hold, Mismatch, and Pending Transaction Reports, as well as many new online enhancements to encourage and streamline processing within HR Connect.

#### **Emergency Contact Information**

Have you added/updated your emergency contact information in HR Connect? HR Connect is the official repository for emergency contact information. Everyone is strongly encouraged to ensure information is current and accurate. When you login, use the Employee Self-Service My Information link to update Emergency Contacts.

Privacy and Security Policy

#### Welcome to HR Connect Login



HR Connect is a world-class human resources system, owned and operated by the U.S. Department of the Treasury.

Unauthorized access is a violation of the Federal Statute 18 USC 1030. This system is for Official Use Only and subject to monitoring at all times. If you reached this system in error, please disconnect now.

#### Enter your user ID or e-Mail address and password to get connected:

User ID:		÷
	- or -	
Full e-Mail address:		
Password:		
	Sign In	•

- New to HR Connect Self Service?
   Sign up now!
- Forgot your user ID or password?
   Click Here
- Need to change your password? Click Here

#### **HR Connect Features**



For Employees
 Perform fast and easy updates to your
 personal information and view your
 benefits.

#### For Managers

Submit personnel actions online along with managing your people and positions. Obtain reports to help make strategic decisions. Take a look at Manager Self-

Service

- For HR Consultants Review your vacancy announcements and print position descriptions.
- Find out more...
   View FAQs about HR Connect

HR Connect-2-Learn



- Enhance your knowledge!
- Strengthen your skills!

Build your competencies!
 Find out more...

New HR Connect Courses



# Employee Personal Page

# You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. · By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer. Cancel I Agree

#### team.cfpb.local



#### **CFPBedia Help**

User Guide About CFPBedia Recent changes

**Current Page Tools** 

What links here Related changes Upload file Printable version Permanent link

### Personal Tools

My talk My preferences My watchlist My contributions

Discussion Read View source View history Category Category:CHCO Policy Below is a list of all policies finalized by the CFPB Chief Human Capital Officer. Pages in category "CHCO Policy" The following 22 pages are in this category, out of 22 total. F Career Intern Program Policy (interim) Cash Compensation Program: Sign-On Bonuses Policy (interim) 1 Credit hours policy (interim) Delegated Examining (interim)

- Dress code (interim)
- E

С

D

- Employment of experts policy (interim)
- Excepted Service executive positions policy (interim) Excepted Service non-executive
- positions under waiver authority policy (interim)

- Fellowship program policy (interim)
- Intergovernmental Personnel Act policy (interim)

L

Louis D. Brandeis Pilot Attorney Honors Program policy (interim)

M

 Merit promotion and internal placement plan (interim)

#### P

- Part-time career employment policy (interim)
- Performance management program policy (interim)
- Presidential Management Fellows program policy (interim)

# R

 Relocation expenses policy (interim)

# S

- · Service credit for annual leave accrual policy (interim)
- Situational telework policy (interim)
- Student Career Experience Program policy (interim)
- Student Temporary Employment Program (interim)
- Student volunteer (unpaid intern) policy (interim)

### Т

 Transit Subsidy Policy (interim)

Categories: Policy | CHCO

With the exception of policies and historical public documents, all content on CFPBedia should be treated as sensitive and pre-decisional.

This page was last modified on 9 November 2011, at 23:01.

This page has been accessed 1,017 times.

Welcome Dominique